

**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  
July 11, 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, July 11, 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:

Lou Schroeder  
Eric Montag  
Dale Heider  
Charlie MacKean (Via Telephone)

Absent was Director Dormer whose absence was excused.

Also in attendance were:

Sue Blair, Michael Schenfeld, and Ashly Dorey, Community Resource Services of Colorado, LLC.  
Greg Sekera, Kennedy/Jenks  
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer, Via Zoom  
Neil Schilling, Schilling & Company, Inc.

**CALL TO ORDER /  
PLEDGE OF  
ALLEGIANCE**

Director Schroeder 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.

# RECORD OF PROCEEDINGS

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## 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 June 13, 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 July 11, 2023, claims represented by check numbers 1530-1538 totaling \$23,256.81 Auto-Payments to Denver Water totaling \$41,280.92 and Director payments totaling \$369.40 to reflect total claims of \$64,007.13. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 13, 2023, claims as presented.

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

Acceptance of the 2022 Audit: Mr. Schilling reviewed the 2022 audit with the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the 2022 audit was accepted pending clarification of engineering costs.

## DIRECTORS ITEMS

There were no Director items.

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

# RECORD OF PROCEEDINGS

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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.

LEGAL

Mr. Flynn updated the Board on Denver Water's current water supply situation. Mr. Flynn reported that the requirement for public bidding increased from \$60k to \$120k.

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 9:33 a.m.

Respectfully submitted,



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Secretary for the Meeting

July 7, 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 July 11, 2023  
*Cherry Creek Village Water District*  
KJ Job No. 2346003\*GENW

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

1. Commercial Meter Replacement Project – Following C&L’s replacements in May, there are now 15 meters that need to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. We are coordinating with C&L for their schedule to replace the meters. C&L is performing manual reads of the 15 commercial meters at CRS’s request until the meters are replaced. In addition, we worked to resolve the large meter read discrepancies between water registered at the customer meters and the water supplied to the District by Denver Water. The issue was a software data entry for each of the new commercial meters that were added in March and April. Badger and CRS have resolved the issue.
2. CIP Water Line Replacements – The Contractor, Diaz Construction, has provided an anticipated start date of July 24. We conducted the pre-construction meeting on July 7. We revised the project notification, and it is being mailed to the affected homeowners the week of July 10. I will provide updates regarding the project and start of construction at the meeting.
3. System Maintenance – We coordinated the following maintenance items during the past month:
  - Master Meters – Master meter reads were not available from Denver Water at the time of this report for June.
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were multiple issues with the new commercial meters as indicated above and four residential meter endpoints in June that had to be changed out. Manual reads were performed by C&L for several meters for the June readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. There were no customer issues or investigations in June.
  - Fire Hydrant and Valve Maintenance – C&L has completed the annual valve maintenance and flushing of the fire hydrants and blow-offs. We are reviewing the inspection reports. We will coordinate with C&L for addressing the list of repairs that

## Memorandum

Engineering Report – Cherry Creek Village Water District  
July 7, 2023  
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have been 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 June.
- 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2024	\$0	\$5,754
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2023	\$5,840	\$5,106
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	\$814
	Subtotal				\$9,120	\$11,674
	Contingency @	10%			\$1,000	\$0
<b>Total Routine Maintenance</b>					<b>\$10,000</b>	<b>\$11,674</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
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
<b>Total System Repairs and Replacements</b>					<b>\$145,000</b>	<b>\$0</b>
<b>Contractor Services (by C&amp;L and ORC)</b>						
13	Operator in Responsible Charge	12	Monthly		\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24	Year		\$7,200	\$1,967
15	Manual Meter Reads	12	Monthly		\$6,000	\$9,661
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$285
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$5,387
18	Utility Locates (field)	6	Monthly		\$14,400	\$3,435
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$20,735
	Contingency @	20%			\$8,000	\$0
<b>Total Contractor Services</b>					<b>\$49,000</b>	<b>\$20,735</b>
<b>Total Repairs and Maintenance</b>					<b>\$204,000</b>	<b>\$32,409</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.