

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
August 11, 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, July 14, 2015 at 9:00 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
Roger Baer – attended by phone

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 9:00 a.m. and led 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 amended to add V.A.: Cost to Deliver Board Meeting Packets.

Minutes: The minutes of the July 14, 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 July 14, 2015 minutes as presented.

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PUBLIC COMMENT

None.

FINANCIAL ITEMS

Review and Approve Payment of Claims: Ms. Noon reviewed the August 11 2015 claims totaling \$80,780.69 represented by check numbers 4965-4976. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved August 11, 2015 claims. The Board instructed Ms. Noon to contact the Colorado Department of Public Health and Environment regarding the population figures used to determine the Drinking Water Fee charged to the District.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending August 6, 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 August 6, 2015. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements.

Citywide Bank CD The funds from the closure of the Citywide Bank CD were placed in Colotrust due to the lack of other attractive investment opportunities. Upon a motion duly made, seconded, and upon vote, unanimously carried, the Board instructed Ms. Noon to open a new CD for a term NTE 24 months at the best interest rate available at the time the CD is opened.

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

DIRECTOR MATTERS

Cost to Deliver Packets: Director Forney asked how to reduce the cost of having the Board meeting packets delivered: Ms. Noon reported that due to the USPS delivery times, packets need to be in the mail by COB Thursday prior to the meeting. Getting the Payables complete by that deadline is often not possible due to the timing of the Board meeting. However, the packets can be mailed by Thursday without the financials, and the financials emailed separately with copies available at the meeting. The Board directed Ms. Noon to use this procedure when possible to avoid courier costs.

MANAGEMENT ITEMS

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

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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 that work on the Rules and Regulations is progressing.

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 9:46 a.m.

Respectfully submitted,


Secretary for the Meeting

September 2, 2015

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on September 8, 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. 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 88% of the flow and the Dayton meter delivered 12%. Total water supplied to the District was 20.2 MG for the August period (2.7 MG more than the prior period).
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - i. Nothing significant this past month.
 - Fire Hydrant and Valve Maintenance – I met with C&L on August 26 in the field to review their findings from this year's fire hydrant and valve inspections. There are at least 7 fire hydrants that C&L is recommending that need to be replaced in the District. The problems with the existing hydrants range from leaks, hard to operate, broken nozzles, freezing concern, location with respect to sidewalks, etc. Most of the hydrants are 50 plus years old and the cost to repair them would not be a good value. I recommend that the District begin an annual replacement program where 2 to 3 hydrants are replaced per year. The cost to replace each hydrant varies but in general they are approximately \$9,000 to \$11,000 per replacement. I will review my recommendations with the Board at the meeting.
 - Water Line Breaks – No occurrences this past month.
 - Facility Locates – Reviewed several locate requests for miscellaneous construction in the District.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.