

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
April 14, 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 in person at 7995 E. Prentice Ave, Ste. 103E, Greenwood Village, Colorado 80111 and virtually via Zoom on Tuesday, April 14, 2021 at 8:45 a.m. The login 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:

Lou Schroeder
Eric Montag
Dale Heider
Cynthia Dormer

Absent was President Forney absence was excused.

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

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Schroder called the meeting to order at 8:50 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 March 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 presented.

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the April 13, 2021 claims represented by check numbers 1339 - 1344 totaling \$25,325.40 and claim Auto-Payments to Denver Water totaling \$59,609.12 and Director Checks totaling \$461.75 to reflect grand total claims of \$84,934.52. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the April 13, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period March 31, 2021, adjusted as of April 8, 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 March 31, 2021. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Maturing Redstone Bank Certificate of Deposit (CD) Funds: Ms. Noon Reviewed the Redstone Bank CD with the Board. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved rolling the full CD amount of approximately \$244,403.00 over in a Redstone Bank CD for 7 months at .2%.

Utility Account Delinquencies: Director Heider reviewed the account delinquencies with the Board. There are still 14 accounts at over 90 days and 5 accounts at over 60 days. The Shut-Off Reinstatement notices have been sent in March and will be again in April. Final Shut-off notices will be sent in May for June 1st shut-off according to District Policy.

RECORD OF PROCEEDINGS

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report. It was noted that the Yosemite meter usage noted by Denver Water when the meter was replaced was out of line and being investigated. This consumption report showed usage billed to customers is in line with historic usage.

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 which is now estimated to begin no earlier than June due to material shortages. As more meters failed to read in March, the April billing will estimate those meters not reading electronically. Depending on project timing, May non-read meters could also be estimated due to the high cost to manually read more than 30 residential meters by C&L.

LEGAL

Covid 19- Matters: Mr. Flynn stated to the Board that he is monitoring the federal infrastructure legislation and how it might affect the District.

Update on Badger Meter Master Agreement: There will be a final version of this agreement for consideration at the May meeting.

RECORD OF PROCEEDINGS

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 10:15 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Cathy Moor". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Secretary for the Meeting

April 8, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on April 13, 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 Badger and Keystone Utility Services (KUS) regarding the schedule to start the meter installations. We have been informed by Badger that they are having delays in manufacturing of the cellular endpoints and that our meters will not be delivered until early June. Until then we are continuing coordination with KUS 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 17% of the flow and the Dayton meter delivered 83%. Total water supplied to the District was 3.5 MG for the March period (approx. 0.3 MG more than the prior period). Note: The reading for the old Yosemite meter is approximate and is being reviewed by Lori and Denver Water.

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 shut down our Yosemite connection to perform valve upgrades on their Conduit in Yosemite on March 9. Their work on their project will be completed the week of April 12 and our Yosemite connection will be reinstated on April 16. The replacement of the 10-inch master meter and several fittings in our vault was completed by Denver on March 24.

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. C&L will schedule replacement of the Dayton 6-inch PRV valve following reinstatement of the Yosemite Meter. The replacement was planned prior to the work at the Yosemite Meter but was not performed due to delay in delivery of the PRV.
- Meter Transponders – There were 2 new reported transponder failures at the School for the March readings. There are now 36 plus meters with failed transponders. Manual reads were performed for the accounts with failed transponders by C&L for the March readings.

Memorandum

Cathy Noon, District Manager
April 8, 2021
Page 2



- Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in March.
- Fire Hydrant and Valve Maintenance – No activity related to valve and fire hydrant repairs. Waiting for Yosemite Meter to be reinstated before performing other work on the system.
- GIS – Working on minor edits. Waiting for new meters to be installed to add meter data.
- Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. None.
- Water Line Breaks – A fire hydrant in the Belleview Square parking lot was hit by a truck and damaged. C&L promptly repaired it the following day.
- Facility Locates – Locate requests were above typical in March.
- 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	\$3,035
8	Replace Valve/B.O. (in asphalt)	2		May-2021	\$20,000	\$18,238
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	\$14,056
	Subtotal				\$121,150	\$35,328
	Contingency @	15%			\$18,000	\$4,834
Total System Repairs and Replacements					\$139,000	\$40,162
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	\$800
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	\$1,920
	Subtotal				\$31,200	\$2,880
	Contingency @	20%			\$6,000	\$1,040
Total Contractor Services					\$37,000	\$3,920
Total Repairs and Maintenance					\$184,000	\$44,082

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.