

**CHERRY HILLS HEIGHTS
WATER AND SANITATION DISTRICT
BOARD OF DIRECTORS (CHH Board) – MEETING MINUTES**

Date: Monday, September 14, 2020

Time: 5:00 – 7:00 pm

Location: Staller residence, 3345 S Columbine Circle, Englewood, CO

Board Members Present: John Ashworth (President), Toby Ralston (Treasurer), Jonah Staller (Secretary), Melissa Grossman (At-Large), Cam Keshavarz (At-Large)

Residents/Audience: None.

MEETING CALLED TO ORDER: at 5:06 pm. Jonah Staller volunteered to take minutes.

REVIEW OF MINUTES:

May 11, 2020 meeting minutes: Toby moved to approve, John seconded. Approved unanimously.

TREASURER’S REPORT:

1. **Presentation of Bills.** Toby Ralston, District Treasurer, presented the list of bills approved and paid for the period May 12, 2020 through September 14, 2020 (**see attached**). Fourteen checks were issued totaling \$1,952.00. Electronic withdrawals and phone payments totaled \$1,639.32. Amounts were for various items including legal fees, landscape maintenance and mowing, Denver Water charges, Xcel Energy charges (related to park irrigation system), and bank fees. We expect to be reimbursed for Kennedy Jenks’s charges. **Action:** Toby will ask the Freemans and Carol Whitaker to reimburse the District for the inspection charges.

OLD BUSINESS:

1. **Discussion – District procedures for sewer connections – consideration of draft email to neighbors.**
 - a. Members discussed the extent to which the District is required to regulate the addition of new plumbing fixtures. The consensus was we should investigate further before finalizing the email. **Action:** John will speak with Jim Landry, our operator in responsible charge. Jonah will reach out to Jamie from Kennedy Jenks.
 - b. Members discussed the need for a resolution specifying District requirements before sending the email. Members agreed that a resolution should be adopted first. **Action:** Jonah will draft a resolution for the next Board meeting, taking into account the results of the inquiries under 1.a, above.
 - c. Jonah noted that he has not received responses to his inquiries to Pieter Van Ry at the City of Englewood about the possibility of Englewood handling permitting and inspection of sewer connections. Members agreed that the District has to handle these responsibilities.
2. **Status – Operator in Responsible Charge.** Jim Landry of RG Engineers has been engaged to be the District’s ORC. Paperwork has been filed with the State. Jim is not charging a retainer to act as ORC but will charge on an hourly basis for any services provided. So far, the District has not incurred any charges from Jim. Jim referred us to DES to provide emergency services.
3. **Status – District Website.** Jonah checked with SIPA to see why nothing has happened on this. He was told that SIPA has a big backlog and shouldn’t expect anything before first quarter of 2021. **Action:** Melissa said she would research alternatives for a website.

4. **Status – Hampden Wall Research.** Cam was able to obtain two estimates for construction of the wall, one for about \$700,000, the other for about \$600,000. The wall would be a little under 1,200 lineal feet. Preliminary information is that a CDOT lane closure would not be needed if all construction can be done from the household side rather than the Hampden side. Melissa did a preliminary analysis using the model we used for the University wall to estimate the possible impact on property taxes. Melissa used the following assumptions: 25 year financing term, 6% interest, \$720,000 total cost, additional insurance and maintenance costs of \$1,250/year, and a 50% upcharge for neighbors bordering Hampden. Using these assumptions, for neighbors bordering Hampden, the average property tax to build the wall would be about \$1,300/year. For interior neighbors it would be about \$1,000/year. Members noted that the University wall has now been paid off, and the last payment for the sewer rehabilitation project will be this fall, so the net increase in annual property taxes compared to current would not be that great. Discussion will continue at the next Board meeting.
Action: Toby will consult Tim Flynn about the need for a resolution for election funding were the Board to decide to proceed with a ballot measure for a wall on Hampden.
5. **CDOT Curb Project on US285.** Toby talked to a CDOT representative and CDOT is merely installing a wheelchair ramp at the northeast corner of University and Hampden. This is supposed to happen in the first quarter of 2021.

NEW BUSINESS:

1. **Upcoming Deadlines.** We will need a draft 2021 budget by October 15, 2020 that Toby will have available for inspection by neighbors. The 2021 mill levy must be certified by December 15, 2020. **Action:** Toby will create a draft 2021 budget in time for our next Board meeting, which will be on October 12, 2020.
2. **Email regarding sewer blockage procedures.** John Ashworth sent the email to neighbors today.
3. **Irrigation system maintenance/repairs.** Board members discussed issues with the irrigation system. Sometime during the summer, the irrigation system stopped working and trees and lawn suffered. Jonah had called Todd from Monaco Sprinkler. Todd got the system working again but noted that the breaker switch was loose; power seemed to go on and off when the switch was wiggled. He said we should hire an electrician to replace the switch and maybe the whole electrical box. Jonah asked Todd to check with an electrician, but Todd hasn't gotten back to Jonah. John suggested that we should replace the controller in addition to repairing the electrical problems. He said new controllers are cheap and the current controller is dated. Members agreed that the electrical problems need to be fixed and that a new controller would be a good idea. **Action:** John will contact an electrician or electricians to get an estimate to fix the problem. John said he has used a commercial electrician who might be able to do it, and he will also reach out to some of the contractors in the neighborhood for their recommendations. John will buy a new controller.
4. **Trees on University.** Several of the Ash trees on University are dead and need to be replaced. This resulted from early freeze in fall of 2019 and late freeze in spring of 2020. Some of the Lindens don't look well. Jonah reached out to Heather at American Arbor Care (AAC) and she said we'll just have to see if the sick-looking Lindens come back okay in the spring. Members discussed whether we should replace trees on a schedule over the next two or three years, and whether we could replace any of the trees this fall. Toby indicated this might be possible with passage of a resolution to use existing District funds. **Action:** Jonah will contact Heather at AAC to get her input on which trees need to be replaced, type of new tree that would be good to use, best timing, and the cost to remove and replace the existing trees. Toby will double-check on the process to use to fund replacement of some trees this fall, if advisable.

5. **Snow removal for 2020-2021.** Members agreed that Denver Sprinkler did a good job last year. **Action:** Toby will call Denver Sprinkler to see if they will do our snow removal again this year.
6. **811 Application.** Colorado has an 811 organization. Anyone who plans to excavate must call 811 beforehand. The 811 organization then contacts all relevant utilities who are required to locate their underground pipes, lines, etc. before excavation occurs. State law requires us (the District) to register with Colorado's 811 organization and provide main sewer line locates to excavators doing work in our neighborhood. Jonah has been working on the 811 application. He hasn't completed the application because we need to decide whose or what email should be used when 811.org needs to contact us for a locate. Jonah asked if it would be possible to set up a single email address with incoming emails automatically forwarded to all Board members. Melissa said it would be easy to do. This would be advantageous because the 811 organization charges a fee for every locate email sent, so it is best to use one email address rather than more than one. Also, this will help ensure that one of us performs the locate if other Board members are out of town. **Action:** Melissa will set up a new Gmail address and test it for automatic forwarding. Jonah will then complete the 811 application.
7. **Possible uses of the Operator in Responsible Charge (ORC).** Jonah asked whether we should consider having the ORC perform certain operational or management functions that are currently handled by Board members. Jonah noted that we're volunteers and that there's a lot to know and do to operate the District and meet applicable requirements. Issues arise due to a lack of continuity when there is turnover on the Board, and it is difficult to find people to serve on the Board who have the time to do the work. Members discussed whether we might want to have the ORC attend our Board meetings a couple of times a year to listen and to advise us on applicable requirements and assist us in improving operations. We also discussed whether it would be useful to have the ORC be the point of contact for folks planning to replace their sewer lines or repair or replace the connection to our main lines. Members agreed that we should continue our discussion at the next meeting.
8. **Preliminary discussion of budget for 2021.** We discussed the need to budget for replacement of some or all of the dead trees. We also discussed whether and how to budget for an election regarding a wall on Hampden. **Action:** As mentioned above, Toby will reach out to Tim Flynn regarding the need for a resolution for election funding, and Jonah will contact American Arbor Care to get an estimate for tree replacement.
9. **Other business.**
 - a. Jonah mentioned that he emailed Pieter Van Ry again about Englewood's role under the connector's agreement and received no response. Members agreed that this doesn't seem worth our time to pursue right now.
 - b. Jonah asked whether Toby had received reimbursement from the Freemans or Carol Whitaker for the cost of inspecting their new sewer line connections. He said he needed to ask them for payment. **Action:** Toby will ask the Freemans and Carol Whitaker for reimbursement.
 - c. Toby mentioned a digital document management system and wondered whether it might be useful to us.
10. **Visitor comments/remarks.** None.
11. **Adjourn.** The meeting was adjourned at 7:00 pm

-- END OF MEETING MINUTES --

Cherry Hills Heights Water & Sanitation District

Treasurer's Report

For the period of May 12, 2020 through September 14, 2020

Checks Issued (\$1,952.00):

- 1) #704 – Jonah Staller - **\$50.00** (Reimb. Javier Perez [\$25] and 811.org fee [\$25])
- 2) #705 – Peters' Construction - **\$88.00** (May Mowing – Park)
- 3) #706 – American Arbor Care - **\$250.00** (2 May Invoices)
- 4) #707 – Monaco Sprinkler - **\$75.00** (May Service Call)
- 5) #708 – Collins, Cockrel & Cole - **\$376.00** (April & May Legal Fees)
- 6) #709 – MTECH - **\$149.00** (2020 Backflow Test – Park)
- 7) #710 – Jonah Staller - **\$175.00** (Reimb. Javier Perez – Park Maint.)
- 8) #711 – Peters' Construction - **\$143.00** (June Mowing – Park)
- 9) #712 - American Arbor Care - **\$175.00** (June Invoice)
- 10) #713 – Collins, Cockrel & Cole - **\$154.00** (June Legal Fees)
- 11) #714 - Collins, Cockrel & Cole - **\$160.00** (July Legal Fees)
- 12) #715 – Peters' Construction - **\$88.00** (July Mowing – Park)
- 13) #716 – Jonah Staller - **\$25.00** (Reimb. Javier Perez – Park Maint.)
- 14) #717 – Peters' Construction - **\$44.00** (August Mowing – Park)

Electronic Withdrawals & Phone Payments (\$1,639.32)

- 1) Online Payments to American Arbor Care for Tree Service:
 - a. **\$250.00** on 8/17/20
 - b. **\$75.00** on 9/9/20
- 2) Denver Water - Phone Payment for May – Sept (\$1,249.60):
 - a. **\$22.72** on 5/13/20
 - b. **\$22.72** on 6/9/20
 - c. **\$390.72** on 7/13/20
 - d. **\$430.72** on 8/13/20
 - e. **\$382.72** on 9/13/20
- 3) Xcel Energy – Electronic Bank Payments – **\$44.72** (May - Aug Bills – all \$11.18)
- 4) US Bank – Bank Fees - **\$20.00** (May - August Fees)

Deposits:

- 1) Standard and prorated Arapahoe County deposits for mill levy collections