

# RECORD OF PROCEEDINGS

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## CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT

### REGULAR MEETING OF THE BOARD OF DIRECTORS

July 24, 2025

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 July 24, 2025.

#### **PRESENT**

Brad Rastall – Vice Chairman  
Ken Jensen – Secretary/Treasurer  
Frederick Norman – Assistant Secretary/Treasurer  
Candace Merrell - Director  
Lisa Glenn – District Manager  
John Engel – Assistant Manager  
Elizabeth Marsh – Office Manager  
Darryl Farrington – Semple, Farrington, Everall, & Case PC

Vice Chairman Rastall called the regular meeting to order at 6:15 pm.

The Board unanimously approved the agenda.

The Board unanimously approved the consent agenda consisting of the June 26, 2025 Regular Minutes, the June 2025 Financial Report, and June 2025 Payment of Bills.

Vice Chairman Rastall opened and closed the meeting for public comment at 6:16 pm since there were no members of the public present.

Manager Glenn presented Mr. Hein's engineering report since he is on paternity leave:

#### Developer Projects:

- Elcar Pickle Farm – Met with developers to discuss serving water and sewer and the addition of a fire hydrant.

#### Capital Improvement Projects:

- 1865 S Quebec Wy and 1210 S Quebec St Master Meter Vault Rehabilitation – Design plans have been approved by Arapahoe County and all design approvals have been obtained. Preparing bid documents.
- E Evans Ct Water Main Replacement – Contractor Mid City is procuring approved

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON JULY 24, 2025; CONTINUED

materials. Construction is expected to start at the end of July.

- Syracuse Wy/Valentia Master Meter Vault Rehabilitation – Currently reviewing material submitted by contractor T Lowell Construction. Long lead time on some materials. Construction expected to start in the fall.
- Dayton St Sewer from Iowa to Mississippi – The draft design is complete. GEI soil borings are complete. Full soils report with design recommendations is expected in August. Preparing plans for submittal to the City of Aurora.

Secretary/Treasurer Jensen asked about Arcadia. Assistant Manager Engel said that all water and sewer mains have been installed. There's only one inch and a half meter vault to be done on the multi-family side. The meter vaults for the public restroom and irrigation need to be added for the park. As soon as the final lift of asphalt is done, the first warranty walk through can be done. There are two contractors for the project, so this may be challenging. There are some paired homes that are already occupied.

Mr. Engel presented his Operations Report:

- Meter Reading Upgrade Project – the project is complete except the new endpoints for the master meter vaults.
- Backflow Devices and Testing – Backflow test reports received are currently at 75% complete for 2025. There are some irrigation customers that have not turned in their backflow test reports. Letters will be sent imposing fines if the tests are not submitted. We need to be at 90% compliance by the end of the year for all backflow devices.
- Grease and Sand & Oil Interceptors – A new letter was sent out to customers explaining why grease and sand & oil interceptor inspections and installations are required.
  - Nazar Market 1842 S Parker Rd – met with their manager to discuss plumbing layout for combining the space with J Noodles.
  - Mile High Halaal Market 7950 E Mississippi Ave - No change since last month. Their grease trap is insufficient and cannot meet District requirements. A letter was sent requiring the installation of a new grease interceptor within 90 days. The customer is responsible for showing that the drum behind the building is connected to another grease interceptor.
  - ZamZam International Market 7449 E Iliff Ave – They have acquired the space next door and plan to expand. Plans have been requested to determine if the current grease trap can accommodate the expansion.

Manager Glenn asked Assistant Manager Engel to speak about 2153 S Wabash St. He said the commercial business at this location is asking about tap fees for an eight-inch

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT ON JULY 24, 2025; CONTINUED

fireline, which is larger than normal. They are currently on well and septic systems for building water and sewer. They are within 400 ft of the District's water and sewer main in Wabash St. The Board agreed and directed staff to send a letter requiring them to connect to the District's water and sewer mains for all service. District staff will also research comparable monthly billing for different fireline sizes.

Mrs. Glenn presented the Manager's report:

- Construction Projects Worksheets
  - Meter Reading System upgrade project will be closed out from construction in progress to a fixed asset.
  - Dayton Sewer Replacement from Mississippi to Iowa - GEI geotechnical work was added to 2025 estimated costs. This project will not start or complete before winter, so construction will be pushed to 2026. 2025 estimated costs were changed to zero on the spreadsheet.
  - The other small projects shown on the 2025 budget have been included on this spreadsheet this month to track spending.
- Elcar Pickle Farm – Met with the developers and they are agreeable to connecting drinking water to the District's water main in Valentia St. They would like an extension of time since they are not operating yet. A letter will be written granting the extension.
- Private Lines – Developers from Dayton St. Townhomes, East Virginia Village, Highline East, and Falling Water have not completed warranty walk through punch list items for main conveyance. Letters will be mailed to homeowners letting them know their water and sewer mains are private. A new contact for Popeye's has agreed to sign the conveyance document.
- Bond or Letter of Credit for Conveyance – Since the last four developments have not conveyed their water and sewer mains, the District is considering requiring a bond, letter of credit, or conveyance of mains before water and sewer taps will be released. This will be discussed again at the next meeting.
- Rate Study – Manager Glenn has sent more information to RG and Associates as the requests come in. Engineer Eric Hein completed the updated water and sewer asset plans/system development spreadsheets yesterday and today. RG and Associates will attend the August Board meeting to present different scenarios and answer any questions from the Board. The ten-year capital improvement plan provided will need to be adjusted for the Dayton sewer project moving to 2026. This will require adjustment to the rate study in 2026. RG said they can update the rate study annually for about a third of the \$29,250 cost of the rate study being done this year.
- 2673 Lima St – Closing completed on June 25, 2025. The sales price exceeded

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the District's costs by \$5,739.99.

- Cherry Tree Estates – Sidewalks are still being constructed. The developer plans to build condominiums on the south side of the development where the unit will be owned by the homeowner, but not the land beneath the unit. Therefore, the sewer taps that were installed previously for each building comply with the District's Rules and Regulations in section 5-5. Townhomes may be built on the north side in the future where the land is owned by homeowner. Separate sewer taps will be required if this occurs in the future.
- Operator Agreement Addendum – After discussion with the operators, it was decided that the operator agreement addendum was not needed. The Board agreed with this decision.
- Employee Update – Billing Specialist Jaime Malveaux resigned from the District. Her last day was July 23, 2025. Other office staff members have not been fully trained to do billing so this next billing cycle may take longer than normal. We have support from billing software company Caselle. Interviews for the position will occur at the end of July, beginning of August.
- District Monument – District staff will work on getting quotes and designs for a monument for the District office as discussed last month.

President Lampert's absence was excused.

There being no further business, the Board unanimously voted to adjourn at 7:18 pm.

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