

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
July 13, 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, July 13, 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 (Via Zoom)
Dale Heider
Cynthia Dormer (Via Zoom)

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

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:52 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.

**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 presented.

Minutes: The Minutes of the June 8, 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.

RECORD OF PROCEEDINGS

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the July 13, 2021, claims represented by check numbers 1356 - 1361 totaling \$16,494.49 and claim Auto-Payments to Denver Water totaling \$89,422.02 and Director Checks totaling \$461.75 to reflect grand total claims of \$106,378.26. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the July 13, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period June 30, 2021, adjusted as of July 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 June 30, 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 are still 7 accounts at over 60 days and 5 accounts at over 90 days. Scheduled shut offs are July 28th.

Presentation on 2020 Audit – Neil Schilling: Mr. Schilling presented the 2020 Audit and answered questions from the Board. Director Schroeder moved that the Board approve the 2020 audit as modified and subject to final legal review. Upon a second by Director Forney, a vote was taken, and the motion carried unanimously.

DIRECTORS ITEMS

UTE Water District: Director Forney reviewed an article with the Board that the western slope has done a 2% fee increase to treat the water coming out of the Colorado basin.

RECORD OF PROCEEDINGS

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.

CRS Contract: Ms. Noon presented the Board with the contract renewal including rate increase schedule. Mr. Flynn will work with CRS on the legal requirements of the contract and the final version will be presented to the Board for consideration when it is complete.

CDHPE Project Survey: Ms. Noon filed this annual survey on behalf of the District in order to have a record of the District's infrastructure needs with the State of Colorado for any Federal funds that might be made available for such projects.

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: The District has received 12 registers for the meters, but no meters or cellular endpoints so the project is on hold.

LEGAL

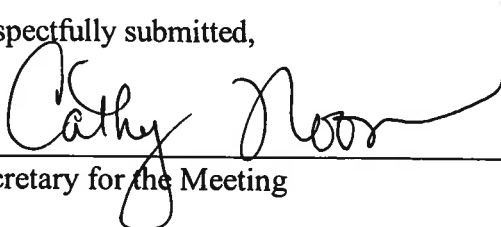
Covid 19- Matters: Mr. Flynn informed the Board that all the executive orders precluding collection of late fees and shut-off of service for non-payment of bills have expired.

Update on Rules and Regulations: Mr. Flynn is working with Greg Sekera and Cathy Noon to develop additional provisions for the District's Rules and Regulations that would regulate customer use of the District's Online Portal System for the new Badger Meters that are being installed within the District. Once the draft Rules and Regulations are in final form, they will be presented to the Board for approval at a future meeting.

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 10:02 a.m.

Respectfully submitted,



Secretary for the Meeting

July 7, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on July 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. The delivery of the initial meter equipment was supposed to have occurred in June, but it did not. Badger is now indicating that they cannot provide an estimated delivery date. I will provide an update at the meeting.
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 52% of the flow and the Dayton meter delivered 48%. Total water supplied to the District was 20.0 MG for the June period (approx. 15.3 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs. C&L has scheduled the replacement of the Dayton 6-inch PRV valve for this month.
 - Meter Transponders – There were no new failures reported for the June readings. There are approximately 40 meters with failed transponders. Manual reads were performed for the two school meters by C&L for the June readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in June.
 - 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 – There were no fire hydrant permits issued.
 - Water Line Breaks – No emergencies or water line breaks in June.
 - Facility Locates – Locate requests were above typical in June due to work on the School campus.
 - 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	\$1,000
15	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$700
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$1,679
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	\$2,970
	Subtotal				\$31,200	\$6,509
	Contingency @	20%			\$6,000	\$2,136
Total Contractor Services					\$37,000	\$8,644
Total Repairs and Maintenance					\$184,000	\$51,196

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.