

# RECORD OF PROCEEDINGS

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**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  
May 12, 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, May 12, 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:

John Forney  
Lou Schroeder  
Dale Heider  
Eric Montag by telephone

Absent was Director Viseur whose absence was excused.

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 9:02 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.

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## 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 add V. A. Utility Billing/Shut-offs during COVID-19.

Minutes: The Minutes of the April 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 May 12, 2020 claims represented by check numbers 1273 - 1277 totaling \$18,261.13 and claim Auto-Payments to Denver Water totaling \$22,911.65 and Director Checks totaling \$369.40 of to reflect grand total claims of \$41,542.18 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the May 12, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period April 30, 2020, adjusted as of May 7, 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 April 30, 2020. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Utility Account Delinquencies: The Board had a discussion on how to handle late charges and shut offs once the Governors Executive Order is over.

## DIRECTORS ITEMS

Utility Billing: The Board had a discussion on how other Districts are handling shut offs and late accounts during this period. The Board was informed that the District is following the same protocol as Denver Water and neighboring Districts which is in conjunction with the Governor's Executive Order of no late charges or shut-offs during the Emergency. However, as the water usage charges are still owed, staff was instructed to clarify this information on water bills.

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## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report and noted that period usage is down compared to last year. This could be attributed to weather and/or commercial and school building closures.

Administer Oath of Office: The Board made a motion for Ms. Noon to administer the Oath of Office to John Forney, Eric Montag, Lou Schroeder and Dale Heider. Following a second and unanimous vote by all members, the motion carried. Following the administration of the Oaths, a motion was made to elect officers of the Board. Upon a second and unanimous vote, the Board elected John Forney as President, Lou Schroeder as Vice President, Eric Montag as Secretary, Phil Viseur as Assistant Secretary and Dale Heider as Treasurer.

## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes. He is still investigating options for meters/transponder replacements including cellular remote technology.

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## LEGAL

OCCT/Denver Water Orthophosphate Matter: Mr. Flynn reported that Denver Water is implementing its Lead Service Line Replacement Program as vigorously as it can under the circumstances. Areas within the City and County of Denver have been identified for replacement, as well as for the distribution, of the lead filter kits. Denver Water has also developed a timeline for when it will initiate the Lead Service Line Replacement Program in those distributor areas that have lead service lines.

Mr. Flynn further reported that the Denver Water Rates and Fees Technical Advisory Committee (TAC), which is a suburban distributor organization, is continuing to work with the rate section of Denver Water for the purpose of developing a methodology/cost allocation formula that is mutually agreeable for allocating the significant capital costs associated with Denver's Lead Service Line Replacement Program. It is expected that these costs will be between \$400 million to \$500 million over the next 30 years. Denver Water will finance those costs through the issuance of debt which will extend the payment period up to 20 or 30 years.

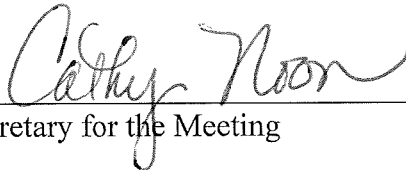
Contract with iamGIS for GIS Services: Director Schroeder moved that the Board approve the contract presented for GIS services for the District effective June 1, 2020. Upon a second by Director Forney, a vote was taken, and the motion carried unanimously. Legal counsel will forward the approved contract to iam/GIS for signature by its chief executive officer. Cathy Noon will coordinate signature of the contract on the District's behalf.

Contract with Gerard Whelan for ORC Services: Mr. Flynn presented Mr. Whelan with a contract for his review. Mr. Whelan has not yet responded. Mr. Flynn will follow-up with Mr. Whelan as to the status and whether he has any questions or concerns about the contract that was tendered to him.

## 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 9:51 a.m.

Respectfully submitted,



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Secretary for the Meeting

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				\$135,920	\$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.

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

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

1. GIS Implementation – I notified lamGIS 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.