

# 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  
March 10, 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, March 10, 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 -left the meeting at 9:52 a.m.  
Lou Schroeder  
Phil Viseur  
Dale Heider  
Eric Montag

Also present were:

Tim Flynn, Esq., Collins Cockrel & Cole P.C.  
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 the Directors are qualified and there are no conflicts of interest disclosures required.

**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 presented.

Minutes: The Minutes of the February 11, 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.

# RECORD OF PROCEEDINGS

---

## PUBLIC COMMENT

None.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the March 10, 2020 claims represented by check numbers 1260 - 1265 totaling \$12,176.86 and claim Auto-Payments to Denver Water totaling \$20,700.43 and Auto-payments totaling \$369.40 to Four Directors reflecting grand total claims of \$33,246.69. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 10, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period February 29, 2020, adjusted as of March 5, 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 February 29, 2020. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

## DIRECTORS ITEMS

There were none.

## 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. In addition, Mr. Sekera reviewed the proposed 10-year Capital Improvement Program updated with 2020 cost figures. Board member discussion ensued regarding costs and timing of projects.

Consideration of GIS Services: Mr. Sekera informed the Board that vendors will be providing cost estimates as well as specific questions and answers that Mr. Sekera has identified for consideration at the April 14, 2020 Board Meeting.

# RECORD OF PROCEEDINGS

---

## LEGAL

OCCT/Denver Water Orthophosphate Matter: Distributor Rate and Fees Technical Advisory Committee (“TAC”) representatives met with Jim Lochhead, CEO of Denver Water, and representatives of Denver Water’s rates section during February 2020. Denver Water was not receptive to the method proposed by TAC for allocating the costs of Denver’s Lead Service Line Replacement Program between inside and outside city customers. Instead Denver Water is proposing to capitalize all of those costs over 20 years and then allocated between inside and inside City customers based upon water usage, together with a 19% multiplier on outside City costs.

The TAC representatives were not receptive to this counter proposal. Another meeting is scheduled with the Denver Water in mid-April. Mr. Flynn will keep the Board apprised as to these ongoing discussions.

Consider Contract with Gerald Whelan for OCR Services: Mr. Flynn reported that he is working on a contract with Mr. Whelan for OCR Services but needs a scope of work from either Mr. Whelan or Mr. Sekera in order to complete the contract.

Update on May 5, 2020 Board of Directors Election: The May 5, 2020 election has been cancelled as there were not more candidates than openings on the Board. Therefore, Director Montag was elected for a 2-year term that will expire year 2022. Directors Forney, Heider and Schroeder were elected for a 3-year term that will expire year 2023.

## 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 10:55 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary for the Meeting

March 5, 2020

## Memorandum

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on March 10, 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. Capital Improvement Plan (CIP) – Based on previous discussions I have prepared a draft of a long-term capital improvement plan for the District. I have also updated the replacement cost analysis from 2013 for all the pipes in the District. The plans will allow the District to develop a financial plan for the water system. I will hand out copies at the meeting for discussion.
2. GIS Implementation – I am still reviewing 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. Operator in Responsible Charge (ORC) – I submitted the Change of Contact form to CDPHE that officially notifies them of our new ORC, Ger Whelan with Colorado Water Systems. Ger and I are coordinating on updating the other forms CDPHE requires, particularly the District's water monitoring plan.
4. 2019 Maintenance Summary – As I do every year, I prepared my letter that summarizes the maintenance, repairs, and replacements performed last year. I will bring copies of the letter to the meeting.
5. 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 2% of the flow and the Dayton meter delivered 98%. Total water supplied to the District was 4.1 MG for the February period (0.3 MG more than the prior period).  
The Yosemite Meter leak inside the vault has not been repaired. C&L has not had the manpower to repair the leak. I am continuing to coordinate with them on their time frame for the work. I will update the Board further at the meeting.
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were three (3) transponders replaced in February. There are currently four (4) 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 February.

## Memorandum

Cathy Noon, District Manager

March 5, 2020

Page 2



- Fire Hydrant and Valve Maintenance – We are coordinating with C&L for beginning maintenance work in early spring.
- 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 – There were several large locates performed in February for Xcel and a sewer service replacement.
- 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
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
	<b>Total Routine Maintenance</b>				<b>\$14,000</b>	<b>\$0</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
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 Vaiver/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
	<b>Total System Repairs and Replacements</b>				<b>\$156,000</b>	<b>\$0</b>
<b>Contractor Services (by C&amp;L Water Solutions)</b>						
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	\$825
	Subtotal				\$28,800	\$1,059
	Contingency @	20%			\$6,000	\$0
	<b>Total Contractor Services</b>				<b>\$35,000</b>	<b>\$1,059</b>
	<b>Total Repairs and Maintenance</b>				<b>\$205,000</b>	<b>\$1,059</b>
<b>WL Replacement Capital Projects</b>						
20	No Projects Anticipated in 2020				\$0	\$0
	<b>Total Capital Projects Budget</b>				<b>\$0</b>	<b>\$0</b>

**NOTES:**  
 1 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.