

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
June 8, 2021**

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 (collectively referred to hereafter as “Board”) convened at 7995 E. Prentice Ave, Ste. 103E, Greenwood Village, Colorado 80111 on Tuesday, June 8, 2021 at 8:45 a.m. The meeting could also be attended via Zoom. The login information was listed in the meeting notice posted by the District and the public was able to attend the meeting via Zoom, 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
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.

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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 amended the agenda by adding V.A. GIS.

Minutes: The Minutes of the May 11, 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 June 8, 2021, claims represented by check numbers 1351 - 1355 totaling \$13,069.36 and claim Auto-Payments to Denver Water totaling \$28,343.52 and Director Checks totaling \$461.75 to reflect grand total claims of \$41,874.63. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 8, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period May 31, 2021, adjusted as of June 3, 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 May 31, 2021. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Solera Bank CD Maturity: The Solera Bank CD has matured and renewal rates offered are less than other opportunities such as a the Colotrust Edge program or a Money Market Account at Mountain View Bank of Commerce. Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board directed Ms. Noon to proceed with opening a Money Market Account for \$245,000 at Mountain View Bank of Commerce.

DIRECTORS ITEMS

Utility Account Delinquencies: Director Heider reviewed the account delinquencies with the Board. There are still 7 accounts at over 60 days and 3 accounts at over 90 days. No shut offs were performed or scheduled at this time.

GIS: Director Forney shared an article on GIS and discussion about

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how the District's GIS will perform was had. As soon as the new meters are installed, all equipment will be updated in the District's GIS.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report. It was noted that consumption is down due to the abnormally wet spring weather.

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: Acquiring computer chips for the meters continues to be a challenge for Badger Meter. No equipment has been shipped and the program will begin when it does.

EPA Risk and Resiliency Assessment: Ms. Noon and Mr. Sekera updated the Board on the Risk and Resiliency Assessment for the EPA now required every five years for Districts serving a population of 3301- 49,999. There is work under way to comply with EPA with a due date of June 30th and by the end of year an emergency response plan must be submitted.

LEGAL


Covid 19- Matters: There is nothing new to report at this time.

Update on Badger Meter Master Agreement: Mr. Flynn is working on an update to the District's Rules and Regulations to address the Badger Master Meter Agreement requirements for the District's customers to access to the new meter software.

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 10:16 a.m.

Respectfully submitted,


Secretary for the Meeting

June 2, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on June 8, 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 are anticipating delivery of the initial meter equipment in June and KUS will likely begin installations the week of June 21. A notification letter was sent to all customers who will be receiving a new meter.
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 23% of the flow and the Dayton meter delivered 77%. Total water supplied to the District was 4.7 MG for the May period (approx. 0.2 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs. C&L will replace the Dayton 6-inch PRV valve this summer now that the Yosemite Meter is complete.
 - Meter Transponders – There were three new failures reported for the May readings. There are approximately 40 meters with failed transponders. Manual reads were performed for the two school meters by C&L for the May readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in May. There were two potential leaks reported by customers but upon investigation by C&L they were not District related.
 - 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.
 - 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 May.
 - Facility Locates – Locate requests were at a typical level in May.

Memorandum
Cathy Noon, District Manager
June 3, 2021
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- 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	\$7,224
Total System Repairs and Replacements					\$139,000	\$42,552
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	\$700
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	\$2,745
	Subtotal				\$31,200	\$4,645
	Contingency @	20%			\$6,000	\$1,136
Total Contractor Services					\$37,000	\$5,781
Total Repairs and Maintenance					\$184,000	\$48,332

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.