

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

Date: Monday, August 16, 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), Cam Keshavarz (At-Large)

Residents/Audience: None

MEETING CALLED TO ORDER: at 5:05 pm. Jonah Staller volunteered to take minutes.

CONSIDERATION FOR ADOPTION – RULES FOR SEWER CONSTRUCTION, CONNECTION AND USE:

Board members discussed the draft rules. No residents or other members of the public attended, so there was no public comment at the meeting. No written comments were received either.

Melissa wondered how emergencies would be handled under the rules and how the rules would dovetail with the emergency instructions posted on the District’s website for sewer backups. Jonah indicated that the Board could augment the emergency instructions to include a reference to the rules. Jonah also said that the draft rules already provide that the District can waive the five business days advance notice requirement for excavations in the vicinity of District facilities in the event of emergencies. He said that we could add similar language in the other instances where the draft rules require five business days advance notice. The Board members agreed that this would be a good idea. The Board members agreed, however, that the District should not waive the requirements for District connection and disconnection permits and inspections because these are necessary to protect the District’s sewer system.

Another concern raised was the use of the masculine pronouns “his” and “he” in various sections to refer to a property owner. The Board members agreed that it would be preferable to substitute the plural and gender neutral pronouns “their” and “they” in the rules. Board members agreed that the language in the definition of “Property Owner” in section 2.17 of the draft rules should be changed to reflect this usage, and the various sections using the masculine pronouns should be changed to use the plural pronouns, or to repeat the term “Property Owner” instead.

Board members also considered minor edits and cleanup changes to the rules that Jonah provided to the members before the meeting and agreed that they should be made.

John moved and Toby seconded a motion to approve Resolution No. 2021-8-16, to adopt the rules and regulations as posted on the District’s website on July 16, 2021, with the modifications discussed at the public meeting. Motion approved unanimously.

Melissa had to leave the meeting after the vote at 6:30 pm.

Actions: Jonah will work on language to augment the emergency instructions on the website and an email to neighbors informing them that the rules have been adopted. Melissa and Jonah will work on uploading the rules and regulations to the District’s website.

REVIEW OF MINUTES: May 10, 2021 meeting minutes: Toby moved to approve. John seconded. Approved unanimously.

TREASURER'S REPORT:

1. **Presentation of Bills.** Toby presented the list of bills approved and paid for the period May 11, 2021 through August 16, 2021 (**see attached**). Fifteen checks were issued totaling \$2,796.58. Electronic withdrawals and phone payments totaled \$1,518.63. Amounts were for various items including irrigation system repairs and testing, legal fees, April snow removal, park maintenance, tree trimming, Xcel Energy charges (related to park irrigation system), water charges, bank fees, sewer locate notice charges, and weed and pest control. Deposits totaled \$18,493.42.

OLD BUSINESS:

1. **Status – Hampden Wall Process.** Cam sent the wall survey to neighbors on August 12th. The purpose of the survey was to get a sense of whether it makes sense for the Board to place a measure on the November ballot seeking a vote on whether the District should finance and construct a masonry wall along Hampden to match the wall along University. Cam received 26 responses. 54% were in favor of the wall, 43% were against, and the rest were not sure. The Board felt that this was a fairly limited response and asked Cam to send the survey out again and seek more participation. Board members also asked Cam to share the results of the survey. **Action:** Cam will send the survey out again and provide seven days to respond. Cam will share the survey results with the other Board members.
2. **Status – Trees on University.** Jonah said that he had asked Heather at American Arbor Care to check the health of two of the trees that appear stressed. She said she would. He also asked her for a quote to trim the three Linden trees at the southern end of the row of trees. Jonah said that irrigation folks were so slammed that they didn't have the time to do a monthly check on the drip irrigation. AAC placed three two-gallon-per-hour emitters at each new tree and were comfortable that this was sufficient. Jonah reported that he had a hard time getting reliable information on the amount to water the trees on a weekly basis. The AAC employee who installed the trees recommended 30 minutes three times a week and Jonah has used this as a benchmark to set the controller. Toby remembered that he needs to calculate the amount, if any, that needs to be returned to the insurance pool. **Action:** Jonah will continue to periodically check the trees to try and make sure they're being watered properly. 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. Jonah will check with Heather whether we should cut back the suckers at the base of the London Planetrees.
3. **Status – 2021 Insurance Policy.** We learned at the prior meeting that we may be able to secure the insurance without the broker and decided that we should try to take advantage of this at the next renewal if it will reduce the cost. No further discussion at this meeting.
4. **Status – Exemption from Audit.** Toby said that the State had approved the exemption from audit.
5. **Status – Irrigation, park trash, landscape maintenance.** American Arbor Care raised the skirt of the spruce tree and removed the broken branches on the east side of the park. After this was done, Javier Perez picked up trash in the park and along University but was unable to trim back the shrubs before he left on vacation. Jonah trimmed the first set of shrubs because they were obstructing visibility at University and Floyd. The second set still needs to be trimmed back. The slats from the neighbor's fence remain in the park. Toby talked to Peters Lawn Service and Peters has agreed to do weed and feed treatment in the park every other month or so. Todd from Monaco Sprinkler did not return calls. Jonah arranged for an electrician to repair the electrical box and the electrical line to the controller and for another irrigation person to install the new irrigation controller. The garden areas in the park

need to be weeded. **Actions:** Jonah will ask Javier Perez to remove the neighbor's fence slats from the park, trim the shrubs along University and weed the garden areas in the park.

NEW BUSINESS:

1. **Upcoming Deadlines.** At our next meeting Toby will need to present a draft 2022 budget. Before the end of the year, we will need to amend the 2021 budget to reflect additional amounts for trees and legal services. **Action:** Toby will prepare a draft 2022 budget. Toby will confirm the process for amending the 2021 budget and prepare an amended budget for the Board.
2. **Trash at Hampden and University Corner.** A neighbor had asked if the Board could hire someone to clean up the unsightly trash at the corner. Cam graciously volunteered to pick up the trash. Thank you Cam!
3. **District Management.** Jonah raised concerns about ongoing operation of the District and expressed his view that the District will need to hire a manager at some point. He mentioned the amount of work involved in operating the District and how continued management by a volunteer board seems unsustainable. Members agreed that we should explore what would be involved in hiring a manager and whether it would be feasible. Members agreed that we should first prepare a list of tasks that we would want a manager to do. **Action:** Toby will prepare a list of the treasurer's tasks. Jonah and John will work on a list of other tasks, including those related to sewer maintenance, landscape maintenance, snow removal, website maintenance, records management and District meetings.
4. **Other business.** Members agreed that, due to COVID concerns, we would not do a neighborhood get-together this Labor Day. Jonah said he would start asking about snow removal for the coming winter.
5. **Visitor comments/remarks.** None.
6. **Adjourn.** The meeting was adjourned at 6:34 pm.

Cherry Hills Heights Water & Sanitation District
Treasurer's Report
For the period of May 11 through August 16, 2021

Checks Issued (\$2,796.58):

- 1) #747 – Alliance Electric - **\$200.00** (Park Irrigation Control Electric Work)
- 2) #748 – Collins Cockrel & Cole - **\$40.50** (April Legal Fees)
- 3) #749 – Toby Ralston - **\$50.00** (Reimb. Katty Staller Thank You Gift – Tree Planning)
- 4) #750 – UNCC - **\$1.32** (Sewer Locates – May)
- 5) #751 – Peters' Construction - **\$220.00** (April & May Mowing)
- 6) #752 – Collins Cockrel & Cole - **\$931.50** (May Legal Fees)
- 7) #753 – Jonah Staller - **\$34.30** (Reimb. Paint)
- 8) #754 – DAJ Services LLC - **\$80.00** (Park Irrigation Control Installation)
- 9) #755 – MTECH - **\$149.00** (2021 Denver Water Backflow Test)
- 10) #756 – Monaco Sprinkler - **\$100.00** (Irrigation Repairs)
- 11) #757 – UNCC - **\$3.96** – (Sewer Locates – June)
- 12) #758 – Jonah Staller - **\$75.00** (Reimb. Javier Lopez Park Cleanup [June])
- 13) #759 – Collins Cockrel & Cole - **\$648.00** (June Legal Fees)
- 14) #760 – Peters' Construction - **\$118.00** (June Mowing)
- 15) #761 – Peters' Construction - **\$145.00** (July Mowing)

Electronic Withdrawals & Phone Payments (\$1,518.63)

- 1) Online Payments to American Arbor Care:
 - a. **\$75.00** – for weed treatment on Univ. paid on 5/20/21 [63526]
 - b. **\$390.00** – for tree trimming in park paid on 6/9/21 [63747]
 - c. **\$75.00** – for weed treatment on Univ. paid on 6/29/21 [64177]
 - d. **\$90.00** – for tree spraying paid on 8/5/21 [64548]
 - e. **\$75.00** – for weed treatment paid on 8/15/21 [65085]
- 2) Online Payments to Denver Sprinkler
 - a. **\$165.00** – for snow removal on 4/20/21 [20139] paid on 5/20/21
- 3) Denver Water
 - a. **\$31.21** – for April/May Bill
 - b. **\$264.37** – for May/June Bill
 - c. **\$304.57** – for June/July Bill
- 4) Xcel Energy – Electronic Bank Payments – **\$33.48** (Apr/May, May/June and June/July)
- 5) US Bank – Bank Fees - **\$24.00** (May, June and July Fees)

Deposits - \$18,493.42:

- 1) **\$4,389.16** – Mill Levy Tax Revenue on 4/8/21 from Arapahoe County (Electronic Deposit)
- 2) **\$3,439.47** – Mill Levy Tax Revenue on 5/7/21 from Arapahoe County (Electronic Deposit)
- 3) **\$675.34** – Mill Levy Tax Revenue on 6/9/21 from Arapahoe County (Electronic Deposit)
- 4) **\$9,988.26** – Mill Levy Tax Revenue on 7/9/21 from Arapahoe County (Electronic Deposit)
- 5) **\$1.19** – Interest received on Bank Deposits (May, June and July) – US Bank