

# 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  
AUGUST 13, 2013**

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, August 13, 2013 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  
Lou Schroeder  
Joseph Ryan  
Phil Viseur  
Roger Baer (via telephone)

Also present were:

Cathy Noon; Community Resource Services (CRS)  
Tim Flynn, Esq.; Collins Cockrel & Cole P.C.

**CALL TO ORDER**

Director Forney called the meeting to order at 9:20 a.m.

**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 include IV. Item D – Website, Item E – Clark Villa HOA and Item F - Meeting Notice Posting.

Minutes: The minutes of the July 9, 2013 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 July 9, 2013 minutes as amended.

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## FINANCIAL ITEMS

Review and Approve Payment of Claims – Ms. Noon reviewed the July 2013 claims totaling \$105,249.35 represented by check numbers 4685 – 4696. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the July 2013 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending August 6, 2013. Following review and discussion, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon distributed the financial statements dated August 6, 2013. After review, the Board accepted the financial statements.

Review Delinquent Account Report – Ms. Noon presented the report to the Board for their review.

## DIRECTOR MATTERS

2012 Audit – Director Viseur asked about the Management Representative Letter for the 2012 audit. Mr. Flynn noted the proper verbiage had been added to the letter and that it had been executed and provided to both the auditor and management for their records and filing with the State. **In regard to the 2013 audit, Director Viseur asked that this letter be reviewed and revised as needed prior to acceptance of same.**

Valve Box Repair – Director Viseur asked who is responsible for valve box repairs due to street reconstruction and was informed that it would be the District.

## MANAGEMENT MATTERS

Review Consumption Report – Ms. Noon reviewed the Consumption Report with the Board.

Discussion Regarding Participation and Timing of 2014 Budget Draft and Water Rate Analysis Work – Following discussion, it was decided that a subcommittee meeting date to begin this process will be determined at the September Board meeting.

Review Electronic Payment Options for Utility Customers – Ms. Noon reviewed the memo that had been provided to the Board detailing alternate options of payment for the District's utility customers. Following discussion, **the Board authorized staff to proceed with setting up online payment options on the Districts website, [www.colorado.gov/CCVWD](http://www.colorado.gov/CCVWD), as long as there was no associated fee/cost to the District.**

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District Website – Ms. Noon briefed the Board that SIPA is working to correct the District’s URL address so that online users will be connected to our website when Googling the District. She further informed the Board that SIPA now has an updated platform that will allow access for updating/additions/deletions and so on to the District’s website by CRS staff. There is no cost to the District to transition to this platform and **staff was directed to do so.**

Clark Villa HOA – Ms. Noon and Director Schroeder provided an update on this issue.

Meeting Notice Posting – Ms. Noon briefed the Board that when staff posted for the meeting this month, King Soopers indicated they may not be putting up their community bulletin board following their remodel. It was noted that Starbucks often has a community bulletin board and Mr. Flynn stated the other districts with which he is associated utilize this option. **Director Schroeder stated he would research this and other possible posting locations within the District.**

## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report – Ms. Noon reviewed the engineering report with the Board as Mr. Sekera was not able to attend the Board meeting. The Board asked that the **issue of remote readers and how they operate/interface with the District’s system be an agenda item for the September Board meeting.**

## LEGAL

Update on Greenwood Village/Marina Water Tap – Mr. Flynn noted that costs have been supplied to the City of Greenwood Village and that once the check is received, construction can begin.

Review Utility Customer Payment Plan Agreement – Mr. Flynn presented a draft of a Payment Plan Agreement letter, which the Board reviewed and approved. He will email the letter in Word format to CRS so staff can finalize it on the District’s letterhead.

Lead Service Line Certification – Mr. Flynn presented the proposed letter to Colorado Department of Public Health & Environment (CDPHE) which certifies that to the best of the District’s knowledge and belief, the District does not have any lead service lines. The Board approved the letter. Legal counsel will email the letter in Word format to CRS so staff can finalize on District letterhead, execute, and forward a copy to the CDPHE.

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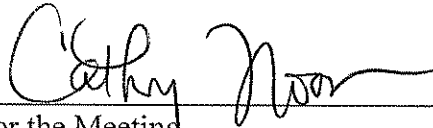
Other – Mr. Flynn distributed an article from Water Currents, “The Good News and Bad News of Declining Water Demand”. He noted that Denver Water is looking at different rate structures to cover fixed costs in ways other than water usage. An example of this would be a fixed charge being instituted for master meters in the future. Mr. Flynn stated the District should expect rate increases in 2014.

Executive Order D 2013-005 – Mr. Flynn distributed said Executive Order in regard to directing the Colorado Water Conservation Board to commence work on the Colorado Water Plan for the Boards information.

## 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 10:45 a.m.

Respectfully submitted,



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Secretary for the Meeting