

**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 MAY 9, 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, May 9, 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
Cynthia Dormer

Also, in attendance were:

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

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.

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 April 11, 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.

PUBLIC COMMENT: There was no public comment.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the May 9, 2023, claims represented by check numbers 1516 - 1520 totaling \$14,211.92 Auto-Payments to Denver Water totaling \$22,685.07, and Director payments totaling \$369.40 to reflect total claims of \$37,358.74. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the May 9, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending April 30, 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 April 30, 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.

DIRECTORS ITEMS

Election of Officers: Mr. Flynn reported that the election was cancelled. The Board discussed the election of officers. Upon motion duly made, seconded, and upon vote, unanimously carried, the following officers were elected:

Lou Schroeder, President
Dale Heider, Vice President
Eric Montag, Treasurer
Cynthia Dormer, Secretary

Mr. MacKean addressed the Board regarding his interest in serving as a Director of the District. After discussion, the Board thanked Mr. MacKean for attending today's meeting. There will be an agenda item to appoint Mr. MacKean at the June meeting of the Board.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

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

CIP Water Line Replacements Project: The Board reviewed the water line replacement project. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the contract and Notice to Proceed with Diaz Construction.

LEGAL: Mr. Flynn requested that the Denver Water summer rates flyer be sent to all customers. Ms. Blair will contact Denver Water for the communication and will make sure it is included in the District's water billing.

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 9:40 a.m.

Respectfully submitted,



Secretary for the Meeting

May 4, 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 May 9, 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 – The 1.5 and 2-inch meters were shipped and received by the District in late April. C&L now has all the meters and equipment needed to replace the remaining 22 commercial meters. We are coordinating with C&L for their schedule to replace the meters. C&L is performing manual reads of the active commercial meters until the meters are replaced.
2. CIP Water Line Replacements – The Contractor, Diaz Construction, is tentatively scheduled to begin construction in June. We will conduct the pre-construction meeting prior to them starting to coordinate with the City on their requirements. Also, we have the signed contract and bonds from Diaz and we will need the Board to sign them at the meeting.
3. CDPHE Sanitary Survey – CDPHE has contacted the District regarding the next sanitary survey. The site meeting with us and the District's ORC is scheduled for May 16. We are preparing the data needed for the meeting. These are typically conducted every other year by CDPHE for all public water systems.
4. 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 2% of the flow and the Dayton meter delivered 98%. Total water supplied to the District was 4.2 MG for the April period (approx. 0.60 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in April. Manual reads were performed for approximately 18 meters by C&L for the April readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no issues that required investigations in April.
 - Fire Hydrant and Valve Maintenance – C&L has begun the annual maintenance and flushing of the fire hydrants and blow-offs. We expect them to be done this month. We will coordinate with C&L for addressing the list of repairs that have been

Memorandum

Engineering Report – Cherry Creek Village Water District
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identified in this and previous year reports. However, the immediate focus for C&L 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.
- Fire Hydrant Meter – There is no outstanding fire hydrant use permit.
- Emergencies / Water Line Breaks – There were no water line beaks this month.
- Facility Locates – The number of locate requests were at a normal level in April.
- 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	\$1,239
15	Manual Meter Reads	12	Monthly		\$6,000	\$7,813
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$285
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$0
18	Utility Locates (field)	6	Monthly		\$14,400	\$2,748
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$12,085
	Contingency @	20%			\$8,000	\$0
Total Contractor Services					\$49,000	\$12,085
Total Repairs and Maintenance					\$204,000	\$12,085

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.