

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 14, 2012**

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, August 14, 2012 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 of Directors of the Cherry Creek Village Water District was called and held, as shown, in accordance with Colorado law. The following directors were present:

John Forney
Lou Schroeder
Joseph Ryan (via telephone)
Phil Viseur
Roger Baer (via telephone)

Also present were:

Cathy Noon; Community Resource Services (CRS)
Tim Flynn, Esq.; Collins Cockrel & Cole P.C.
Lisa Schwien; Kennedy/Jenks Consultants
Larry DeMuth, Jr.; Goldsmith Gulch Water & Sanitation
District

CALL TO ORDER

Director Forney called the meeting to order at 9:18 a.m.

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 III., Item A – Discussion of Return Envelopes in Utility Bills, Item B – Discussion of the Water Leak at 4333 S. Yosemite and VI, Item D – Update on Denver Water Rate Discussion.

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Minutes: The minutes of the July 10, 2012 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 10, 2012 minutes as presented.

FINANCIAL ITEMS

Review and Approve Payment of Claims – Ms. Noon reviewed the July 2012 claims totaling \$110,178.44, represented by check numbers 4543 – 4555. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the July 2012 claims as presented.

It was noted that more water appears to be flowing through the District's Yosemite master meter. For the latest billing period approximately one third of the water purchased by the District came through the Yosemite meter and approximately two thirds came through the District's Dayton Street master meter.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending August 8, 2012. Following review and discussion, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon distributed the financial statements dated August 8, 2012. After review, the Board accepted the financial statements.

Review Delinquent Account Report – Ms. Noon presented the report to the Board for their review.

Discussion Regarding Transfer of Monies to Reserve Fund – A motion was duly made and seconded to move \$100,000 from the Enterprise Fund to the Water Reserve Fund. Following discussion, upon an amended motion duly made, seconded and, upon vote, unanimously carried, the Board voted to move \$125,000 from the Enterprise Fund to the Water Reserve Fund.

DIRECTOR MATTERS

Discussion Regarding Return Envelopes in Utility Bills – Director Forney asked if return envelopes were being provided in the utility bills and Ms. Noon indicated that they are, but that periodically the machine that processes the mailing will skip a bill here and there.

Water Leak at 4333 S. Yosemite – Discussion ensued regarding this issue and it was noted that the rusted saddle caused the leak.

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The Board discussed whether to replace all saddles. **A member of the Board will contact former Board member, Clark Upton, to see if all saddles were replaced years ago and Ms. Schwien will talk with the District's engineer, Greg Sekera in regard to the same. Reports will be given at the September meeting.**

MANAGEMENT MATTERS

Review Consumption Report – Ms. Noon reviewed the Consumption Report with the Board. It was noted that due to the current drought conditions, May/June 2012 consumption is up 38% over the same period in 2011, which was not a particularly wet year.

Update of District Website – Ms. Noon briefed the Board.

Utility Bill Insert – Ms. Noon reviewed the revised, suggested September utility bill insert with the Board. The Board indicated some formatting changes to be made and approved this version with changes included.

Discussion Concerning Water Leak Relief for Utility Customers – During the month, CRS received a number of requests from customers for relief of a portion of their water bill due to leaks or sprinkler repairs. Following discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board voted to affirm the current Board policy of no adjustments for water leaks.

Appointment of Representative and Alternate for Colorado Special District and Liability Pool – Following discussion, the Board designated Ms. Noon as the Representative and Mr. Flynn as the Alternate.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report – Ms. Schwien reviewed the report with the Board and noted that under “Master Meter/PRV Adjustments, it should state June readings rather than July.

LEGAL

Updated Fire Hydrant Permit – After discussion, it was determined that more **research would need to be done by CRS and legal staff to determine if there are agreements in place with Cherry Creek School District and the City of Greenwood Village regarding their ongoing fire hydrant use.** This issue will be discussed at the September meeting.

Metro Denver Water Authority Forum – The Board reviewed

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handouts included in their Board packet concerning the Metro Denver Water Authority Forum.

Certification of Delinquent Accounts – Mr. Flynn reviewed the information concerning certification of delinquent accounts to the county.

Update on Denver Water Rates – Mr. Flynn informed the Board that Denver Water is looking at possible revenue increases of 3.5%, 4% or 4.5% for 2013. Exactly what that will mean in terms of a rate increase for master meter district will not be known until mid to late September. Mr. Flynn will keep the Board informed on this matter.

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 10:39 a.m.

Respectfully submitted,



Secretary for the Meeting