

# RECORD OF PROCEEDINGS

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**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  
May 12 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, May 12, 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 by phone  
Roger Baer  
Lou Schroeder

Absent was Director Ryan, 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 9:05 a.m. and led the Pledge of Allegiance.

**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 presented.

Minutes: The minutes of the April 14, 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 April 14, 2015 minutes as presented.

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PUBLIC COMMENT

None.

FINANCIAL ITEMS

Review and Approve Payment of Claims: Ms. Noon reviewed the May 12, 2015 claims totaling \$37,537.57 represented by check numbers 4933-4942. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved May 12, 2015 claims but instructed Ms. Noon to hold check #4933 pending investigation of the work completed at 4450 S. Alton.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending May 6, 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 May 6, 2015. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements.

Review and Consider Ratification Of Redstone Bank: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board ratified the opening of a CD in the amount of \$245,000 at Redstone Bank for a term of 35 mos. and having an interest rate of 1.4% per annum.

Centennial Bank CDs. - Ms. Noon advised the Board that two CDs at Centennial Bank would be maturing on May 15, 2015. Upon motion duly made, seconded and, upon vote unanimously carried, the Board instructed Ms. Noon to reinvest the maturing funds in CDs with a not to exceed term of 36 mos. at the best rate available.

In order to ease facilitation of investments, upon a motion duly made, seconded and, upon vote unanimously carried, the Board authorized any Board member to be a signatory for CD investments.

Review Delinquent Account Report: Ms. Noon presented the report to the Board for their review. After review, the Board accepted the Delinquent Account report.

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## DIRECTOR MATTERS

Service Line Responsibility: Following review of the Greenwood Village Newsletter article on water line responsibility, the Board suggested adding information regarding the customer's water service line responsibility to the website and possibly on the next billing cycle, noting the limited circumstances under which the District will perform repairs and/or maintenance to the water service line. Mr. Sekera will provide the necessary reference document.

## MANAGEMENT ITEMS

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

Review 2015 Public Right – Of –Way Letter: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board authorized Director Forney to sign and send letter to the City of Greenwood Village Public Works.

## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the Engineering Report which is made a part of these minutes. Per discussion, Property address 4450 S. Alton will be investigated for tampering or break to the curb stop box.

## LEGAL

Timothy J. Flynn reported to the Board as follows:

- a. Denver Water Rate Structure Review Committee Mr. Flynn reported the committee will send their rate structure recommendation to the Denver Water Board for non-master meter water customers. Recommendation is to change the residential rate structure from the current 4 tiers to 3 tiers. Level 1- average winter water consumption up to 5,000 gallons. Level 2 - average winter water consumption up to 5,000 + 15,000 gallons. Level 3 – any consumption above Level 2. The recommendation is to also increase the service fee based upon the customer's meter size. The purpose of the recommended service fee increase is to stabilize Denver Water's revenue and to more fully recover the cost of installing, reading, and repairing the customer meter.

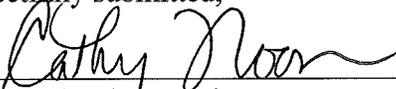
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## ADJOURNMENT

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 10:20 a.m.

Respectfully submitted,

  
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Secretary for the Meeting

May 5, 2015

## Memorandum

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on May 12, 2015  
*Cherry Creek Village Water District*  
KJ Job No. 1546003\*GENW

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

1. Fire Hydrant Use Permit Revisions – We have coordinated with Cathy and C&L for storage and management of the fire hydrant meter. The plan is to have C&L store it at their shop when not in use. CRS will manage the permits and C&L will deliver it to the site, install it, verify readings, and perform damage inspections for each use of the meter.
2. 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 85% of the flow and the Dayton meter delivered 15%. Total water supplied to the District was 5.9 MG for the April period (2.0 MG more than the prior period).
  - 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 – No activity this past month on the program. The District's data has been submitted to Denver Water and they have begun managing the cross-connection control program for the District.
  - Facility Locates – Reviewed locate requests for miscellaneous construction in the District. The requests were less than typical for the past month.
  - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.