

RECORD OF PROCEEDINGS

CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

August 28, 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 August 28, 2025.

PRESENT

Mark Lampert - Chairman
Brad Rastall – Vice Chairman
Ken Jensen – Secretary/Treasurer
Frederick Norman – Assistant Secretary/Treasurer, by phone
Candace Merrell - Director
Lisa Glenn – District Manager
John Engel – Assistant Manager and ORC, by phone
Elizabeth Marsh – Office Manager
Darryl Farrington – Semple, Farrington, Everall, & Case PC
Eric Hein – Merrick & Company
Rick Goncalves – RG and Associates
Krystal Welp – RG and Associates

Chairman Lampert called the regular meeting to order at 6:06 pm.

Rick Goncalves and Krystal Welp of RG and Associates presented a detailed rate study for the District with six different scenarios, three with a flat rate, and three with tiered rates. They explained how the complex rate study spreadsheet works and how it's been developed over many years. They went through each scenario in their memo and recommended one scenario out of the six. The study included a 10-year capital improvement plan prepared by Engineer Mr. Hein and Assistant Manager Mr. Engel. Mr. Hein also provided a spreadsheet detailing the current value of the District's water and sanitary systems. The spreadsheet is intended to be a tool to be used in budget planning and rate setting in future years to reflect changes in data and policy. Mr. Goncalves confirmed that with the presentation of the spreadsheet their assignment for the District is complete. The Board thanked Mr. Goncalves and Ms. Welp for their time and effort, and they left the meeting at 7:43 pm.

The Board unanimously approved the agenda with the addition of an executive session

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topic on the District's reserves.

The Board unanimously approved the consent agenda consisting of the July 24, 2025 Regular Minutes, the July 2025 Financial Report, and July 2025 Payment of Bills.

Chairman Lampert opened and closed the meeting for public comment at 7:45 pm since there were no members of the public present.

Mr. Hein presented his engineering report:

Mr. Hein announced that he is leaving Merrick. His last day is September 5, 2025. He's moving to AE2S. District staff and the Board will continue the relationship they have with Mr. Hein for engineering services at AE2S. District files will be requested from Merrick.

Developer Projects:

- No engineering effort on developer projects this past month.

Capital Improvement Projects:

- 1865 S Quebec Wy and 1210 S Quebec St Master Meter Vault Rehabilitation – The contractor for the Syracuse Valentia Vault Rehabilitation project has been asked to price these two small vault projects. If the cost for each vault is above the \$120,000 threshold, the projects will go out to bid.
- E Evans Ct Water Main Replacement – Construction is nearly complete. Paving should be complete today and concrete installation tomorrow. The old water main will be abandoned in place.
- Syracuse Wy/Valentia Master Meter Vault Rehabilitation – Mr. Hein will contact contractor T Lowell Construction to determine project start date.
- Dayton St Sewer from Iowa to Mississippi – An updated draft design has been provided to the District. GEI's design recommendations will be incorporated to the plans once the report is received.

Secretary/Treasurer Jensen asked about Arcadia. The water and sewer mains are complete. System development fees have been received from Arapahoe County for the park and paperwork has been completed by the District. The County is in the process of submitting paperwork and system development charges to Denver Water for those taps.

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

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85% complete for 2025. Irrigation customers that have not turned in their backflow test reports will incur fines if the tests are not submitted.

- 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 – approved plumbing plans for the market combining the space with J Noodles. Arapahoe County will issue a plumbing permit soon.
 - Mile High Halaal Market 7950 E Mississippi Ave - The customer did show that the drum behind the building is connected to another grease interceptor. Their grease interceptor is now compliant.
 - Conveyances
 - East Virginia Village – sewer main jetting inspection is scheduled for Tuesday September 2nd and two remaining items on the walk through punch list must be addressed.
 - Dayton Street Townhomes – The developer has not addressed minor repairs to be made and sewer main cleaning/jetting.
 - Falling Water – All repairs have been made, sewer jetting completed, and water and sewer as-builts received. Conveyance document will be prepared for developer signature.
 - Elevations at High Line East - The developer has not addressed minor repairs to be made and sewer main cleaning/jetting.
 - Popeye's – The signed conveyance document from Popeye's has been received. The Board unanimously accepted the fire hydrant and valve from Popeye's. The conveyance document was signed, will be recorded with Arapahoe County, and a copy sent back to Popeye's.

Mrs. Glenn presented the Manager's report:

- Rate Study – RG and Associates billed the District \$5,184 more than the not-to-exceed amount on the rate study proposal of \$29,250. The Board's consensus was that the District will pay only the proposal amount.
- Construction Projects Worksheets – Dayton Sewer from Mississippi to Iowa has been pushed to 2026. July 2025 costs were added to the spreadsheet.
- Private Lines Letters – Developers from Dayton St. Townhomes, East Virginia Village, and Highline East 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, and will not be maintained by the District as part of the public system.

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- 2153 S Wabash St Fireline – The Board agreed that fireline service can be provided without water and sanitary sewer service connection if there's no public health issue with the current well and septic service.
- Fireline Fees – There are mostly 4" customer firelines in the District, some 6" and two 8" firelines. The Board will vote on fireline charges and system development fees when water and sewer usage rates and service fee votes take place later in the year for 2026.
- Engineering Update – Provided during the engineering report.
- Billing Specialist Update – Office Manager Marsh has been performing the Billing Specialist duties with some help from the Backflow Specialist and District Manager. She is handling both positions well and states her day goes by quicker since she is busy. She will continue to think about making this a permanent change.

Assistant Secretary/Treasurer Norman requested a study session on the rate study and the District's reserves. Chairman Lampert said that could be the topic of the Board meeting at the SDA Conference.

Secretary Treasurer Jensen suggested that in setting rates, the District should maintain the reserves balance and revise the 10-year construction plan every year. The Board will continue to discuss the budget and setting rates over the next few months.

The Board unanimously voted to enter into executive session at 8:45 pm under CRS 24-6-402(4)(b), conference with attorney, to discuss legal questions regarding the District's reserves. Mr. Farrington stated that, under the Open Meetings Law, the discussion is not required to be recorded because it is protected by the attorney-client privilege, and the recorder was turned off at 8:45 pm. Office Manager Marsh left the meeting at 8:45 pm.

Chairman Lampert declared the Board out of executive session at 9:03 pm.

The Board unanimously voted to enter into a second executive session at 9:04 pm under CRS 24-6-402(4)(f), personnel matters, to discuss the possible promotion and salary increase for Office Manager Marsh.

Chairman Lampert declared the Board out of the second executive session at 9:15 pm.

There being no further business, the Board unanimously voted to adjourn at 9:15 pm.

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READ AND APPROVED _____ DATED _____