

**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
March 8, 2022**

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, March 8, 2022, 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 (By Zoom) and Michelle Parker, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cockrel & Cole P.C By Zoom, By Zoom

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:56 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 as amended by adding item VI.A. Policy Change.

Minutes: The Minutes of the February 8, 2022, 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 was none.

RECORD OF PROCEEDINGS

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the March 8, 2022, claims represented by check numbers 1413 - 1423 totaling \$14,746.78 and Denver Water totaling \$19,787.34 and director checks totaling \$461.75, with a grand total of \$34,995.87. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 8, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period, February 28, 2022, adjusted as of March 3, 2022, Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.

Financial Statements: Ms. Noon reviewed the Financial Statements for the period ending February 28, 2022. 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. Commercial has one over 90. Residential has 10 accounts over 60 days and 4 over 90 days.

DIRECTORS ITEMS

Review and discussion on Water Service Costs and Charges to Customers: Director Schroeder asked to review the District's charge for shutting off and turning on water to delinquent customer meters versus the cost charged by C& L Water Solutions to perform the task. Following a robust discussion on some charges being a cost of doing business (811 Utility Locates) versus direct costs to the customer (leak investigation on specific property), it was determined that water shut off/turn on is best handled as a flat fee to the customers. The current policy of allowing the customer to avoid the shut off charge by having the technician wait on site for payment to be made online and therefore avoiding the shut off charge was discussed. The Board directed Ms. Noon to instruct the billing staff to charge the shut off fee if the technician is dispatched to the customer despite whether payment was made immediately as the trip charge by C& L Water Solutions will be incurred by the District. The amount that the District currently charges as a shut-off fee and a turn-on fee will be considered at a future Board meeting, and if necessary, increased by the Board as part of the 2023 Budget process.

RECORD OF PROCEEDINGS

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Water Damage Claim from 4328 S. Alton St.: Ms. Noon let the Board know that there is no update at this time.

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 updated the Board that the 10 extra meters have been delivered to Badger. Fifty-two meters remain in need of installation and three of those are inaccessible due to landscaping challenges. Those owners have been contacted but have not responded. Expectation is that the meters will be completed over the next month or two.

LEGAL

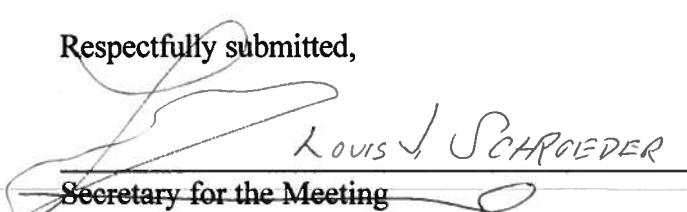
May 3, 2022 Regular Election: Mr. Flynn stated to the Board that the election has been cancelled. Oaths will be administered in May.

ADA Website Compliance: The District will need to adopt a policy on compliance by 2023/2024.

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 10:51 a.m.

Respectfully submitted,


Secretary for the Meeting

VP of CCVWD

March 3, 2022

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on March 8, 2022
Cherry Creek Village Water District
KJ Job No. 2246003*GENW

Briefly presented below are the items that we have been involved in during the past month.

1. Residential Meter Replacement Project – We have continued to perform field locates on the 35 that KUS was unable to find and are making progress but weather and snow on the ground have created challenges. There has been no response from the homeowners on the three (3) meters that are inaccessible due to landscape or concrete paving. The new equipment for the 10 meters that need different size meters was ordered and received. In total the same number of meters, 52, remain to be replaced. KUS will return to replace the meters as they are made accessible. We expect the remaining meters to be completed this month and next. I will provide additional updates at the meeting.
2. North Water Line Replacements – We are continuing with preparation of the design plans. Preliminary plans were submitted to the City for their review. We plan to initiate the Denver Water review this month.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – Meter data for the February period was not available at the time of this update. We will provide an update at the meeting.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no new failures reported of the old transponders for the February readings. Most of the failed transponders have now been replaced. Manual reads were performed for the two school meters by C&L for the February readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues this past month.
 - Fire Hydrant and Valve Maintenance – No update for this past month. We will coordinate with C&L for valve and fire hydrant repairs scheduled for this year.
 - GIS – Next edits will be performed when all the new meters are installed.
 - Fire Hydrant Meter – There were no fire hydrant permits issued.
 - Emergencies / Water Line Breaks – There were no emergencies or new water line breaks to report.

Memorandum

Cathy Noon, District Manager
March 3, 2022
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- Facility Locates – Locate requests were typical in February. Dispatch authority for 811 has been transferred to C&L for all locates, normal and emergencies. We are monitoring the 811 and C&L. So far so good.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2022 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	022 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$6,525	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$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-2022	\$704	\$0
	Subtotal				\$14,520	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$16,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Raise Valve Boxes from Under Asphalt	6		May-2022	\$6,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	20		May-2022	\$1,800	\$0
7	Replace Valve/B.O. (in asphalt)	2		May-2022	\$20,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	6		May-2022	\$4,800	\$0
9	Fire Hydrant Replacement	3		July-2022	\$33,000	\$0
10	Fire Hydrant Repairs	4		September-2022	\$2,400	\$0
11	Fire Hydrant Painting	20		May-2022	\$2,700	\$0
12	Emergency Repairs (water line breaks)	2			\$40,000	\$0
	Subtotal				\$110,700	\$0
	Contingency @	15%			\$17,000	\$882
Total System Repairs and Replacements					\$128,000	\$882
Contractor Services (by C&L and ORC)						
13	Operator in Responsible Charge	12			\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$153
15	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$205
16	Service Shut-offs (estimated)	12			\$2,100	\$716
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$0
18	Utility Locates (field)	48			\$7,200	\$240
	Subtotal				\$28,500	\$1,314
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$1,314
Total Repairs and Maintenance					\$179,000	\$2,196

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.