

# RECORD OF PROCEEDINGS

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**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  
May 11, 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, May 11, 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:

John Forney  
Lou Schroeder  
Eric Montag  
Dale Heider  
Cynthia Dormer (Via Zoom)

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 8:51 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

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Monthly Meeting Start Time: Director Schroeder informed the Board that his previously conflicting meeting on the District meeting day is no longer a conflict and asked if the Board was interested in changing the meeting start time. Following discussion, no change was desired, and the start time will remain 8:45 a.m.

## 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. Badger will be shipping meters and endpoints from June thru August so the monthly meter reads will be a hybrid of new and old technology until the project is finished. Meter usage for non-functioning transponders will be estimated for the May readings.

## 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. Review of the Governor's Emergency Executive Orders will be done to determine when late fees can be reinstated.

Update on Badger Meter Master Agreement: Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Agreement with Badger Meter.

## 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 9:59 a.m.

Respectfully submitted,



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Secretary for the Meeting

May 6, 2021

## Memorandum

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on May 11, 2021  
*Cherry Creek Village Water District*  
KJ Job No. 2146003\*GENW

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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. As reported last month, Badger has had delays in manufacturing of the cellular endpoints and meters. We are still anticipating delivery of the meter equipment in June and hope to provide a better update at the board meeting. 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 3% of the flow and the Dayton meter delivered 97%. Total water supplied to the District was 4.9 MG for the April period (approx. 1.7 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* – Completed.

*Dayton Master Meter* – Denver Water's schedule for replacement of the meter in our Dayton vault is late summer or fall.
  - PRVs – There are currently no issues or concerns with the PRVs. C&L is scheduling replacement of the Dayton 6-inch PRV valve now that the Yosemite Meter is complete.
  - Meter Transponders – There were no new failures reported for the April readings. There are 36 plus meters with failed transponders. Manual reads were performed for the two school meters by C&L for the April readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. No significant issues in April.
  - Fire Hydrant and Valve Maintenance – No activity related to valve and fire hydrant repairs. Coordinating with C&L for valve and hydrant repairs from last years inspections.

# Memorandum

Cathy Noon, District Manager  
May 6, 2021  
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- 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 – No emergencies or water line breaks in April.
- Facility Locates – Locate requests were above typical in April.
- 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
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
<b>Total Routine Maintenance</b>					<b>\$8,000</b>	<b>\$0</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
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	\$7,224
<b>Total System Repairs and Replacements</b>					<b>\$139,000</b>	<b>\$42,552</b>
<b>Contractor Services (by C&amp;L and ORC)</b>						
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	\$1,040
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	\$2,145
	Subtotal				\$31,200	\$3,345
	Contingency @	20%			\$6,000	\$1,136
<b>Total Contractor Services</b>					<b>\$37,000</b>	<b>\$4,481</b>
<b>Total Repairs and Maintenance</b>					<b>\$184,000</b>	<b>\$47,032</b>

### 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.