

RECORD OF PROCEEDINGS

CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

January 25, 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 January 25, 2024.

PRESENT

Mark Lampert - Chairman
Brad Rastall – Vice Chairman, attended by phone
Ken Jensen – Secretary/Treasurer
Fred Norman – Asst Secretary/Treasurer, attended by phone
Candace Merrell - Director
Lisa Glenn – District Manager
John Engel – Assistant Manager
Darryl Farrington – Semple, Farrington, Everall & Case PC
Ashley Hernandez Schlagel – Nathan Dumm Mayer

Chairman Lampert called the regular meeting to order at 6:03 pm.

The Board unanimously approved the agenda.

The Board unanimously voted to enter executive session pursuant to CRS 24-6-402(4)(b) and CRS 24-6-402(4)(e)(I), conference with attorneys Ashley Hernandez Schlagel and Darryl Farrington in reference to legal matters and advice on the CCRD charge from a former employee. The Board entered executive session at 6:06 pm. This executive session is not required to be recorded.

Chairman Lampert declared the Board out of executive session at 7:02 pm. The Board thanked Ashley Hernandez Schlagel and she left the meeting at 7:02 pm.

The Board unanimously approved the consent agenda consisting of the December 19, 2023 regular minutes, the December 28, 2023 special minutes, the December 2023 financial report, and December 2023 payment of bills.

Chairman Lampert opened and closed the meeting for public comment at 7:04 pm since

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there were no members of the public present.

The Board unanimously approved the 2024 Board meeting schedule. Meetings will be held on the fourth Thursday of every month unless amended by the Board.

Mrs. Glenn presented Mr. Hein's engineering report:

- Developer Projects
 - Arcadia Development: Tap sizing has been completed with Denver Water. Denver Water returned comments again today and they have a few more administrative comments. The sanitary plans have been approved.
- Capital Improvement Projects
 - Iliff/Quebec (Syracuse) Master Meter Vault: Assisting with getting final retainage release to the contractor.
 - Iliff/Dayton Master Meter Vault: Assisting with getting final retainage release to the contractor.
 - Syracuse/Valentia Master Meter Vault: Xcel relocated the street light pole that was in conflict. Denver Water returned comments January 17, 2024. Merrick will address the comments and return to Denver Water for approval.
 - Evans Ct Waterline Replacement: The final hydrant easement document packaged with the legal exhibit from the surveyor is ready for the property owner signature. The homeowners said they will get the document signed and notarized and returned to the District.
 - Valentia Sewer CIPP: The bid was awarded to C&L Water Solutions. C&L is ordering the epoxy liner material and plan to start work in February. Mr. Engel added that there may be additional work on some of the manholes.

Mrs. Glenn presented the Manager's report:

- Parker Warren Water Main Break – Asst Manager John Engel reported on this topic. A call came in from Aurora Water on January 5, 2024, about a valve box full of water at Parker and Warren. Aurora had no noise on their side with a correlator over an entire weekend. The water was not spilling into the road at that time and work was scheduled with C&L Water Solutions a couple of weeks later. Yesterday the water started eroding the road. The correlator gave incorrect information since an incorrect pipe size was shown on District maps. Aurora's storm sewer was installed directly on top of the water main. We need permission from Aurora to remove their storm sewer to work on the main. The storm sewer will need be shifted in the future so the District will have access to

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the water main. We are waiting on written confirmation that Aurora will fund the cost of the moving the storm sewer.

- Financial Statements – Financial statements were prepared internally by outside CPA Corbin Fromm for January 2024, but were not shared with the Board since there are many entries to be made for 2023. 2023 bills will still be arriving in February and possibly March that will need to be accrued to 2023. Depreciation expense must still be recorded and a review of the general ledger to determine if any other changes need to be made.
- Investment Report – Bernstein will attend the meeting next month.
- Employee Handbook – The Board made some suggestions for the draft provided. The suggestions will be incorporated and a new draft provided next month. The handbook is not a contract and is not signed by management. The handbook states that the employee understands that they are responsible for becoming familiar with the contents of the handbook.
- Construction Projects Worksheet – Mrs. Glenn updated this spreadsheet for the Board. Two new topics were added: the new meter reading system and the Dayton St sewer rehab/replacement project between Florida and Mississippi. Updates were also given during the engineering report on other projects.
- 2401 S Wabash St Demolition – Still waiting on the demolition date. Sewer capping has already been done. Mr. Engel said we know that the permit application has been received by the County.
- 2673 S Lima St – Received the demolition quote of \$8,200.00. The total cost to prepare the parcel for sale is estimated at \$26,450. The Board unanimously approved spending \$26,450 to prepare the parcel for sale.
- S Beeler St Sewer Back up – Since the property owner/management company is refusing to pay the cost of Guildner catching the debris from their sewer service line, the District may shut off the water to this building. A foreign material was discharged into the District's sewer main, which is a violation of the District's Rules and Regulations. Mr. Engel said we gave them the opportunity to find a company to catch the debris, but they were unable to find a company to do that work. Mr. Farrington will write a letter to the property owner informing them that a hearing can be held at the District office with the Board of Directors before the water is shut-off.
- Nazar Market Grease Trap – Same as last month. The management company asked for a reduction in the size of grease trap required since a 1500-gallon grease trap was quoted at \$80,000. 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 – The District granted a sixty-day

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extension from the October 15, 2023, deadline to December 15, 2023, for ZamZam to complete the plumbing from inside their unit to the grease trap. The plumbing has not been completed as of December 15, 2023, connecting the indoor plumbing to the grease trap, therefore fines will be 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 fees at \$50 per day from December 16, 2023, to December 31, 2023. The amount was added to their water and sewer bill.

- Country Club and Villas Usage – Mr. Poznanovic should be able to provide Mr. Farrington with the information for his report for next month.
- Arapahoe County Water Supply Planning – Arapahoe County is in the process of conducting an 18-month water supply study to plan our future water needs. There is a virtual meeting on January 30, 2024, at 6:00 pm. Chairman Lampert, Vice Chairman Rastall, and Manager Glenn will be participating in the study. The study does not directly affect the District since it purchases water from Denver Water.

Secretary/Treasurer Jensen asked about replacing the office staff person no longer here. Mrs. Glenn will update the job descriptions and hire a new person when time allows. Mrs. Malveaux is working on the backflow program entering all the information in the spreadsheet and billing software. Mr. Engel will assist or take over the backflow program soon. Asst Manager Engel said he will be keeping track of all grease trap inspections also. Chairman Lampert said it would be a good idea for the District to instate a grease trap inspection fee. Mr. Farrington will provide a grease trap inspection policy for Board review.

There being no further business, the Board unanimously voted to adjourn at 8:19 pm.

READ AND APPROVED _____ DATED _____