

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
January 14, 2014**

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, January 14, 2014 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
Lou Schroeder
Joseph Ryan
Phil Viseur
Roger Baer

Also present were:

Tim Flynn, Esq.; Collins Cockrel & Cole P.C.
Greg Sekera; Kennedy/Jenks
Cathy Noon, CRS of Colorado
Dawne Hirsbrunner, CRS of Colorado

CALL TO ORDER

Director Forney called the meeting to order at 9:06 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 include Item III A. Discussion regarding Payment Plan letter; B. Discussion on Director pay for special and subcommittee meetings.

Minutes: The minutes of the December 10, 2013 regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon

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vote, unanimously carried, the Board approved the December 10, 2013 minutes.

FINANCIAL ITEMS

Review and Approve Payment of Claims – Ms. Noon reviewed the December 11, 2013 through January 14, 2014 claims totaling \$29,247.27 represented by check numbers 4748 – 4757. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the December 11, 2013 through January 14, 2014 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending January 7, 2014. Following review and discussion, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon distributed the financial statements dated January 7, 2014. The Board acknowledged that the Repair and Replacement reserves now total over \$1,000,000. After review, 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.

CD Rollover at Citywide Bank - Following review of competitive rates and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Citywide Bank CD maturing 1/20/14 should rollover for a period of 18 months at .45%.

DIRECTOR MATTERS

Discussions on Payment Plan Letter – Director Forney sought confirmation that said form letter did not need to mention shut-off/turn-on charges. Ms. Hirsbrunner confirmed that if the payment plan was not followed, an additional shut-off letter would be sent so the customer knows the charges for shut-off and turn-on of their service.

Discussion on Director Pay for Special and Subcommittee meetings. Director Visour sought confirmation that Directors could be paid for attending meetings other than Regular or Special **Board** meetings. Mr. Flynn confirmed that as long as the meeting was for official District business, it was permissible to pay the Director or Directors attending the

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meeting the sum of \$100 for each such non Regular or Special meeting attended; subject, however, to the maximum annual limit of \$1600.

MANAGEMENT ITEMS

Review Consumption Report – Ms. Noon reviewed the Consumption Report showing the 2013 total usage. **Mr. Greg Sekera to review periods where usage and DW billed amount show discrepancies.**

Credit Card information - Ms. Dawne Hirsbrunner and Ms. Cathy Noon explained the new online and credit card option now available to customers. An online payment link will soon be placed on the District website and the Board was encouraged to test the process.

MAINTENANCE AND OPERATIONAL MATTERS

- a. Engineering Report – Mr. Sekera reviewed the engineering report with the Board, said report attached and made a part of these minutes
- b. Reading of Master Meters – Ms. Cathy Noon reviewed cost and timing by other vendors. Board decided to remain with C & L for master meter reading due to price and experience.

LEGAL

Legal Services Contract - The Board reviewed and upon a motion duly made, seconded and, upon vote, unanimously approved the contract for 2014 Legal Services from Collins Cockrel & Cole;

Resolution 2014-1-1 - The Board reviewed and upon a motion duly made, seconded and, upon vote, unanimously approved Resolution 2014-1-1, Designating the Location for Posting Open Meeting Law Notices;

Resolution 2014-1-2 - The Board reviewed and upon a motion duly made, seconded and, upon vote, unanimously approved Resolution 2014-1-2, Calling the District's May 2014 Election to be Conducted as a Polling Place Election and Appointing a Designed Election Official.

Mr. Flynn distributed the 2014 Election Calendar to the Board. **Mr. Flynn is to bring Self Nomination Forms to the February 11, 2014 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 10:35 a.m.

Respectfully submitted,



Secretary for the Meeting