

**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
January 11, 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, January 11, 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

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

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:50 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 presented.

Minutes: The Minutes of the December 14, 2021, 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

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the January 11, 2022, claims represented by check numbers 1406 - 1411 totaling \$139,203.90 and claim Auto-Payments to Denver Water totaling \$24,930.14 and Director Checks totaling \$461.75 to reflect grand total claims of \$164,595.79. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 11, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period December 31, 2021, 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 December 31, 2021. 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. Commercial has one account past due. Residential has eleven accounts over 60 days and eight over 90 days.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Water Damage Claim from 4328 S. Alton St.: Without waiving any objections as to the sufficiency of the notice under the Colorado Governmental Immunity Act, Ms. Noon reviewed the claim sent by Ms. Swartz with the Board. Ms. Noon and Mr. Flynn will draft a letter to be sent to Ms. Swartz on this matter. Ms. Noon will also file a claim with the District's insurance provider, Colorado Special District Property and Liability Pool and notify the installation company.

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.

Replacement Meter Program: Keystone Utility Services has completed most of the residential meter replacements. There are a few meters that will need to be retrofitted due to fitting size and other meters that need to be located and uncovered by homeowners in order to change out the meter. Mr. Sekera and Ms. Noon will work on notification to those who have covered meters.

LEGAL

Amendment to Kennedy Jenks Contract for Engineering Services: Upon review and discussion of the amendment of the contract and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the amendment to the Kennedy Jenks contract.

Resolution 2022-1-1 Affirming Date, Time and Location for the Regular Board Meetings and Posting Notice Location: Upon review and discussion of the Resolution 2022-1-1 and a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Resolution 2022-1-1 presented.

Legal counsel left the meeting at approximately 9:25 a.m. The above matters were considered while legal counsel was still in attendance at the meeting.

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 10:27 a.m.

Respectfully submitted,



Secretary for the Meeting

January 6, 2022

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on January 11, 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 – KUS has completed meter replacements at 381 residences as of the end of December. There are 52 meters that remain to be replaced. The remaining meters are inaccessible, or KUS was not able to locate. We are utilizing our field staff and C&L to locate and identify the remaining issues. KUS will return to replace the meters as they are made accessible. We expect the remaining meters to be completed this month and next. I will provide additional updates at the meeting.
2. North Water Line Replacements – The design survey is complete for the three cul-de-sacs and we have initiated preparation of the design plans. We plan to begin agency reviews this month.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – Meter data for the December period was not available at the time of this update. 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 5.3 MG for the November period (approx. 6.2 MG less than the prior period).

Dayton Master Meter – Denver Water completed the replacement of the meter on December 21. There were no issues with the work or disruption in service.
 - PRVs – There are currently no issues or concerns with the PRVs. We are working with C&L for adjustment of the Dayton PRV for better balance of the flows.
 - Meter Transponders – There were no new failures reported of the old transponders for the December readings. Most of the failed transponders have now been replaced. Manual reads were performed for the two school meters by C&L for the December readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues this past month.
 - 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.

Memorandum

Cathy Noon, District Manager
January 6, 2021
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- Fire Hydrant Meter – There were no fire hydrant permits issued.
- Emergencies / Water Line Breaks – There were no emergencies or new water line breaks to report.
- Facility Locates – Locate requests were typical in December. I would like to discuss at the meeting, the responsibilities for locate requests moving forward.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2021 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	021 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$0	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2021	\$4,015	\$3,840
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-2021	\$660	\$660
	Subtotal				\$7,075	\$4,500
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$8,000	\$4,500
System Repairs and Replacements (by C&L, others)						
5	Replace Dayton PRV (6" PRV valve only)	1		2021	\$10,000	\$11,944
6	Raise Valve Boxes from Under Asphalt	8		May-2021	\$6,000	\$0
7	Clean Valve Boxes (vacuum and operate valve)	20		May-2021	\$1,800	\$9,021
8	Replace Valve/B.O. (in asphalt)	2		May-2021	\$20,000	\$18,238
9	Misc. Valve Repairs (replace valve boxes)	8		May-2021	\$4,800	\$0
10	Fire Hydrant Replacement	3		July-2021	\$33,000	\$9,815
11	Fire Hydrant Repairs	6		May-2021	\$3,600	\$0
12	Fire Hydrant Painting	15		May-2021	\$1,950	\$0
13	Emergency Repairs (water line breaks)	2			\$40,000	\$89,311
	Subtotal				\$121,150	\$138,328
	Contingency @	15%			\$18,000	\$8,146
Total System Repairs and Replacements					\$139,000	\$146,474
Contractor Services (by C&L and ORC)						
14	Operator in Responsible Charge	12			\$6,000	\$1,000
15	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$4,173
16	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$3,116
17	Service Shut-offs (estimated)	12			\$2,100	\$334
18	Meter Transponder Repairs/Replacements (Labor Only)	36			\$8,100	\$160
19	Utility Locates (field)	48			\$7,200	\$7,365
	Subtotal				\$31,200	\$16,149
	Contingency @	20%			\$6,000	\$2,136
Total Contractor Services					\$37,000	\$18,284
Total Repairs and Maintenance					\$184,000	\$169,258

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.