

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
March 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, March 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
Dale Heider
Cynthia Dormer

Cathy Noon, Community Resource Services of Colorado, LLC
Greg Sekera, Kennedy/Jenks (Via Zoom)
Tim Flynn, Esq., Collins Cockrel & Cole P.C (Via Zoom)

**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.

RECORD OF PROCEEDINGS

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 February 9, 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 March 9, 2021 claims represented by check numbers 1333 -1338 totaling \$32,605.70 and claim Auto-Payments to Denver Water totaling \$16,811.37. and Director Checks totaling \$461.75 to reflect grand total claims of \$49,878.82. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 9, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period February 28, 2021, adjusted as of March 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 February 28, 2021. 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 were seven accounts over 60 days and eight accounts over 90 days.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

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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 and is still on track to begin in April. Ms. Noon discussed Special Services charges for CRS staff to integrate the new meter software into the District's billing program as this is not part of the District's operations contract. Similar charges are incurred for the implementation of the GIS system by CRS staff.

Update and Demo on GIS Implementation: Mr. Sekera demonstrated the GIS system to the Board and showed the work that Denver Water is doing in the District via the GIS program.

LEGAL

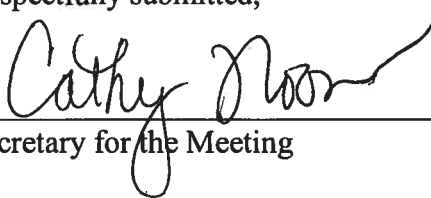
Consideration of Reinstatement of Shut-Offs for Non-Payment of Accounts: Upon review and discussion of the Reinstatement of Shut-Offs for Non-Payment of Accounts with the date of June 1st and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the shut off date reinstatement. Advance notice to late customers will be sent in March and April with the Final Notice of Shut-off sent in May under the District's adopted delinquent policy.

Update on Badger Meter Master Agreement: There has been no response from Badger on the agreement with suggested amendments by Mr. Flynn sent to Badger by Mr. Sekera.

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 10:07 a.m.

Respectfully submitted,



Secretary for the Meeting

March 4, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on March 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 continue to coordinate 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. 2020 System Maintenance Letter – As we do every year in March, we have prepared the summary of repairs and maintenance for last year. Our letter was transmitted to Cathy on March 4.
3. 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 3% of the flow and the Dayton meter delivered 97%. Total water supplied to the District was 3.2 MG for the February period (approx. 0.6 MG more than the prior period).

Master Meter Replacements: We continued coordination 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 will shut down our Yosemite connection to perform valve upgrades on their Conduit in Yosemite on March 9. 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 and several fittings in our vault.

Dayton Master Meter – Denver Water's schedule for replacement of the meter in our Dayton vault is late summer or fall. The test isolation with C&L and Denver Water as well as the vault inspection has been completed.
 - PRVs – There are currently no issues or concerns with the PRVs. The Dayton PRV 6-inch valve will not be replaced as we were hoping to do prior to the Yosemite work beginning March 9. However, the new PRV valve has been delivered and could be installed in an emergency if failure of the existing valve happens during the Yosemite work.
 - Meter Transponders – There were 14 new reported transponder failures for the February readings. These are in addition to the previous 19 with prior failures that

Memorandum

Cathy Noon, District Manager

March 4, 2021

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- have not been replaced. There are now 33 residential meters with failed transponders.
- Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in February.
 - Fire Hydrant and Valve Maintenance – C&L completed repair of the valve at Emporia St., and Emporia Ct., and completed final asphalt restoration at the water line break location on S. Akron St. and at the valve repair at Tufts and Yosemite Ct.
 - GIS – I will attempt to give a brief demonstration of the GIS at the meeting.
 - Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. None.
 - Water Line Breaks – No water line breaks or emergencies to report in February.
 - Facility Locates – Locate requests were above typical in February.
 - 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 Cul-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	\$3,035
8	Replace Valve/B.O. (in asphalt)	2		May-2021	\$20,000	\$17,383
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	\$12,069
	Subtotal				\$121,150	\$32,486
	Contingency @	15%			\$18,000	\$2,587
	Total System Repairs and Replacements				\$139,000	\$35,073
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	\$560
17	Service Shut-offs (estimated)	12			\$2,100	\$0
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$160
19	Utility Locates (field)	48			\$7,200	\$1,470
	Subtotal				\$31,200	\$2,190
	Contingency @	20%			\$6,000	\$0
	Total Contractor Services				\$37,000	\$2,190
	Total Repairs and Maintenance				\$184,000	\$37,263

NOTES:

1 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.