

RECORD OF PROCEEDINGS

CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

May 28, 2020

The regular meeting of the Board of Directors of the Cherry Creek Valley Water and Sanitation District was held at the District Office, 2325 S. Wabash Street, Arapahoe County, Colorado, at 7:00 p.m. on May 28, 2020.

PRESENT

Mark Lampert – Chairman
Bradley Rastall – Vice Chairman (by phone)
William MacPhee – Secretary/Treasurer
Fred Norman – Asst Secretary/Treasurer
Ken Jensen – Director

OTHERS PRESENT

John Warford – Manager
Lisa Glenn – Office Manager/Accountant
Sara Lamb – Billing Specialist
Darryl Farrington – Semple, Farrington, Everall & Case PC
Eric Hein – Merrick & Company
Jonathan Fung – Bernstein (by phone)

Chairman Lampert called the meeting to order at 7:01 p.m.

The Board unanimously approved the agenda.

Jonathan Fung from Bernstein summarized how cash transferred from Morgan Stanley to Bernstein in mid-May was invested. He also summarized the allocation of investments in the District's portfolio and how to access funds for the District's cash needs in 2021. The District thanked Mr. Fung for his report, and he left the meeting at 7:22 p.m.

The oaths for Asst Secretary/Treasurer Fred Norman and Director Ken Jensen were done. Vice Chairman Brad Rastall is out of town. He will have his oath notarized and email it to Mrs. Glenn before the June 4th deadline.

Chairman Lampert pulled the minutes from the consent agenda. The statement that the meeting was held at the District office should be removed since it was held by teleconference. The Board

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON MAY 28, 2020, CONTINUED

unanimously approved the consent agenda approving the amended minutes from April 23, 2020, the April 2020 financial report, and April 2020 payment of bills.

Chairman Lampert opened the meeting for public comment at 7:30 p.m. There were no members of the public present; therefore, the public comment period was closed at 7:30 p.m.

Mr. Hein presented his engineering report:

- Developer Projects – Merrick returned Denver Water second review comments to the developer for Avere on S Quebec Wy. The developer for the Iliff Ave Townhomes line completion loop would like to tie into Yosemite instead of Warren since they believe it will be less costly. Merrick will review their design and submit to Denver Water for plan review. Chairman Lampert stated no occupancy for the development until the loop is complete.
- Capital Improvement Projects – Merrick is responding to review comments from Denver Water on the plans submitted for the Iliff/Quebec vault. Denver Water asked that anodes be added for corrosion control.
- Iliff Corridor Project – The County submitted corridor design plans on May 12th. Mr. Hein and District staff met with the County by videoconference to discuss comments and next steps. The engineer hired by the County is preparing separate water plans for submission to Denver Water for plan review. Mr. Hein will prepare comments on the design. Mr. Warford asked for reimbursement of inspections done by Merrick on the project. Ryan Seacrist at the County said he would take the request to others at the County.

Mr. Warford presented the Manager's report:

- Old District Office Building Power – Xcel Energy will need to shut down power to the District's old office building when the developer is working on the closest building at Iliff Ave Townhomes to avoid the overhead powerlines.
- Grease Traps – The internal plumbing has not been connected for the grease traps at Zamzam International Market and the Al Basha Grill/Carniceria, all located at Iliff and Quebec. The Board may consider issuing fines for noncompletion. Mr. Farrington will prepare letters for the business and property owners.
- Building Shut-off Valves on Multi-Family Developments – There are some multi-family developments in the District that don't have shut off valves to each building. In those cases, the entire complex must be shut down by the District for contractors to do work on one unit. Mr. Farrington will research if the District can require developments to install shut-off valves on each building.
- Iliff Ave Townhomes Line Completion – Discussed during engineering report.

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON MAY 28, 2020, CONTINUED

- Total Service Area Inclusions – Awaiting Denver Water’s approval of Mr. Farrington’s submittal of the Notice of Service Boundary Area forms as exhibits to the 2013 Amended Contract to Denver Water. Total services areas are Cherry Tree Estates on the northeast corner of S Quebec St & Cherry Creek S Dr, and the new development on the southwest corner of S Quebec St and E Colorado Ave.
- Customer Payments – As of April 30, 2020, past due accounts over 30 days were 13.7% of accounts receivable. This is not unusual. Mrs. Glenn added that as of yesterday, past due accounts over 30 days were only 8%. Mrs. Lamb stated that only one customer called to make payment arrangements due to COVID-19.
- Emergency Response Plan – The EPA suggests completing the Emergency Response Plan (ERP) after the Risk and Resilience Assessment (RA) is completed. The EPA is requiring District’s to complete certification of the RA. The District is required to file the certification by June 30, 2021. The District’s certification of its ERP is required to be filed 6 months following the filing of the RA certification. The ERP must incorporate elements of the RA. The District will complete the RA first and then complete the ERP.
- Employee Handbook – At Director Jensen’s request, Mr. Farrington will research the sentence that allows employees to carry a gun if they have a conceal carry permit. For employees working in the field, Chairman Lampert would like to include high visibility vests with District logo in the employee handbook.

There being no further business, the Board unanimously voted to adjourn at 8:32 p.m.

READ AND APPROVED



DATED

6-25-2020