

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
THE CHERRY CREEK VILLAGE WATER DISTRICT AND
THE BOARD OF DIRECTORS OF ITS WATER UTILITY ENTERPRISE
HELD
February 11, 2020**

A Regular meeting of the Board of Directors of the Cherry Creek Village Water District and the Board of Directors of its Water Utility Enterprise (referred to hereafter as "Board") was held on Tuesday, February 11, 2020 at 8:45 a.m., at the offices of Community Resource Services, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado. This meeting was open to the public.

ATTENDANCE

The regular meeting of the Board was called and held, as shown, in accordance with Colorado law. The following Directors were present:

John Forney
Lou Schroeder
Phil Viseur
Dale Heider
Eric Montag

Also present were:

Tim Flynn, Esq., Collins Cockrel & Cole P.C. by phone
Greg Sekera, Kennedy/Jenks
Cathy Noon, Community Resource Services of Colorado, LLC

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:59 a.m. and the pledge of allegiance was conducted.

**QUORUM /
QUALIFICATIONS/
DISCLOSURE MATTERS**

It was noted that a quorum was present. All of the Directors are qualified and there are no conflicts of interest disclosures required.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Upon review and discussion of the Agenda and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Agenda as amended to include under Director Items, a discussion regarding Greenwood Village elected officials attending a future Board meeting and Resolution 2020-1-1 as adopted at the Board's January meeting.

Minutes: The Minutes of the January 14, 2020 Regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the minutes were approved as presented.

PUBLIC COMMENT

None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the February 11, 2020 claims represented by check numbers 1252 - 1259 totaling \$12,712.07 and claim Auto-Payments to Denver Water totaling \$19,345.73 and Auto-payments totaling \$369.40 to Four Directors reflecting grand total claims of \$32,427.20 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 11, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period January 31, 2020, adjusted as of February 3, 2020. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position.

Financial Statements: Ms. Noon reviewed the Financial Statements for the period ending January 31, 2020. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

DIRECTORS ITEMS

Discussion Regarding Meeting with GWV Mayor and Council Members: As there are new City Council representative and a new Mayor in Greenwood Village, the Board discussed inviting those city officials to a District meeting. No action will be taken at this time.

Review of Resolution 2020-1-1: Director Forney asked for confirmation that the Resolution passed at the January meeting did reflect a meeting start time of 8:45. Ms. Noon and Mr. Flynn confirmed the changes had been made.

RECORD OF PROCEEDINGS

Composting: Discussion was held on whether composting was a significant tool in water conservation. Due to the numerous variables in water consumption per household, it was determined that the affect on water usage of composting was impossible to measure and therefore no position would be taken by the Board on composting.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes.

Consideration of GIS Services: Mr. Sekera is still investigating GIS services and will discuss the subject further at the March meeting.

Update on Efforts to Retain an Operator in Responsible Charge: Mr. Sekera confirmed that Gerard Whelan has agreed to act as the District's Operator in Responsible Charge (OCR). The Board directed Mr. Sekera to file the appropriate forms with the Colorado Department of Health on behalf of the District. Mr. Sekera will work with Mr. Whelan to develop a scope of services. Mr. Flynn and Mr. Sekera will work with Mr. Whelan on the preparation of a contract for the Board's consideration at a future meeting.

Capital Improvement Plan: Mr. Sekera intends to present the Board with a 2020 Capital Improvement Plan at the March meeting.

LEGAL

OCCT/Denver Water Orthophosphate Matter: Mr. Flynn updated the Board that nothing new to report since the January 2020 meeting, except that representatives of the Denver Water Rates and Fees Task Force met with Denver Water's rate staff to discuss how the costs of Denver's Lead Service Line Replacement Program would be allocated between inside and outside City customers. Mr. Flynn had not heard the results of that meeting, but will advise the Board at its March meeting.

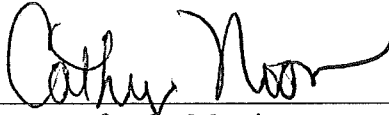
Update on May 5, 2020 Board of Directors Election: Mr. Flynn reviewed the 2020 May Election timeline with the Board. Directors were reminded to file their Candidate Self-Nomination Forms prior to the February 28, 2020 deadline.

RECORD OF PROCEEDINGS

ADJOURNMENT

There being no further business to come before the Board, upon a motion made, seconded and upon vote, unanimously carried, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,



Secretary for the Meeting

February 6, 2020

Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on February 11, 2020
Cherry Creek Village Water District
KJ Job No. 2046003*GENW

Briefly presented below are the items that we have been involved in during the past month.

1. Operator in Responsible Charge (ORC) – I have been coordinating with our new ORC Ger Whelan with Colorado Water Systems on updating the forms for CDPHE and providing him the information he needs. I will update the Board at the meeting.
2. GIS Implementation – I am reviewing a little deeper the two potential vendors and not quite ready to make a final recommendation. I will discuss my current thoughts and findings with the Board at the meeting.
3. Capital Improvement Plan – Based on previous discussions I am preparing a long-term capital improvement plan for the District. The plan will allow the District to develop a vision and financial plan for the replacement of the water system. I hope to have this complete for the March meeting.
4. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 3.8 MG for the January period (0.4 MG more than the prior period).
The Yosemite Meter has a leak inside the vault on the by-pass pipe. The leak will need to be repaired soon and I am coordinating with C&L and Denver Water on how best to repair it. I will update the Board further at the meeting.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no transponder replaced in January. However, we were notified on February 4 that there are 7 meters with fault reads that are being investigated.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No issues reported in January.
 - Fire Hydrant and Valve Maintenance – We are coordinating with C&L for beginning maintenance work in early spring.

Memorandum

Cathy Noon, District Manager

February 6, 2020

Page 2



- Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. None.
- Water Line Breaks – There were no water line breaks this past period.
- Facility Locates – Locate requests were low in January.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2020 Water System Maintenance Tracking
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	020 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-20	\$5,800	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-20	\$4,015	\$0
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$2,400	\$0
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	May-20	\$660	\$0
	Subtotal				\$12,875	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$14,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Replace Dayton PRV (6" PRV valve only)	1		2020	\$10,000	\$0
6	Raise Valve Boxes from Under Asphalt	8		May-20	\$6,000	\$0
7	Clean Valve Boxes (vacuum and operate valve)	20		May-20	\$1,800	\$0
8	Replace Valve/B.O. (in asphalt)	2		May-20	\$20,000	\$0
9	Misc. Valve Repairs (replace valve boxes)	12		May-20	\$7,200	\$0
10	Fire Hydrant Repairs	13		May-20	\$7,800	\$0
11	Fire Hydrant Replacement	4		May-20	\$40,000	\$0
12	Fire Hydrant Painting	24		May-20	\$3,120	\$0
13	Emergency Repairs (water line breaks)	2			\$40,000	\$0
	Subtotal				\$135,920	\$0
	Contingency @	15%			\$20,000	\$0
Total System Repairs and Replacements					\$156,000	\$0
Contractor Services (by C&L Water Solutions)						
14	Operator in Responsible Charge	12			\$3,600	\$0
15	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$0
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$234
17	Service Shut-offs (estimated)	12			\$2,100	\$0
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$0
19	Utility Locates (field)	48			\$7,200	\$0
	Subtotal				\$28,800	\$234
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$234
Total Repairs and Maintenance					\$205,000	\$234
WL Replacement Capital Projects						
20	No Projects Anticipated in 2020				\$0	\$0
Total Capital Projects Budget					\$0	\$0

NOTES:

- Actual Cost column is summation of C&L Invoices received and approved in current year. Costs do not include material and equipment costs paid to others by District for repairs.