

# 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  
April 14, 2020**

Due to the COVID-19 pandemic, the regular monthly 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 convened by telephone conference call on Tuesday, April 14, 2020 at 8:45 a.m. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting via telephone conference call, if they so desired.

**ATTENDANCE**

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

John Forney  
Lou Schroeder  
Phil Viseur – joined by phone at 9:45  
Dale Heider  
Eric Montag

Also present by telephone 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.

# 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 presented.

Minutes: The Minutes of the March 10, 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 with a change noted that acronym OCR should be changed to ORC.

## PUBLIC COMMENT

None.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the April 14, 2020 claims represented by check numbers 1266 - 1272 totaling \$31,921.56 and claim Auto-Payments to Denver Water totaling \$13,096.63 and Auto-payments totaling \$369.40 to Four Directors reflecting grand total claims of \$45,387.59. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the April 14, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period March 31, 2020, adjusted as of April 9, 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 March 31, 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.

# RECORD OF PROCEEDINGS

---

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Update on COVID-19 Impacts: Ms. Noon updated the Board on how the COVID-19 orders by the Governor of Colorado and Tri-County Health Department effect the operations of the District. Operations of the District such as billing, customer service, maintenance and utility locates are still happening. However, shut-offs and late charges are not allowed per Executive Order by Governor Polis. The Board discussed how water usage and financial issues might impact the District. Business and school usage will likely reduce but residential may increase as people are remaining at home. Of course, warmer weather will bring more irrigation usage so the impacts may not as apparent.

## 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 informed the Board that the 2" CCSD meter that failed to read last month has a failed transponder which cannot be replaced as the manufacturer is no longer making replacement parts. This led to a discussion about replacing meters with updated models which would use cellular technology for reading the meters. For the past year, transponders have been failing at a rate of one to four per month (mostly residential) with a cost of replacement at approximately half the cost of a new meter. Now that new transponders for old meters may not be available, the board instructed Mr. Sekera and Ms. Noon to research new systems and bring the information back for discussion at a future meeting.

Consideration of GIS Services: Mr. Sekera informed the Board of his research on GIS companies and his recommendation for GIS services to be iamGIS. Due to the size and complexity of the District's assets and the ease to maintain the data base, as well as the cost to implement and yearly maintenance, iamGIS provides the most cost-effective solution for the District. Upon motion duly made, seconded and, upon vote, unanimously carried, The Board approved contracting with iamGIS and instructed Mr. Flynn to prepare a contract with iamGIS for consideration at the April meeting.

# RECORD OF PROCEEDINGS

---

## LEGAL

OCCT/Denver Water Orthophosphate Matter: Mr. Flynn reported the Denver Water continues with the implementation of its Lead Service Line Replacement Program. The most important aspect of the program at the present time is the allocation of the costs of the program between inside and outside City users. The Suburban Distributor Group, known as the Denver Water Rates and Fees Technical Advisory Committee ("TAC"), has submitted a letter to Denver Water suggesting two methodologies for allocating those costs which will shift more of the cost to inside City customers than Denver had originally contemplated. There was a recent meeting with Denver Water staff and TAC representatives. As a result of the meeting, it was agreed that the rate consultants for both entities will meet again to see if they can arrive at a mutually acceptable methodology for allocating these capital costs.

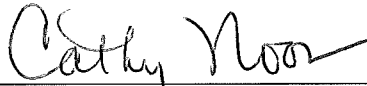
Consider Contract with Gerald Whelan for OCR Services: Mr. Flynn reported that he is completing a proposed form of contract with Colorado Water Systems, LLC, the entity under which Gerald Whelan does business. He has prepared a proposed scope of work but still needs Mr. Whelan's rate schedule. He will send the agreement to Greg Sekera and Cathy Noon for their comments and delivery to Mr. Whelan, unless they feel modifications are necessary before it is delivered.

Electronic Meetings Resolution: Upon a motion duly made, seconded and upon unanimous vote, the Board approved resolution 2020-4-1 establishing the ability to hold meetings in electronic format.

## 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 10:16 a.m.

Respectfully submitted,



---

Secretary for the Meeting

May 6, 2020

## Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on May 12, 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. GIS Implementation – I notified IamGIS that they have been selected to implement the District's GIS system. The Agreement will be presented for approval by the Board at the meeting.
2. Operator in Responsible Charge (ORC) – I have coordinated with Cathy, Tim, and Ger Whelan our new ORC to prepare an Agreement for the District's ORC duties. We will discuss the status of the Agreement with the Board at the meeting.
3. 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 78% of the flow and the Dayton meter delivered 22%. Total water supplied to the District was 4.6 MG for the April period (2.2 MG more than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were five (5) residential transponders replaced in April.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. No issues reported in April.
  - Fire Hydrant and Valve Maintenance – We are coordinating with C&L for beginning maintenance work in early summer.
  - 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 locates performed in April.
  - 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 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				\$136,920	\$0
	Contingency @	15%			\$20,000	\$17,337
	<b>Total System Repairs and Replacements</b>				<b>\$156,000</b>	<b>\$17,337</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	\$362
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$1,092
17	Service Shut-offs (estimated)	12			\$2,100	\$0
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$1,442
19	Utility Locates (field)	48			\$7,200	\$1,350
	Subtotal				\$28,800	\$4,246
	Contingency @	20%			\$6,000	\$0
	<b>Total Contractor Services</b>				<b>\$35,000</b>	<b>\$4,246</b>
	<b>Total Repairs and Maintenance</b>				<b>\$205,000</b>	<b>\$21,583</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.