

**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  
April 12, 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, April 12, 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 By Zoom  
Dale Heider  
Cynthia Dormer By Zoom

Michelle Parker, Community Resource Services of Colorado, LLC.  
Greg Sekera, Kennedy/Jenks  
Tim Flynn, Esq., Collins Cockrel & Cole P.C By Zoom, By Zoom

**CALL TO ORDER /  
PLEDGE OF  
ALLEGIANCE**

Director Forney called the meeting to order at 8:53 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 amendment by adding item VI.A. Policy Change.

Minutes: The Minutes of the March 8, 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.

# RECORD OF PROCEEDINGS

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## PUBLIC COMMENT

There were none.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the April 12, 2022, claims represented by check numbers 1426 - 1431 totaling \$9,798.89 and Denver Water totaling \$ 22,160.94 and director checks totaling \$461.75, with a grand total of \$ 32,421.58. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the April 12, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period, March 31, 2022, adjusted as of April 7, 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. Noon reviewed the Financial Statements for the period ending March 31, 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.: Ms. Parker updated the Board on this item. The Board would like contact Ms. Swarts about this situation.

## MAINTENANCE AND OPERATIONAL MATTERS

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

Replacement Meter Program: Mr. Sekera updated the Board that there is 1 outstanding meter under the sidewalk/ hardscape. All other meters have been resolved.

## LEGAL

Consider Adoption of ADA Website Compliance Plan: The Board would like to adopt this plan in July 2022.

# RECORD OF PROCEEDINGS

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## 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 9:32 a.m.



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Secretary for the Meeting

April 7, 2022

## Memorandum

To: Michelle Parker, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on April 12, 2022  
*Cherry Creek Village Water District*  
KJ Job No. 2246003\*GENW

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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. We expect that the work will be performed this month as weather improves and they have staff returning to the state. 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 completed preparation of the 90% design plans and submitted to Denver Water to initiate their review. We are also submitting the plans to the City for their review.
3. 2021 Maintenance Summary Letter – As I do every year, I have prepared the summary of maintenance and repairs that were completed in 2021. The summary letter is attached and should be added to the District's archive records.
4. 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 4.2 MG for the March period (approx. 0.5 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 March readings. Most of the failed transponders have now been replaced. Manual reads were performed for the two school meters by C&L for the March readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. District received call from homeowner at 4292 S. Akron Ct., regarding a leak in their meter pit. The meter yoke is leaking and needs replaced.
    - b. C&L responded to meter pit leak at 9199 E. Radcliffe Ave. The meter yoke is leaking and needs replaced.
  - 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.

## Memorandum

Michelle Parker, District Manager  
April 7, 2022  
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- GIS – Next edits will be performed when all the new meters are installed.
  - Fire Hydrant Meter – There were no fire hydrant permits issued.
  - Emergencies / Water Line Breaks – The existing 6-inch cast iron pipe ruptured at 4259 S. Alton Street on April 1. C&L responded and repaired the pipe. The rupture did not cause major street damage like the breaks last year. Excavation was small and repair did not require replacement of a section of pipe.
  - Facility Locates – Locate requests were typical in March. We have requested C&L to take dispatch responsibility for all locates, normal and emergencies. However, due to staffing issues C&L has been unable to take over the 811 web portal responses. We are continuing our role until C&L is ready.
  - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.
5. C&L Fuel Charge – We were notified by C&L that they are adding a temporary fuel surcharge to invoicing. The amount will be 1% of the total invoice amount.

## 2022 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	022 BUDGET AMOUNT	ACTUAL COST
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
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
<b>Total Routine Maintenance</b>					<b>\$16,000</b>	<b>\$0</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
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	\$0
	Subtotal				\$110,700	\$0
	Contingency @	15%			\$17,000	\$882
<b>Total System Repairs and Replacements</b>					<b>\$128,000</b>	<b>\$882</b>
<b>Contractor Services (by C&amp;L and ORC)</b>						
13	Operator in Responsible Charge	12			\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$550
15	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$721
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	\$3,161
	Contingency @	20%			\$6,000	\$0
<b>Total Contractor Services</b>					<b>\$35,000</b>	<b>\$3,161</b>
<b>Total Repairs and Maintenance</b>					<b>\$179,000</b>	<b>\$4,043</b>

### 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.