

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
February 9, 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, February 9, 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
Tim Flynn, Esq., Collins Cockrel & Cole P.C (Via Zoom)
Cynthia Dormer, Resident

**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.

Minutes: The Minutes of the January 12, 2021 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 amended to correct a spelling error.

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the February 9, 2021 claims represented by check numbers 1327 -1332 totaling \$32,491.62 and claim Auto-Payments to Denver Water totaling \$19,42546. and Director Checks totaling \$369.40 to reflect grand total claims of \$51,917.08. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 9, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period January 31, 2021, adjusted as of February 4, 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 January 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. There are 13 accounts over 90 days which would normally be shut-off by now, if not for the pandemic.

DIRECTORS ITEMS

Board Vacancy: The Board considered applicant Cynthia Dormer for the Board Vacancy. Following a brief discussion with Ms. Dormer and upon a motion, a second and unanimous vote, the Board appointed Ms. Dormer to fill the vacant position. Director Forney administered the Oath of Office to Ms. Dormer. Legal counsel will file the Oath of Office with Arapahoe County District Court, the Clerk and Recorder's Office and the Division of Local Government, as required by law.

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MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

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 Program: Mr. Sekera provided an update to the project timeline. Due to weather and equipment production, the installation is projected to begin in early April. Software installation coordination with CRS will begin soon so that when the meters are installed, operation can begin.

LEGAL

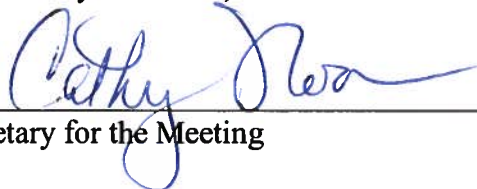
Badger Meter Master Agreement: Mr. Flynn updated the Board with his suggested changes to the Badger Meter Master Agreement, which will go into effect once the meters have been fully installed. These suggested changes have been sent to Badger Meter for review.

Utility Shut Off Policy: Mr. Flynn reviewed the timeline of Executive Orders from the Governor. While the prohibition to assess late charges remains in effect, shut-offs are now allowed. However, many utility companies including Denver Water have not resumed shut-offs. The Board discussed when the District may resume shut-offs and what the notice to delinquent customers should say. The February late notices will remind those in the shut-off category that District policy may resume in the coming months and a draft notice confirming shut-off resumption will be presented to the Board at the March meeting for its consideration.

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 10:20 a.m.

Respectfully submitted,



Secretary for the Meeting

February 4, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on February 9, 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 intends to start the replacements in April. We are coordinating with them and Badger for customer notifications and installation and training of the new Beacon software on CRS system.
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 2.6 MG for the January period (approx. 1.1 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. The following are updates and items for each location:

Yosemite Master Meter – Denver Water plans to shut down our Yosemite connection to perform valve upgrades on their Conduit in Yosemite beginning March 10. The work is expected to last several weeks and during this period, the District will only have one feed (supply point), the Dayton connection. During the shutdown Denver will replace the 10-inch meter in our vault. They have also recommended, due to the age and condition of several fittings, that they also be replaced. We have agreed to the replacements and Denver has given us estimates for the work. The estimate for the additional work in the vault is \$14,000. This work was not anticipated in our maintenance budget for this year; however, this is an opportunity to efficiently replace the equipment.

Dayton Master Meter – Since the Dayton connection will be critical during the Denver Water shutdown Denver and C&L performed a test isolation of the connection as well as a condition review of the vaults and valves. Based on this review and the fact that we have been intending to replace the old 6-inch PRV at Dayton we are recommending that C&L replace the valve prior to the March 10 shut down. The new valve will provide us more reliability and less risk of a failure during the shutdown period. C&L is confirming delivery of the PRV equipment and preparing an estimated cost for the installation. The replacement of the PRV is included in the maintenance budget for this year.

Memorandum

Cathy Noon, District Manager
February 4, 2021
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- PRVs – There are currently no issues or concerns with the PRVs.
- Meter Transponders – There were no reported transponder failures for the January 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 January.
- Fire Hydrant and Valve Maintenance – As mentioned last month two main line valves were found to be leaking during the annual inspections. C&L completed repair of one of the valves at E. Tufts and S. Yosemite Ct. The other valve repair at Emporia St., and Emporia Ct., is scheduled for February 5.
- 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.
- Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. None.
- Water Line Breaks – The District was notified of a water line leak in the street at 4620 S. Akron Street on January 19. An emergency repair was performed by C&L on the 6-inch water line in the street. The cause of the leak was a broken tap saddle due to corrosion.
- Facility Locates – Locate requests were at a typical level in January.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2021 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	021 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$0	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2021	\$4,015	\$0
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$2,400	\$0
4	Flush Dead End Cui-de-sacs (Blow-Offs)	11	Once/Year	May-2021	\$660	\$0
	Subtotal				\$7,075	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$8,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Replace Dayton PRV (6" PRV valve only)	1		2021	\$10,000	\$0
6	Raise Valve Boxes from Under Asphalt	8		May-2021	\$6,000	\$0
7	Clean Valve Boxes (vacuum and operate valve)	20		May-2021	\$1,800	\$0
8	Replace Valve/B.O. (in asphalt)	2		May-2021	\$20,000	\$7,865
9	Misc. Valve Repairs (replace valve boxes)	8		May-2021	\$4,800	\$0
10	Fire Hydrant Replacement	3		July-2021	\$33,000	\$0
11	Fire Hydrant Repairs	6		May-2021	\$3,600	\$0
12	Fire Hydrant Painting	15		May-2021	\$1,950	\$0
13	Emergency Repairs (water line breaks)	2			\$40,000	\$10,544
	Subtotal				\$121,150	\$18,409
	Contingency @	15%			\$18,000	\$0
Total System Repairs and Replacements					\$139,000	\$18,409
Contractor Services (by C&L and ORC)						
14	Operator in Responsible Charge	12			\$6,000	\$0
15	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$0
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$320
17	Service Shut-offs (estimated)	12			\$2,100	\$0
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$0
19	Utility Locates (field)	48			\$7,200	\$345
	Subtotal				\$31,200	\$665
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$37,000	\$665
Total Repairs and Maintenance					\$184,000	\$19,074

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.