

RECORD OF PROCEEDINGS

**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 14, 2015**

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 (referred to hereafter as "Board") was held on Tuesday, April 14, 2015 at 8:45 a.m., at the offices of Community Resource Services, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado. This meeting was open to the public.

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
Phil Viseur
Joseph Ryan
Lou Schroeder

Absent was Director Baer, whose absence was excused.

Also present were:
Tim Flynn, Esq.; Collins Cockrel & Cole P.C.
Greg Sekera; Kennedy/Jenks
Cathy Noon, CRS of Colorado

CALL TO ORDER

Director Forney called the meeting to order at 9:10 a.m. and lead the Pledge of Allegiance.

QUORUM/QUALIFICATIONS/& DISCLOSURES

It was noted that a quorum was present. All of the Directors are qualified and there are no conflicts of interest disclosures required.

ADMINISTRATIVE ITEMS

Agenda: Upon review and discussion of the Agenda and a motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the agenda as presented.

Minutes: The minutes of the March 10, 2015 regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 10, 2015 minutes as presented.

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PUBLIC COMMENT

None.

FINANCIAL ITEMS

Review and Approve Payment of Claims: Ms. Noon reviewed the April 9, 2015 claims totaling \$33866.36 represented by check numbers 4922-4931. Voided was check #4932. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved April 9, 2015 claims.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending April 8, 2015. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon reviewed the financial statements dated April 8, 2015. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements.

Review Delinquent Account Report: Ms. Noon presented the report to the Board for their review. After review, the Board accepted the Delinquent Account report.

DIRECTOR MATTERS

None

MANAGEMENT ITEMS

Review Consumption Report: Ms. Noon reviewed the Consumption Report showing the January - March- 2015 total usage. After review, the Board accepted the Consumption report.

Review of Average Residential 2014 Usage Bill Insert: Ms. Noon shared with the Board the average gallons used per bill cycle (by residential customer) for the 2014 irrigation season and yearly average. The Board asked that the information be placed on the District's website and on residential customer bills.

Denver Water Back Flow Prevention Program Update: Ms. Noon reported that Eric Abbott with Denver Water met with CRS and Kennedy/Jenks staff for training on the Back Flow Prevention Program. CRS staff has begun compiling the District's customer information with the Denver Water records for the

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implementation of the Program.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the Engineering Report which is made a part of these minutes.

LEGAL

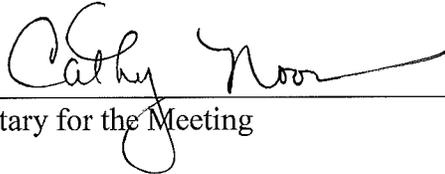
Timothy J. Flynn reported to the Board as follows:

- a. Denver Water Rate Structure Review Committee. Mr. Flynn shared information from the April 6, 2015 meeting of Denver Water's Rate Structure Review Committee and reported that master meter rates would be on a future meeting agenda. The timeline for implementation of a new rate structure is planned for January 1, 2016.
- b. Contract Review Report: none.
- c. Kennedy/Jenks Contract for 2015: Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the motion carried unanimously to accept the contract presented.

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 10:15 a.m.

Respectfully submitted,



Secretary for the Meeting

April 8, 2015

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on April 14, 2015
Cherry Creek Village Water District
KJ Job No. 1546003*GENW

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

1. 2014 Maintenance Summary – I revised the summary per discussion at last month's meeting and have sent it to Cathy for the District's records.
2. Fire Hydrant Use Permit Revisions – Per the direction at last month's meeting I requested the District's purchase of a fire hydrant meter assembly for rental by contractors. I will work with Cathy to determine the best place for storage and management of the meter. The cost of the meter assembly from National Meter is approximately \$1,700.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Water Line Breaks – No occurrences this past month.
 - Master Meter/PRV Adjustments – The most recent meter readings indicated that the Yosemite meter delivered 58% of the flow and the Dayton meter delivered 42%. Overall demands for the recent period were low. We are continuing to monitor flows.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - i. None to report this past month.
 - Fire Hydrant and Valve Maintenance – C&L has completed this year's fire hydrant and valve inspections. We will review their reports when we receive them and begin to prioritize the most critical work.
 - Cross-connection Control Program – We met with Cathy and Denver Water last month to review the data that is needed from the District relative to the District's backflow devices. Following the meeting we provided our data to Cathy and the District has submitted the data to Denver Water. Denver Water is now set to begin managing the cross-connection control program for the District.
 - Facility Locates – Reviewed locate requests for miscellaneous construction in the District. A large locate request was performed in the Village on the Lake area for the City.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

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2015 Water System Maintenance Tracking
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	015 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	March-15	\$5,220	\$4,186
2	Inspect/Operate Fire Hydrants	73	Once/Year	March-15	\$4,015	\$2,205
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$3,000	\$0
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	March-15	\$1,100	\$495
	Subtotal				\$13,335	\$6,886
	Contingency @	20%			\$3,000	\$0
	Total Routine Maintenance				\$16,000	\$6,886
System Repairs and Services (by C&L Water Solutions)						
5	Replace Dayton PRV (6" PRV valve only)	1		March-15	\$10,000	\$0
6	Raise Valve Boxes from Under Asphalt	4			\$5,200	\$0
7	Clean Valve Boxes (vacuum and operate valve)	10			\$1,000	\$0
8	Replace Valve/B.O. (in asphalt)	1			\$5,000	\$0
9	Misc. Valve Repairs (replace valve boxes)	4			\$6,000	\$0
10	Fire Hydrant Repairs	4			\$4,000	\$0
11	Fire Hydrant Replacement	1			\$6,000	\$0
12	Fire Hydrant Painting	15		May-15	\$900	\$0
13	Emergency Repairs (water line breaks)	2			\$20,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24			\$3,600	\$188
15	Master Meter Reads (once per month)	12		Monthly	\$2,100	\$375
16	Service Shut-offs (estimated)	20			\$3,000	\$525
17	Meter Transponder Repairs (Labor only)	6			\$900	\$0
18	Utility Locates (field)	36			\$3,060	\$478
	Subtotal				\$70,760	\$1,566
	Contingency @	20%			\$14,000	\$0
	Total System Repairs and Services				\$85,000	\$1,566
	Total Repairs and Maintenance Budget				\$101,000	\$8,452
Capital Projects						
19	No Projects Anticipated in 2015				\$0	\$0
	Total Capital Projects Budget				\$0	\$0

NOTES:

1 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.

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