

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

Meeting Date: Monday, January 10, 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), Cambyse Keshavarz (At-Large).

Residents/Audience: None.

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

REVIEW OF MINUTES: December 6, 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 December 6, 2021, through January 10, 2022 **(for details, please see attached report)**. Toby said that he is still haggling with Denver Sprinkler Company over DSC’s charges for snow removal on New Year’s.

OLD BUSINESS:

1. **Status – Budget-related filings.** After getting John’s and Jonah’s signatures, Toby submitted the amended 2021 budget to the Department of Local Affairs before the end of the year. DOLA approved the amended budget. After getting John’s and Jonah’s signatures, Toby submitted the 2022 budget to DOLA before our meeting. He is awaiting DOLA’s approval. Toby certified the mill levy to the County before December 15, 2021, as required.
2. **Status – Preparation of lists of District tasks for exploring hiring a manager.** Melissa shared a draft spreadsheet showing a list of District tasks. She suggested the next step is to estimate the amount of time each task requires. **Actions:** Melissa will post the spreadsheet to a Google Drive. Board members will insert estimates of the time requirements for the various tasks. Toby will update the spreadsheet with tasks specific to the treasurer. Jonah will research the number of 811 locate requests we’ve received.
3. **Status – Action items related to the sewer and sewer rules – website language, Jim Landry review of rules, Jim Landry role for sewer scoping and jetting.**
 - a. Jonah shared draft revisions to website language with Melissa before the meeting. She was okay with the language changes. Other Board members said they didn’t see a need for further review. **Action:** Melissa will upload the new language to the website.
 - b. Jonah reported that he had shared the final sewer rules with Jim Landry and authorized Jim or his colleague to spend two to three hours familiarizing themselves with the rules.
 - c. Board members discussed the sewer scoping and jetting proposal that Jonah had received from Jim Landry. The amount was about twice what we spent three years ago. Board members agreed we should seek other bids. **Action:** John will seek bids from other companies.
4. **Status - Hampden wall process.** Cam reported that Hampden can’t be shut down during the day. This would greatly increase the cost of any wall construction that requires closure of a lane of Hampden. He said panel construction is about half the cost of brick-by-brick

construction. Panels also offer some sound mitigation advantage over brick-by-brick construction. But, access/installation would have to come from the homeowner side. Cam still needs to talk to Jane Wilson to see if she would be amenable to this. **Action:** Cam will talk to Jane.

5. **Status – Insurance policy – Volunteer hours.** Toby hasn't had a chance to check on this yet. We need to estimate volunteer hours for doing the 811 locates, trimming shrubs, and doing similar work. **Action:** Toby will contact the insurance folks to give them an estimate of about 200 hours for volunteer work.
6. **Status – Irrigation – Backflow device cage.** Jonah talked to Todd Vigil. Todd said it would be \$300 to \$400 to install a new concrete pad with locking hardware and to replace the bent pipe. Jonah moved that the Board authorize the work. Toby seconded. Approved unanimously.
7. **Status - District map certification.** Toby said that Peggy Rupp uploaded a map of the District boundaries to the DOLA website. **Action:** Jonah will check if any further action is needed.
8. **Status – Transparency notice.** Toby shared a draft transparency notice before the meeting. Board members suggested several changes. **Action:** Toby will revise the notice and share with Board members. He'll file/upload the notice after receiving any further changes. January 15, 2022 is the deadline.
9. **Status – Board recruitment.** Melissa sent an email to neighbors. No response so far. The Board discussed possible candidates. **Actions:** Melissa will check with Peggy Rupp to see if she's received any self-nominations. John will reach out to Rich Miller to follow up on Rich's previous inquiries. Cam will see if anyone on the wall committee would be interested in joining the Board.
10. **Website ADA compliance – action items.** Jonah said he checked on Adobe Acrobat and that it's quite expensive. He said there are alternatives that are either free or much less expensive. An ADA plan is due in July. Compliance isn't due until later. **Actions:** Melissa will introduce the new CMS contact to Jonah and will re-forward the CMS's ADA compliance plan. Jonah will work on a plan for the District, incorporating the CMS's plan. Jonah will revise PDFs on the website to make sure they are ADA compliant. Melissa will check the website design/layout for compliance.
11. **Virtual meeting platform.** Melissa suggested we could use Google Meet for future virtual meetings. It's free or nominal in price. Board members said this sounded good. **Action:** Melissa will get further details.
12. **Virtual notice posting.** Board members agreed that it would make sense to switch to website notice of meetings. Toby moved to approve the switch. John seconded. Approved unanimously. The transparency notice will reflect the change.

NEW BUSINESS:

1. **Upcoming Deadlines.** As noted, January 15th is the deadline for the new transparency notice. March 31, 2022 is the deadline to file the exemption from audit request. Toby will work with Simmons Wheeler to file the form. February 25, 2022 is the deadline for self-nominations to be submitted to Peggy Rupp.
2. **2022 meeting dates.** The Board selected the following meeting dates in 2022: March 7, May 9, August 15, October 3, and December 5, 2022.
3. **Other.** The Board agreed that we should arrange for watering the University trees later in January. **Action:** Jonah will contact Heather at American Arbor Care to arrange for the watering.
4. **Visitor comments/remarks.** None.
5. **Adjourn.** 6:15 pm.

Cherry Hills Heights Water & Sanitation District
Treasurer's Report
For the Period of December 6, 2021 through January 10, 2022

Check Issued (\$5.28):

- 1) #776 – UNCC - **\$5.28** (Sewer Locates – December)

Electronic Withdrawals & Phone Payments (\$448.02)

- 1) Online Payment to Denver Sprinkler & Landscape
 - a. **\$180.00** – paid on 1/7/22 for 1/6/22 snow clearing
- 2) Online Payments to American Arbor Care:
 - a. **\$225.00** – for winter tree watering on Univ. on 12/8/21 [66632]
- 3) Denver Water
 - a. **\$23.17** – for November/December Bill
- 4) Xcel Energy – Electronic Bank Payments – **\$11.85** (Nov/Dec Bill)
- 5) US Bank – Bank Fees - **\$8.00** (December Fee)

Deposits* - \$161.67

* December Bank Statement Not Yet Received

- 1) **\$161.28** – Mill Levy Tax Revenue on 11/10/21 from Arapahoe County (Electronic Deposit)
- 2) **\$0.39** – Interest received on Bank Deposits (Nov) – US Bank