

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

Date: Monday, January 6, 2020

Time: 5:00 – 7:00 pm

Location: Altenbach Room, Englewood Civic Center Library, 1000 Englewood Parkway, Englewood, CO

Board Members Present: John Ashworth (President), Toby Ralston (Treasurer), Jonah Staller (Secretary), Cam Keshavarz (At-Large)(arrived 5:57 pm)

Residents/Audience: None.

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

REVIEW OF MINUTES:

December 5, 2019 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 December 6, 2019 through January 6, 2020 (**see attached**). Five checks were issued totaling \$3,916.00. Electronic withdrawals and phone payments totaled \$167.89. Amounts were for various items, including insurance, legal fees, reimbursement to the Wilsons for mistaken recommendation for sewer scoping, library room rental, snow removal, Denver Water charges, Xcel Energy charges (related to park irrigation system), and bank fees.

OLD BUSINESS:

- 1. Status – Landscape maintenance – University Blvd. and park area.** Board members continued discussing the proposals from three tree and landscape care companies: Savatree, American Arbor Care and Davey. As noted during the last meeting, American Arbor Care and Davey are similar in price and generally less expensive than Savatree for the same services. Since the last meeting, Davey provided a specific proposal for weed control. Following discussion, Jonah moved that the Board choose American Arbor Care. John seconded. Approved unanimously. **Action:** Jonah and John will notify Heather with American Arbor Care regarding the Board's decision and will ask clarifying questions regarding proposed treatment for aphids and mites, Emerald Ash Borer, and the need to trim the Oak tree in the park.
- 2. Status - Planning for May 5, 2020 election – Candidates?** Members discussed the process and intentions regarding the upcoming election. All members present indicated they would submit self-nomination forms. Melissa has previously indicated a willingness to serve again but with limited ability to commit her time. Members present indicated it could be helpful to have a Board member with construction experience and thought it would be a good idea to reach out to neighbors with that experience. **Action:** Ask Melissa to contact neighbors with construction experience. Also, determine whether Board is limited to five members.
- 3. Status – Certification of mill levy. Submittal of budget to Department of Local Affairs.** On December 6, 2019 or so, Toby certified the mill levy to Arapahoe County. The County asked for a certification for Subdistrict A even though the wall has been paid off. Toby submitted a certification of zero for Subdistrict A. On January 6, 2020, Toby submitted the budget package to the Colorado Department of Local Affairs.

4. **Status – Transparency Notice.** Peggy Rupp, paralegal at Collins Cockrel, completed the transparency notice on time. **Action:** Toby will get a copy of the notice from Peggy, and Jonah will email it to the neighbors.
5. **Ongoing Discussion – District procedures for sewer connections.** Members present discussed the need to have an operator in responsible charge (ORC). Jonah indicated that Tim Flynn with Collins Cockrel should be providing some names of potential ORCs. Members wondered if we could contract with Englewood to provide this service. **Actions:** John will contact Kennedy Jenks, the District’s engineering consultant, to see if they meet the definition of ORC. John also volunteered to contact Englewood Wastewater to see if they could fill this role. Jonah will give John contact information for one of the Englewood inspectors. Jonah will report information he receives from Tim Flynn.

NEW BUSINESS:

1. **Upcoming Deadlines.** March 15th is the deadline to submit the audit exemption form. Toby said he’ll do this. February 28th is the deadline for self-nominations for Board positions.
2. **Create District website?** While researching the latest notice requirements for District meetings, Jonah learned that there is a State agency (Statewide Internet Portal Authority (SIPA)) that will create and host websites for special districts for free. Jonah contacted SIPA, and SIPA has provided an agreement for Jonah to sign on behalf of the District to start the process. Jonah needs Board approval to sign the agreement. Board members agreed that having a District website would be beneficial. Toby moved to give Jonah authority to sign the agreement with SIPA on behalf of the District and apply for a District website. John seconded. Approved unanimously. **Action:** Jonah will sign the agreement with SIPA and request creation of a website. Cam volunteered to assist as needed.
3. **Other business.**
 - a. The Freemans are remodeling their home and reached out to John regarding District requirements. After discussion, John said he would request that the Freemans’ architect submit a plan showing a comparison of plumbing fixtures between the existing and the remodeled home. John will also reach out to Jamie at Kennedy Jenks (KJ) regarding any additional information KJ may need to review the plans on the District’s behalf. John will then communicate back to the Freemans.
 - b. Cam raised the issue of pursuing a wall on Hampden. He wondered how best to solicit input from neighbors. Other members suggested he review past emails on the subject and also indicated that it would make sense to prepare a draft survey for the Board’s review. The consensus was that a survey wouldn’t have much value without accurate construction estimates and likely tax implications. Cam thought that Melissa would have information regarding past efforts on the University wall.
4. **Visitor comments/remarks.** None.
5. **Adjourn.** The meeting was adjourned at 6:45 pm

-- END OF MEETING MINUTES --

Cherry Hills Heights Water & Sanitation District

Treasurer's Report

For the period of December 6, 2019 through January 6, 2020

Checks Issued (\$3,916.00):

- 1) #682 – Russ Wilson - **\$250.00** (Reimb. For Sewer Scoping – Reporting Error)
- 2) #683 – *VOIDED*
- 3) #684 – CO Special Districts Property & Liability Pool - **\$2,766.00** (2020 Insurance Renewal)
- 4) #685 – T. Charles Wilson - **\$775.00** (Annual Insurance Brokerage Fee)
- 5) #686 – Collins Cockrel & Cole - **\$105.00** (November Legal Fees)
- 6) #687 – *VOIDED*
- 7) #688 – Jonah Staller - **\$20.00** (Reimbursement for 1/6/20 Meeting Room Fee - EPL)

Electronic Withdrawals & Phone Payments (\$167.89)

- 1) Online Payments to Denver Sprinkler for Snow Removal:
 - a. **\$130.00** on 12/30/19 for 12/28/19 storm
- 2) Denver Water - Phone Payment for December:
 - a. **\$22.26** on 12/13/19
- 3) Xcel Energy – Electronic Bank Payments – **\$10.63** (December Bill)
- 4) US Bank – Bank Fees - **\$5.00** (December Fees)

Deposits (\$10.04 and others):

- 1) **\$10.04** – Deposit from US Bank – Return of daily interest amount for early loan payoff
- 2) Standard and prorated Arapahoe County deposits for mill levy collections