

**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
May 10, 2022**

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, May 10, 2022, at 8:45 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:

John Forney
Lou Schroeder
Eric Montag
Dale Heider
Cynthia Dormer, By Zoom

Michelle Parker, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn Ulmer, By Zoom

CALL TO ORDER /
PLEDGE OF
ALLEGIANCE

Director Forney called the meeting to order at 8:54 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 a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the agenda, as presented.

Minutes: The Minutes of the April 12, 2022, 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.

PUBLIC COMMENT

There were none.

RECORD OF PROCEEDINGS

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Parker reviewed the May 10, 2022, claims represented by check numbers 1433 - 1437 totaling \$36,546.19 and Denver Water totaling \$36,503.74 and director checks totaling \$461.75, with a grand total of \$ 73,511.46 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the May 10, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Parker reviewed the Cash Position with the Board for the period, April 10, 2022, adjusted as of May 5, 2022. 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. Parker reviewed the Financial Statements for the period ending April 30, 2022. 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 none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Water Damage Claim from 4328 S. Alton St.: There has been no update on this item.

MAINTENANCE AND OPERATIONAL MATTERS

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

LEGAL

Oath of Office: President Forney administered Oaths of Office to Ms. Dormer, and Mr. Montag.

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 9:44 a.m.



Secretary for the Meeting

RECORD OF PROCEEDINGS

May 5, 2022

Memorandum

To: Michelle Parker, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on May 10, 2022
Cherry Creek Village Water District
KJ Job No. 2246003*GENW

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

1. Residential Meter Replacement Project – We are working with KUS for their schedule to return to replace the remaining meters. Due to weather and KUS personnel availability they have been unable to return to the District to complete the remaining meter installs. I am coordinating with them to hopefully complete them this month. It may be that we need to use C&L to finish the remaining installs. In total the same number of meters, 52, remain to be replaced. I will provide additional updates at the meeting.
2. North Water Line Replacements – We received initial comments from Denver Water. We have addressed those comments and have resubmitted the plans for their next review. Unfortunately, the timing on Denver Water reviews are very unpredictable. At this point in the year I do not feel we will be able to go to construction this year.
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 less than 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 7.3 MG for the April period (approx. 3.1 MG greater than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no new failures reported of the old transponders for the April readings. Most of the failed transponders have now been replaced. Manual reads were performed for the two school meters by C&L for the April readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. Repair of the meter yoke leak at 4292 S. Akron Ct., was completed.
 - b. Repair of the curb stop valve and meter yoke at 9191 E. Radcliffe Ave., was completed.
 - Fire Hydrant and Valve Maintenance – No update for this past month. We will coordinate with C&L for valve and fire hydrant repairs scheduled for this year.
 - GIS – Next edits will be performed when all the new meters are installed.
 - Fire Hydrant Meter – There were no fire hydrant permits issued.

Memorandum

Michelle Parker, District Manager
May 5, 2022
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- Emergencies / Water Line Breaks – There were no water line breaks this month. The street restoration for the break at 4259 S. Alton Street that occurred on April 1 has been completed. The total cost for the pipe repair and asphalt patch was \$10,744.78. This was significantly less than last year's breaks. This was due to less street damage being caused.
- Facility Locates – Locate requests were typical in April. We have completed the transition of the locates to C&L as the dispatcher and they are now responsible for receiving, reviewing, and locating all locate requests, normal and emergencies.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2022 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	022 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$6,525	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$0
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	\$704	\$0
	Subtotal				\$14,520	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$16,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Raise Valve Boxes from Under Asphalt	6		May-2022	\$6,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	20		May-2022	\$1,800	\$0
7	Replace Valve/B.O. (in asphalt)	2		May-2022	\$20,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	6		May-2022	\$4,800	\$0
9	Fire Hydrant Replacement	3		July-2022	\$33,000	\$0
10	Fire Hydrant Repairs	4		September-2022	\$2,400	\$0
11	Fire Hydrant Painting	20		May-2022	\$2,700	\$0
12	Emergency Repairs (water line breaks)	2			\$40,000	\$10,745
	Subtotal				\$110,700	\$10,745
	Contingency @	15%			\$17,000	\$882
Total System Repairs and Replacements					\$128,000	\$11,627
Contractor Services (by C&L and ORC)						
13	Operator in Responsible Charge	12			\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$9,476
15	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$928
16	Service Shut-offs (estimated)	12			\$2,100	\$869
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$0
18	Utility Locates (field)	48			\$7,200	\$1,020
	Subtotal				\$28,500	\$12,293
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$12,293
Total Repairs and Maintenance					\$179,000	\$23,920

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.