

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
August 10, 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, August 10, 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
Dale Heider
Cynthia Dormer

Absent was Director Montag whose absence was excused.

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 8:53 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 no conflict-of-interest disclosure was made by any Director.

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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 approved the agenda, as presented.

Minutes: The Minutes of the July 13, 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 August 10, 2021, claims represented by check numbers 1362 - 1369 totaling \$80,893.88 and claim Auto-Payments to Denver Water totaling \$64,946.04 and Director Checks totaling \$461.75 to reflect grand total claims of \$146,301.67. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the August 10, 2021 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period July 31, 2021, adjusted as of August 5, 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 July 31, 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.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

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

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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. In addition, Mr. Sekera discussed the water mains in the North Village that experienced three breaks in 24 hours. He stated that he is going to start working on a design plan for the replacement of the cast iron pipe area of the District for the Board to review at the September Board meeting. Denver Water will need to approve the plans as well as Greenwood Village for the road work involved.

LEGAL

Replacement Meter Program:
Covid 19- There was nothing to report currently.

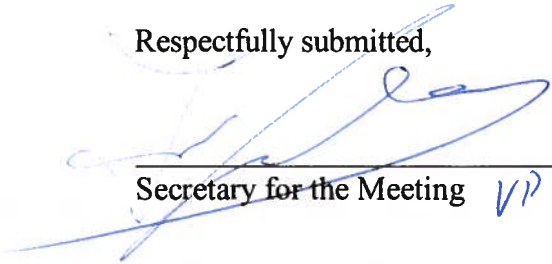
Update on Rules and Regulations: Upon review and discussion of the updated rules and regulations and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the additional rules and regulations presented by legal counsel that address customer use of the District's new Online Portal System that is being put in place in connection with the new Badger water meters that the District is installing for the entire District. The Online Portal System allows customers to obtain real time data concerning their water use over the internet.

CRS Management Service Agreement: Upon review and discussion of the management, administrative and utility billing services with Community Resource Services of Colorado LLC, a motion duly made, seconded and, upon vote, unanimously carried, the Board approved a new Agreement with CRS having an effective date of August 1, 2021 and which will automatically renew on January 1 each year thereafter for four consecutive calendar years.

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,


Secretary for the Meeting *VP*



August 5, 2021

Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on August 10, 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. Water Main Breaks – There were three water main breaks on July 21 and 22. The breaks were in the north District on S. Akron Court (2) and S. Alton Street (1). The pipes are the old cast iron pipes. The ruptures occurred at highly corroded sections where the pipe walls were very thin. As on previous breaks in these cul-de-sacs the breaks caused significant damage to the pavement. Greenwood Village is requiring large patch and overlay restorations at all three locations. Based on these three breaks and the condition of the pipes that I observed as well as the frequency in which we are getting breaks I recommend that we begin the design for replacement of the cast iron pipes in the three cul-de-sacs. I will discuss the events and estimated costs for the repairs related to the breaks at the meeting.
2. Residential Meter Replacement Project – To date no new meters have been installed. The availability and delivery of the equipment from Badger continues to be the reason. We are coordinating with Badger and Keystone Utility Services (KUS) regularly for status and schedule to start the meter installations. I will provide an update at the meeting.
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 36% of the flow and the Dayton meter delivered 64%. Total water supplied to the District was 22.5 MG for the July period (approx. 2.4 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs. C&L completed the replacement of the Dayton 6-inch PRV valve on July 21.
 - Meter Transponders – There were 20 new failures reported for the July readings. There are now approximately 59 meters with failed transponders. Manual reads were performed for the two school meters by C&L for the July readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in July.
 - Fire Hydrant and Valve Maintenance – C&L completed the annual fire hydrant inspections and flushing. The fire hydrant at 4524 S. Alton Street was found to be inoperable due to a seized valve. As a result, I directed C&L to replace the fire hydrant. With the fire hydrant inspections complete for this year I am developing an updated list of valve and fire hydrant repairs to be performed this year.

Memorandum

Cathy Noon, District Manager
August 5, 2021
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- GIS – Working on minor edits and coordinating with lamGIS for edits to the system data points. Also waiting for new meters to be installed to add meter data.
- Fire Hydrant Meter – There were no fire hydrant permits issued. We anticipate a permit request from Insituform in September for the Goldsmith Gulch sewer rehab project.
- Water Line Breaks – There were three water line breaks on July 21 and 22 in the north District. See above item 1. I will discuss the breaks and my recommended course of action at the meeting.
- Facility Locates – Locate requests were above typical in July due to new construction on the School campus, the Xcel Gas Line, and new fiber lines.
- 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	\$11,944
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	\$9,815
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	\$50,302
	Subtotal				\$121,150	\$93,333
	Contingency @	15%			\$18,000	\$7,224
Total System Repairs and Replacements					\$139,000	\$100,557
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	\$3,597
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$1,679
17	Service Shut-offs (estimated)	12			\$2,100	\$96
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$160
19	Utility Locates (field)	48			\$7,200	\$4,365
	Subtotal				\$31,200	\$10,896
	Contingency @	20%			\$6,000	\$2,136
Total Contractor Services					\$37,000	\$13,032
Total Repairs and Maintenance					\$184,000	\$113,589

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.