

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

Meeting Date: Monday, March 7, 2022

Time: 5:00 – 7:00 pm

Location: Virtual Meeting on Ring Central

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

Residents/Audience: None.

MEETING CALLED TO ORDER: at 5:03 pm. Jonah Staller volunteered to take minutes.

REVIEW OF MINUTES: January 10, 2022, meeting minutes: Jonah moved to approve. Toby seconded. Approved unanimously.

TREASURER’S REPORT:

1. **Presentation of Bills.** Toby presented the list of bills approved and paid for the period January 11, 2022 through March 7, 2022 **(for details, please see attached report).**

OLD BUSINESS:

1. **Status – Time estimates for District tasks for exploring hiring a manager.** Board members discussed the spreadsheet. Jonah said he reviewed and put information into the spreadsheet. He felt it would be more useful to try to specify hours rather than “high,” “medium,” and “low.” Melissa said she could add a new column for hours estimates. Before the meeting, Jonah reported that there were 37 sewer locate requests in 2021. If we had used Jim Landry at \$80 per locate, the District would have spent about \$3,000. John and Jonah probably spent 10 to 20 hours on these locates. This is just one example of a District obligation that a manager might handle. Given the difficulty of finding owners willing to serve on the Board and spend time on the various tasks, the District may have no choice but to hire a manager, which would lead to an increase in expenses and property taxes. There was some discussion of bookkeeping and accounting tasks and whether it might be possible to engage an administrative assistant at a reasonable cost. Members agreed that we need to refine the spreadsheet as a first step. **Actions:** Melissa will add a column to the spreadsheet for hours. Toby will input treasurer tasks. Board members will continue to refine the spreadsheet.
2. **Status – Seeking bids for sewer scoping and jetting.** John reached out to Guildner and QPS. Neither has responded. It appears that QPS has been subsumed by Iron Woman Construction. **Actions:** John will email these companies again. Jonah will check for and contact other companies.
3. **Status – Updates to website language re sewer rules.** Melissa uploaded the updates that Jonah prepared. Melissa noted that she also removed the election information since there won’t be an election.
4. **Status - Hampden wall process.** No discussion. Cam absent.
5. **Status – Insurance policy – Payment. Volunteer hours.** Toby paid the premium. Toby checked and the paperwork lists 1,000 volunteer hours, so we should be good for coverage.
6. **Status – Irrigation – Backflow device cage.** Jonah talked to Todd Vigil and confirmed the price of \$300 to \$400 to install a new concrete pad with locking hardware and to

replace the bent pipe. Jonah told Todd to proceed with the work as his schedule and weather allowed. **Action:** As weather warms, Jonah will touch base with Todd again.

7. **Status - District map certification.** Peggy Rupp had not re-certified the map. Jonah prepared the letter saying boundaries have not changed and emailed it to the County assessor and County clerk and recorder. Toby uploaded the letter to DOLA's website.
8. **Status – Transparency notice.** Toby uploaded/filed the transparency notice with DOLA.
9. **Status – Board recruitment.** Melissa reported that Jimmy King and Rich Miller have agreed to serve on the Board but missed the self-nomination deadline. Thanks to Melissa and thanks to Jimmy and Rich! Jimmy and Rich will be appointed to the Board at our May meeting. Peggy Rupp has prepared the Oaths of Office.
10. **Website ADA compliance – action items.** Melissa has checked the website design/layout for compliance. Melissa introduced the new CMS contact to Jonah. Jonah has not had time to work on the ADA plan or check older PDFs on the website. He has made sure new agendas and minutes are compliant by adding titles, tags, and subject matter content to the documents and checking for accessibility issues. **Action:** Jonah will try to work on the plan and check older PDFs.
11. **Virtual meeting platform.** Melissa reported that we could sign up for Google Workspace for \$6.99/month. It includes Google Meet as well as various helpful Google apps. Google Meet would fill our need for a virtual meeting platform after Toby leaves the Board.
12. **Status – Tree watering.** Jonah checked with Heather from AAC and she felt watering was not needed due to the amount of precipitation we've had. John said he had checked with the extension service and they were still recommending watering. **Action:** Jonah will ask Heather to arrange for watering as appropriate.

NEW BUSINESS:

1. **Upcoming Deadlines.** March 31, 2022 is the deadline to file the exemption from audit request. Toby has been working with Simmons Wheeler to prepare the form and circulated a draft before the meeting. Changes were made per Jonah's comments. Toby explained why the form reflects about \$150,000 in Construction in Progress. Toby moved we approve the audit exemption form for filing. Jonah seconded. Approved unanimously.
2. **Other.**
 - a. Melissa raised the issue of transitioning from Toby and John. **Action:** Toby will prepare a road map of the tasks he performs as treasurer. He will migrate documents/files/forms to Google Drive. He said he would make himself available to assist the new treasurer.
 - b. Toby said he had received a proposal from American Arbor Care for tree and weed control services. **Action:** Toby will forward the proposal to other Board members for review.
 - c. Toby raised the issue of lawn mowing/care for the upcoming season. John Peters died from COVID, but the sons have taken over. Toby noted that the Peters' rates are very reasonable. John moved, Jonah seconded that we continue using the Peters. Approved unanimously.
 - d. Melissa said that the wall is cracking along her driveway. **Action:** Melissa will forward photos to the Board to determine next steps.
3. **Visitor comments/remarks.** None.
4. **Adjourn.** 6:18 pm.

Cherry Hills Heights Water & Sanitation District
Treasurer's Report
For the Period of January 11 through March 7, 2022

Check Issued (\$4,590.10):

- 1) #777 – Collins, Cockrel & Cole - **\$345.00** (December 2021 Legal Fees)
- 2) #778 – COSDPLP - **\$4,236.00** (2022 District Insurance)
- 3) #779 - UNCC - **\$6.50** (Sewer Locates – January)
- 4) #780 – UNCC - **\$2.60** (Sewer Locates – February)

Electronic Withdrawals & Phone Payments (\$1,160.10)

- 1) Online Payment to Denver Sprinkler & Landscape
 - a. **\$180.00** – paid on 1/28/22 for 1/25/22 snow clearing
 - b. **\$180.00** – paid on 1/30/22 for 1/27/22 snow clearing
 - c. **\$180.00** – paid on 2/8/22 for 2/2/22 snow clearing
 - d. **\$180.00** – paid on 2/18/22 for 2/12/22 snow clearing
 - e. **\$180.00** – paid on 2/18/22 for 2/17/22 snow clearing
 - f. **\$180.00** – paid on 2/28/22 for 2/24/22 snow clearing
- 2) Denver Water
 - a. **\$24.20** – for December/January Bill
 - b. **\$24.20** – for January/February Bill
- 3) Xcel Energy – Electronic Bank Payments
 - a. **\$11.85** (Dec/Jan Bill)
 - b. **\$11.85** (Jan/Feb Bill)
- 4) US Bank – Bank Fees
 - a. **\$8.00** (January Fee)

Deposits* - \$331.06

* February Bank Statement Not Yet Received

- 1) **\$165.36** – Mill Levy Tax Revenue on 12/9/21 from Arapahoe County (Electronic Deposit)
- 2) **\$164.90** – Mill Levy Tax Revenue on 1/9/22 from Arapahoe County (Electronic Deposit)
- 3) **\$0.40** – Interest received on Bank Deposits (Dec) – US Bank
- 4) **\$0.40** – Interest received on Bank Deposits (Jan) – US Bank