

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VILLAGE WATER DISTRICT HELD OCTOBER 11, 2011

A regular meeting of the Board of Directors of the Cherry Creek Village Water District (referred to hereafter as "Board") was held on Tuesday, October 11, 2011 at 9:30 a.m., at Benedict's Restaurant, 8181 E. Arapahoe Road, 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:

Lou Schroeder
Phil Viseur
Joseph Ryan
John Forney
Roger Baer

Also present were:

Cathy Noon; Community Resource Services (CRS)
Tim Flynn, Esq.; Collins Cockrel & Cole P.C.
Greg Sekera; Kennedy/Jenks Consultants

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.

CALL TO ORDER

Director Forney called the meeting to order at 9:35 a.m.

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 include II. Director Matters, a. Discuss spousal charges at District related conferences.

Minutes: The minutes of the September 13, 2011 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 September

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13, 2011 minutes as presented.

DIRECTOR MATTERS

Discussion Regarding Spousal Charges at District Related Conferences – The Board discussed payment of certain costs for Director spouses to attend certain District related conferences, such as the annual Special District Association of Colorado conference held in September of each year. At the conclusion of the discussion, Mr. Flynn was directed to research the matter and report back to the Board at the November meeting.

FINANCIAL ITEMS

Review and Approve Payment of Claims – Ms. Noon reviewed the September 2011 claims totaling \$94,026.06, represented by check numbers 4413 – 4429. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the September 2011 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending September 30, 2011 with adjustments made through October 4, 2011. Following review and discussion, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon distributed the financial statements dated September 30, 2011. After review, the Board accepted the financial statements.

Review Delinquent Account Report – Ms. Noon presented the report to the Board and it was noted that there are fewer delinquencies than previously.

Review Draft 2012 Budget – The Board reviewed a preliminary draft budget presented by Ms. Noon. Director Viseur inquired as to whether the Cherry Creek School District water lines accepted by the District have been added to the District's assets on the financial statements in the 2010 audit. **Ms. Noon will contact the auditor, John Simmons, for verification.**

There was philosophical discussion among the Board members regarding revisions to the 2012 draft budget and determination of 2012 water rates. A number of possible scenarios will be developed by Directors Baer and Forney along with Ms. Noon and brought to the November 8, 2011 Budget Hearing for the full Board's consideration.

MANAGEMENT MATTERS

Update on Website – Ms. Noon reported it is time to determine

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what information and what look the District would like for their website. **Ms. Noon will supply sample websites and a preliminary design to the Board for consideration.**

Review Consumption Report – Ms. Noon reviewed the Consumption Report with the Board and indicated the usage seems consistent with the previous year. The Board accepted the Consumption Report as presented.

MAINTENANCE AND OPERATIONAL ITEMS

Engineering Report – Mr. Sekera reviewed the Kennedy/Jenks engineering memo dated September 6, 2011 and it was noted that this report will become a part of the official minutes. Highlights of the report are:

- The easements have been executed and recorded for the Cherry Creek School Campus Phase 3 Waterline Project. The Conveyance and Acceptance forms for this installed waterline are being prepared and will be submitted to the School District for execution in the near future to evidence the District's conditional acceptance of the Phase 3 waterline;
- Monitoring of the meter readings following the September 6, 2011 PRV adjustments where Yosemite meter pressure readings were raised and the Dayton Street meter pressure settings were lowered. Mr. Sekera indicated the goal is to have the Yosemite meter open more for increased usage equality between meters. **Director Ryan will meet with Mr. Sekera and C & L Water Solutions, Inc. to review operations of the system.**

Review of Proposed 2012 General Liability Insurance Schedule. – After discussion, the **Board noted discrepancies for inquiry by Ms. Noon.**

LEGAL

Consider Approval of the Revised Contract with CRS of Colorado – Ms. Noon and Mr. Flynn presented various amounts of crime coverage and premiums associated with each. **The Board directed Mr. Flynn to revise the CRS contract to reflect \$250,000 of Crime Coverage and noted that the revised contract will be presented for approval at the November Board meeting.**

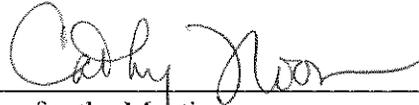
Consider Approval of the Resolution for Summer Water Use Rules – This item was postponed until a future meeting.

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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 11:35 a.m.

Respectfully submitted,



Secretary for the Meeting

Kennedy/Jenks Consultants

October 3, 2011

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Memorandum for Board of Directors
Meeting on October 11, 2011
KJ Job No. 1146003*GENW

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

1. Water Line Replacements at Cherry Creek Schools – Coordinated with Tim Flynn and the School to complete easements and conveyance and acceptance documents for Phases 2 and 3.
2. Master Meter/PRV Adjustments – Coordinating with C&L for current meter readings and performance of PRVs following adjustments on September 6. I will review the meter readings with the board at the meeting.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Fire Hydrant and Valve Repairs – No work performed this past month.
 - Fire Hydrant and Valve Maintenance – Requested that C&L begin annual inspection, testing, and maintenance of valves and hydrants. Currently scheduled for November.
 - Cross-connection Control Program – No update for the past month.
 - Water Line Breaks – No water line breaks this past month.
 - Facility Locates – Reviewed locate requests for miscellaneous construction in the District.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.