

**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
FEBRUARY 13, 2024**

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, February 13, 2024, 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:

Lou Schroeder
Dale Heider
Eric Montag
Cynthia Dormer
Charlie MacKean

Also in attendance were:

Sue Blair and Kayla Blair Community Resource Services of Colorado, LLC
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer, Via Zoom

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Schroeder called the meeting to order at 8:15 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 no conflicts of interest disclosures are required. Director Schroeder moved to excuse Director Dormer. Upon second by Director Montag, vote was taken, and motion carried unanimously.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Upon review and discussion of the agenda and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the agenda as amended to add item IV.E. Audit Engagement with Schilling & Company.

Minutes: The Minutes of the January 9, 2024, 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 was no public comment.

Review and Approve Payment of Claims: Ms. Blair reviewed the February 13, 2024, claims represented by check numbers 1589 - 1596 totaling \$24,897.93 auto-payments to Denver Water totaling \$22,077.18 and Director payments totaling \$369.40 to reflect total claims of \$47,344.51. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 13, 2024, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending January 31, 2024. 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 January 31, 202. 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.

2023 Audit Engagement: Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried upon subject to final legal review, the Board accepted the 2023 audit engagement with Schilling & Company.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

RECORD OF PROCEEDINGS

MAINTENANCE AND OPERATIONAL MATTERS

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

Update on Water Line Improvement Project: Greg Sekera reported that the project has been complete. President Schroeder thanked everyone involved and requested a insert o go out with the next billing cycle.

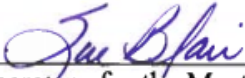
LEGAL

C&L Water Solutions Agreement: Mr. Fynn advised the Board that C&L has delivered to a number of his clients an Assignment Consent Letter and if Cherry Creek Water Village District receives one, he would like to review it before the District executes it. He has made a number of modifications to the letter by way of addendum that InsituFom Technologies, the purchaser of C&L Water Solutions has found acceptable. The primary modification requires InsituForm to assume and agree to perform all of C&L's obligations under C&L's agreement with the District.

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 8:56 a.m.

Respectfully submitted,



Secretary for the Meeting

February 8, 2024

Memorandum

To: Board of Directors
Cherry Creek Village Water District

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting February 13, 2024
Cherry Creek Village Water District
KJ Job No. 2446003*GENW

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

1. CIP Water Line Replacements – Construction is 100% complete. The final payment for retained earnings is being withheld from Diaz until we receive final documentation of the compaction tests. The notice of final settlement date was January 30.
2. Commercial Meter Replacement Project – There are 10 meters that remain to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. C&L is attempting to schedule dates and times with the property owners for the replacements and outages. Manual reads of the 10 commercial meters are being performed at CRS's request until the meters are replaced.
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 49% of the flow and the Dayton meter delivered 51%. Total water supplied to the District was 3.8 MG for the January period (approx. 0.6 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no issues with meters or transponders in January. Manual reads were performed by C&L for 10 meters for the January readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no investigations performed in January.
 - Fire Hydrant and Valve Maintenance – *No update*. We will coordinate with C&L for addressing the list of repairs that have been identified in this and previous year reports.
 - GIS – *No update for this past month*. We are reviewing most efficient method for updating the meter data.
 - Fire Hydrant Meter – There is no outstanding fire hydrant use permit.
 - Emergencies / Water Line Breaks – There were no water line beaks this past month.

Memorandum

Engineering Report – Cherry Creek Village Water District
February 8, 2024
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- Facility Locates – The number of locate requests were normal in January.
- Lead Service Line Inventory – The EPA has mandated that all water utilities develop a service line inventory that documents material of all service lines. This needs to be prepared and completed by October of this year. I believe that Denver Water will handle the EPA reporting on behalf of all the distributors. However, we will still want to have our inventory in the GIS.
- Backflow Prevention Device Conformance – Denver Water will end management of the District's backflow devices at the end of 2024. We are exploring options for the District beginning management of the program in 2025.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2024 Water System Maintenance Tracking
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	ANTICIPATED DATE	EST COST PER UNIT (BUDGET)	024 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)							
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2025		\$0	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2024	\$85	\$6,205	\$0
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$1,200	\$2,400	\$0
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	May-2024	\$85	\$935	\$0
	Subtotal					\$9,540	\$0
	Contingency @	10%				\$1,000	\$0
Total Routine Maintenance						\$11,000	\$0
System Repairs and Replacements (by C&L, others)							
5	Raise Valve Boxes from Under Asphalt	10		May-2024	\$1,000	\$10,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	12		May-2024	\$100	\$1,200	\$0
7	Replace Valve/B.O. (in asphalt)	2		May-2024	\$7,000	\$14,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	4		May-2024	\$1,200	\$4,800	\$1,500
9	Fire Hydrant Replacement	3		July-2024	\$12,000	\$36,000	\$0
10	Fire Hydrant Repairs	5		July-2024	\$600	\$3,000	\$0
11	Fire Hydrant Painting	24		May-2023	\$135	\$3,240	\$0
12	Emergency Repairs (water line breaks)	2			\$22,000	\$44,000	\$0
	Subtotal					\$116,240	\$1,500
	Contingency @	15%				\$17,000	\$0
Total System Repairs and Replacements						\$133,000	\$1,500
Contractor Services (by C&L and ORC)							
13	Operator in Responsible Charge	12	Monthly		\$500	\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	12	Monthly		\$300	\$3,600	\$0
15	Manual Meter Reads	6	Monthly		\$175	\$12,600	\$1,172
16	Service Shut-offs	12	Year		\$200	\$2,400	\$295
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$250	\$6,000	\$0
18	Utility Locates (field)	4	Monthly		\$200	\$9,600	\$577
19	811 Locate Clears	24	Monthly		\$22	\$6,336	\$754
20	811 Ticket Management Portal Subscription	1	Year		\$500	\$500	\$0
	Subtotal					\$47,036	\$2,798
	Contingency @	20%				\$9,000	\$0
Total Contractor Services						\$56,000	\$2,798
Total Repairs and Maintenance						\$200,000	\$4,298

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.