

# RECORD OF PROCEEDING

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

### CHERRY CREEK VILLAGE WATER DISTRICT

HELD ON TUESDAY, AUGUST 13, 2024, AT 8:15 A.M.

#### ADMINISTRATIVE ITEMS

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, August 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.

The following Directors were acting:

Lou Schroeder  
Dale Heider  
Eric Montag (Via Zoom)  
Cynthia Dormer  
Charlie MacKean

Also present was:

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

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 July 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 none.

## FINANCIAL MATTERS

1. **Review and Approve/Ratify Payment of Claims:** Ms. Kayla Blair reviewed the August 9, 2024, claims represented by check numbers 1635 – 1641 totaling \$168,714.26 auto-payments to Denver Water totaling \$152,485.78 and Director payments totaling \$461.75 to reflect total claims of \$168,714.26. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the August 9, 2024, claims as presented.
2. **Review Cash Position and Fund Allocation:** Ms. Blair reviewed the Cash Position with the Board for the period ending August 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 August 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

Update on /Denver Water 2025

## 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 8:42 a.m.

Respectfully submitted,



Secretary for the Meeting

August 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 August 13, 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 – There are 8 meters that remain to be replaced. These are retail meters that require after business hour installations. Sue and I have made several requests and reminders to C&L regarding completing the installations. C&L has indicated that they have scheduled the installs for the week of August 12. Manual reads of the 8 commercial meters are being performed at CRS's request until the meters are replaced.
  - Master Meters – Meter readings were not available for the July period for this report. Denver Water continues to have read issues with the Dayton Meter and they are delayed in providing monthly consumption.
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Customer Meters – There were two endpoints that were replaced this past month. Manual reads were performed by C&L for 8 meters for the July readings.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. C&L performed leak investigations at two homes in July. Both instances the leak was related to internal plumbing.
  - Fire Hydrant and Valve Maintenance – *No update*. C&L continues work on the list of repairs and maintenance for this year. They completed in July the following:
    - ✓ Misc valve repairs are pending.
  - GIS – We believe we have determined an efficient method to enter the new meter data. I am working with IamGIS on this and believe we can have this completed in September.
  - 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  
August 8, 2024  
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- Facility Locates – The number of locate requests continued to be above normal in July related to new fiber be added in residential streets.
- 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>Total Routine Maintenance</b>						<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	\$1,202
15	Manual Meter Reads	6	Monthly		\$175	\$12,600	\$3,296
16	Service Shut-offs	12	Year		\$200	\$2,400	\$590
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$250	\$6,000	\$8,133
18	Utility Locates (field)	4	Monthly		\$200	\$9,600	\$9,654
19	811 Locate Clears	24	Monthly		\$22	\$6,336	\$2,288
20	811 Ticket Management Portal Subscription	1	Year		\$500	\$500	\$572
	Subtotal					\$47,036	\$25,734
	Contingency @	20%				\$9,000	\$0
<b>Total Contractor Services</b>						<b>\$56,000</b>	<b>\$25,734</b>
<b>Total Repairs and Maintenance</b>						<b>\$200,000</b>	<b>\$84,079</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.