

# RECORD OF PROCEEDINGS

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## CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT

### REGULAR MEETING OF THE BOARD OF DIRECTORS

March 28th, 2024

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 6:00 pm on March 28, 2024.

#### **PRESENT**

Mark Lampert - Chairman

Ken Jensen – Secretary/Treasurer

Fredrick Norman – Assistant Secretary/Treasurer

Candace Merrell – Director

Lisa Glenn – District Manager

John Engel – Assistant Manager

Darryl Farrington – Semple, Farrington, Everall & Case PC

Eric Hein – Merrick & Company

Chairman Lampert called the regular meeting to order at 6:19 pm.

The Board unanimously excused Vice Chairman Rastall.

The Board unanimously approved the agenda.

The Board unanimously approved the consent agenda consisting of the February 22, 2024 regular minutes, the February 2024 financial report, and February 2024 payment of bills.

The district is not using the outside CPA any longer and will keep the accounting in house to save time and money.

Chairman Lampert opened and closed the meeting for public comment at 6:24 pm since there were no members of the public present.

Mr. Hein presented his engineering report:

- Developer Projects

Arcadia Development: The contractor is currently working on over lot grading and storm drain installation. Next week they will move a hydrant for

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON MARCH 28, 2024; CONTINUED

storm sewer work. They will start on the sewer installation in Clinton.

- Capital Improvement Projects
  - Valentia Sewer CIPP: The sewer pipelining and service tap reconstruction is complete. Discussing plan to upgrade/improve 3 existing manholes prior to proceeding with manhole protective lining installation.
  - Dayton St Sewer Florida to Mississippi: The sewer capacity analysis prepared shows that a 12-inch sewer main is size to use for upsizing this main and is sufficient size for future build out or redevelopment.

Mr. Farrington presented example documents for a Grease Interceptor Program:

- South Arapahoe charges an annual fee of \$150 and performs inspections throughout the year, quarterly at first and then bi-annually based on results. Any violation requires re-inspections, and the customer must pay an additional fee. Letters are sent to the property owner and if fees are not paid, a statutory lien will be placed on the property. The district would likely add the fees to the water and sewer bills.
- Discussed decreasing minimum 1500-gallon grease trap size to 1,000 or 750 gallons, and there are calculations such as number of meals prepared, seating capacity, or number of fixtures to determine the grease trap size required.
- The next steps are to create the grease interceptor program and approve revised grease trap Rules and Regulations.

Mrs. Glenn presented the Manager's report:

- Water main break E Colorado Ave. – March 22, 2024 there was a water main break at 9630 E Colorado Ave. The fire department arrived first and shut down both valves on either side of the break. The break looked to be from corrosion next to a tap on the ductile iron main that had not been wrapped in plastic. The water was back on by 6:30 p.m. Minimal customers were affected.
- Parker and Warren Water Main Break – Invoice for this water main break was \$106,543.84 to the district and \$79,960.12 was billed to the City of Aurora. District staff will meet with the City of Aurora to determine if they will move their storm sewer since it is directly on top of the district's water main.
- Construction Projects Worksheet – Mrs. Glenn updated this spreadsheet for the Board. Updates were also presented during the engineering report.
- 2401 S Wabash St Demolition – Demolition began March 20, 2024 and was completed in three days. The structure came down in 2.5 hours and additional work was performed to remove a dead tree and fill in the foundation hole, totaling an additional \$3,000.

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON MARCH 28, 2024; CONTINUED

- 2673 S Lima St – The waiver valuation is in process now and should take about seven more weeks to complete.
- Board member Stipend – Board members of local governments are considered employees and payments to them should be reported on form W-2 instead of 1099. A poll from other districts will be done before the decision is made to change to W-2 reporting.
- New Employee – An office person has been hired to start April 1, 2024. An offer has been made for a maintenance technician. Additional interviews for maintenance supervisor/operator are scheduled for next week.
- Employee Handbook – The Board gave consent to use the final version of the employee handbook. It will be effective March 28, 2024.
- Hosting District Manager Meetings – The Board gave consent for the district to participate in hosting distributor lunch meetings on a rotating basis with other districts.
- Nazar Market Grease Trap – Same as last month. The management company asked for a reduction in the size of grease trap required since a 1,500-gallon grease trap was quoted at \$80,000 and may be too large for their application. Mr. Hein is in the process of revising the district's grease trap rules and regulations and Mrs. Glenn has a fine schedule prepared also.
- Zam Zam International Market Grease Trap – Mr. Engel verified the grease trap has not been connected to the internal plumbing. The fine imposed for February 2024 was \$2,525.00.
- The district granted a sixty-day extension from the October 15, 2023 deadline to December 15, 2023 for Zam Zam to complete the plumbing from inside their unit to the grease trap. The plumbing has not been completed as of today, connecting the indoor plumbing to the grease trap, therefore fines were imposed starting December 16, 2023. A letter was sent regular mail and certified mail on December 23, 2023 to the property owner and the tenant imposing fines starting December 16, 2023. The fines will increase \$25 every month and will continue until the grease trap is connected.
- Country Club and Villas Usage – Mr. Poznanovic should be able to provide Mr. Farrington the information for his report for next month.
- Hydrant Meter – Meter readings are not being submitted in a timely manner for billing. An increase in the fee charged for late reporting must be published on the district's website 30 days prior to the Board's decision to increase the fee.
- DOXO Website – A Google search of the district brings up a listing that customers can pay District bills on DOXO. A note has been added to the district website that customers are not required to pay with DOXO and the note will also be added to April bills. The district has no affiliation with DOXO.

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON MARCH 28, 2024; CONTINUED

A special meeting may need to be set up in a couple of weeks for personnel issues.

There being no further business, the Board unanimously voted to adjourn at 7:45 pm.

READ AND APPROVED \_\_\_\_\_ DATED \_\_\_\_\_