

**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
February 14, 2023**

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, February 14, 2023, at 8:15 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

Absent was Director Dormer whose absent was excused.

Sue Blair, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer, Via Zoom

CALL TO ORDER /
PLEDGE OF
ALLEGIANCE

Director Forney called the meeting to order at 8:15 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. Director Schroeder moved to excuse Director Dormer. Upon second by Director Montag, vote was taken and motion carried unanimously.

ADMINISTRATIVE
MATTERS

Agenda: Upon review and discussion of the agenda and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the agenda presented.

Minutes: The Minutes of the January 10, 2023, 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 was no public comment.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Mr. Blair reviewed the February 14, 2023, claims represented by check numbers 1496 – 1502 totaling \$30,659.47 and claim Auto-Payments to Denver Water totaling \$17,109.63 and Director Checks totaling \$277.05 to reflect grand total claims of \$48,046.15. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 14, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending February 9, 2023. 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. Blair reviewed the Financial Statements for the period ending January 31, 2023. 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, noting that the delinquencies are higher than usual.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report The Board reviewed the Consumption Report.

The Board requested that CRS prepare an analysis on C&L charges.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes.

RECORD OF PROCEEDINGS

LEGAL


Update on Denver Water Lead and Copper Rule Variance: Mr. Flynn reported that the replacement of lead service lines has been extended for another 12 years.

Update on May 2, 2023, Election: Mr. Flynn reported that he has received two self-nomination forms to date. The deadline to file is February 24, 2023. It is likely the District will be able to cancel its May regular election.

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 9:00 a.m.

Respectfully submitted,



Secretary for the Meeting

February 9, 2023

Memorandum

To: Board of Directors
Cherry Creek Village Water District

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on February 14, 2023
Cherry Creek Village Water District
KJ Job No. 2346003*GENW

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

1. Commercial Meter Replacement Project – We are continuing to coordinate with C&L to replace the $\frac{3}{4}$ and 1-inch meters using the excess equipment that was purchased with the residential replacements. The larger 1.5-inch to 4-inch meters will be replaced when that equipment is received in April and May. C&L began manual reads of the active commercial meters this month and will continue those until the meters are replaced.
2. North Water Line Replacements – Denver Water has still not granted approval of the plans following our last submittal in November. Once we receive approval, we will prepare the bid documents and advertise for bids. Our schedule is to bid the project in March for construction in spring/summer.
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 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 3.1 MG for the January period (approx. 0.90 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in January. Manual reads were performed for approximately 24 meters by C&L for the January readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were two investigations / responses performed by C&L related to service line damage and indoor plumbing.
 - Fire Hydrant and Valve Maintenance – We have started coordination with C&L for addressing the list of repairs that have been identified the past two years and that we have recommended budget for. The immediate focus will be on commercial meter replacements.
 - GIS – We have started the process of updating the meter data for all the new meters installed to date.

Memorandum

Engineering Report – Cherry Creek Village Water District
February 9, 2023
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- Fire Hydrant Meter – There is no outstanding fire hydrant use permit.
- Emergencies / Water Line Breaks – There were no water line breaks this month.
- Facility Locates – The number of locate requests were at a normal level in January.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2023 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	023 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2024	\$0	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2023	\$5,840	\$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	\$880	\$0
	Subtotal				\$9,120	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$10,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Raise Valve Boxes from Under Asphalt	7		May-2023	\$7,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	12		May-2023	\$1,200	\$0
7	Replace Valve/B.O. (in asphalt)	4		May-2023	\$28,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	5		May-2023	\$4,000	\$0
9	Fire Hydrant Replacement	3		July-2023	\$33,000	\$0
10	Fire Hydrant Repairs	9		September-2023	\$5,400	\$0
11	Fire Hydrant Painting	24		May-2023	\$3,240	\$0
12	Emergency Repairs (water line breaks)	2			\$44,000	\$0
	Subtotal				\$125,840	\$0
	Contingency @	15%			\$19,000	\$0
Total System Repairs and Replacements					\$145,000	\$0
Contractor Services (by C&L and ORC)						
13	Operator in Responsible Charge	12	Monthly		\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24	Year		\$7,200	\$1,067
15	Manual Meter Reads	12	Monthly		\$6,000	\$112
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$0
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$0
18	Utility Locates (field)	6	Monthly		\$14,400	\$1,093
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$2,272
	Contingency @	20%			\$8,000	\$0
Total Contractor Services					\$49,000	\$2,272
Total Repairs and Maintenance					\$204,000	\$2,272

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.