

**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
DECEMBER 12, 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, December 12, 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 Dormer
Charlie MacKean

Also in attendance were:

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 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.

**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 November 14, 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	<p><u>Review and Approve Payment of Claims:</u> Ms. Blair reviewed the December 12, 2023, claims represented by check numbers 1573-1579 totaling \$23,024.28 Auto-Payments to Denver Water totaling \$18,379.65 and Director payments totaling \$461.75 to reflect total claims of \$41,865.68. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the December 12, 2023, claims as presented.</p> <p><u>Review Cash Position and Fund Allocation:</u> Ms. Blair reviewed the Cash Position with the Board for the period ending November 30, 2023. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.</p> <p><u>Financial Statements:</u> Ms. Blair reviewed the Financial Statements for the period ending November 30, 2023. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.</p> <p><u>Utility Account Delinquencies:</u> Director Heider reviewed the account delinquencies with the Board.</p>
DIRECTORS ITEMS	There were no Director items.
MANAGEMENT ITEMS	<u>Review Consumption Report:</u> The Board reviewed the Consumption Report.
MAINTENANCE AND OPERATIONAL MATTERS	<p><u>Engineering Report:</u> Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes.</p> <p><u>Update on Water Line Improvement Project:</u> Greg Sekera reported that Diaz Construction has made good progress on the water line improvement project. They did not submit a pay application, however, for November. He anticipates receiving one in December.</p>

RECORD OF PROCEEDINGS

LEGAL

Public Hearing on Rate Increase: Ms. Blair reported that notice had been provided to all rate payers within the District that the Board would consider increasing its rates for 2024 at today's meeting. The base rate will remain the same and the usage rates will all increase 5%. The hearing was opened and there were no public present to address the Board. The hearing was closed. Director Heider moved that the Board increase usage rates 5% in 2024. Upon second by Director Montag, vote was taken, and motion carried unanimously. The Board authorized legal counsel to prepare a Resolution for formal approve at the January meeting of the Board.

Mr. Flynn briefly reviewed with the Board the budget calendar deadlines and confirmed that Community Resource Services of Colorado will be filing the mill levy certification for the District with Arapahoe County, Colorado.

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 9:19 a.m.

Respectfully submitted,



Secretary for the Meeting

December 6, 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 December 12, 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. CIP Water Line Replacements – For the November period, Diaz Construction, was unable to complete the remaining work consisting of concrete sidewalk repairs and final street restoration (milling and asphalt overlay). We expect the concrete work to be completed on December 7 and the streets this month if weather allows. Diaz elected to not submit a pay estimate for the November period. We are hoping to close out the project in January.
2. Commercial Meter Replacement Project – No update for this past month. C&L has been unable to replace any of the remaining commercial meters this past month. There are 12 meters that remain to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. C&L is attempting to schedule dates and times with the property owners for the replacements and outages. Manual reads of the 12 commercial meters are being performed at CRS's request until the meters are replaced.
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 3.2 MG for the November period (approx. 5.4 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no issues with meters or transponders in November. Manual reads were performed by C&L for several meters for the November readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no investigations performed in November.
 - Fire Hydrant and Valve Maintenance – South Metro Fire reported major damage to the fire hydrant near the Bonefish Grill. It appears that a delivery truck ran into it. C&L has ordered a new hydrant and will replace it. We are reviewing the inspection reports from C&L for the annual valve maintenance and flushing of the fire hydrants

Memorandum

Engineering Report – Cherry Creek Village Water District
December 6, 2023
Page 2

- and blow-offs. We will coordinate with C&L for addressing the list of repairs that have been identified in this and previous year reports.
- GIS – *No update for this past month.* We are reviewing most efficient method for updating the meter data.
 - 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 November.
 - Backflow Prevention Device Conformance – No update. Denver Water will end management of the District's backflow devices at the end of 2024. We will need to explore options next year for the District taking back management of the program in 2025.
 - 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	\$3,341
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	\$921
11	Fire Hydrant Painting	24		May-2023	\$3,240	\$0
12	Emergency Repairs (water line breaks)	2			\$44,000	\$0
	Subtotal				\$125,840	\$4,262
	Contingency @	15%			\$19,000	\$0
Total System Repairs and Replacements					\$145,000	\$4,262
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	\$3,264
15	Manual Meter Reads	12	Monthly		\$6,000	\$12,636
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$733
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$6,381
18	Utility Locates (field)	6	Monthly		\$14,400	\$9,665
19	811 Locate Clears	24	Monthly		\$5,760	\$3,880
	Subtotal				\$41,400	\$36,559
	Contingency @	20%			\$8,000	\$1,969
Total Contractor Services					\$49,000	\$38,528
Total Repairs and Maintenance					\$204,000	\$54,464

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.