

# RECORD OF PROCEEDINGS

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**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  
October 13, 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, October 13, 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  
Joseph Ryan  
Lou Schroeder  
Roger 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 9:00 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

Minutes: The minutes of the September 8, 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 September 8, 2015 minutes as presented.

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PUBLIC COMMENT

None.

FINANCIAL ITEMS

Review and Approve Payment of Claims: Ms. Noon reviewed the October 8, 2015 claims totaling \$102,621.83 represented by check numbers 4988-4998. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved September 8, 2015 claims.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending October 8, 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 October 8, 2015 and noted that year to date the District's revenues and expenses are in line with the adopted budget. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements.

Director Baer and Ms. Noon presented the 2016 Draft Budget to the Board for their consideration. Director Baer reviewed the methodology used to establish estimated water revenue and expenditures which include the 5-year historical water consumption average, an estimated cost increase from Denver Water, property tax revenue under TABOR limitations, and increased maintenance costs projected by Mr. Sekera. While the 2016 budgeted expenditures exceed the 2016 projected revenues, the District is operating within legal limitations and if all budgeted expenditures occurred in 2016, would prudently be using fund balance for major, long term capital improvement items. Upon motion duly made, seconded and unanimously carried, the Board set December 8, 2015 for the 2016 Budget Hearing to be held at the District office, 7995 E. Prentice Ave. Suite #103E, Greenwood Village, CO 80111. Legal counsel was instructed to publish notice of the District's budget hearing in *The Village Newspaper*, as required by law.

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

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## DIRECTOR MATTERS

None.

## MANAGEMENT ITEMS

Review Consumption Report: Ms. Noon reviewed the Consumption Report showing the January – October - 2015 total usage. After review, the Board accepted the Consumption report. Ms. Noon updated the Board that the 5 year average consumption is lowering each year.

## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the Engineering Report which is made a part of these minutes.

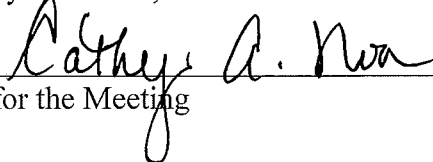
## LEGAL

Mr. Flynn updated the Board that Denver Water has yet to establish water rates for 2016. An estimate of a 3.8% increase has been discussed and was used by the District for preparing the Draft 2016 Budget. If Denver Water determines the 2016 rates prior to the adoption of the District's 2016 Budget, the draft budget will be updated to reflect the actual cost of water. The District's 2016 water rates will be reviewed as information from Denver Water becomes available. If necessary, the Board will adopt a rate increase in December to be effective January 1, 2016. Legal counsel will coordinate with the District's manager in causing the appropriate 30 day notice of a rate increase to be posted on the District's website.

## 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 10:23 a.m.

Respectfully submitted,

  
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Secretary for the Meeting

October 7, 2015

## **Memorandum**

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on October 13, 2015  
*Cherry Creek Village Water District*  
KJ Job No. 1546003\*GENW

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

1. 2016 Budget Recommendations – I provided budget estimates for system maintenance, repairs, and engineering for next year to Cathy on October 6. Included in the estimate for system repairs is replacement of seven (7) fire hydrants that was discussed at last month's meeting.
2. Duplex Meter Split – The duplex at 4693/95 S. Akron Street is proposing to add another tap and service line to provide separate service for each side of the duplex. We provided information to the contractor relative to the fees, process, and requirements for the split. Actual start is unknown.
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 83% of the flow and the Dayton meter delivered 17%. Total water supplied to the District was 23.0 MG for the September period (2.7 MG more than the prior period).
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. Meter pit lid replaced at 9000 E. Chenango Ave. Lid was broken and reported by adjacent homeowner.
  - Fire Hydrant and Valve Maintenance – Per last month's meeting we are preparing a bid package for replacement of seven (7) fire hydrants. Currently contractors are very busy and prefer to perform the work early next year. We have included an estimate in next year's budget for replacement of the hydrants. We will obtain bids this year and plan to complete the replacements in early 2016.
  - Fire Hydrant Meter – Alpha Milling obtained a permit and is currently using the fire hydrant meter for the City street rehabilitation project.
  - 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.