

**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 8, 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, August 8, 2022, at 8:15 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

Sue Blair, 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 8:27 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.

# RECORD OF PROCEEDINGS

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## 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 July 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.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the August 9 2022, claims represented by check numbers 1454- 1458 totaling \$17,167.91 and Denver Water totaling \$91,901.54 and director checks totaling \$461.75, with a grand total of \$ 109,438.85. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the August 9, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period July 31, 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. Blair reviewed the Financial Statements for the period ending July 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. For residential, there are seven 60-days delinquent and one 90-day delinquent that will be shut-off on August 24<sup>th</sup> if not paid.

## DIRECTORS ITEMS

There were none.

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

## MAINTENANCE AND OPERATIONAL MATTERS

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

# RECORD OF PROCEEDINGS

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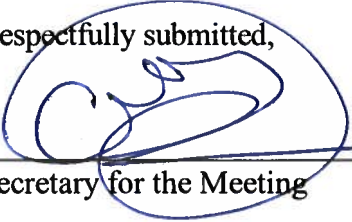
LEGAL

No legal items were presented.

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 9:21 a.m.

Respectfully submitted,



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Secretary for the Meeting

August 4, 2022

## Memorandum

To: Board of Directors  
Cherry Creek Village Water District

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on August 9, 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 – All of the residential meters have been replaced and are now active on the Beacon system. We assisted the District this past month with meter data input and some minor troubleshooting. I will discuss the next steps for meter replacements.
2. North Water Line Replacements – We have addressed the latest comments received from Denver Water as well as the other reviewing agencies. The plans are ready for final review by Denver Water and will be resubmitted to them in September. As previously mentioned, at this point in the year, I am recommending that we hold on bidding the project until the first quarter of 2023 for construction in spring/summer next 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 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 19.3 MG for the July period (approx. 6.2 MG less than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – No issues reported in July. Manual reads were performed for the two school meters by C&L for the July readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. None performed in July.
  - Fire Hydrant and Valve Maintenance – C&L has completed the annual fire hydrant and bi-annual gate valve inspections. We are currently reviewing the reports.
  - 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 – There were no water line breaks this month.

## Memorandum

Engineering Report – Cherry Creek Village Water District  
August 4, 2022  
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- Facility Locates – The number of locate requests were higher in July due to summer construction activity on the School Campus.
- 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$6,525	\$5,847
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$4,241
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	\$719
	Subtotal				\$14,520	\$10,807
	Contingency @	10%			\$1,000	\$0
<b>Total Routine Maintenance</b>					<b>\$16,000</b>	<b>\$10,807</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	\$10,745
	Subtotal				\$110,700	\$10,745
	Contingency @	15%			\$17,000	\$882
<b>Total System Repairs and Replacements</b>					<b>\$128,000</b>	<b>\$11,627</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	\$9,579
15	Manual Meter Reads (once per month)	12		Monthly	\$3,000	\$1,431
16	Service Shut-offs (estimated)	12			\$2,100	\$1,127
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$2,089
18	Utility Locates (field)	48			\$7,200	\$6,222
	Subtotal				\$28,500	\$20,449
	Contingency @	20%			\$6,000	\$0
<b>Total Contractor Services</b>					<b>\$35,000</b>	<b>\$20,449</b>
<b>Total Repairs and Maintenance</b>					<b>\$179,000</b>	<b>\$42,883</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.