

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

**Meeting Date:** Monday, May 9, 2022

**Time:** 5:00 – 7:00 pm

**Location:** Melissa Grossman's house

**Board Members Present:** Toby Ralston (Treasurer), Jonah Staller (Secretary), Melissa Grossman (At-Large), Rich Miller, Jimmy King.

**Residents/Audience:** None.

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**MEETING CALLED TO ORDER:** at 5:10 pm. Jonah Staller volunteered to take minutes.

**APPOINTMENT OF NEW BOARD MEMBERS/DESIGNATION OF ROLES:** Jonah moved and Melissa seconded a motion to appoint Rich Miller and Jimmy King to serve on the Board. Approved unanimously. Rich and Jimmy signed their oaths of office and Jonah signed the Notices of Appointment. After discussion, Jonah moved to assign Board roles as follows: Jonah – Chairman/President; Melissa – Treasurer; Rich – Secretary; Jimmy – At-Large; Cam – At-Large. Melissa seconded. Approved unanimously. We're excited and grateful to have Rich and Jimmy joining the Board. We're grateful to Toby Ralston and John Ashworth for their service on the Board.

**REVIEW OF MINUTES:** March 7, 2022, meeting minutes: Melissa moved to approve. Jonah seconded. Approved unanimously.

**TREASURER'S REPORT:**

1. **Presentation of Bills.** Toby presented the list of bills approved and paid for the period March 8, 2022 through May 9, 2022 **(for details, please see attached report)**.

**OLD BUSINESS:**

1. **Status – Time estimates for District tasks for exploring hiring a manager.** Work still needed on the spreadsheet. Members discussed tasks that a manager might perform. **Actions:** Jimmy agreed to take the lead on investigating manager options. Jonah will send names of firms that advertise in the Special District Association magazine. Board members will continue to refine the spreadsheet.
2. **Status – Seeking bids for sewer scoping and jetting.** Board members considered and discussed proposals from DRC, Guildner, RH Borden, RG, and a combination proposal from DRC and RH Borden. Historically, the District has scoped and cleaned the main sewer lines every three years. For this approach, DRC's bid was the lowest. As an alternative, the DRC/RH Borden approach uses acoustic assessment of the sewer lines as a first step. Only lines that score poorly would need to be cleaned and scoped. This condition-based maintenance approach has been approved by the Colorado Special District Insurance Pool. The acoustic assessment would be done annually. Acoustic assessment is cheaper/more efficient than scoping the lines and has the potential to lead to cost savings in the long run; cleaning/scoping would only occur in lines that score poorly on the acoustic assessment. Members liked the idea of an annual assessment of the condition of the main lines and the potential for long-term cost savings. The cost for acoustic assessment is \$1,900. The cost for cleaning/scoping would depend on the amount of pipe requiring cleaning/scoping. Jonah moved that the Board hire DRC/RH Borden to conduct assessment and cleaning of the sewer lines using acoustic

assessment. Melissa seconded. Approved unanimously. **Action:** Jonah will contact Patrick Carroll at DRC and get the work scheduled.

3. **Status - Hampden wall process.** Nothing new. Cam absent.
4. **Status – Irrigation – Backflow device cage.** Todd Vigil told Jonah that he will be pouring the new concrete pad and fixing the bent pipe in the next few weeks.
5. **Website ADA compliance – action items. Action:** Jonah will continue working on the ADA plan, which is due to the State July 1, 2022.
6. **Status – Tree watering.** Jonah checked with Heather from AAC and arranged for watering in April.
7. **Status – Exemption from Audit Request.** Toby filed the request and it was approved by DOLA.
8. **Toby’s road map and migration of documents. Actions:** Toby will send a letter to all vendors informing them of the change of treasurer and to direct bills, etc., to Melissa. Toby will arrange a time with Melissa (and Jonah, if possible) to go to the bank to change signing authority for District accounts. Toby and Melissa will meet to discuss details of the transition. Toby will upload files to Google Drive. Melissa will explore a bill-paying platform that Jimmy mentioned – Abbott Exchange.
9. **Status – American Arbor Care Proposal.** Toby clarified that the Peters have agreed to do weed control and fertilization for the park lawn. **Action:** Jonah will give AAC to proceed with tree care services and weed control in the rock bed along University.
10. **Status – Communication/contact with Peters.** In addition to above, Toby confirmed that the Peters will be doing the mowing again. The cost is \$22/mow. Patricia Peters is the contact.
11. **Wall cracks along Grossman/O’Connor drive.** Tabled.

#### **NEW BUSINESS:**

1. **Upcoming Deadlines.** Melissa will send the oaths of office and other paperwork to Peggy Rupp at our law firm. Otherwise, nothing of note now.
2. **Backup procedures.** Jonah shared information he learned at an insurance pool webinar in April. Jonah discussed the need to revise language on our website and to make sure Board members understand what our procedures are in the event of a backup. **Action:** Jonah will draft changes to the website language and steps board members should follow in the event of a backup. The latter would be placed on the Board’s shared drive.
3. **Other.** None.
4. **Visitor comments/remarks.** None.
5. **Adjourn.** 7:10 pm.

**Cherry Hills Heights Water & Sanitation District**  
**Treasurer's Report**  
**For the Period of January 11 through March 7, 2022**

**Check Issued (\$4,590.10):**

- 1) #777 – Collins, Cockrel & Cole - **\$345.00** (December 2021 Legal Fees)
- 2) #778 – COSDPLP - **\$4,236.00** (2022 District Insurance)
- 3) #779 - UNCC - **\$6.50** (Sewer Locates – January)
- 4) #780 – UNCC - **\$2.60** (Sewer Locates – February)

**Electronic Withdrawals & Phone Payments (\$1,160.10)**

- 1) Online Payment to Denver Sprinkler & Landscape
  - a. **\$180.00** – paid on 1/28/22 for 1/25/22 snow clearing
  - b. **\$180.00** – paid on 1/30/22 for 1/27/22 snow clearing
  - c. **\$180.00** – paid on 2/8/22 for 2/2/22 snow clearing
  - d. **\$180.00** – paid on 2/18/22 for 2/12/22 snow clearing
  - e. **\$180.00** – paid on 2/18/22 for 2/17/22 snow clearing
  - f. **\$180.00** – paid on 2/28/22 for 2/24/22 snow clearing
- 2) Denver Water
  - a. **\$24.20** – for December/January Bill
  - b. **\$24.20** – for January/February Bill
- 3) Xcel Energy – Electronic Bank Payments
  - a. **\$11.85** (Dec/Jan Bill)
  - b. **\$11.85** (Jan/Feb Bill)
- 4) US Bank – Bank Fees
  - a. **\$8.00** (January Fee)

**Deposits\* - \$331.06**

\* February Bank Statement Not Yet Received

- 1) **\$165.36** – Mill Levy Tax Revenue on 12/9/21 from Arapahoe County (Electronic Deposit)
- 2) **\$164.90** – Mill Levy Tax Revenue on 1/9/22 from Arapahoe County (Electronic Deposit)
- 3) **\$0.40** – Interest received on Bank Deposits (Dec) – US Bank
- 4) **\$0.40** – Interest received on Bank Deposits (Jan) – US Bank