

# 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  
October 12, 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, October 12, 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 By Zoom

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

**CALL TO ORDER /  
PLEDGE OF  
ALLEGIANCE**

Director Forney called the meeting to order at 8:55 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 presented.

Minutes: The Minutes of the September 14, 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 October 12, 2021, claims represented by check numbers 1380 - 1386 totaling \$57,865.93 and claim Auto-Payments to Denver Water totaling \$224,958.93 and Director Checks totaling \$461.75 to reflect grand total claims of \$282,824.86. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the October 12, 2021, claims.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period September 30, 2021, adjusted as of October 6, 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 September 30, 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.

## DIRECTORS ITEMS

There were none.

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Presentation of the 2022 Draft Budget: Ms. Noon presented the Board with the 2021 Draft Budget and supporting materials. Also, Mr. Sekera presented the Board with maintenance and capital projects for their consideration. After a thorough review of each expense and revenue, the Board instructed Ms. Noon and Mr. Sekera to update the budget with their changes and the property

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taxes after the final assessed valuation for the District is received from Arapahoe County. Upon motion duly made, seconded and unanimously passed, the Board set the 2022 Budget Public Hearing for November 9, 2021 at 8:45 a.m. and instructed Mr. Flynn to publish the hearing notice.

## 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 let the Board know the endpoints have arrived and Keystone Utilities is working on scheduling the replacement for the meters.

Pipeline Replacement Design: Mr. Sekera presented the proposal of the replacement design to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the proposal for pipeline replacement design and authorized legal counsel to incorporate the proposal into an Engineering Services Agreement that will be brought to the Board for approval at its November meeting.

## LEGAL


Denver Water Matters: It is anticipated that the Denver Water Board will adopt rates for 2022 on about October 27, 2021. Denver is looking to increase rate revenue by approximately 4%. The fixed charge for each 3/4" single-family equivalent tap will increase by 4.5% from \$16.46 per month to \$17.20 per month. The residential volumetric rate for master meter distributor districts will increase by 4.3% from \$4.41 per thousand gallons to \$4.60 per thousand gallons. The new rates will be effective January 1, 2022.

Update on Revisions to Rules and Regulations: Mr. Flynn will present updated Rules and Regulations for the Board's consideration at a future meeting.

## 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 10:52 a.m.

Respectfully submitted,



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Secretary for the Meeting

October 7, 2021

## Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on October 12, 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 – Installation of the new meters has not begun. The Installer, KUS, is holding on starting until the District receives all of the 450 endpoints. The District has received a third of the new equipment and we expect the remaining endpoints to be shipped on October 22. 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 – We have prepared our engineering design proposal for the Board's review and approval. The proposal includes design and bidding phase services for the three cul-de-sacs next spring. We have not included construction phase services in our proposal due to the uncertainty of the construction climate. We will amend our Agreement to add those services when the schedule and scope for construction is better known.
3. 2022 Budget – I prepared my recommendations for next year for repairs and maintenance and capital projects. I will plan to review them with the Board at the meeting.
4. Emergency Response Plan (ERP) – Following the Risk Assessment that was completed in June the EPA requires that the District complete an Emergency Response Plan (ERP). The ERP needs to be completed by December 30, 2021. We are reviewing the updates that are needed to the District's current Plan for conformance with EPA requirements. We believe the effort will be minimal and will complete the Plan update in November.
5. 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 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 23.7 MG for the September period (approx. 3.6 MG less than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs. We are working with C&L for adjustment of the Dayton PRV for better balance of the flows.
  - Meter Transponders – There were no new failures reported for the September readings. There are approximately 60 meters with failed transponders. Manual reads were performed for the two school meters by C&L for the September readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.

## Memorandum

Cathy Noon, District Manager  
October 7, 2021  
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- a. No significant issues in September.
  - Fire Hydrant and Valve Maintenance – Due to the impact of the water line breaks on the maintenance budget this year I am recommending that we delay some of the valve and fire hydrant repairs scheduled for this year until next. I have updated the list of valve and fire hydrant repairs to be performed next year and have included line items in my budget recommendations.
  - GIS – 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 September.
  - Facility Locates – Locate requests were above typical again in September.
  - 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	\$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
<b>Total Routine Maintenance</b>					<b>\$8,000</b>	<b>\$4,500</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
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
<b>Total System Repairs and Replacements</b>					<b>\$139,000</b>	<b>\$139,566</b>
<b>Contractor Services (by C&amp;L and ORC)</b>						
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	\$2,639
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	\$5,400
	Subtotal				\$31,200	\$13,420
	Contingency @	20%			\$6,000	\$2,136
<b>Total Contractor Services</b>					<b>\$37,000</b>	<b>\$15,555</b>
<b>Total Repairs and Maintenance</b>					<b>\$184,000</b>	<b>\$159,621</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.