

**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
MARCH 12, 2024**

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, March 12, 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.

ATTENDANCE

The regular meeting of the Board was called and held, as shown, in accordance with Colorado law. The following Directors were present:

Lou Schroeder
Dale Heider
Eric Montag
Cynthia Dormer
Charlie MacKean

Also in attendance were:

Sue 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**

Director Schroeder 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 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 February 13, 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.

RECORD OF PROCEEDINGS

PUBLIC COMMENT

There was no public comment.

Review and Approve Payment of Claims: Ms. Blair reviewed the March 12, 2024, claims represented by check numbers 1597 - 1603 totaling \$24,793.07 auto-payments to Denver Water totaling \$19,073.48 and Director payments totaling \$369.40 to reflect total claims of \$47,344.51. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 12, 2024, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending February 29, 2024. 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 February 29, 202. 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.

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

Cross Control Connection Regulation: Mr. Flynn updated the board on this item and noted that a final draft of the regulation will be presented to the Board for adoption at a future 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 9:03 a.m.

Respectfully submitted,


Secretary for the Meeting

March 7, 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 March 12, 2024
Cherry Creek Village Water District
KJ Job No. 2446003*GENW

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

1. CIP Water Line Replacements – All close-out documentation has been received from Diaz and final payment was released to Diaz. We have completed the record drawings and updated the pipe information in the GIS. The start date for the two-year warranty period is January 2, 2024.
2. 2023 Maintenance and Repairs Summary – As typical every year we have summarized the repairs and maintenance that was performed on the system for the prior year. Our letter report is attached.
3. Commercial Meter Replacement Project – I met with C&L on February 15 to review list of meters that need replaced as well as the list of repairs and maintenance for this year. I will update the board on our meeting. There are 9 meters that remain to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. C&L is attempting to schedule dates and times with the property owners for the replacements and outages. Manual reads of the 9 commercial meters are being performed at CRS's request until the meters are replaced.
4. 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 100% of the flow and the Dayton meter delivered 0%. Total water supplied to the District was 3.2 MG for the February period (approx. 0.6 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were 3 transponders that failed and were replaced in February. Manual reads were performed by C&L for 9 meters for the January readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no investigations performed in February.
 - Fire Hydrant and Valve Maintenance – The list of repairs and maintenance for this year was updated and transmitted to C&L. The list includes 4 hydrant replacements

Memorandum

Engineering Report – Cherry Creek Village Water District
March 7, 2024
Page 2

and items identified in the annual inspection reports that were included in budget for this year. C&L has initiated some of the work the week of March 4. We are hopeful that they can complete all of the items this year.

- GIS – We updated the GIS for the new pipes in the Village North. We are in the process of updating the meter data including reviewing the most efficient method for updating the data without having to enter it by hand.
- Fire Hydrant Meter – There is no outstanding fire hydrant use permit.
- Emergencies / Water Line Breaks – There were no water line breaks this past month.
- Facility Locates – The number of locate requests were normal in February.
- Lead Service Line Inventory – *No update*. The EPA has mandated that all water utilities develop a service line inventory that documents material of all service lines. This needs to be prepared and completed by October of this year. We believe that Denver Water will handle the EPA reporting on behalf of all the distributors. However, we will still want to have our inventory in the GIS.
- Backflow Prevention Device Conformance – Denver Water will end management of the District's backflow devices at the end of 2024. We 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
Routine Maintenance (by C&L Water Solutions)							
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	\$0
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$1,200	\$2,400	\$0
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	May-2024	\$85	\$935	\$0
	Subtotal					\$9,540	\$0
	Contingency @	10%				\$1,000	\$0
Total Routine Maintenance						\$11,000	\$0
System Repairs and Replacements (by C&L, others)							
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	\$0
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	\$0
10	Fire Hydrant Repairs	5		July-2024	\$600	\$3,000	\$0
11	Fire Hydrant Painting	24		May-2024	\$135	\$3,240	\$0
12	Emergency Repairs (water line breaks)	2			\$22,000	\$44,000	\$0
	Subtotal					\$116,240	\$1,500
	Contingency @	15%				\$17,000	\$0
Total System Repairs and Replacements						\$133,000	\$1,500
Contractor Services (by C&L and ORC)							
13	Operator in Responsible Charge	12	Monthly		\$500	\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	12	Monthly		\$300	\$3,600	\$317
15	Manual Meter Reads	6	Monthly		\$175	\$12,600	\$1,939
16	Service Shut-offs	12	Year		\$200	\$2,400	\$295
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$250	\$6,000	\$649
18	Utility Locates (field)	4	Monthly		\$200	\$9,600	\$1,422
19	811 Locate Clears	24	Monthly		\$22	\$6,336	\$988
20	811 Ticket Management Portal Subscription	1	Year		\$500	\$500	\$0
	Subtotal					\$47,036	\$5,609
	Contingency @	20%				\$9,000	\$0
Total Contractor Services						\$56,000	\$5,609
Total Repairs and Maintenance						\$200,000	\$7,109

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.