

**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 10, 2023**

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, December 10, 2023, 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

Absent was Director Dormer whose absent was excused.

Joel Meggers, 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 8:15 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 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 13, 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.

# RECORD OF PROCEEDINGS

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## FINANCIAL MATTERS

Review and Approve Payment of Claims: Mr. Meggers reviewed the January 10, 2023, claims represented by check numbers 1489 – 1495 totaling \$19,254.53 and claim Auto-Payments to Denver Water totaling \$21,686.10 and Director Checks totaling \$461.75 to reflect grand total claims of \$41,402.38. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 10, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period December 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. Noon reviewed the Financial Statements for the period ending December 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.

Audit Engagement Letter with Schilling & Company: Mr. Meggers presented the letter to the Board. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Audit with Schilling & Company.

## 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.

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.

# RECORD OF PROCEEDINGS

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## LEGAL

Update on May 2023 Election: Mr. Flynn updated the Board with respect to the key dates for the District's May 2023 election including the date the election can be cancelled if there's no more than one (1) candidate for each seat that is up for election.

## 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 9:00 a.m.

Respectfully submitted,



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Secretary for the Meeting

January 5, 2023

## 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 January 10, 2023  
*Cherry Creek Village Water District*  
KJ Job No. 2346003\*GENW

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

1. Commercial Meter Replacement Project – No new updates for this month. We are continuing to coordinate with C&L to replace the  $\frac{3}{4}$  and 1-inch meters using the excess equipment that was purchased with the residential replacements. The larger 1.5-inch to 4-inch meters will be replaced when that equipment is received in April and May. C&L will need to begin manual reads of the commercial meters beginning in January and will continue those until the meters are replaced.
2. North Water Line Replacements – The plans were sent to Denver Water for their final review in November. We are waiting for approval from them. Once we receive approval, we will prepare the bid documents and advertise for bids. Our schedule is to bid the project the first quarter of 2023 for construction in spring/summer.
3. System Maintenance – We coordinated the following maintenance items during the past month:
  - Master Meters – Master meter data was not available from Denver Water for this report. Meter usage will be reviewed at the meeting.
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – No issues reported in December. 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. There were none performed in December.
  - Fire Hydrant and Valve Maintenance – We will work with C&L beginning 1<sup>st</sup> quarter for addressing the list of repairs that have been identified the past two years and that we have recommended budget for.
  - GIS – We have started the process of updating the meter data for all the new meters installed to date.
  - Fire Hydrant Meter – There is no outstanding fire hydrant use permit.
  - Emergencies / Water Line Breaks – There were no water line breaks this month.

## Memorandum

Engineering Report – Cherry Creek Village Water District  
January 5, 2023  
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- Facility Locates – The number of locate requests were at a normal level in December.
- 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	\$11,496
15	Manual Meter Reads (once per month)	12		Monthly	\$3,000	\$2,123
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	\$13,852
	Subtotal				\$28,500	\$30,687
	Contingency @	20%			\$6,000	\$0
<b>Total Contractor Services</b>					<b>\$35,000</b>	<b>\$30,687</b>
<b>Total Repairs and Maintenance</b>					<b>\$179,000</b>	<b>\$53,121</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.