

**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
April 11, 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, April 11, 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 Schroder
Eric Montag
Dale Heider
Cynthia Dormer

Also in attendance were:

Sue Blair, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer, PLLC, Via
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. Director Schroeder moved to excuse Director Dormer. Upon second by Director Montag, vote was taken and motion carried unanimously.

RECORD OF PROCEEDINGS

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 presented.

Minutes: The Minutes of the March 14, 2023, 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 no public comment.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the April 11, 2023, claims represented by check numbers 1511– 1515 totaling \$57,319.52, Auto-Payments to Denver Water totaling \$2,036.20, and Director payments totaling \$369.40 to reflect total claims of \$59,725.12. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the April 11, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending March 31, 2023. 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 March 31, 2023. 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 no Director items.

MANAGEMENT ITEMS

Review Consumption Report The Board reviewed the Consumption Report.

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.

Review Bids for CIP Water Main Replacement and Consider Award of Contract: Mr. Sekera reviewed the 2 bids that the District had received. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board awarded the contract to Diaz Construction Group, LLC.

Review and Consider Kennedy Jenks Amendment for Engineering Services During Construction for the CIP Water Line Replacement: Mr. Sekera reviewed a proposed amended scope to include construction observation services for the District's CIP Water Line Replacement Project. Following a brief discussion and upon motion duly made, seconded and, upon vote, unanimously carried, the amended scope was approved and legal counsel was instructed to prepare an appropriate amendment to Kennedy Jenks' existing engineering services agreement for that project.

LEGAL

Adoption of Resolution 2023-4-1- Adopting Summer Water Use Regulations: Mr. Flynn presented to the Board a resolution which formally adopts, as the District's irrigation season water use restrictions, the restrictions that are in place and adopted by Denver Water. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved Resolution 2023-4-1.

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 9:40 a.m.

Respectfully submitted,



Secretary for the Meeting

April 6, 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 April 11, 2023
Cherry Creek Village Water District
KJ Job No. 2346003*GENW

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

1. Commercial Meter Replacement Project – During the last week of March we received the 3-inch meter equipment from Badger. C&L used the equipment to replace the five (5) 3-inch meters on the School Campus. To date, the 4 and 3-inch meters have been replaced. We continue to coordinate with C&L to replace the ¾ and 1-inch meters using the excess equipment that was purchased with the residential replacements. The 1.5 and 2-inch meters will be replaced when that equipment is received in May. There are a total of 27 meters that remain to be replaced. C&L is performing manual reads of the active commercial meters until the meters are replaced.
2. North Water Line Replacements – Bids were received and opened on April 4. Two bids were received from contractors we are very familiar with. The low bidder was Diaz Construction and their total bid for all three cul-de-sacs was \$682,805.00. This is significantly lower than the other bid and our engineer's estimate. The bid opening summary and the bid tabulation are attached. Based on our familiarity with Diaz Construction and that they have performed previous work in the district we recommend that the contract be awarded to them. We will review the bids and discuss the project at the meeting.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – *No update for March*. The most recent meter readings indicated that the Yosemite meter delivered 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 3.0 MG for the March period (approx. 0.10 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in March. Manual reads were performed for approximately 24 meters by C&L for the March readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no issues that required investigations in March.
 - Fire Hydrant and Valve Maintenance – We have started coordination with C&L for addressing the list of repairs that have been identified the past two years and that we

Memorandum

Engineering Report – Cherry Creek Village Water District
April 6, 2023
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- have recommended budget for. The immediate focus will be on commercial meter replacements.
- 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.
 - Facility Locates – The number of locate requests were at a normal level in March.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2023 Water System Maintenance Tracking

Cherry Creek Village Water District

| ITEM | DESCRIPTION | NO. OF UNITS | FREQUENCY | SCHEDULED DATE | 023 BUDGET AMOUNT | ACTUAL COST |
|---|---|--------------|--------------------|----------------|-------------------|-----------------|
| Routine Maintenance (by C&L Water Solutions) | | | | | | |
| 1 | Inspect/Operate Valves | 145 | Once Every 2 Years | May-2024 | \$0 | \$0 |
| 2 | Inspect/Operate Fire Hydrants | 73 | Once/Year | May-2023 | \$5,840 | \$0 |
| 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 | \$880 | \$0 |
| | Subtotal | | | | \$9,120 | \$0 |
| | Contingency @ | 10% | | | \$1,000 | \$0 |
| Total Routine Maintenance | | | | | \$10,000 | \$0 |
| System Repairs and Replacements (by C&L, others) | | | | | | |
| 5 | Raise Valve Boxes from Under Asphalt | 7 | | May-2023 | \$7,000 | \$0 |
| 6 | Clean Valve Boxes (vacuum and operate valve) | 12 | | May-2023 | \$1,200 | \$0 |
| 7 | Replace Valve/B.O. (in asphalt) | 4 | | May-2023 | \$28,000 | \$0 |
| 8 | Misc. Valve Repairs (replace valve boxes) | 5 | | May-2023 | \$4,000 | \$0 |
| 9 | Fire Hydrant Replacement | 3 | | July-2023 | \$33,000 | \$0 |
| 10 | Fire Hydrant Repairs | 9 | | September-2023 | \$5,400 | \$0 |
| 11 | Fire Hydrant Painting | 24 | | May-2023 | \$3,240 | \$0 |
| 12 | Emergency Repairs (water line breaks) | 2 | | | \$44,000 | \$0 |
| | Subtotal | | | | \$125,840 | \$0 |
| | Contingency @ | 15% | | | \$19,000 | \$0 |
| Total System Repairs and Replacements | | | | | \$145,000 | \$0 |
| Contractor Services (by C&L and ORC) | | | | | | |
| 13 | Operator in Responsible Charge | 12 | Monthly | | \$6,000 | \$0 |
| 14 | Customer Service/Response (Investigations, Emergencies) | 24 | Year | | \$7,200 | \$1,239 |
| 15 | Manual Meter Reads | 12 | Monthly | | \$6,000 | \$5,461 |
| 16 | Service Shut-offs (estimated) | 12 | Year | | \$2,400 | \$117 |
| 17 | Meter Troubleshoot/Repairs/Replacements (Labor Only) | 24 | Year | | \$5,400 | \$0 |
| 18 | Utility Locates (field) | 6 | Monthly | | \$14,400 | \$3,200 |
| 19 | 811 Locate Clears | 24 | Monthly | | \$5,760 | \$0 |
| | Subtotal | | | | \$41,400 | \$10,017 |
| | Contingency @ | 20% | | | \$8,000 | \$0 |
| Total Contractor Services | | | | | \$49,000 | \$10,017 |
| Total Repairs and Maintenance | | | | | \$204,000 | \$10,017 |

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.