

# 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  
June 9, 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, June 9, 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  
Eric Montag – by Teleconference  
Phil Viseur  
Dale Heider

Cathy Noon, Community Resource Services of Colorado, LLC

Also present by teleconference were:  
Tim Flynn, Esq., Collins Cockrel & Cole P.C.  
Greg Sekera, Kennedy/Jenks

**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 Lead Article in GWV Newsletter, V.B. Past Due Accounts and V.C. Resignation of Director Viseur.

Minutes: The Minutes of the May 12, 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 June 9, 2020 claims represented by check numbers 1278 – 1282 totaling \$13,193.77 and claim Auto-Payments to Denver Water totaling \$68,473.27 and Director Checks totaling \$277.05 to reflect grand total claims of \$81,944.09. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 9, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period May 31, 2020, adjusted as of June 4, 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 May 31, 2020. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Utility Account Delinquencies: Upon review, it was noted that delinquencies reflect two commercial accounts and residential accounts totaled approximately \$1000.00. It was noted this was likely due to timing of the payments and COVID-related suspension of late fees.

## DIRECTORS ITEMS

Lead Article in GWV Newsletter: Director Forney shared an article on the Lead Service Line issue with the Board. Mr. Sekera and Ms. Noon met with Denver Water and confirmed that no lead service lines are known to be in the District's service area. Following discussion, the Board directed Ms. Noon to contact the GWV Public Works Department (as reflected in the article) and update them on the District's actions and outcome in case they receive calls from

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District Customers. Also, an insert will be included in the June customer bills explaining the Lead Service Line issue.

Past Due Accounts: The Board reviewed the Governor's COVID Executive Order regarding last charge and shut-off suspension.

Resignation of Director Viseur: Director Viseur shared with the Board he is resigning effective August 1<sup>st</sup>.

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report and noted that the usage for May looks to be higher than in previous years.

## MAINTENANCE AND OPERATIONAL MATTERS

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

Replacement Meter Technology and Cost: Following research on the products available, there are only 2 that are approved by Denver Water and of those, only Badger meters are appropriate for use in the District. Preliminary costs to replace all residential meters at one time with cellular technology looks to be \$235,000. Commercial is \$90,000.

## LEGAL

Contract with Gerard Whelan for ORC Services: Mr. Whelan will do the annual CDHPE Water survey in June. Mr. Flynn and Mr. Sekera are still working to finalize this contract.

Denver Water Lead Service Line Replacement Program: Representatives from Denver Water's Rate Section and the Denver Water Rates and Fees Technical Advisory Committee ("TAC") rate consultants met and came up with a proposed methodology for allocating the \$400-\$500,000,000 capital cost of Denver Water's lead service line replacement program. After agreeing upon the methodology, model scenarios were run. Those scenarios indicated that if the methodology was adopted, rates would have to substantially increase inside the City and County of Denver. As a result, the parties agree to meet later in June to further discuss how the costs of the lead service line replacement program would be allocated.

COVID-19 Response Matters: The Governor's Executive Order to suspend late charges and shut-offs was extended through June 12, 2020.

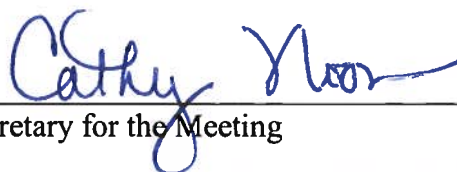
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## ADJOURNMENT

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 10:38 a.m.

Respectfully submitted,



Cathy Moor

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Secretary for the Meeting

June 4, 2020

## Memorandum

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on June 9, 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 have a meeting with Tony at lamGIS on June 5 to initiate the transfer of the District data and then launching preparation of the GIS.
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. CDPHE's sanitary survey review and meeting is scheduled for June 24. I am preparing for the meeting and coordinating with our ORC.
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 94% of the flow and the Dayton meter delivered 6%. Total water supplied to the District was 15.0 MG for the May period (10.4 MG more than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There are four (4) transponders that reported fault with the May reads. We have reviewed further our options for replacing the meters with new cell-based technology. I will discuss the information with the board at the meeting.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. No issues reported in May.
  - Fire Hydrant and Valve Maintenance – We are coordinating with C&L for beginning maintenance work. C&L is behind with all maintenance work due to Covid.
  - 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 minimal locates performed in May.
  - 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  |              |                    |                | \$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:**

- 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.