

**CHERRY HILLS HEIGHTS
WATER AND SANITATION DISTRICT
BOARD OF DIRECTORS – MEETING MINUTES**

Date: Monday, October 12, 2020

Time: 5:00 – 7:00 pm

Location: Ashworth residence, 3448 S Columbine Circle, Englewood, CO

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

Residents/Audience: None.

MEETING CALLED TO ORDER: at 5:10 pm. Jonah Staller volunteered to take minutes.

REVIEW OF MINUTES: September 14, 2020 meeting minutes: Jonah moved to approve, Toby 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 September 15, 2020 through October 12, 2020 (**see attached**). Five checks were issued totaling \$296.50. Electronic withdrawals and phone payments totaled \$23,968.88. Amounts were for various items including the \$23,472.70 sewer loan payment, legal fees, landscape maintenance and mowing, Xcel Energy charges (related to park irrigation system), reimbursement for stamps and envelopes, Colorado’s 811.org registration fees, and bank fees. **NOTE:** The sewer loan has now been paid off.
2. **Submittal and discussion of proposed budget.** Toby presented a proposed budget and members discussed the amounts for the various categories. Among other things, members discussed the need to replace trees on University Boulevard, the potential for an election in May regarding a wall on Hampden, insurance needs, the increase in snow removal costs, and funding to cover likely notifications from colorado811.org for sewer line locates. Members discussed the timing of the next scoping and cleaning of the sewer lines and agreed that, since the lines were last cleaned in 2019, the next scoping and cleaning should occur in 2022. **Action:** Toby will consult our attorney to find out if and how funds budgeted for an election in 2020 that didn’t occur can be used for an election in 2021. Jonah will post notice by October 15, 2020 of the availability of the proposed budget.

OLD BUSINESS:

1. **Discussion – District procedures for sewer connections**
 - a. **Research regarding capacity questions.** Jonah reported that he had spoken with Jamie Overgaard from Kennedy Jenks. She indicated that KJ isn’t normally doing capacity reviews for its districts on remodels unless it’s a total scrape or a major addition of square footage or increasing the diameter of the water line. Members felt that it would be helpful to get more input. **Action:** John will try to reach Jim Landry again to get his opinion.
 - b. **Status of resolution setting District requirements.** Jonah said he has started working on the resolution but that it will require more work. He thinks he’ll need our attorney to review his draft before finalizing. **Action:** Jonah will continue working on a resolution for Board adoption.
2. **Status – District Website.** No updates.
3. **Status – Hampden Wall Research.** Cam is waiting for Melissa to finalize the numbers regarding likely property tax payments. Once he has those, he plans to visit with neighbors to gauge interest in building the wall. Jonah mentioned that Rich Miller had contacted him and has offered to help with the wall effort. Jonah suggested that Cam should contact Rich.

Action: Melissa will finalize numbers and Cam will then consult neighbors. Toby will consult Tim Flynn about procedures we'd need to follow to have an election in May regarding the wall.

4. **Status – Irrigation System Repairs.** John has been trying to contact an electrician recommended by Jason Lee. John has looked at replacement controllers.
Action: John will try again to find an electrician. John will buy a new controller. He said it should be under \$125 for the controller.
5. **Status – Trees on University.** Jonah discussed the estimate he had received from Heather at American Arbor Care to replace five dead trees with five Kentucky Coffee Trees. With removal, stump grinding and a one year warranty, the cost would be roughly \$6,000 for 2" caliper trees. Members agreed that we should seek other estimates. Jonah has spoken with Karen Calderone, who indicated her tree person could probably do the work for a lot less. Members discussed other possibilities as well. John said Alameda Nursery's wholesale price for a 2" Kentucky Coffee Tree is \$310. The District should be able to get wholesale pricing.
Action: Jonah will ask Karen to get an estimate from her person and will also pursue a possible estimate from the company that Javier Perez works for. John will talk to Rich Miller and Jimmy King about other companies that might be worth talking to. They have both had someone install trees recently. Jonah will get Alameda's application to buy directly.
6. **Status – Snow removal for 2020-2021.** Members liked the job Denver Sprinkler did last winter and felt we should continue with them, despite the price increase. Jonah moved to authorize approval of Denver Sprinkler's proposal at \$165 per plow, with the caveat that he try to see if Denver Sprinkler would lock in that price for three years. Toby seconded. Approved. **Action:** Jonah will contact Scott at Denver Sprinkler to see if they'd agree to a three-year contract.
7. **Status – 811.org application.** Complete. Members agreed that Jonah should tell 811.org to start notifying us this week of excavations requiring us to locate our sewer lines. Members discussed the need to respond to locate requests within two business days and that we should check daily for emails from Colorado811.org. Upon receipt, we should text the group to see who is handling the locate and the response to Colorado811.org. Failure to respond within two business days will result in repeat notifications, and each notification has a charge of \$1.49.
8. **Status – Inspection reimbursements – Freemans, Whitaker.** **Action:** Toby will follow up on this in the next two weeks.
9. **Ongoing Discussion – Possible uses of the ORC.** Tabled.

NEW BUSINESS:

1. **Upcoming Deadlines.** The 2021 mill levy must be certified by December 15, 2020. In order to meet that deadline, we need to adopt the budget at our December 7th meeting.
2. **Report out – Englewood Sewer Meeting.** John attended a meeting regarding South Platte Renew, the sewage treatment facility that treats sewage from ours and other neighborhoods and that is jointly owned by Englewood and Littleton. South Platte Renew will be making major upgrades to its sewage treatment facilities over the coming years. To help fund these upgrades, Englewood will be increasing homeowners' annual charges for sewage treatment 4.5% per year for the next 20 years. Also, Englewood will be increasing its tap fees from \$1,400 this year to \$2,000 next year. (Note: The District's tap fee for a new tap is different from the City's tap fee.)
3. **Other business.** None.
4. **Visitor comments/remarks.** None.
5. **Adjourn.** The meeting was adjourned at 6:35 pm

-- END OF MEETING MINUTES --

Cherry Hills Heights Water & Sanitation District

Treasurer's Report

For the period of September 15, 2020 through October 12, 2020

Checks Issued (\$296.50):

- 1) #718 – Monaco Sprinkler - **\$75.00** (Sept Service Call)
- 2) #719 – Collins, Cockrel & Cole - **\$39.00** (August Legal Fees)
- 3) #720 – Toby Ralston - **\$46.50** (Reimbursement – Stamps and Envelopes)
- 4) #721 – Peters' Construction - **\$111.00** (September Mowing and Clearing)
- 5) #722 – Utility Notification of CO - **\$25.00** (811.org registration fee)

Electronic Withdrawals & Phone Payments (\$23,968.88)

- 1) ACH Payment to US Bank for Final Sewer Loan Installment
 - a. **\$23,472.70** on 10/9/20
- 2) Online Payments to American Arbor Care for Tree Service:
 - a. **\$480.00** (three invoices for service) on 10/12/20
- 3) Xcel Energy – Electronic Bank Payments – **\$11.18** (Sept)
- 4) US Bank – Bank Fees - **\$5.00** (September Fees)

Deposits:

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