

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

Date: Monday, May 10, 2021

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 5:07 pm. Jonah Staller volunteered to take minutes.

REVIEW OF MINUTES: March 1, 2021 meeting minutes: Toby moved to approve. John seconded. Approved unanimously.

TREASURER’S REPORT:

1. **Presentation of Bills.** Members reviewed the list of bills approved and paid for the period March 2, 2021 through May 10, 2021 (**see attached**). Seven checks were issued totaling \$13,477.59. Electronic withdrawals and phone payments totaled \$857.99. Amounts were for various items including tree replacement, legal fees, operator in responsible charge fees, snow removal, Xcel Energy charges (related to park irrigation system), water charges, bank fees, sewer locate notice charges, Special District Association membership, and weed and pest control.

OLD BUSINESS:

1. **Status – District rules for sewer connections.** Jonah answered questions regarding the draft rules and specifications he prepared. He noted that we are required to follow Englewood’s requirements and that Englewood relies on Southgate Sanitation District’s standards and specifications, which are published on Southgate’s website. Accordingly, in crafting the draft specifications, Jonah largely borrowed from Southgate’s specifications. He also used Southgate’s and South Englewood Sanitation District’s rules and regulations as a starting point for drafting the rules for our district. Jonah asked for approval to seek legal review from Tim Flynn for certain aspects of the rules and specifications. Discussion ensued as to how best to keep the amount spent reasonable. Jonah said he could ask focused questions and set a dollar limit on Tim’s review. He hoped that five hours would be sufficient. Based on this, Toby moved and John seconded a motion to approve a limit of \$2,000 for legal review. The motion was approved unanimously. **Action:** Jonah will arrange for Tim’s legal review, indicating the outside dollar limit and providing focused questions.
2. **Status – District Website.** The website is live: cherryhillshightswsd.colorado.gov.
3. **Status – Hampden Wall Process.** Cam has been working on the survey and should be sending it to neighbors soon. Nothing else to report. Cam was unable to make the meeting.
4. **Status – Trees on University.** The nine ash trees and three lindens on the north have been removed and been replaced by six Autumn Blaze Maples and six “Exclamation” London Planetrees. Katty Staller conducted substantial research on suitable replacement trees and prepared a plan for the layout of the new trees to guide American Arbor Care’s (AAC) installation. Katty also helped oversee the installation. AAC repaired the parts of the irrigation lines that were damaged during the work and will be staking all of the trees. Maintaining the health of the trees will require ongoing attention to the irrigation system. **Action:** Jonah will ask AAC if they have any recommendations for improvements to the irrigation setup and whether, and at what cost, AAC would perform a monthly check on the drip system. Jonah will also ask the same questions of Todd Vigil from Monaco Sprinkler.

Toby will calculate the amount, if any, that needs to be returned to the insurance pool, as the replacement cost for the six dead trees was less than anticipated.

5. **Status – 2021 Insurance Policy.** Melissa checked and discovered that we can purchase the insurance directly from the pool. That should allow us to save money on a broker's fee. **Action:** When we renew our policy, we should try to take advantage of this.
6. **Status – Exemption from Audit.** Toby said the exemption from audit was filed by the deadline. It will probably be August when we hear the State's response.

NEW BUSINESS:

1. **Upcoming Deadlines.** None.
2. **Landscape Maintenance Needs. Irrigation, Park, Other.** Jonah mentioned a number of issues in the park: evidence of squatters under the spruce tree, trash, slats from neighbor's shade structure, broken tree limbs, dandelions, lawn mowing, weeds in the park garden, and irrigation. He also mentioned weeds along University. Board members agreed we should limb up the spruce to deter squatters and improve tree health, and we should hire Javier Perez to remove the trash in the park and along University. Toby said he knew the neighbors behind the fence. He said the Peters had mowed the lawn over the weekend. Jonah said Todd had fixed a leak in zone 2 (lawn) over the weekend but needed to come back (maybe Friday) to install the new controller. **Actions:**
 - a. Jonah will ask AAC for a bid to raise the skirt of the spruce tree and remove the broken branches on the east side of the park.
 - b. Jonah will ask Javier to pick up trash in the park and along University once the tree skirt has been raised.
 - c. Jonah will ask Javier to trim the shrubs along University near Floyd and weed the garden in the park.
 - d. Toby will talk to the neighbors to ask them to remove the wood slats.
 - e. Toby will talk to the Peters to ask about weed and feed for the lawn.
 - f. Jonah will try to coordinate with Todd regarding replacement of the controller and adjustments to the lawn irrigation to avoid spray on the electrical box.
3. **Other business.** Toby asked if we want to consider a neighborhood get-together and mentioned a food truck. Members said we should continue discussing over the summer. Jonah said he needs more marking paint and would like to buy a marking wand. Others said fine. Members other than Jonah suggested a gift card for Katty's efforts would be appropriate and agreed on an amount of \$50 to Tagawa Gardens.
4. **Visitor comments/remarks.** None.
5. **Adjourn.** The meeting was adjourned at 6:35 pm

Cherry Hills Heights Water & Sanitation District

Treasurer's Report

For the period of March 2, 2021 through May 10, 2021

Checks Issued (\$13,477.59):

- 1) #740 – UNCC - **\$2.64** (Sewer Locates - February)
- 2) #741 – RG & Associates - **\$44.00** (Review)
- 3) #742 – SDA of Colorado - **\$358.63** – (2021 Membership Renewal)
- 4) #743 – UNCC - **\$11.88** (Sewer Locates – March)
- 5) #744 – Collins Cockrel & Cole - **\$335.00** (March Legal Fees)
- 6) #745 – UNCC - **\$9.24** – (Sewer Locates – April)
- 7) #746 – American Arbor Care - **\$12,716.20** (Tree Replacement [12] along University)

Electronic Withdrawals & Phone Payments (\$857.99)

- 1) Online Payments to American Arbor Care:
 - a. **\$130.00** – for Kermes Scale paid on 3/10/21 [62365]
 - b. **\$190.00** – for Pre-Emergent paid on 3/12/21 [62415]
 - c. **\$95.00** – for IPS Beetle paid on 4/9/21 [62637]
- 2) Online Payments to Denver Sprinkler
 - a. **\$330.00** – for snow removal on 3/14/21 & 3/15/21 [19865]
- 3) Denver Water
 - a. **\$23.17** on 3/15/21 for Jan/Feb water bill (Park)
 - b. **\$23.17** on 4/15/21 for Feb/Mar water bill (Park)
 - c. **\$23.17** on 5/7/21 for Mar/Apr water bill (Park)
- 4) Xcel Energy – Electronic Bank Payments – **\$33.48** (Jan/Feb, Feb/Mar and Mar/Apr Bills)
- 5) US Bank – Bank Fees - **\$10.00** (March & April Fees)

Deposits - \$11,191.14:

- 1) **\$184.97** – Mill Levy Tax Revenue on 2/10/21 from Arapahoe County (Electronic Deposit)
- 2) **\$11,005.02** – Mill Levy Tax Revenue on 3/9/21 from Arapahoe County (Electronic Deposit)
\$1.15 – Interest received on Bank Deposits (Feb, Mar and Apr) – US Bank