

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
September 14, 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, September 14, 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,
(Via Zoom)
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 8:46 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 approved the agenda as presented.

Minutes: The Minutes of the August 10, 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 with Director Montag abstaining.

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the September 14, 2021, claims represented by check numbers 1371 - 1377 totaling \$78,090.23 and claim Auto-Payments to Denver Water estimated to total \$117,729.33 and Director Checks totaling \$461.75 to reflect grand total claims of \$196,281.31 subject to adjustment based upon the final Denver Water Bill. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the September 14, 2021, claims as presented, but subject to adjustment based upon the final Denver Water Bill amended.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period August 31, 2021, adjusted as of September 8, 2021. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as amended.

Financial Statements: Ms. Noon reviewed the Financial Statements for the period ending August 31, 2021. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as amended.

Utility Account Delinquencies: Director Heider reviewed the account delinquencies with the Board. There are 2 commercial accounts that are 60 days and 4 residential accounts that are 90 days. Ms. Noon mentioned that one residential account has failed to fulfill the conditions of their payment plan and can be certified for a lien. Following discussion, the Board directed Ms. Noon to proceed with the Lien.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

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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

Replacement Meter Program: Equipment has still been delayed and Mr. Sekera is working with Keystone Utilities on an installation schedule.

Pipeline Replacement Design: Mr. Sekera is working on obtaining preliminary bids to share with the Board at a future meeting.

LEGAL

Denver Water Matters: During the meeting, Denver Water sent out an email advising that for 2022 Denver Water is considering three revenue increase scenarios, a 3.5% annual increase, a 3.75% annual increase and a 4% annual increase. Depending upon which scenario is finally adopted by the Denver Board of Water Commissioners, the District's master meter consumption charge will increase by either 3.9% annually or 4.3% annually. Based upon the information Denver Water presented, it appeared that the Water Board is favoring a 4% annual revenue increase for 2022. In addition, staff is recommending that Denver Water's fixed charge per single-family equivalent meter be increased by 4.5%. This means that for a ¾" residential water tap the monthly fixed or base charge would increase from \$16.46 per month to \$17.20 per month. This also means that the fixed or base charge the District pays for its master meters will increase by 4.4% as well.

Cathy Noon will take Denver Water's proposed revenues scenarios and proposed fixed charge increases into account when drafting the District's 2022 budget.

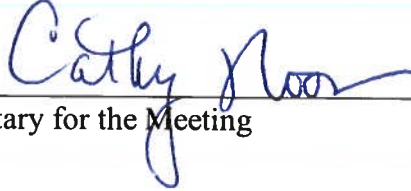
Budget Hearing: Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the 2022 Budget Hearing was set for November 9, 2021 at 9:00 a.m. in the offices of Community Resource Services of Colorado, located at 7995 East Prentice Avenue, Suite 103 E, Greenwood Village, Colorado 80111. Legal counsel will publish notice of the budget hearing as required by law.

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Is 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

September 9, 2021

Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on September 14, 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 – To date no new meters have been installed. The District has recently received about a third of the new equipment. However, KUS is now currently performing installs for others in Colorado Springs and does not want to mobilize to start our installs and then pull out if the remaining equipment is not available. 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.
2. North Water Line Replacements – Per discussion at last's months meeting and the frequency of water line breaks we are preparing our engineering design proposal for the Board's review and approval. We are waiting on proposals from our sub consultants and may not have it in time for the meeting. 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 3% of the flow and the Dayton meter delivered 97%. Total water supplied to the District was 27.3 MG for the August period (approx. 4.8 MG more than the prior period). Note: The Yosemite Meter reading is not for full month due to vault inaccessibility for new paving.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no new failures reported for the August readings. There are approximately 60 meters with failed transponders. Manual reads were performed for the two school meters by C&L for the August readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues in August.
 - Fire Hydrant and Valve Maintenance – C&L completed the annual fire hydrant and blow-off inspections and flushing. 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. However, I may delay some of the work until next year due to the impact of the water line breaks on the maintenance budget.

Memorandum

Cathy Noon, District Manager
September 9, 2021
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- GIS – We have completed the edits for the existing facilities and updated the data entry points. Next edits will be performed when the new meters are installed to add meter data.
- Fire Hydrant Meter – There were no fire hydrant permits issued.
- Water Line Breaks – There were no new water line breaks in August. Asphalt pavement restoration for the three water main breaks in July was completed by C&L's subcontractor. The pavement restoration was in the north District on S. Akron Court (2) and S. Alton Street (1) and the cost for the three locations was \$39,000. The total cost for all repairs for the three breaks was \$75,000.
- Facility Locates – Locate requests were above typical again in August due to new construction at the School and new utility installs and replacements throughout the District.
- 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	\$3,840
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	\$660
	Subtotal				\$7,075	\$4,500
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$8,000	\$4,500
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	\$89,311
	Subtotal				\$121,150	\$132,342
	Contingency @	15%			\$18,000	\$7,224
Total System Repairs and Replacements					\$139,000	\$139,566
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	\$3,887
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$1,999
17	Service Shut-offs (estimated)	12			\$2,100	\$334
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$160
19	Utility Locates (field)	48			\$7,200	\$5,175
	Subtotal				\$31,200	\$12,555
	Contingency @	20%			\$6,000	\$2,136
Total Contractor Services					\$37,000	\$14,690
Total Repairs and Maintenance					\$184,000	\$158,756

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.