

RECORD OF PROCEEDINGS

**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 8, 2015**

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 (referred to hereafter as "Board") was held on Tuesday, December 8, 2015 at 9:00 a.m., at the offices of Community Resource Services, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado. This meeting was open to the public.

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
Phil Viseur
Lou Schroeder
Joseph Ryan
Rogar Baer

Also present were:

Tim Flynn, Esq.; Collins Cockrel & Cole P.C.
Greg Sekera; Kennedy/Jenks
Cathy Noon, CRS of Colorado

CALL TO ORDER

Director Forney called the meeting to order at 9:03 a.m. and led the Pledge of Allegiance.

QUORUM/QUALIFICATIONS/& DISCLOSURES

It was noted that a quorum was present. All of the Directors are qualified and there are no conflicts of interest disclosures required.

ADMINISTRATIVE ITEMS

Agenda: Upon review and discussion of the Agenda and a motion duly made, seconded and, upon vote, unanimously carried the Board accepted the agenda as amended to add IV E a transfers from th GeneralFund to the Enterprise Fund and the Enterprise Fund to the Line Replacement Reserve.

Minutes: The minutes of the November 10, 2015 Regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the November

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11, 2015 minutes as presented.

PUBLIC COMMENT

None.

FINANCIAL ITEMS

Review and Approve Payment of Claims: Ms. Noon reviewed the December 8, 2015 claims totaling \$19,396.06 by check numbers 5010-5021. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the December 8, 2015 claims totaling \$19,396.06 and if needed, amended to include the November Denver Water invoice should it be received and need to be paid to avoid late charges.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending December 3, 2015. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon reviewed the financial statements dated December 3, 2015. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements.

Review Delinquent Account Report: Ms. Noon presented the report to the Board for their review. After review, the Board accepted the Delinquent Account report.

Transfers from 1) the General Fund to the Enterprise Fund and 2) Enterprise Fund to the Replacement Line Reserve Fund: Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board approved moving the 2015 budgeted amounts of \$20,000.00 in the General Fund to the Enterprise Fund, and \$50,000.00 in the Enterprise Fund to the Replacement Line Reserve Fund.

2016 BUDGET HEARING MILL LEVY CERTIFICATION

2016 Budget Hearing Public Hearing to Approve the 2016 Budget, Appropriate Expenditures and Certify the Mill Levy – Director Forney opened the Public Hearing at 9:25 a.m. There being no public present, the Public Hearing was closed at 9:30 a.m. Ms. Noon presented the proposed 2016 budget to the Board and discussion ensued. The Board agreed that although the 2016 Budget has annual expenditures exceeding annual revenues, it is appropriate given the large capital and maintenance Projects planned for 2016. The excess expenditures will be paid out of accumulated surplus funds.

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Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved, through Resolution 2015-12-1, the 2016 budget subject to the final assessed valuation to be received from Arapahoe County by December 15, 2015.

Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board voted to appropriate the funds contemplated for expenditure in 2016 by the approved budget by adoption of Resolution 2015-12-2

Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board voted to certify, through Resolution 2015-12-3, the mill levy.

Because the final Assessed Valuation for the District has not yet been received from the Arapahoe County Assessor's office, the numbers in the Budget and related Resolutions may change slightly. Legal Counsel and CRS of Colorado were authorized to substitute out appropriate pages in the Budget Resolutions and the Budget itself, provided the number changes are not material.

ESTABLISH 2016 WATER RATES AND FEES

Resolution Establishing 2016 Water Rates: The Board discussed various water rates for the short and long term needs of the District. Denver Water is recalculating the methodology for water purchased by master meter districts and has not yet adopted 2016 water rates. However, the projected total cost increase is expected to be 3.8%. Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board voted to approve, through Resolution 2015-12-4, to provide for an across the Board 3.8% increase in water usage charges for calendar year 2016. Due to positive financial and operational management, the District did not see a need to increase the monthly and fixed charges for operating the District.

DIRECTOR MATTERS

None.

MANAGEMENT ITEMS

Review Consumption Report: Ms. Noon reviewed the Consumption Report showing the January –December - 2015 total usage. After review, the Board accepted the Consumption report.

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Review of the District's Pool Insurance Renewal: Ms. Noon reviewed the District's insurance coverage and cost for 2016. Fire hydrant property damage coverage is not currently included. Following discussion of the number of fire hydrants, the relatively low frequency of damage to hydrants, the deductible and the yearly cost for coverage, the District will continue to self-insure for fire hydrants.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the Engineering Report which is made a part of these minutes. In addition as a follow up to the hydrant issue, the Board directed Mr. Sekera to consider placing protector poles at hydrants in public/high risk locations.

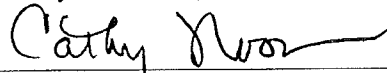
LEGAL

Consideration of the 2016 Kennedy Jenks Contract. Following review and discussion, and upon motion duly made, seconded and upon vote unanimously carried, the Board approved the 2016 Kennedy Jenks Contract and Rate Schedule.

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 10:25 a.m.

Respectfully submitted,



Secretary for the Meeting

December 1, 2015

Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on December 8, 2015
Cherry Creek Village Water District
KJ Job No. 1546003*GENW

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

1. Duplex Meter Split at 4693/95 S. Akron Street – We continue to provide assistance to the District and the contractor relative to the process and requirements for the split. We believe construction has been initiated. C&L has met with the contractor and is monitoring their progress.
2. 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 51% of the flow and the Dayton meter delivered 49%. Total water supplied to the District was 4.3 MG for the November period (10.8 MG less than the prior period).
 - PRVs – C&L performed inspections of both stations on November 25. The vaults and valves are in good condition and no major issues were observed.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. None this past month.
 - Fire Hydrant and Valve Maintenance – We are preparing a bid package for replacement of seven (7) fire hydrants. We will obtain bids in January and plan to complete the replacements in early 2016.
 - Fire Hydrant Meter – The following activity relative to fire hydrant use occurred:
 - a. No active permits this past month.
 - Water Line Breaks – No occurrences this past month.
 - Facility Locates – Reviewed several locate requests for miscellaneous construction in the District.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.
3. Agreement for Kennedy/Jenks 2016 General Engineering – Tim has prepared our Agreement for general engineering services for next year. The Agreement includes our 2016 Billing Rates that I reviewed with the Board last month. The new rates indicate an overall increase of 3.8%. The increase does not affect our budget for engineering services for next year.