

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
September 8, 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 at the offices of Community Resource Services, 7995 East Prentice Avenue, Suite 103E, Greenwood Village, Colorado and by telephone conference call and ZOOM on Tuesday, September 8, 2020 at 8:45 a.m. The call-in and ZOOM access information was listed in the meeting notice posted by the District and the public was able to attend the meeting via telephone conference call or ZOOM, 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 Zoom)
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 August 11, 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 September 8, 2020 claims represented by check numbers 1296-01300 totaling \$12,190.91 and claim Auto-Payments to Denver Water totaling \$84873.88 and Director Checks totaling \$369.40 to reflect grand total claims of \$97,434.19. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the September 8, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period August 31, 2020, adjusted as of September 2, 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 August 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: Director Heider reviewed the account delinquencies with the Board. It was noted that there were ten delinquent residential properties, far more than normal. The Board reviewed the COVID related Executive Orders prohibiting shut-offs through September 11, 2020 and how the pandemic is affecting customers.

DIRECTORS ITEMS

Board Vacancy: It was reported that no interested parties have been unidentified. The Board will continue to seek qualified candidates.

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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 for approximately 30 days as the Yosemite meter failed and repairs had to be performed. Both meters are operating and a bill for approximately 45 million gallons should be expected.

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 has provided equipment specifications to Badger Meter but is awaiting a cost for the labor to install. There were 10 meters that failed to read at the last billing cycle and this trend should be expected to continue as the meters were installed at the same time and the batteries have reached their expected life span.

LEGAL

Denver Water Lead Reduction Program: Mr. Flynn reported that Denver Water is reaching out to homes built between 1983-87 regarding possible lead exposure to children under 24 months old. Under those circumstances, Denver Water will provide test kits for lead and, if it is detected in the water of the home, a water filtration pitcher and instructions on how to filter the water to reduce possible lead exposure to young children. The filtration pitcher and the test kits will be provided at no charge.

Assessed Valuation Deadline: Mr. Flynn reported that the Counties have been granted an extension from August to mid-October 13th to provide the preliminary assessed valuation due to COVID. The 2021 Budget will be presented with the current AV until updated from Arapahoe County.

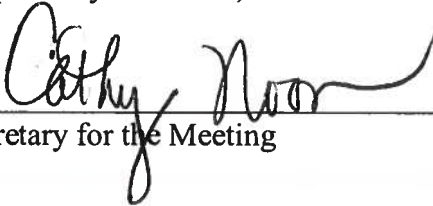
2021 Denver Water Rates. For 2021, Denver is seeking a \$1.5 million revenue increase which will generate \$4.5 million. Preliminary indications are that with respect to master meter districts, the rate increase will be .9/10% and the fixed charge increase for each master meter connection will be 1.8%. A final decision regarding Denver Water's 2021 rates will be made at the Board of Water Commissioner's meeting scheduled for Wednesday, September 23rd.

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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 10:10 a.m.

Respectfully submitted,



Secretary for the Meeting

September 3, 2020

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on September 8, 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 – lamGIS has launched the GIS portal. We now have access to it, and I am reviewing and performing some basic edits to get the base data set up correctly. Once I am comfortable with base data then Cathy and I and our support staff will be trained by lamGIS for using and expanding the system. I expect this to take place over the next 6 weeks.
2. CDPHE Survey – Following our site survey with CDPHE on June 24, we received CDPHE's report on August 12. As expected, there were no deficiencies indicated and no follow up required.
3. 2021 Budget – I am beginning to prepare estimates and potential projects for next year's budget. Projects I would like to consider and discuss with you and the Board for the draft budget are the meter replacements, water line replacements, and a new requirement from the EPA for preparation of a Risk and Resilience Assessment (due June, 2021). I have attached the informational sheet from the EPA for discussion.
4. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – The Yosemite Meter which has not registered usage since early June was replaced by Denver Water on August 11. Therefore, we do not have a total volume of water usage for the District for the August period. We will return to full month usage reporting with the September reads.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were at least ten (10) transponders that failed in August. 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.

Memorandum

Cathy Noon, District Manager

September 3, 2020

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- 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 – Locate requests returned to a normal level in August.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.