

RECORD OF PROCEEDING

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF

CHERRY CREEK VILLAGE WATER DISTRICT

HELD ON WEDNESDAY, OCTOBER 8, 2024, AT 8:15 A.M.

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. 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
Cynthia Dormer
Charlie MacKean

Also present were:

Sue Blair, District Manager, Community Resource Services of Colorado, LLC
Greg Sekera, District Engineer, Kennedy/Jenks
Tim Flynn, General Counsel, Ireland Stapleton Pryor & Pascoe, PC

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/ 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 September 18, 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. Blair reviewed the October 2024, claims represented by check numbers 1663 - 1666 totaling \$13,987.88, Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the October 2024, claims as presented as also authorized additional claims.
2. **Review Cash Position and Fund Allocation:** Ms. Blair reviewed the Cash Position with the Board for the period ending September 30, 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 September 30, 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 account delinquencies with the Board.
5. **2025 Budget and Proposed Rate Increase:** Ms. Blair reviewed the 2025 budget with the Board. She also reviewed the proposed rate increase, noting the notice had been provided to the District's customers. Mr. Flynn will draft the rate increase resolution for approval at the November meeting of the Board. The rate increase will be effective January 1, 2025.

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.

Backflow Management Update: Mr. Sekera updated the Board on this item.

LEGAL MATTERS

2025 Budget Hearing Date: The Board will conduct the 2025 budget hearing at its November 12, 2024 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 9:30 a.m.

Respectfully submitted,


Secretary for the Meeting

October 3, 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 October 8, 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. 2025 Budget – We have prepared our preliminary recommendations for maintenance, capital projects, and engineering for next year. We will review our recommendations with the Board at the meeting.
2. System Maintenance – We coordinated the following maintenance items during the past month:
 - Commercial Meter Replacements – There are 6 meters that remain to be replaced. These are retail meters that require after business hour installations. C&L has been unable to schedule the replacements due to crew availability. I will update the Board at the meeting.
 - Master Meters – Meter readings were not available from Denver Water for the September period for this report. We will review with the consumption report at the meeting.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Customer Meters – There were three (3) residential read issues that required C&L to perform field reads and reset the endpoints. Manual reads were performed by C&L for the remaining commercial meters for the September readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were three commercial accounts that were not in compliance for backflow test reports. Service orders for shut-offs were issued. Customers did submit compliance shortly after.
 - Fire Hydrant and Valve Maintenance – C&L has been unable to complete the list of repairs and maintenance for this year. We continue coordination with them in hopes they can complete the list by year end. If not we will have the remaining repairs in next year's budget.
 - GIS – We have initiated updating the GIS with the new meter and endpoint serial numbers. We will have it completed in November.
 - Fire Hydrant Meter – There is no outstanding fire hydrant use permit.

Memorandum

Engineering Report – Cherry Creek Village Water District
October 3, 2024
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- Emergencies / Water Line Breaks – There were no water line breaks this past month.
- Facility Locates – The number of locate requests continued to be above normal in September related to new fiber being added in residential streets.
- Backflow Prevention Device Conformance – Denver Water will end management of the District's backflow devices at the end of 2024. Sue and I have been discussing options for the District beginning management of the program in 2025. We will update the Board at the meeting.
- 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 | \$5,226 |
| 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 | \$5,542 |
| | Contingency @ | 10% | | | | \$1,000 | \$0 |
| Total Routine Maintenance | | | | | | \$11,000 | \$5,542 |
| 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 | \$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 |
| Total System Repairs and Replacements | | | | | | \$133,000 | \$53,505 |
| 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 | \$1,438 |
| 15 | Manual Meter Reads | 6 | Monthly | | \$175 | \$12,600 | \$4,004 |
| 16 | Service Shut-offs | 12 | Year | | \$200 | \$2,400 | \$1,088 |
| 17 | Meter Troubleshoot/Repairs/Replacements (Labor Only) | 24 | Year | | \$250 | \$6,000 | \$9,756 |
| 18 | Utility Locates (field) | 4 | Monthly | | \$200 | \$9,600 | \$12,810 |
| 19 | 811 Locate Clears | 24 | Monthly | | \$22 | \$6,336 | \$2,288 |
| 20 | 811 Ticket Management Portal Subscription | 1 | Year | | \$500 | \$500 | \$3,848 |
| | Subtotal | | | | | \$47,036 | \$35,231 |
| | Contingency @ | 20% | | | | \$9,000 | \$0 |
| Total Contractor Services | | | | | | \$56,000 | \$35,231 |
| Total Repairs and Maintenance | | | | | | \$200,000 | \$94,278 |

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.