

**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
JUNE 14, 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, June 14, 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

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 8:54 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

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 May 10, 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.

In Person Administration Oath of Office: President Forney readministered the Oath of Office to Ms. Dormer.

Changing Regular Board Meeting Time: After discussion, Director Dormer moved that the Board approve changing the meeting time to 8:15 a.m. Upon a second by Director Heider, a vote was taken and the motion carried unanimously. CRS will change the District's Transparency Notice to reflect the new start time for Board meetings and legal counsel will determine if any prior Board Resolutions need to be updated.

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the June 14, 2022, claims represented by check numbers 1440 - 1445 totaling \$26,143.35 and Denver Water totaling \$66,095.54 and director checks totaling \$461.75, with a grand total of \$ 92,700.64 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 14, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period May 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 May 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.

RECORD OF PROCEEDINGS

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Water Damage Claim from 4328 S. Alton St.: There has been no update on this item.

MAINTENANCE AND OPERATIONAL MATTERS

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

As to the KUS meter installation contract, Mr. Sekera will wait until July 1, 2022 to see if KUS crews have resumed work changing out the District's meters. If crews have not yet returned to work the District will need to evaluate its options under the KUS contract.

LEGAL

Mr. Flynn reviewed with the Board the provisions of a water quality monitoring violation letter that the District will be sending to its customers on behalf of Denver Water. The letter advises the District's customers that Denver Water violated a provision in the Colorado Drinking Water Regulations with respect to 12 of approximately 44,000 backflow prevention devices in the Denver Water service area. There was never a danger to any customer's potable drinking water. Denver Water simply failed to provide proper documentation that 6 of 12 back flow prevention devices failed to pass a certification test that is annually required. The remaining portion of the violation resulted because Denver failed to require the installation of back flow prevention devices at 6 locations. All violations have sense fully been cured.

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 9:47 a.m.

Respectfully submitted,



Secretary for the Meeting

June 9, 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 June 14, 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 – We are working with KUS for their schedule to return to replace the remaining meters, hopefully this month. It may be that we need to use C&L to finish the remaining installs. C&L did replace one meter last month. The total number of meters that remain to be replaced is 51. I will provide additional updates at the meeting. In addition, we prepared an insert for the June billing statements that gives an update on the meter replacement project as well as the instructions on using the EyeOnWater app.
2. North Water Line Replacements – We addressed Denver Water’s initial comments and returned the plans for the second review. We just received their second round of comments and are addressing those. As mentioned last month, at this point in the year I do not feel we will be able to go to construction this 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 less than 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 13.7 MG for the May period (approx. 6.4 MG greater than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were two endpoint failures reported for the May readings. They were replaced by C&L and we will receive warranty replacements for them. Manual reads were performed for the two school meters by C&L for the May readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. Homeowner at 4442 S. Yosemite Ct., requested that their meter be replaced for landscaping restoration reasons. C&L completed the installation.
 - Fire Hydrant and Valve Maintenance – C&L has completed the annual fire hydrant and bi-annual gate valve inspections. We will review the reports when received and prioritize the needed repairs.
 - GIS – Next edits will be performed when all the new meters are installed.

Memorandum

Engineering Report – Cherry Creek Village Water District
June 9, 2022
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- Fire Hydrant Meter – There were no fire hydrant permits issued.
- Emergencies / Water Line Breaks – There were no water line breaks this month.
- Facility Locates – The number of locate requests were typical in May. However, they were new borings of new electric and gas lines near or across existing water lines. These required additional time and observations by C&L in the field.
- 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
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$6,525	\$4,767
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$4,171
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	\$8,939
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$16,000	\$8,939
System Repairs and Replacements (by C&L, others)						
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
Total System Repairs and Replacements					\$128,000	\$11,627
Contractor Services (by C&L and ORC)						
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	\$1,102
16	Service Shut-offs (estimated)	12			\$2,100	\$869
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$1,882
18	Utility Locates (field)	48			\$7,200	\$3,150
	Subtotal				\$28,500	\$16,583
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$16,583
Total Repairs and Maintenance					\$179,000	\$37,148

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.