

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VILLAGE WATER DISTRICT HELD SEPTEMBER 13, 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, September 13, 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, Carolyn Bott and Eileen Eckert; Community Resource Services (CRS)
Tim Flynn, Esq.; Collins Cockrel & Cole P.C.
Greg Sekera; Kennedy/Jenks Consultants
Emily Coll; Castle Pines Water Conservation Program Manager

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 9:30 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 presented.

Minutes: The minutes of the August 9, 2011 Regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote,

RECORD OF PROCEEDINGS

unanimously carried, the Board approved the August 9, 2011 Minutes as presented.

DIRECTOR MATTERS

Presentation by Emily Coll and Director Ryan on Smart Sprinklers – Ms. Coll presented information on “Smart Sprinklers” which replace pop up sprinkler heads to increase water absorption and efficiency by 30%. The Board discussed the advantages and disadvantages of implementing a program in the District. In order to apply for grants for such a program, the District would need to use 2,000 acre feet/year and have a water conservation plan on file with the State. For a successful program, there would need to be an educational program for the District’s customers as well as a large number of participants. Various Board members were not eager to have the District become directly involved in replacing customer sprinkler heads. Following a brief discussion, the Board decided not to take action on a smart sprinkler program at this time, but to **work on educational information to be made available to customers through water bill inserts.**

FINANCIAL ITEMS

Review and Approve Payment of Claims – Ms. Noon reviewed the August 2011 claims totaling \$109,843.30, represented by check numbers 4403 – 4412. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the August 2011 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending August 31, 2011 with adjustments made through September 4, 2011. Following review and discussion, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon distributed the financial statements dated August 31, 2011 and both she and Ms. Eckert discussed the new format with the Board. After review, the Board accepted the financial statements.

Review Delinquent Account Report – Ms. Bott presented the new report to the Board. **The Board asked Ms. Noon to provide the complete delinquent report to Director Ryan at each meeting.**

Update on 2010 Audit – The Board reviewed the 2010 audit and approved same subject to Note 5 on page 11 being revised by Mr. Flynn to delete references to the golf course. **Mr. Flynn will contact Mr. Simmons, the auditor, in regard to making said change.** Following motion duly made, seconded and, upon vote,

RECORD OF PROCEEDINGS

unanimously carried, the Board approved the audit as amended.

2012 Budget Preparation – Ms. Noon informed the Board that CRS would prepare a draft 2012 budget and present it to the Board at the October 11, 2011 meeting. Revisions to the budget will be done by Directors Baer and Forney along with Ms. Noon and Ms. Eckert and will be brought back before the Board for the November 8, 2011 Public Hearing on the budget.

MANAGEMENT MATTERS Update on Transition – Ms. Noon updated the Board.

Update on Website – Ms. Noon informed the Board that we are still waiting for approval from the State Internet Portal Authority (SIPA) for the District website.

Review Consumption Report – Ms. Noon reviewed the Consumption Report with the Board. 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.

Mr. Sekera indicated paving on Yosemite Street resulted in various manhole covers being paved over, but that Greenwood Village will remedy the situation at its cost. In addition, Mr. Sekera updated the District Key maps with Cherry Creek School Phase 3 work and provided copies to CRS.

Consider Approval of Contract with National Meter and Automation, Inc. - Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the contract with National Meter and Automation, Inc. as presented.

LEGAL

Consider Approval of Kennedy/Jenks Contract for Balance of 2011 – Mr. Flynn presented said contract between Kennedy/Jenks and the District. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the contract with Kennedy/Jenks as presented and **asked that Mr. Sekera provide an updated billing rate schedule. Mr. Flynn will work with Mr. Sekera to finalize the contract and will provide an executed copy to CRS.**

RECORD OF PROCEEDINGS

Consider Approval of the Revised Contract with CRS of Colorado – Mr. Flynn discussed the changes made to the CRS contract removing the meter reading reference. As CRS is still obtaining quotes for increased Crime Coverage, **this matter will be continued until the October meeting.**

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

Consider Approval of the Resolution Adopting a Records Retention Policy – Mr. Flynn presented said Resolution 2011-9-1 to the Board. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved said Resolution 2011-9-1 as presented.

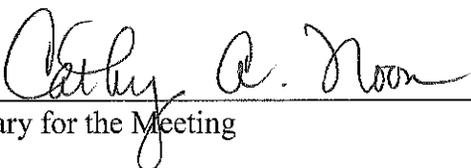
CCSD Phase 3 Easements – Mr. Flynn presented the CCSD Phase 3 Easement documents for acceptance by the Board. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved said Easement documents as presented.

Denver Water Board Rates – Mr. Flynn updated the Board regarding the proposed 2012 rate increase of 5.5% by Denver Water.

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

September 6, 2011

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Memorandum for Board of Directors
Meeting on September 13, 2011
KJ Job No. 1146003*GENW

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

1. Master Meter/PRV Adjustments – C&L performed pressure readings and adjustments of the PRVs on September 6. I was present in the field and directed the new settings of the PRVs. I will review with the Board at the meeting the findings and the procedure performed.
2. System Maintenance – We coordinated the following maintenance items during the past month:
 - Fire Hydrant and Valve Repairs – No work performed this past month.
 - 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.