

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF:

CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD: Monday, July 31, 2023, AT 5:00 P.M.

CALL TO ORDER:

The special meeting of the Board of Directors of the Cherry Hills Heights Water and Sanitation District, Arapahoe County, Colorado was called to order on the day shown above by Marcos Pacheco in accordance with the laws of the State of Colorado. The following Directors were acting.

Jonah Staller, Treasurer
Richard Miller, Secretary
Russell Wilson, Director
Tara Ryerson, Director

Absent was President Jason Lee, whose absence was excused.

Also present was:

Marcos Pacheco, Ashly Dorey & Michael Schenfeld; Community Resource Services of Colorado
Kwin Peterson; RH Borden

CALL TO ORDER:

A quorum of the Board was present, and the meeting was called to order at 5:06 p.m.

CONFLICTS OF INTEREST:

There were none.

APPROVE AGENDA:

The agenda was amended by adding time for Mr. Peterson of RH Borden to speak during administrative items and for discussion of the need to designate contacts for the District's insurance; removed was the election of officers. Director Staller moved to approve the amended agenda. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

MINUTES:

Director Staller moved to approve the minutes of the meetings for May 1, 2023 and for June 15, 2023, as presented. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

PUBLIC COMMENT:

There were none.

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ADMINISTRATIVE MATTERS: Mr. Peterson of RH Borden presented a recognition award to the District for being one of Borden's original 27 clients. He gave a short overview of their services for the newer Board members. RH Borden will be out to the District this week to perform their yearly acoustic assessment of the District's sewer lines.

The District needs to designate proper points of contact for the Colorado Special District Insurance Pool, the District's insurer. Director Miller moved to approve CRS of Colorado and Director Staller as contacts. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

MANAGER MATTERS:

Introductions: Each member of the CRS team took a few moments to introduce themselves.

Transition Update: Mr. Pacheco reviewed general information about the transition and updated the Board that someone from the accounting team will be reaching out to review numbers. Director Staller mentioned that he is working to inform the District's vendors of the transition and will continue to do so.

Look Ahead Schedule: Mr. Pacheco reviewed the Look Ahead Schedule and its purpose. CRS will continue to update the schedule and share it at meetings. The Board is welcome to add any items to the schedule as they see helpful. A short conversation was had about the Colorado Conservation Trust Fund and the Board asked that CRS research if the District might qualify for grant money next year.

SDA Conference: Mr. Pacheco reviewed the SDA Conference and its virtual options. The Board members may be interested in attending next year with more notice.

District Email Account: A discussion was had about starting district email addresses for each Director. Gmail, Google Suite, and Outlook 365 were discussed. CRS is going to pull together more information on each before the Directors make a decision. Director Staller mentioned that he is still working to upload files onto the transition drive for CRS.

CRS Insurance Enclosure: Mr. Pacheco reviewed CRS's insurance certificate with the Board. It was noted that there are no amounts listed under the auto section. Mr. Pacheco will reach out and ask for more information as to why. He will also ask CRS's insurer to correct the District's address on the certificate.

FINANCIAL MATTERS:

Treasurers Report: Director Staller presented a report regarding the District's recent expenditures and the current financial position. A copy of that report is attached.

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OPERATIONS & MAINTENANCE:

Financial Transition: Mr. Pacheco discussed InBank and Colotrust as possible banking options for the District. A discussion was had about the current banking institution and the potential benefits of moving the District's finances. The Board is going to look more closely at each institution before making any decisions.

Diversified Underground Proposals: Mr. Pacheco reported on the proposals provided. There was a discussion about the benefits of mapping the District. Before any decisions are made, the Board is going to have a site visit with Diversified Underground. Director Staller asked that Diversified Underground's proposal be revised to make clear that the sewer lines would be mapped, not water lines, and to clarify DU actions that would and would not incur a charge upon a receipt of a Colorado811 locate ticket.

2024 Maintenance: Director Staller recommended waiting for the assessment from RH Borden before making any firm decision about maintenance for the coming year.

RH Borden Acoustic Assessment: They are scheduled to be in the District this week to perform an acoustic assessment of the District's sewer lines. They will also be checking the condition of the manholes.

Peters Construction Mowing Charges: Peters Construction billed the District for services at \$35/hour when it was previously discussed that the services were to be \$22/hour. Director Staller recommends paying the bill and beginning to look for an alternative contractor for the future. A discussion was had, and Director Staller moved to pay the bill as is, at \$35/hour. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

Sewer Demo at 2560 E Floyd Ave: Director Staller reported on the construction that is taking place at 2560 E Floyd Avenue. He reported that it looks as though the extent of the project is more than originally anticipated – the house has been scraped. Director Staller and RG and Associates (the District's certified operator) have previously reached out to the excavator and to Sondra Pappas, the homeowner, to inform them of the required permits, inspections, agreements and deposit. No application has been submitted yet, but the excavator indicated that the sewer line demo would occur later in the project. Mr. Pacheco offered for CRS to send a letter at the Board's request. It was agreed that is not yet necessary and we will continue to monitor the situation.

Javier Perez: Mr. Perez recently trimmed the shrubs that run along the southeast corner of Floyd and University to improve visibility for those turning south on University from Floyd. Director Staller has approved a payment of \$105 to Mr. Perez for those

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services and asks the Board to ratify the payment. Director Wilson moved to ratify the payment. Upon second by Director Ryerson, a vote was taken, and the motion carried unanimously.

Plowing: A general discussion was had about plowing in the District. Arapahoe County is responsible for plowing the streets and the District is responsible for clearing the sidewalk along University. Director Staller noted he does not think there are any services in place for the coming season, so we'll need to get a contract in place as soon as possible for the upcoming winter. CRS will make it a priority to contact vendors and get bids.

DIRECTOR ITEMS:

There were none.

LEGAL MATTERS:

There were none.

OTHER BUSINESS:

There was none.

ADJOURNMENT:

Director Staller moved to adjourn the meeting at 6:19 p.m. Upon a second by Director Wilson, a vote was taken, and the motion carried unanimously.

Respectfully Submitted,

DocuSigned by:
Richard Miller

Secretary for the Meeting