

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
January 12, 2021**

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, January 12, 2021 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 (Via Zoom)
Dale Heider

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

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

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:55 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 December 8, 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

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the January 12, 2021 claims represented by check numbers 1321 -1326 totaling \$26,596.64 and claim Auto-Payments to Denver Water totaling \$19,403.41 and Director Checks totaling \$369.40 to reflect grand total claims of \$46,000.05. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 12, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period December 31, 2020, adjusted as of January 7, 2021. 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 December 31, 2020. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

DIRECTORS ITEMS

Utility Account Delinquencies: Director Heider reviewed the account delinquencies with the Board. It was noted there were 11 accounts over 90 days and 10 over 60 days for Residential accounts and one commercial account over 90 days. The moratorium on shut-offs for none payment is still in effect per Governor's Executive Order.

Board Vacancy: Director Forney updated the Board that he has spoken with Ms. Dormer who is interested in joining the Board. Director Schroeder added that he had spoken with another possible candidate about the position.

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MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

District Credit Card: Ms. Noon informed the Board that there are increasing numbers of fees that need to be paid online and the District would benefit from having a credit card for those transactions. The District's financial institution, BOK Financial, works with Elan for a CommUNITY Visa card that has no fees to the District and would allow for online payments for District business. Upon review and discussion and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the District credit card as presented.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes. Mr. Sekera informed the Board that the installation of the new meters will begin in April due to weather. It was discussed and agreed that estimated bills for the 19 failed residential meters would be done for January and February and manual reading for March. An informational notice to all residential customers about the new meter installation will be sent with the February bills.

LEGAL

Badger Meter Master Agreement: Upon review and discussion of the agreement and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Agenda as presented.

Adoption of Resolution 2021-1-1 Designating the Location for Posting Open Meeting Law Notices: Upon review and discussion of the 2021 resolution and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Agenda as presented.

First Amendment to C&L Water Solutions Agreement: Upon review and discussion of the agreement and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Agenda as presented.

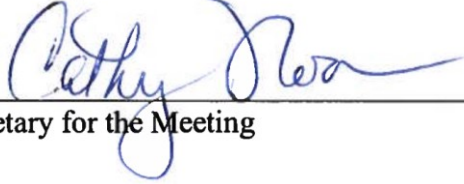
Second Amendment to the Kennedy/Jenks Agreement: Upon review and discussion of the agreement and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Agenda as presented.

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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 10:18 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Cathy Lee", is written over a horizontal line.

Secretary for the Meeting

January 7, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on January 12, 2021
Cherry Creek Village Water District
KJ Job No. 2146003*GENW

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

1. Residential Meter Replacement Project – We are coordinating with Keystone Utility Services (KUS) regarding the schedule to start the meter installations. KUS has requested a start date of April. Their concern is the ramifications to the schedule for interruptions due to winter weather and meter pit access. We are working with the District, KUS, and Badger to determine a start date that is best for the District.
2. 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 less than 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 3.7 MG for the December period (approx. 0.5 MG less than the prior period).

Master Meter Replacements: We continue to coordinate with Denver Water for their project to replace the District's two master meters this year.

Denver Water Yosemite Work / Shut Down: I have been contacted by Denver Water that they plan to shut down our Yosemite connection to perform valve upgrades on their Conduit in Yosemite. The work is scheduled for early March and expected to last several weeks. During this period, the District will only have one feed (supply point), the Dayton connection.

- PRVs – There are currently no issues or concerns with the PRVs.
- Meter Transponders – There were no reported transponder failures for the December readings. There remain 19 transponders with prior failures that have not been replaced.
- Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in December.
- Fire Hydrant and Valve Maintenance – As mentioned last month two main line valves were found to be leaking during the annual inspections. C&L replaced the two valves in late December.
- GIS – We have continued to perform basic edits and coordinate with lamGIS to get the base data set up correctly. We have just started adding the data for the meters and backflow devices.

Memorandum

Cathy Noon, District Manager

January 7, 2021

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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 were at a typical level in December.
- 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	\$3,750
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-20	\$4,015	\$2,700
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	\$550
	Subtotal				\$12,875	\$7,000
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$14,000	\$7,000
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	\$5,720
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	\$1,469
11	Fire Hydrant Replacement	4		May-20	\$40,000	\$0
12	Fire Hydrant Painting	24		May-20	\$3,120	\$2,730
13	Emergency Repairs (water line breaks)	2			\$40,000	\$840
	Subtotal				\$135,920	\$10,759
	Contingency @	15%			\$20,000	\$18,829
Total System Repairs and Replacements					\$156,000	\$29,588
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	\$3,049
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$3,198
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	\$6,750
	Subtotal				\$28,800	\$15,368
	Contingency @	20%			\$6,000	\$708
Total Contractor Services					\$35,000	\$16,076
Total Repairs and Maintenance					\$205,000	\$52,664
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.