

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
March 10, 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, March 10, 2015 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
Phil Viseur
Joseph Ryan
Lou Schroeder

Absent was Director Baer, whose absence was excused.

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.

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 Director Matters, V. A and Legal Matters VIII. D and E.

Minutes: The minutes of the February 10, 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 February 10, 2015 minutes as amended to add "meter" to the Purchase of Hydrant

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PUBLIC COMMENT

None.

FINANCIAL ITEMS

Review and Approve Payment of Claims: Ms. Noon reviewed the March 5, 2015 claims totaling \$25,807.86 represented by check numbers 4910 - 4921. Voided was check #4921. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 5, 2015 claims.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending March 5, 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 March 5, 2015. After review, upon motion duly made, seconded and, upon vote, unanimously carried, 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.

Maturing CD Funds: Ms. Noon reported that there was a mistake by BBVA Compass Bank to accept the District's public funds at the rate (1.15%) quoted. As the corrected rate was not favorable, Director Forney and Ms. Noon closed the 2 CD's and moved the funds to ColoTrust.

DIRECTOR MATTERS

Consumption Information on Customer Bills: Director Forney suggested that average residential customer usage be calculated and provided to the District's customers in order for individual usage comparison. The Board directed Ms. Noon to calculate and provide the information on the next customer invoice with a statement on the invoice that each customer can go to their account online to find their specific usage.

MANAGEMENT ITEMS

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

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Denver Water Back Flow Prevention Program: Ms. Noon updated the Board on Denver Water's readiness for the District to participate. After discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board voted to join the Denver Water Back Flow Prevention Program and authorized Community Resource Services to charge the District as a Special Service for the time to implement.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the Engineering Report which is made a part of these minutes.

Hydrant Meter Purchase and Hydrant Permit Document: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board motioned to purchase a hydrant meter and approved the revised Hydrant Permit document.

LEGAL

Timothy J. Flynn reported to the Board as follows:

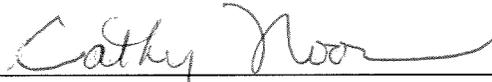
- a. Denver Water Rate Structure Review Committee. None.
- b. Contract Review Report: none.
- c. Shut Off Notice: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board motioned to approve the Updated Shut Off Notice as presented.
- d. Regulations Concerning Non-Payment of Water Service Charges and Assessment of Late Fees: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board motioned to approve the Regulations Concerning Non-Payment of Water Service Charges and Assessment of Late Fees.
- e. Collins Cockrel & Cole Engagement Letter 2015: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board motioned to approve the 2015 Engagement Letter as presented.

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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 10:42 a.m.

Respectfully submitted,



Secretary for the Meeting

March 4, 2015

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on March 10, 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. 2014 Maintenance Summary – I will hand out the summary for last year at the meeting.
2. Fire Hydrant Use Permit Revisions – Assisting with revisions to the Fire Hydrant Use permit and the feasibility of the District purchasing a fire hydrant meter for use by contractors.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Water Line Breaks – No occurrences this past month.
 - Master Meter/PRV Adjustments – The most recent meter readings indicated that the Yosemite meter delivered 52% of the flow and the Dayton meter delivered 48%. Overall demands for the recent period were low. We are continuing to monitor flows.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - i. None to report this past month.
 - Fire Hydrant and Valve Maintenance – C&L has completed this year's fire hydrant and valve inspections. We will review their reports when we receive them and begin to prioritize the most critical work.
 - Cross-connection Control Program – We are waiting for Denver Water to notify as to when they will take over management of the District's cross-connection control program.
 - Facility Locates – Reviewed locate requests for miscellaneous construction in the District.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.