

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

Meeting Date: Wednesday, October 12, 2022

Time: 7:00 – 8:30 pm

Location: Melissa Grossman's home, 3499 S Clayton Blvd.

Board Members Present: Jonah Staller (Chairman/President), Melissa Grossman (Treasurer), Jim King (At-Large), Rich Miller (Secretary)

Board Members Absent: Cam Keshavarz (At-Large)

Residents/Audience: None

MEETING CALLED TO ORDER: Given the presence of a quorum of Board Members, Rich Miller called the meeting to order at 7:11 pm.

REVIEW OF MINUTES: August 29, 2022 meeting minutes: Pending correction of a typo referring to the date of the previous meeting minutes, Jim moved to approve the minutes and Jonah seconded. With no discussion the motion was approved unanimously.

TREASURER'S REPORT:

- Melissa presented the list of bills approved and paid for the period of August 30, 2022, through October 12, 2022 (for details, please see report at end of minutes).
- The switch to ANB Bank from US Bank for district business is complete. ANB pays more interest on savings deposits and does not charge fees for online banking or account management.
- Melissa asked that the Board use our shared Google Drive for all documents to have more transparency and common record access for all future board members, interested neighbors, and potential managers.
- The proposed **2023 budget** was reviewed in detail with the following highlights:
 - October 15 is the deadline to present the proposed budget to the Board and December 15 is the deadline to certify the mill levy. Melissa will prepare all necessary documentation to be reviewed and approved at the Dec. 5th board meeting.
 - 2022 budget increases vs. 2021 were due primarily to scoping the sewer main, budgeting for engagement of a management company, and a possible Hampden wall election. Actual expenses for 2022 were less than budget given there was no wall election and the district did not utilize ORC or district management. The proposed budget for 2023 is slightly lower than 2022 (\$34K).
 - Melissa will contact the district's attorney to understand the parameters and options regarding potentially redirecting funds from district financial surplus reserves.
 - Melissa moved to approve the proposed budget with amendments for notice to the neighborhood and consideration at our December meeting. Jim seconded. With no discussion the motion was approved unanimously.

OLD BUSINESS:

1. **Status – Consideration of hiring a manager. Evaluation of managerial tasks.** Jim has contacted a potential resource to no avail so the Board will identify other potential resources and Jim will begin screening them using the most recent list of tasks.

Additionally, Jonah has had discussions about merging our district into another neighboring district and it appears that being completely absorbed into another seems unlikely. The most viable path may be merging our district's sewer operations into the City of Englewood and this will be explored.

2. **Status – Sewer line assessment/cleaning.** Jonah reported that this work has been completed, including repair of five (5) manholes and removal of roots from four (4). The acoustic assessment will be done annually going forward.
3. **Status – Hampden wall project.** Rich to contact Cam to understand status.
4. **Status – Closure of US Bank accounts.** Completed.
5. **Status – Wall cracks along Grossman/O'Connor driveway.** There appear to be no additional repairs to other properties along the wall needed. Melissa will contact the insurance pool to initiate a claim to repair cracks.
6. **Status – Change to sewer backup procedures.** Jonah sent procedures to neighborhood and will contact the district's insurance carrier to determine how individual homeowners need to communicate with the board. He will revise website language accordingly.
7. **Status – 10/15 deadline for preparing proposed budget and posting notice of availability.** See budget proposal.
8. **Status – Consider refining process for responding to 811 locate requests. Consider alternatives to Board responsibility.** Jonah contacted the ORC to determine costs which were estimated to be \$150/hour plus mileage from Westminster so this will not be pursued further for this work. Jonah will work to find other alternatives and in the meantime the Board will continue to respond to sewer line locate requests.
9. **Status – Consider replacing shrubs near University and Floyd with shorter plants.** Tabled.
10. **Status – Planning for snow removal this winter on University Blvd. sidewalk.** Completed.
11. **Status – Alternative uses for the entry park at University Blvd. & Floyd** Neighborhood input is still being received and will be discussed in greater detail at the next meeting.

NEW BUSINESS:

1. **Status of District Insurance renewal.** Melissa has submitted the quote request and is awaiting the provider's proposal.
2. **Upcoming Deadlines.** See Treasurer's report.
3. **Visitor Comments/Remarks.** None.
4. **Other.** None.

ADJOURN: There being no further business before the Board, Jonah moved to adjourn and Jim seconded. The motion passed unanimously and the meeting was adjourned at 8:54pm.

Date of next board meeting: December 5, 2022. Virtually unless otherwise announced.

Cherry Hills Heights Water & Sanitation District
Treasurer's Report
For the Period of Aug. 30, 2022 through Oct. 12, 2022

Conventional Checks Issued:

- 1) #1001 - American Arbor Care - **\$127.00** (Tree spraying)
- 2) #1002 – Collins Cole Flynn Winn Ulmer - **\$139.50** (Inv. 2225)
- 3) #1003 – Jonah Staller - **\$55.04** (Lock reimbursement)

Electronic Withdrawals & Online Bill Payments:

- 1) American Arbor Care
 - a. **\$330.00** – paid on 9/28/22 (fertilizing)
 - b. **\$94.00** – paid on 10/9/22 (weed spraying)
- 2) Monaco Sprinkler
 - a. **\$395.00** - paid on 9/7/22 (pad redo/cage)
- 3) Peters Construction
 - a. **\$66.00** - paid 9/16/22 (Aug. mowing)
 - b. **\$66.00** - paid 10/11/22 (Sept. mowing)
- 4) Collins Cole Flynn Winn Ulmer
 - a. **\$392.50** - paid 10/28/22 (Inv. 2555)
- 5) DRC Construction Services
 - a. **\$5,819.80** - paid 9/27/22 (Sewer line cleaning and manholes)
- 6) UNCC (Locate fees)
 - a. **\$3.90** - paid 9/15/22 (Aug. fees)
 - b. **\$5.20** - paid 10/3/22 (Sept. fees)
- 7) Denver Water
 - a. **\$222.92** – for Aug/Sept Bill
- 8) Xcel Energy – Electronic Bank Payments
 - a. **\$11.85** (July/Aug Bill)
 - b. **\$26.85** (Aug/Sept Bill - note: \$15 credit in next bill)
- 9) US Bank (Bank Fees)
 - a. **\$8.00** (Aug Fees - FINAL - closed accounts 9/6/22)

Operating and Savings Deposits:

Operating (Mill Levy + Spec. Ownership Tax Revenue from Arapahoe County)

- 1) **\$185.42** – 8/9/22
- 2) **\$228.99** – 9/8/22
- 3) **\$170.42** – 10/7/22

Savings (Interest)

- 1) **\$0.28** – Interest received on Bank Deposits (Aug) – US Bank
- 2) **\$1.68** – Interest received on Bank Deposits (Aug) – ANB Bank
- 3) **\$7.87** – Interest received on Bank Deposits (Sept) – ANB Bank

Notes:

- US Bank accounts closed 9/6/22 and all funds transferred to ANB Bank
- All auto deposits and auto bill pay accounts transferred to ANB Bank (Arap. County/Xcel Energy)
- All other treasurer correspondence/accounts transferred from Toby to Melissa, and all files in Google Drive