

# RECORD OF PROCEEDING

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF:

### CHERRY CREEK VILLAGE WATER DISTRICT

HELD ON TUESDAY, JUNE 11, 2024, AT 8:15 A.M.

#### ADMINISTRATIVE ITEMS

The special 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, June 11, 2024, at 8:15 a.m. This special meeting was held in lieu of the Board’s regular May 14, 2024, meeting that was canceled due to scheduling conflicts. 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.

The following Directors were acting:

Lou Schroeder  
Dale Heider  
Eric Montag  
Cynthia Dormer  
Charlie MacKean

Also present was:

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

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

A quorum of the Board was present, and the meeting was called to order at 8:15 a.m. and the Pledge of Allegiance was conducted.

#### QUORUM/ QULIFACATIONS/ DISCOLSURE MATTERS

It was noted that a quorum was present. All the Directors are qualified, and no conflicts of interest disclosures are required.

#### 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 presented.

**Minutes:** The Minutes of the May 21, 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 none.

## **FINANCIAL MATTERS**

1. **Review and Approve/Ratify Payment of Claims:** Ms. Blair reviewed the June 11, 2024, claims represented by check numbers 1617 - 1621 totaling \$14,624.41 auto-payments to Denver Water totaling \$58,719.38 and Director payments totaling \$369.40 to reflect total claims of \$73,713.19. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 11, 2024, claims as presented.
2. **Review Cash Position and Fund Allocation:** Ms. Blair reviewed the Cash Position with the Board for the period ending May 31, 2024. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.
3. **Financial Statements:** Ms. Blair reviewed the Financial Statements for the period ending May 31, 2024. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.
4. **Utility Account Delinquencies:** Director Heider reviewed the account delinquencies with the Board.

## **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.


## **LEGAL MATTERS**

Mr. Flynn spoke to the Board about the Denver Water Board new CEO and the climate change, droughts and fires effecting the watershed. He also noted that he is trying to keep the water rates moderate for 2025, however, the capital improvements costs are skyrocketing. He is looking into grants and loans for capital improvement projects.

## **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 8:48 a.m.

Respectfully submitted,



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Secretary for the Meeting

June 6, 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 June 11, 2024  
*Cherry Creek Village Water District*  
KJ Job No. 2446003\*GENW

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

1. System Maintenance – We coordinated the following maintenance items during the past month:
  - Commercial Meter Replacements – *No update for this past month.* There are 8 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 8 commercial meters are being performed at CRS's request until the meters are replaced.
  - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 100% of the flow and the Dayton meter delivered 0%. Total water supplied to the District was 11.3 MG for the May period (approx. 6.2 MG more than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were no meter or transponder issues this past month. Manual reads were performed by C&L for 8 meters for the May readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. Homeowner at 4365 S. Alton Way requested investigation of possible leak in meter pit. No leak was found.
  - Fire Hydrant and Valve Maintenance – *No update.* C&L continues work on the list of repairs and maintenance for this year. They completed in May the following:
    - ✓ Misc valve repairs are pending.
  - GIS – We are in the process of updating the meter data including reviewing the most efficient method for updating the data without having to enter it by hand.
  - 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  
June 6, 2024  
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- Facility Locates – The number of locate requests were above normal in May due to requests for fiber to be extended into homes.
- Backflow Prevention Device Conformance – *No update*. Denver Water will end management of the District's backflow devices at the end of 2024. We will continue to explore options with CRS 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>							
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	\$4,524
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$1,200	\$2,400	\$316
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	May-2024	\$85	\$935	\$0
	Subtotal					\$9,540	\$4,840
	Contingency @	10%				\$1,000	\$0
						<b>\$11,000</b>	<b>\$4,840</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>							
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	\$2,203
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	\$47,302
10	Fire Hydrant Repairs	5		July-2024	\$600	\$3,000	\$0
11	Fire Hydrant Painting	24		May-2024	\$135	\$3,240	\$2,500
12	Emergency Repairs (water line breaks)	2			\$22,000	\$44,000	\$0
	Subtotal					\$116,240	\$53,505
	Contingency @	15%				\$17,000	\$0
	<b>Total System Repairs and Replacements</b>					<b>\$133,000</b>	<b>\$53,505</b>
<b>Contractor Services (by C&amp;L and ORC)</b>							
13	Operator in Responsible Charge	12	Monthly		\$500	\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	12	Monthly		\$300	\$3,600	\$671
15	Manual Meter Reads	6	Monthly		\$175	\$12,600	\$3,060
16	Service Shut-offs	12	Year		\$200	\$2,400	\$472
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$250	\$6,000	\$6,328
18	Utility Locates (field)	4	Monthly		\$200	\$9,600	\$7,440
19	811 Locate Clears	24	Monthly		\$22	\$6,336	\$1,482
20	811 Ticket Management Portal Subscription	1	Year		\$500	\$500	\$572
	Subtotal					\$47,036	\$20,024
	Contingency @	20%				\$9,000	\$0
	<b>Total Contractor Services</b>					<b>\$56,000</b>	<b>\$20,024</b>
	<b>Total Repairs and Maintenance</b>					<b>\$200,000</b>	<b>\$78,369</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.