

**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
AUGUST 8, 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, August 8, 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
Dale Heider
Eric Montag
Cynthia Domer (virtual attendance)
Charlie MacKean

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

**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.

**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 as presented.

Minutes: The Minutes of the July 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.

RECORD OF PROCEEDINGS

PUBLIC COMMENT

There was no public comment.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the August 8, 2023, claims represented by check numbers 1539 - 1546 totaling \$21,275.27 Auto-Payments to Denver Water totaling \$77,361.09 and Director payments totaling \$369.40 to reflect total claims of \$98,031.31. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the August 8, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending July 31, 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 July 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.

DIRECTORS ITEMS

There were no Director items.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report. Ms. Blair will work with staff to make an adjustment to the report to show the usage issue.

MAINTENANCE AND OPERATIONAL MATTERS

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

Update on Lead Service Line Replacement Project: Mr. Flynn updated the Board on this item. He also noted that Denver Water is probably going to raise their rates to increase revenues by 5% during calendar year 2024. The first reading on Denver Water's proposed rates for 2024 will be held on Wednesday, August 23, 2023. It is anticipated the rates will be finally adopted in September.

RECORD OF PROCEEDINGS

LEGAL

Budget Calendar: Ms. Blair and Mr. Flynn reviewed the 2024 calendar with the Board. The public hearing to adopt the budget will be conducted at the November 14, 2023 regular meeting.

Certification of Delinquent Accounts: Mr. Flynn updated the Board on the process to certify delinquent accounts.

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 9:10 a.m.

Respectfully submitted,



Secretary for the Meeting

August 3, 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 August 8, 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 – There are 15 meters that remain to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. C&L has been unable to get these done due to crew availability. We are coordinating with C&L for their schedule to replace the meters. Manual reads of the 15 commercial meters are being performed at CRS's request until the meters are replaced.
2. CIP Water Line Replacements – The Contractor, Diaz Construction, has pushed their start date to August 7. They have been delayed primarily due to obtaining their permit from the City. Construction will begin on S. Alton Street. I will provide updates regarding the project 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 July.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There was one (1) residential meter endpoint in July that had to be changed out. Manual reads were performed by C&L for several meters for the July readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were two customer investigations performed related to possible leaks in July.
 - 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 have been identified in this and previous year reports. However, the immediate focus for C&L will be on commercial meter replacements.
 - GIS – We are reviewing most efficient method for updating the meter data and are planning to complete the updates this year.

Memorandum

Engineering Report – Cherry Creek Village Water District
August 3, 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 beaks this month.
- Facility Locates – The number of locate requests were at a normal level in July.
- 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	\$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
Total Routine Maintenance					\$10,000	\$11,674
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	\$2,535
15	Manual Meter Reads	12	Monthly		\$6,000	\$10,826
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$733
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$5,779
18	Utility Locates (field)	6	Monthly		\$14,400	\$4,300
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$24,173
	Contingency @	20%			\$8,000	\$0
Total Contractor Services					\$49,000	\$24,173
Total Repairs and Maintenance					\$204,000	\$35,847

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.