

**CHERRY HILLS HEIGHTS
WATER AND SANITATION DISTRICT
BOARD OF DIRECTORS (CHH Board) – MEETING MINUTES**

Date: Monday, May 11, 2020

Time: 5:00 – 7:00 pm

Location: Virtual meeting online, using Ring Central software.

Board Members Present: John Ashworth (President), Toby Ralston (Treasurer), Jonah Staller (Secretary), Melissa Grossman (At-Large), Cam Keshavarz (At-Large)(Joined at 5:50 pm)

Residents/Audience: None.

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

REVIEW OF MINUTES:

March 9, 2020 meeting minutes: Jonah moved to approve, Melissa seconded. Approved unanimously.

TREASURER’S REPORT:

1. **Presentation of Bills.** Toby Ralston, District Treasurer, presented the list of bills approved and paid for the period March 10, 2020 through May 11, 2020 (**see attached**). Ten checks were issued totaling \$3,092.58. Electronic withdrawals and phone payments totaled \$230.41. Amounts were for various items, including Kennedy Jenks charges related to inspection of Freeman and Whitaker sewer service line replacements, legal fees, landscape maintenance and mowing, snow removal, Denver Water charges, Xcel Energy charges (related to park irrigation system), and bank fees. We expect to be reimbursed for Kennedy Jenks’s charges. **Action:** Toby will ask the Freemans and Carol Whitaker to reimburse the District for the inspection charges.

OLD BUSINESS:

1. **Status – Landscape maintenance – University Blvd. and park area.**

- a. We need to turn on the irrigation system. **Action:** Toby will contact Todd at Monaco Sprinkler. Toby said he’d remind Todd to check that the system is working properly.
- b. Toby told Peters to go ahead and aerate, fertilize and apply weed control to the lawn in the park.
- c. Board members agreed that Jonah could ask Javier Perez to weed and cut back suckers as needed.
- d. American Arbor Care has been doing pest control on the various trees and has applied weed control too. AAC also trimmed the oak tree in the park. AAC has billed for the various work. **Action:** Toby will confirm that AAC is charging the right amounts.

2. **Status - May 2020 election – Candidates.** Peggy Rupp, the election official, canceled the election because we only had five candidates – the current Board members. Peggy emailed the oaths of office that each Board member needs to sign. **Action:** Each Board member other than Toby needs to sign her or his oath of office and drop it in Toby’s mailbox. Toby will attest those oaths. Toby will drop his oath with Jonah. Jonah will attest and get it back to Toby. Toby will send the completed oaths to Peggy Rupp.

3. **Ongoing Discussion – District procedures for sewer connections.**

- a. Jonah discussed a conversation he had with Bob Kunselman, sewer tech with the City of Englewood, regarding the District’s 2009 connector’s agreement with the City. Jonah pointed out language requiring users of the District lines to apply

to the City for a permit before construction or connection to the District's sewer lines. Bob said the City didn't generally have resources to permit and inspect outside the City, and that it hasn't been the City's practice for the other districts that send sewage through the City's lines. He said the one exception was for a new tap/construction. While the District has a tap fee for a new tap, the City also collects a fee for a new tap. Bob also said that we needed to meet the City's requirements for sewer lines but noted that the City's written standards aren't up-to-date. He recommended referencing Southgate's requirements, which are available online.

- b. Jonah asked the other Board members whether he should pursue this matter further with a higher official at the City or, perhaps, to ask Tim Flynn to seek clarification. The consensus was to again email Pieter Van Ry, Mr. Kunselman's supervisor, to determine how the City interprets the agreement's terms. We should involve Tim Flynn only if necessary. **Action:** Jonah will email Mr. Van Ry to seek his view of the agreement and to again raise whether it would be possible for the City to manage and maintain the District's lines under some type of agreement.
 - c. In the interim, the Board agreed that we should clarify current expectations vis-à-vis neighbors replacing their service lines. **Action:** Jonah will revisit the draft email to neighbors and revise it based on our current situation. Expectations may change as we pursue this matter with the City, but there was consensus we need something in the short term. Jonah will share a draft email with other members before anything gets sent.
 - d. The Board agreed that we need a resolution specifying District requirements and expectations regarding connections to the District's main lines. **Action:** Jonah will draft a resolution for other members' and Tim Flynn's review. Members agreed it may not be possible to finalize a resolution until the situation with the City is resolved.
- 4. Status – Operator in Responsible Charge.** Jonah reported that Jonah and John had met with Ger Whelan a couple of weeks ago. At that time, Ger asked for a map of the District's lines and said he would provide a proposal to be the District's ORC. Jonah has provided Ger with maps of the District's lines but is still waiting for Ger's proposal. Jonah also reported on contact with another possible ORC – Jim Landry of RG Engineers. Jonah and John had a conference call with Jim and his partner Rick Goncalves on 5/11/20. RG Engineers provides ORC, management, and engineering services to districts on an hourly fee basis. The call was productive, and Mr. Landry said he would provide a proposal by the end of the week. Whoever is our ORC, our main concerns are that we have someone to respond to emergencies on a 24/7 basis and someone who can provide inspection services for connections to the District's main lines. **Action:** Once Jonah receives proposals, he will share with all members.
- 5. Status – Audit Exemption Form.** Toby said that the form was signed and submitted to the State on March 14th or 15th, well before the March 31st deadline. Simmons Wheeler prepared the form. We shouldn't expect an acceptance letter until late in the summer.
- 6. Status – District Website.** Jonah said that he hasn't heard from SIPA's contractor.
- 7. Status – Hampden Wall Neighborhood Survey.** Cam has been working to gather information to perform a survey. He has canvassed all neighbors who border Hampden, and they all favor a wall. Cam said he had spoken to a CDOT representative, who said a permit would be needed but that the permit would be free. The CDOT person said any wall would need to be at least 10 feet from Hampden. Cam said he still plans to talk to Xcel about their easement and requirements. Cam said a boundary survey will be needed. Cam said he needs to get a bid for the wall and intends to work on that. Melissa said she'd dust off the model that the District used for cost-sharing on the University wall and share it with Cam.

- 8. Status – Trash on University and in Park.** Jonah reported that Javier Perez had retrieved the can full of trash from the park and brought it to the Stallers for pickup. The large spool is still sitting next to the wall on University. **Action:** John will call the Arapahoe County roads department to ask that they dispose of the spool.

NEW BUSINESS:

- 1. Upcoming Deadlines.** Cam said he'll check with Peggy Rupp about election deadlines and requirements in the event we want to put a Hampden wall proposal on the ballot in November. No other deadlines.
- 2. Graffiti on wall. Action:** Cam will take a look and try to remove the graffiti with his pressure washer. Melissa will supply water from her house.
- 3. CDOT Curb Project on US285.** Toby reported that CDOT contacted him and asked for a map of the District's lines. Apparently, CDOT is redoing wheelchair ramps at Hampden and University and wanted to make sure they wouldn't be impacting any of our manholes. Toby provided the map. The scope of CDOT's work is unclear but shouldn't impact our lines or manholes. **Action:** Toby will ask CDOT to clarify the scope of the proposed work.
- 4. Need for contract with Kennedy Jenks.** Toby and John are confident we can tap KJ for work on as-needed basis and that there is no need for a retainer contract at this point.
- 5. Other business.** None.
- 6. Visitor comments/remarks.** None.
- 7. Adjourn.** The meeting was adjourned at 6:34 pm

-- END OF MEETING MINUTES --

Cherry Hills Heights Water & Sanitation District

Treasurer's Report

For the period of March 10, 2020 through May 11, 2020

Checks Issued (\$3,092.58):

- 1) #694 – Collins Cockrel & Cole - **\$265.56** (February Legal Fees)
- 2) #695 – Kennedy Jenks - **\$337.84** (Inv# 137078 - Freeman)
- 3) #696 – Jonah Staller - **\$187.50** (Reimb. Javier Perez – Park Maintenance)
- 4) #697 – American Arbor Care - **\$855.00** (Invoices 58349, 58383 and 58415 – Winter H2O)
- 5) #698 – Collins Cockrel & Cole - **\$486.84** (March Legal Fees)
- 6) #699 – American Arbor Care - **\$95.00** (Invoice 58451 – IPS Beetle)
- 7) #700 – Peter's Construction - **\$44.00** (April Park Mowing)
- 8) #701 – VOID (*Error*)
- 9) #702 – Kennedy Jenks - **\$280.84** (Inv# 137540 – Whittaker)
- 10) #703 – American Arbor Care - **\$540.00** (Invoice 58896 – Oak Trimming)

Electronic Withdrawals & Phone Payments (\$230.41)

- 1) Online Payments to Denver Sprinkler for Snow Removal:
 - a. **\$130.00** on 3/31/20 for 3/20/20 clearing
- 2) Denver Water - Phone Payment for December:
 - a. **\$22.72** on 3/13/20
 - b. **\$22.72** on 4/13/20
 - c. **\$22.72** on 5/9/20
- 3) Xcel Energy – Electronic Bank Payments – **\$22.25** (March and April Bills)
- 4) US Bank – Bank Fees - **\$10.00** (March and April Fees)

Deposits:

- 1) Standard and prorated Arapahoe County deposits for mill levy collections