

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
August 11, 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, August 11, 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

Cathy Noon, Community Resource Services of Colorado, LLC

Also present by Zoom 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 9:00 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 presented.

Minutes: The Minutes of the July 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 August 11, 2020 claims represented by check numbers 1291– 1295 totaling \$18,706.40 and claim Auto-Payments to Denver Water totaling \$48,301.35 and Director Checks totaling \$369.40 to reflect grand total claims of \$67,377.15. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the August 11, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period July 31, 2020, adjusted as of August 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 July 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: Ms. Noon reviewed the account delinquencies with the Board.

DIRECTORS ITEMS

Board Vacancy: Mr. Flynn and Ms. Noon reviewed the qualifications and eligibility to be a Board member.

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MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report. Mr. Sekera informed the Board that the gallons purchased from DW on the report were only for one master meter as the Yosemite meter failed and repairs were scheduled. The failed meter is one that is outdated, and it is hopeful that repairs can be made until Denver Water performs a total meter replacement as part of its meter replacement program, likely in 2021. Consumption owed Denver Water is estimated to be approximately 34 million gallons.

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: 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: Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board motioned to approve this contract as amended with 30 days' cancellation notice for either party.

Update on Denver Water Lead Service Line Replacement Program:

Mr. Flynn informed the Board that indications are that Denver Water will implement a 1.5% rate increase for 2021, which will be across the board and effect all suburban distributors. It is anticipated that the 1.5% rate increase will generate approximately \$4 million that Denver Water can use to pay part of the costs for its Lead Service Line Replacement Program. The balance of the cost will be paid for out of Denver Water reserves. It is anticipated that in future years, Denver Water will implement larger rate increases to recover more of the costs from rates. Discussions will start between the distributor's Technical Advisory Committee ("TAC") and Denver Water's rate personnel, either later this year, or early in 2021.

Denver Water and the Colorado Department of Public Health and Environment are now concerned that homes built between 1983 and 1987 may have significant amounts of lead solder in the service lines, even though the service lines themselves are not made of lead. This poses a risk to homes that have infants that are being fed on formula. Denver Water is in the process of developing a plan to deal with homes that were built in this time frame. It is quite possible that the District has a number of homes that will be effected and it may require some involvement on District's staff part in assisting Denver Water in identifying and/or contacting the homes that were built within this time frame.

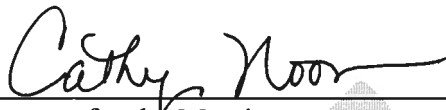
Certification of Delinquent Accounts: Mr. Flynn let the Board know that the deadline is in November and the amount due must be at least six months late and \$150.00 without the delinquent charges during COVID Executive Orders regarding Utilities.

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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 10:25 a.m.

Respectfully submitted,



Secretary for the Meeting

DRAFT

August 5, 2020

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on August 11, 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 – The District’s GIS is being launched the week of August 10. The launch will initially be reviewed by me for mapping accuracy and usability. Following that Cathy’s group will begin familiarizing themselves with it. Data points will then begin to be entered and the GIS launched for full use by consultants and the Board.
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. CDPHE Survey – Following our site survey with CDPHE on June 24, we are still waiting for CDPHE’s report that follows the meeting that will note any deficiencies and requirements.
4. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – The Yosemite Meter continues to not register; therefore, we do not have current water usage for the District for the July period. Denver Water will assess and attempt to repair the meter on August 11. If they are unable to the meter will need to be replaced.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were five (5) transponders that failed in July. 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 am coordinating with C&L for addressing this year’s list of hydrants and valve repairs 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.

Memorandum

Cathy Noon, District Manager
August 5, 2020
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- Water Line Breaks – There were no water line breaks this past period. However, a section of water main was replaced at S. Clinton Street and E. Chenango Avenue for the Goldsmith Gulch force main project. The work was performed by the Goldsmith Gulch contractor and observed by us.
- Facility Locates – Large locates were performed by C&L for the Goldsmith Gulch Force Main replacement and Lift Station upgrades and the proposed Xcel Gas Pipeline project.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.