

**CHERRY HILLS HEIGHTS  
WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS – MEETING MINUTES**

**Date:** Monday, March 1, 2021

**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)

**Residents/Audience:** Katty Staller

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**MEETING CALLED TO ORDER:** at 5:05 pm. Jonah Staller volunteered to take minutes.

**REVIEW OF MINUTES:** January 12, 2021 meeting minutes: Jonah moved to approve. John seconded. Approved unanimously.

**TREASURER’S REPORT:**

1. **Presentation of Bills.** Members reviewed the list of bills approved and paid for the period January 13, 2021 through March 1, 2021 (**see attached**). Six checks were issued totaling \$6,135.00. Electronic withdrawals and phone payments totaled \$891.00. Amounts were for various items including legal fees, insurance, operator in responsible charge fees, snow removal, Xcel Energy charges (related to park irrigation system), water charges, and bank fees.

**OLD BUSINESS:**

1. **Status – Transparency Notice.** Jonah provided edits to Toby. Toby loaded the notice on the Department of Local Affairs’ website. Jonah emailed the notice to neighbors on January 16, 2021.
2. **Status – District rules for sewer connections.** Jonah has continued working on the rules and is close to having a draft for board and operator in responsible charge review.
3. **Status – District Website.** Melissa displayed the draft website and led the board through it. Everyone agreed that it looks great! John moved to take the website live in the next two weeks. Toby seconded. Approved unanimously. **Action:** Melissa will work to take the website live.
4. **Status – Hampden Wall Process.** Cam has drafted an initial email to neighbors in the nature of a survey to see how they feel about doing a wall along Hampden. He will share the draft email with the Board for review before sending to the neighbors.
5. **Status – Trees on University.** Board members discussed potential tree species to use to replace the four ash and two lindens that are dead. Jonah made inquiries with American Arbor Care and Designs by Sundown. John made inquiries with tree specialists. Katty Staller researched some of the trees recommended by American Arbor Care and Designs by Sundown and provided input to the Board. Board members agreed that a mix of podless Kentucky Coffee Trees and Autumn Blaze Maples sounded good and also felt it might make sense, if possible, to replace all of the ash trees at this time, not just the dead ones. John confirmed that both species are recommended as street trees in harsh locations. **Action:** Per the Board’s request, Jonah will ask Heather at American Arbor Care for a plan for planting a mix of the two tree species.
6. **Status – 2021 Insurance Policy.** Lara from the insurance agency sent an email to Jonah dated January 22, 2021 with the updated policy. Liability coverage has been increased from \$2,000,000 to \$5,000,000. Board members noted that the insurance agency is charging a very large commission and wondered whether there might be an alternative agency that charges less. **Action:** Melissa volunteered to do some checking on possible alternatives.

7. **Status – Exemption from Audit.** Toby has prepared the materials needed by Simmons and Wheeler, the outside accounting/audit firm, to prepare the exemption from audit form. The form must be filed with the State auditor by the end of March and must be signed by a majority of Board members. **Action:** Toby will continue to work with Simmons and Wheeler and contact other Board members for signature before the filing deadline.

**NEW BUSINESS:**

1. **Upcoming Deadlines.** None.
2. **Jurisdictional issues with Denver Water.** Denver Water has been saying that a District official must sign off on Water Supply Licenses within the District, even though Denver Water exercises control over the water lines, the water supply, and actually issues and charges for water taps. We had been pushing back on Denver Water, saying that the District's 1981 contract with Denver Water cedes complete authority to Denver Water. After some confusing back and forth, the District's attorney revealed that he had signed these licenses in the past on the District's behalf and that he saw no downside to doing so. He also felt that there might be some benefit to the District – keeping up-to-date on construction in the neighborhood and learning of increases in water tap sizes, which would trigger a sewer tap charge. Based on this, Board members agreed that we will sign off on Water Supply Licenses going forward.
3. **Other business.** None.
4. **Visitor comments/remarks.** Katty Staller provided input on tree species, as noted above.
5. **Adjourn.** The meeting was adjourned at 6:30 pm

**-- END OF MEETING MINUTES --**

## Cherry Hills Heights Water & Sanitation District

### Treasurer's Report

For the period of January 13, 2021 through March 1, 2021

#### Checks Issued (\$6,135.00):

- 1) #734 – T. Charles Wilson - **\$775.00** (Annual Insurance Broker Fee)
- 2) #735 – CO Special Dist. Prop. & Liab. Pool - **\$3,335.00** (2021 Insurance)
- 3) #736 - Collins Cockrel & Cole - **\$799.00** (December Legal Fees)
- 4) #737 – RG & Associates - **\$385.00** (Initial District Set-Up Emer. Service Contract and Comms)
- 5) #738 - Collins Cockrel & Cole - **\$69.00** (January Legal Fees)
- 6) #739 - CO Special Dist. Prop. & Liab. Pool - **\$772.00** (Proration Payment for Added Coverage)

#### Electronic Withdrawals & Phone Payments (\$891.60)

- 1) Online Payments to Denver Sprinkler:
  - a. **\$165.00** – for snow removal on 1/12/21 [19465]
  - b. **\$165.00** – for snow removal on 1/26/21 [19526]
  - c. **\$165.00** – for snow removal on 2/18/21 [19638]
  - d. **\$165.00** – for snow removal on 2/21/21 [19701]
  - e. **\$165.00** – for snow removal on 2/25/21 [19779]
- 2) Denver Water
  - a. **\$22.72** on 1/13/21 for Nov/Dec water bill (Park)
  - b. **\$22.72** on 2/13/21 for Dec/Jan water bill (Park)
- 3) Xcel Energy – Electronic Bank Payments – **\$11.16** (Dec/Jan Bill)
- 4) US Bank – Bank Fees - **\$10.00** (January and February Fees)

#### Deposits - \$7,499.06:

- 1) **\$242.64** – Mill Levy Tax Revenue on 1/8/21 from Arapahoe County (Electronic Deposit)
- 2) **\$7,256.02** – Insurance Proceeds for Tree Damage Claim
- 3) **\$0.40** – Interest received on Bank Deposits – US Bank