

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
July 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, July 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:

John Forney
Lou Schroeder
Eric Montag
Phil Viseur
Dale Heider – by Teleconference

Cathy Noon, Community Resource Services of Colorado, LLC
Greg Sekera, Kennedy/Jenks, by telephone

Also present by teleconference were:
Tim Flynn, Esq., Collins Cockrel & Cole P.C.

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 9:00 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. C Water Costs.

Minutes: The Minutes of the June 9, 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

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None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the July 14, 2020 claims represented by check numbers 1284 – 1289 totaling \$14,906.78 and claim Auto-Payments to Denver Water totaling \$31,782.75 and Director Checks totaling \$369.40 to reflect grand total claims of \$47,508.93. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the July 14, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period June 30, 2020, adjusted as of July 6, 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 June 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: Ms. Noon reviewed the account delinquencies noting there were no Commercial Accounts eligible for shut-off. However, three Residential Accounts would be eligible on July 29th, but these accounts will not be shut-off due to the Governor's COVID Executive Order being extended until August. Reminder notices will still be sent.

Presentation on 2019 Audit – Neil Schilling: Mr. Schilling presented the 2019 Audit and answered questions from the Board. The auditor will issue an unmodified opinion, meaning that in the auditor's opinion, the District's financial statements present fairly the financial condition of the District as of December 31, 2019 and the year then-ended. Director Schroeder moved that the Board approve the 2019 audit subject to final legal review. Upon a second

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by Director Viseur, a vote was taken, and the motion carried unanimously.

DIRECTORS ITEMS

Acceptance of Director Resignation and Discussion on Board Appointment: Director Viseur was recognized for his 20+ years of service to the District with his resignation effective as of this meeting. The Board had a discussion on possible appointments to fill the vacancy. The Board will explore options over the next few months.

Water Costs: Director Forney shared an article showing yearly water costs in major cities around the nation. While the information was interesting, the article was not specific enough to compare equally among water providers (i.e. were fixed fees included, was there tiered usage)

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report and noted that the usage for May and June has nearly doubled this year than in 2019, with weather being the main factor.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes. He noted that maintenance costs will be going up because XCEL Energy will be building a transmission line through the District causing more utility locate charges to be incurred by the District.

Replacement Meter Technology and Cost: Mr. Sekera continues to work on this issue and informed the Board that he will be providing Badger Meter with an inventory of the Districts current equipment so that a bid for new meters can be obtained.

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LEGAL

Contract with Gerard Whelan for ORC Services: This item was tabled until the August meeting.

Consideration of Denver Water Integrated Service Agreement (ISA): Mr. Flynn shared with the Board the updated ISA which includes CDHPE requirements. Following discussion, a motion was made to approve the agreement presented. Upon a second, a vote was taken, and the motion carried unanimously.

Consideration of Updated Fire Hydrant Meter and Backflow Policy: Denver Water requested that all Master Meter customers incorporate Denver Water's Backflow Policy as a part of the District's policy. A revised and updated Fire Hydrant Meter and Backflow Policy was then presented to the Board for approval. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the updated policy was approved as amended.

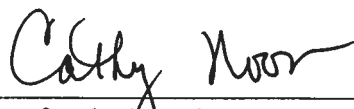
Update on Denver Water Lead Service Line Replacement Program: Mr. Flynn reported that he had heard that Denver Water will not try to recover the cost of its lead service line replacement program through rates until 2022. The suburban distributors who are interested in the rates and on what is known as the Denver Water and fees technical advisory committee are scheduled to meet with Denver Water in the near future to discuss methodologies for recovering these costs in 2022. Until then, Denver Water will finance the cost of its lead service line replacement program from its accumulated reserves.

Update, if necessary, on COVID-19 Response Matters: The executive order has been extended until July 31 regarding late charges and shut offs.

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,



Secretary for the Meeting

July 9, 2020

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on July 14, 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. CDPHE Survey – Our site survey with CDPHE was conducted on June 24. Our ORC, Ger Whelan, and I were present. I presented documentation of our maintenance program, our consumption report, and our Emergency Response Plan (ERP), as well as responding to questions regarding the water system. The survey went well with no apparent issues noted. In preparation for the meeting I prepared an ERP. We are waiting for the CDPHE's report that follows the meeting that will note any deficiencies and requirements.
2. Operator in Responsible Charge (ORC) – I have continued to coordinate with Cathy, Tim, and Ger Whelan our new ORC to prepare an Agreement for the District's ORC duties. The Agreement is now in final form and I recommend that the Board approve it.
3. GIS Implementation – I met with Tony at IamGIS on June 5 to initiate the transfer of the District data and them launching preparation of the GIS. They are still preparing the GIS and I expect them to have the GIS ready for our use this month.
4. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – The most recent meter readings were read incorrectly. We will attempt to provide updated readings for the meeting. The Yosemite meter delivered ???% of the flow and the Dayton meter delivered ???%. Total water supplied to the District was approximately 23 MG for the June period (8.0 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – The four (4) transponders that failed in May were replaced with the current technology. There have been no failures reported for the June period. I will update the board regarding information relative to replacing the meters with new cell-based technology.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues reported in June.
 - Fire Hydrant and Valve Maintenance – I prepared a new list of hydrants and valves for repairs for this year and am coordinating with C&L for beginning the work on the

Memorandum

Cathy Noon, District Manager
July 9, 2020
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- list including the annual inspections. C&L is behind with all maintenance work due to Covid.
- Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. None.
 - b. Assisted Cathy and Tim with revised Permit form that includes cross-connection control requirements per CDPHE and Denver Water.
 - Water Line Breaks – There were no water line breaks this past period.
 - Facility Locates – Large area locates were performed by C&L for the Goldsmith Gulch Force Main replacement and Lift Station upgrades.
 - 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	\$18,361
Total System Repairs and Replacements					\$156,000	\$18,361
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	\$641
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$1,560
17	Service Shut-offs (estimated)	12			\$2,100	\$0
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$2,372
19	Utility Locates (field)	48			\$7,200	\$3,450
	Subtotal				\$28,800	\$8,023
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$8,023
Total Repairs and Maintenance					\$205,000	\$26,384
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.