

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

Meeting Date: Monday, August 29, 2022

Time: 5:00 – 7:00 pm

Location: Rich Miller's home, 3465 S Columbine Circle

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

Board Members Absent: Jim King (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 5:07 pm.

REVIEW OF MINUTES: March 7, 2022, meeting minutes: Melissa moved to approve the minutes as submitted 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 May 10, 2022, through Aug. 29, 2022 (for details, please see report at end of minutes).
- We are now with a new bank, ANB Cherry Creek; we were formerly with US Bank.
- YTD operating expenses show that we are \$20k under budget but not all expenses are yet accounted for.
- Accounting, landscaping and election expenses are expected to be lower. All other expenses are on-budget. The Hampden Wall election will be postponed from the originally planned November 2022 ballot initiative. We will explore having the ballot initiative during the May 2023 special election.

OLD BUSINESS:

1. **Status – Consideration of hiring a manager. Evaluation of managerial tasks.** No decisions have been made as alternatives are still being explored, including a defined list of tasks.
2. **Status – Sewer line assessment/cleaning.** Acoustic assessment has been completed, with one anomaly identified that has been corrected. Two potential trouble areas have been identified—one near University Blvd and one on the 3400 block of S Columbine Circle. Jonah is pursuing corrective action with the provider.
3. **Status - Hampden wall process.** See Treasurer's Report discussion.
4. **Status – Irrigation – Backflow device cage.** A new pad was poured with a locking cage.
5. **Status - Website ADA compliance.** Rich informed the Board that the compliance deadline is July 1, 2024.
6. **Status – Transfer of treasurer information and authority.** Change in bank and final details are being addressed.
7. **Status – Wall cracks along Grossman/O'Connor driveway.** Move to future meeting.
8. **Status - Change to sewer backup procedures.** Jonah is revisiting this material and will issue revised procedures to community.
9. **Status – Landscape care.** Javier Perez and American Arbor Care have been doing maintenance as contracted.

NEW BUSINESS:

1. **Upcoming Deadlines.** Budget is due October 15. Melissa is aware of upcoming deadlines and has plans to ensure we are on track.
2. **Family and Medical Leave Insurance program – conduct vote to opt out since we have no employees.** Given that our entity does not have employees, Jonah moved to approve the resolution to opt-out. Melissa seconded and the motion passed unanimously.
3. **Consider refining process for responding to 811 locate requests. Consider alternatives to Board responsibility.** Jonah reported that he has contacted a potential provider to determine rates. He will also contact Jim Landry of RG & Associates to determine if that's an option.
4. **Consider replacing shrubs near University and Floyd with shorter plants.** It was determined that for safety reasons entering University, we will explore alternatives to the current shrubs which are blocking a clear view of traffic going north on University Blvd.
5. **Planning for snow removal University sidewalk.** Rich to call our current provider to determine pricing.
6. **Visitor comments/remarks.** Alternative uses for the entry park at University & Floyd were discussed. It was agreed to solicit ideas from the community. Rich to send note.
7. **Adjourn.** There being no further business before the Board, Melissa moved that we adjourn. Cam seconded and with no discussion the meeting was adjourned at 6:32pm.

Date of next board meeting: October 3, 2022. Virtually unless otherwise announced.

Cherry Hills Heights Water & Sanitation District
Treasurer's Report
For the Period of May 10, 2022, through Aug. 29, 2022

Conventional Checks Issued:

- 1) #783 - Simmons & Wheeler - **\$642.50** (2021 Audit Exemption review)
- 2) #784 – UNCC - **\$13.00** (Sewer Locates – May)
- 3) #785 – Peters Construction - **\$66.00** (May mowing)
- 4) #786 – Collins Cole Flynn Winn Ulmer - **\$1,409.08** (Legal fees)
- 5) #787 – Jonah Staller - **\$439.86** (Reimb. MTECH, Paint, Javier)
- 6) #788 – UNCC - **\$6.50** (Sewer Locates - June)
- 7) #789 – Jonah Staller - **\$150.00** (Reimb. Real Mtn. Tree Branch removal)
- 8) #790 – Peters Construction - **\$66.00** (June mowing)
- 9) #791 – Collins Cole Flynn Winn Ulmer - **\$35.50** (Legal fees)
- 10) #792 – UNCC - **\$7.80** (Sewer Locates - July)
- 11) #793 – RH Borden & Co. - **\$1,900.00** (Acoustic assessment)
- 12) #794 – Collins Cole Flynn Winn Ulmer - **\$82.50** (Legal fees)
- 13) #795 – Peters Construction - **\$66.00** (July mowing)
- 14) Temp check (8/29/2022) – Jonah Staller - **\$200.00** (Reimb. Javier)

Electronic Withdrawals & Phone Payments:

- 1) Online Payment to Safeguard
 - a. **\$131.69** – paid on 6/30/22 for check reorder
- 2) Online Payments to American Arbor Care
 - a. **\$109.00** – paid on 6/8/22
 - b. **\$150.00** – paid on 6/8/22
 - c. **\$122.00** – paid on 6/21/22
 - d. **\$94.00** – paid on 7/13/22 for weed spraying
 - e. **\$127.00** – paid on 8/26/22 for tree spraying
 - f. **\$94.00** – paid on 8/26/22 for weed spraying
- 3) Denver Water
 - a. **\$206.36** – for April/May Bill
 - b. **\$239.48** – for May/June Bill
 - c. **\$297.44** – for June/July Bill
 - d. **\$314.00** – for July/Aug Bill
- 4) Xcel Energy – Electronic Bank Payments
 - a. **\$11.85** (April/May Bill)
 - b. **\$11.85** (May/June Bill)
 - c. **\$11.85** (June/July Bill)
- 5) US Bank – Bank Fees
 - a. **\$16.00** (June and July Fees)

Deposits

- 1) **\$2,014.00** – Mill Levy Tax Revenue on 4/7/22 from Arapahoe County (Electronic Deposit)
- 2) **\$3,420.16** – Mill Levy Tax Revenue on 5/10/22 from Arapahoe County (Electronic Deposit)
- 3) **\$2,504.15** – Mill Levy Tax Revenue on 6/10/22 from Arapahoe County (Electronic Deposit)
- 4) **\$11,572.23** – Mill Levy Tax Revenue on 7/8/22 from Arapahoe County (Electronic Deposit)
- 5) **\$0.39** – Interest received on Bank Deposits (Apr) – US Bank

- 6) **\$0.40** – Interest received on Bank Deposits (May) – US Bank
- 7) **\$0.39** – Interest received on Bank Deposits (June) – US Bank
- 8) **\$0.40** – Interest received on Bank Deposits (July) – US Bank