

**CHERRY HILLS HEIGHTS
WATER AND SANITATION DISTRICT
MEETING MINUTES**

Meeting Date: Monday, February 27, 2023

Time: 5:00–7:00 pm

Location: Google Meet

Board Members Present: Jonah Staller (Chairman/President), Melissa Grossman (Treasurer), Rich Miller (Secretary), Cam Keshavarz (At-Large)

Board Members Absent: Jim King (At-Large)

Residents/Audience: None

MEETING CALLED TO ORDER: Given the presence of a quorum of Board Members, Rich called the meeting to order at 5:08 PM.

REVIEW OF MINUTES: January 5, 2023 meeting minutes. One addition was called out in the area of old business/2023 budget: budget documents were provided to the district's law firm who submitted all budget documents to the county. Pending this addition, Jonah moved to approve the minutes as submitted. Melissa seconded the motion and there being no discussion the motion passed unanimously.

TREASURER'S REPORT:

Melissa shared the list of bills for the period 12/31/22 – 02/27/23 and the 2023 year-to-date bank reconciliation (attached at the end of these minutes).

OLD BUSINESS:

1. Initiative to hire a manager.

Jonah summarized discussions to-date with potential resources. The most promising firm, Community Resource Services (CRS), will be interviewed by the Board.

2. Board recruitment and the May 2023 Board elections.

Russ Wilson, Jason Lee and Tarra Ryerson have volunteered to join the board. Thank you to these volunteers and the others in the community who expressed interest. The transition will take place at the May 1 board meeting.

3. Usage of District reserves.

Rich to call SDA of Colorado and the Department of Local Affairs to determine if guidelines exist regarding recommended budgetary reserves for special districts.

4. Hampden wall project.

Cam will re-initiate the volunteers who have expressed interest in helping with this to try to generate more momentum in determining the costs, financing, and other aspects. He will also contact our bank, ANB, to explore financing options.

5. Records Management.

Jonah will submit the application to the Colorado State Archives for approval to follow their records management manual. This applies to paper and digital records.

NEW BUSINESS:

1. Upcoming Deadlines.

- 3/1: The CPI (consumer price index) will be released, driving TABOR limits for property tax (and budgetary) increase limits. This is typically around 5.5%.
- 3/31: Deadline to request exemption from audit. We are eligible to request this exemption because our annual operating budget is <\$500K. Jonah moved that we submit an exemption from the audit. Melissa seconded the motion and there being no discussion the motion passed unanimously.
- May 2 election day for the district but as we have five volunteers for the five seats there will not be an election on the ballot.

2. Landscape Decisions.

American Arbor Care proposal. Jim was going to secure an alternative proposal. Jonah has met with JRM Landscaping and has requested a proposal. All proposals will be considered once they are received.

3. Visitor Comments/Remarks: None.

4. Other: None.

ADJOURN: There being no further business before the Board, Jonah moved to adjourn and Melissa seconded. The motion passed unanimously and the meeting was adjourned at 6:24 PM.

Date of next board meeting: May 1, 2023 at 5:00pm at Jonah's house.

Remaining Board meetings for 2023 are scheduled as follows:

July 31

October 2

December 4

Cherry Hills Heights Water & Sanitation District
Treasurer's Report
For the Period of Dec. 31, 2022 - Feb. 27, 2023

Conventional Checks Issued:

- 1) #1004 - Nancy Ashworth - **\$165.34** (Directory printing and distribution)

Electronic Withdrawals & Online Bill Payments:

- 1) Denver Sprinkler
 - a. **\$225.00** - Snow clearing (1/3/23)
 - b. **\$225.00** - Snow clearing (1/17/23)
 - c. **\$450.00** - Snow clearing (2 times) (1/23/23)
 - d. **\$225.00** - Snow clearing (2/21/23)
- 2) Collins Cole Flynn Winn Ulmer (legal fees)
 - a. **\$1,261.00** - Dec. legal fees (1/6/23)
 - b. **\$705.50** - Jan. legal fees (1/30/23)
- 3) UNCC (Locate fees)
 - a. **\$1.29** - Jan. fees (2/2/23)
- 4) Special Districts of Colorado
 - a. **\$276.00** - 2023 Membership fee (1/6/23)
- 5) Denver Water
 - a. **\$24.20** – for Nov/Dec Bill (1/13/23)
 - b. **\$25.70** - for Dec/Jan Bill (2/8/23)
- 6) Xcel Energy – Electronic Bank Payments
 - a. **\$12.10** - Nov/Dec Bill (1/17/23)
 - b. **\$12.10** - Dec/Jan Bill (2/15/23)

TOTAL EXPENSES: \$3,608.23

Operating and Savings Deposits:

Operating

- 1) **\$314.06** – \$210.69 General Fund; \$103.37 Specific Ownership (dep. 2/10/23)
- 2) **\$165.95** – Specific Ownership (dep. 1/10/23)

Savings (Interest)

- 1) **\$32.83** – Interest received on Bank Deposits (Jan) – ANB Bank (1/31/23)

TOTAL DEPOSITS: \$512.84

Cherry Hills Heights Water & Sanitation		
2023 Bank Reconciliation		
Cherry Hills Heights Water & Sanitation - Operating Account		
Beginning Balance (1/1/23)		\$ 139,333.70
Plus - Revenues/Deposits		\$ 480.01
Less - Expenses:		
Accounting	\$ -	
Bank Fees	\$ -	
Election	\$ -	
Insurance	\$ -	
Landscaping	\$ 1,125.00	
Legal	\$ 1,966.50	
Maint.	\$ 1.29	
Misc.	\$ 441.34	
ORC/Mgmt Fees	\$ -	
Utilities	\$ 74.10	
Total Expenses		\$ (3,608.23)
Ending Balance - Operating (2/27/23)		\$ 136,205.48
Cherry Hills Heights Water & Sanitation - Savings Account		
Beginning Balance (1/1/23)		\$ 95,853.00
Plus - Interest		\$ 32.83
Ending Balance - Savings (2/27/23)		\$ 95,885.83