

RECORD OF PROCEEDINGS

CHERRY CREEK VALLEY WATER AND SANITATION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

May 23, 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 May 23, 2024.

PRESENT

Mark Lampert – Chairman
Brad Rastall – Vice Chairman
Ken Jensen – Secretary/Treasurer
Fredrick Norman – Asst Secretary/Treasurer
Candace Merrell – Director
Lisa Glenn – District Manager
John Engel – Assistant Manager
Elizabeth Marsh – Office Assistant
Darryl Farrington – Semple, Farrington, Everall & Case PC
Eric Hein – Merrick & Company
Taylor Young – Morgan Stanley

Chairman Lampert called the regular meeting to order at 6:07 pm.

The Board unanimously approved the agenda.

The Board unanimously approved the consent agenda consisting of the April 25, 2024 regular minutes, the April 2024 financial report, and April 2024 payment of bills.

Mr. Young with Stanley Morgan addressed the Board to present Morgan Stanley's Government Entities Specialists ability to manage investment portfolios for government entities.

Chairman Lampert opened and closed the meeting for public comment at 6:35 pm since there were no members of the public present.

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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 23, 2024; CONTINUED

Mr. Hein presented his engineering report:

Developer Projects

- Arcadia Development: The contractor has completed installation of most of the sanitary sewer that can be installed before demo of the old church building. The sewer installation in Clinton St. is ongoing and should be completed within the next two weeks. The waterline tie-in in Florida Ave. is complete.

Capital Improvement Projects

- Evans Court Waterline Replacement: Merrick has submitted plans to Denver Water for review.
- Valentia Water Meter Vault: Merrick is updating plans based on Denver Water review comments and will resubmit to Denver Water.
- Valentia Sewer CIPP: The District will utilize an additional contractor to complete manhole modifications on three existing manholes. C&L will then return to the site to proceed with manhole protective lining installation.
- Dayton St Sewer Florida to Mississippi: The surveying company has begun the survey Merrick requested for the design of the replacement/upsized sewer lines in Dayton St between Iowa and Mississippi. The survey should be complete by mid-June.

Miscellaneous Activities

- Mr. Hein and Mr. Engel met with Comrade Brewery to discuss Grease Interceptor replacement design.

Mrs. Glenn presented the Manager's report:

- 2023 Backflow Program - The District is required to collect backflow test documentation for all backflow devices that require annual testing. The district must have a 90% pass rate for all backflow devices required to be tested. The District only received 86% passed tests for 2023. The District will receive a violation from CDPHE and is required to send out written notice to all customers detailing the violation. A plan to ensure compliance going forward is being developed by Mr. Engel and Mrs. Malveaux.
- Merrick Invoices - The District has not received any invoices thus far for 2024. Mr. Hein stated that Merrick is working on getting invoices to the District now.
- 10-year Main Replacement Program - It has been suggested that the District develop a 10-year plan for water and sewer main replacement. Mr. Engel and Merrick will create a plan.
- Hydrant Late Read Fees - Contractors do not submit hydrant readings on time each month. Mrs. Malveaux must contact them multiple times to receive

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readings. The current late read fee is \$50, a higher dollar amount should encourage contractors to submit reads on time. The board consented to increase the late read fee to \$300.00.

- Commercial Sewer Tap Fees - Currently the District calculates commercial sewer tap fees by the amount of fixture units. District staff requested the commercial sewer tap fees be revised to a fixed rate based on water tap size. Merrick will provide a sewer tap fee analysis. The notice of a possible fee increase for late hydrant readings and commercial tap fees was posted to the website March 29, 2024.
- Construction Projects Worksheet – Mrs. Glenn updated this spreadsheet for the Board. Updates were also presented during the engineering report. A purchase order has been placed with Badger Meter for the meter system upgrade.
- 2673 S Lima St – The District has contacted Xcel to begin the process of the sale/purchase of the property.
- Board Member Stipend – The District will transition to W-2's for board members effective January 2025. SEP IRA information was supplied to the Board.
- New Employees – The new Utility Operator Technician, Ryan McCahill, started April 29, 2024, and is working out well. The new Utility Operator Supervisor, Aaron Dugan, will start on May 28, 2024. Interviews are being held for the additional Utility Technician position. An Additional office position has been created, Backflow specialist/Administrative Assistant, and an offer will be extended to an applicant.
- Employers' council - Mr. Farrington suggested that the District contact the Employers Council as a Human Resources consultant. Mrs. Marsh and Mrs. Glenn will research options and contact the Employers Council.
- Different Working hours - The District will poll employees to find out about the interest in flexible work schedules, such as four 10 hr. days, or four 9 hr. days and half day.
- SWOT Analysis - Secretary/Treasurer Jensen submitted his SWOT analysis. This may be a discussion item for the SDA conference in September. Requested the Board prepare any comments for SWOT Analysis in September.
- Nazar Market Grease Trap – Nazar Market was notified of the approved new Grease Interceptor rules and regulations. The property owner notified the District that Nazar market will expand into additional units and will begin utilizing the Grease Interceptor now used by J Noodles. The District will notify Nazar Market that updated plumbing plans are required and if Nazar Market is not connected to a working Grease Interceptor by February 1, 2025 the District will begin fines.
- Zam Zam International Market Grease Trap – Mr. Engel verified the grease trap has not been connected to the internal plumbing. The fine imposed for April

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- 2024 was \$4,125.00. They do not have a permit from the County yet.
- Country Club and Villas Usage – Same as last month. Mr. Poznanovic should be able to provide Mr. Farrington with the information for his report for next month.
- Website Compliance – The District has elected to hire Streamline to assist with making the District website compliant. Mrs. Marsh will be the District's Compliance Officer. The Accessibility policy was presented to the Board and unanimously approved.
- Safety Policy– Mrs. Marsh prepared a safety policy for the District. The safety policy was presented to the Board and unanimously approved.
- 8501 E Iliff Ave Building Future Plans – The Board has agreed to proceed with an appraisal of property value.

The Board unanimously voted to enter executive session pursuant to CRS 24-6-402(4)(b), conference with the District's legal counsel to discuss specific legal questions relating to the SEP Plan Contribution of John Warford. The Board entered into executive session at 8:10 pm. This executive session is not required to be recorded, and the recorder was turned off.

Chairman Lampert declared the Board out of executive session at 8:21 pm. No decisions were made in executive session.

There being no further business, the Board unanimously voted to adjourn at 8:21 pm.

READ AND APPROVED _____ DATED _____