

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF:

CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD: **Monday, December 4, 2023, AT 5:00 P.M.**

ADMINISTRATIVE ITEMS: The special meeting of the Board of Directors of the Cherry Hills Heights Water and Sanitation District, Arapahoe County, Colorado was called to order on the day shown above by Marcos Pacheco in accordance with the laws of the State of Colorado. The following Directors were acting.

Jonah Staller, Treasurer
Richard Miller, Secretary
Russell Wilson, Director
Tara Ryerson, Director

Absent was President Jason Lee, whose absence was excused.

Also present was:

Jennifer Urbonas, Resident
Marcos Pacheco, Ashly Dorey, Kim Alex & Michael Schenfeld;
Community Resource Services of Colorado

CALL TO ORDER: A quorum of the Board was present, and the meeting was called to order at 5:07 p.m.

CONFLICTS OF INTEREST: There were none.

APPROVE AGENDA: Director Staller moved to approve the agenda as presented. Upon second by Director Miller, a vote was taken, and the motion carried unanimously.

MINUTES: Director Staller moved to approve the minutes of the meeting held on October 2, 2023, as presented. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

PUBLIC COMMENT: There were none.

MANAGER MATTERS: **2024 Annual Administrative Resolution:** Mr. Pacheco reviewed the purpose of the Resolution, which is to outline who is responsible for the District's compliance throughout the

RECORD OF PROCEEDINGS

upcoming year. He noted that this resolution will determine the Board's regular meeting schedule for 2024. Meetings are proposed to be held quarterly, beginning in March on the second Monday of the month at 5:00pm via Zoom. Director Staller noted that the Board does not currently carry workers' compensation. After some discussion, Director Wilson moved to add workers compensation in an amount not to exceed \$500 in a year. Upon a second from Director Miller, a vote was taken, and the motion carried unanimously. With no further questions or discussion, Director Miller moved to adopt the 2024 Annual Administrative Resolution. Upon Second by Director Wilson, a vote was taken, and the motion carried unanimously.

CORA Resolution: Mr. Pacheco presented the CORA Resolution for Board approval. He explained the resolution is used to determine how a CORA request is to be handled by the District and designates CRS as a custodian of District records. The resolution also allows the District to recover costs for processing a CORA request. Director Staller moved to adopt Resolution 2023-12-4A. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

Update on CRS's New Partnership with Streamline: Mr. Pacheco reviewed CRS's new partnership with Streamline, including the ability for the District to have the annual hosting fee waived for 2024. Streamline would assist in keeping the District ADA compliant and assist in compliance with future legislative updates. The Board decided to table the discussion until we can speak to Streamline and ask about a basic level of website.

Look Ahead Schedule: Mr. Pacheco noted the changes in schedule for the year's end due to the most recent legislative session.

FINANCIAL MATTERS:

Review and Approve Payment of Claims: Mr. Pacheco presented the paid claims for the period of October 2, 2023, to November 21, 2023. Director Miller moved to ratify the claims as presented. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

Review Financial Statements: Mr. Pacheco reviewed the Cash Position as of October 31, 2023. Mr. Pacheco reviewed the unaudited financial statements through the period ending October 31, 2023. Director Staller moved to approve the unaudited

RECORD OF PROCEEDINGS

financial statements as presented, upon second by Director Miller, a vote was taken, and the motion carried unanimously.

Public Hearing on the 2024 Budget: Mr. Pacheco stated for the record that we have published as required by statute to conduct a public hearing. Director Staller opened the 2024 Budget Hearing at 5:37pm. After extensive discussion, the Board decided to implement a temporary mill levy reduction for 2024. With no questions from the public, Director Staller closed the public hearing at 5:55pm.

Consider Adoption of a Resolution to Adopt the 2024 Budget, Certify Mill Levies, and Appropriate 2024 Expenditures: Director Staller moved to adopt the 2024 Budget, and allow CRS to certify mill levies once the final assessed valuations are given from the county assessor. Upon second by Director Miller, a vote was taken, and the motion carried unanimously.

COLOTRUST Resolution: Mr. Pacheco presented the COLOTRUST Resolution needed to open the District's COLOTRUST account. Director Staller moved to adopt Resolution 2023-12-4B. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

OPERATIONS & MAINTENANCE:

Ratify Work Order Contracts: Director Staller asked if anyone has received photos or videos from DRC since they've completed their work. Ms. Dorey noted that she has not yet received any photo or video documentation; she will reach out to DRC and follow up. Director Staller moved to ratify the work contracts with DRC Construction, Keesen Landscaping, and American Arbor Care. Upon a second by Director Miller, a vote was taken, and the motion carried unanimously.

ORC Expenses at 2560 E Floyd Ave: Director Staller provided an update on the construction that is taking place at 2560 E Floyd Avenue. The District has not yet received a bill from RG & Associates for November; however they estimated about 4 hours of work, which is expected to be \$580. In addition, Director Staller noted that he is still waiting to hear back from RG & Associates for clarification on 'On Call Work' vs 'Pass Through Work'.

RECORD OF PROCEEDINGS

DIRECTOR ITEMS:

Director Staller's Travels: Director Staller wanted to let the Board and management know that he will be out of town for the last 3 weeks of January. He wants to be sure there is coverage while he's away to attend to anything that might come up. Director Wilson also mentioned that he will be traveling in January. This led to a discussion about bill pay for the District, as Director Staller is still paying the bills himself. It was agreed upon that CRS can take over payables as the District transitions to InBank.

LEGAL MATTERS:

There were none.

OTHER BUSINESS:

Ms. Dorey noted that the website has been edited to include only Director emails, personal phone numbers have been removed. In addition, CRS's information has been added. CRS's after-hours answering service now has instructions to direct residents that may call for water or sewer concerns.

ADJOURNMENT:

Director Miller moved to adjourn the meeting at 6:11p.m. Upon a second by Director Wilson, a vote was taken, and the motion carried unanimously.

Respectfully Submitted,

DocuSigned by:

Richard Miller

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Secretary for the Meeting