

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

**Meeting Date:** Thursday, January 5, 2023

**Time:** 5:00–7:00 pm

**Location:** Jonah Staller's home, 3345 S Columbine Circle

**Board Members Present:** Jonah Staller (Chairman/President), Melissa Grossman (Treasurer), Rich Miller (Secretary)

**Board Members Absent:** Jim King (At-Large), Cam Keshavarz (At-Large)

**Residents/Audience:** None

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**MEETING CALLED TO ORDER:** Given the presence of a quorum of Board Members, Rich called the meeting to order at 5:05 PM.

**REVIEW OF MINUTES:** December 5, 2022 meeting minutes: Jonah moved to approve the minutes as submitted. Melissa seconded the motion and there being no discussion the motion passed unanimously.

**TREASURER'S REPORT:**

Melissa shared the list of bills for the period 10/12/22-12/31/22 and the 2022 year-end bank reconciliation (both documents provided at the end of this document).

**OLD BUSINESS:**

**1. 2023 Budget.**

All documents have been executed and shared with the Board via Google Drive and with the District's law firm who submitted all budget documents to the county.

**2. Consideration of hiring a manager.**

We are still awaiting a proposal from another potential resource and will evaluate that with the proposal already received for review at the next Board meeting.

**3. Hampden wall project.**

On hold.

**4. Usage of District reserves.**

We will engage a provider for an assessment of the District's physical infrastructure (sewer lines, sidewalk along University Blvd., park irrigation system, etc.) to determine the optimal amount to be held in financial reserve.

**5. May, 2023 Board elections.**

- The Board can have a minimum of three (3) members and a maximum of five (5). Two (2) current Board members have announced plans to leave the Board. Self-nominations are due February 24<sup>th</sup>.
- Rich to distribute nomination forms to the community.

**6. District insurance renewal.**

Completed.

**7. Change to sewer backup procedures.**

Procedures have been revised and will be distributed to the community.

**8. Alternative uses for the entry park at University Blvd. & Floyd.**

Based on community input, it has been determined that we will better maintain the existing park (tree trimming, weed maintenance, etc.).

**NEW BUSINESS:**

**1. Transparency notice review and approval.**

Jonah moved to approve the transparency notice. Melissa seconded the motion and there being no discussion the motion passed unanimously. (Notice provided at the end of this document.)

**2. Board use of Google Drive.**

We will adopt the State's Special District Records Management file nomenclature and structure where applicable given the scope and nature of our organization.

**3. Upcoming Deadlines.**

- January 15: Deadline to submit updated transparency notice.
- January 31: Deadline to submit approved budget (and related appropriations/transfer documents).
- February 24: Deadline for self-nominations for board seats. [Self-nomination form](#) can be found here, [Call for nominations form](#) is here, and both need to be added to the website asap if not already there.
- March 31st: Deadline for application for exemption from audit.
- **Resolution Designating Posting Location for District's 24-Hour Meeting Notices.** Jonah moved to approve the Resolution (No. 2023-1-5). Melissa seconded the motion and there being no discussion the motion passed unanimously. (Resolution provided at the end of this document.)

**4. Visitor Comments/Remarks:** None.

**5. Other:** None.

**ADJOURN:** There being no further business before the Board, Jonah moved to adjourn and Melissa seconded. The motion passed unanimously and the meeting was adjourned at 7:21 PM.

**Date of next board meeting:** February 27, 2023 at 5:00pm at Rich Miller's house.

Remaining Board meetings for 2023 are scheduled as follows:

May 1

July 31

October 2

December 4

**Cherry Hills Heights Water & Sanitation District**  
**Treasurer's Report**  
**For the Period of Oct. 12, 2022 through Dec. 31, 2022**

**Conventional Checks Issued:**

- 1) #1026 - Melissa Grossman - **\$88.00** (Board dinner reimbursement 10/12)

**Electronic Withdrawals & Online Bill Payments:**

- 1) American Arbor Care
  - a. **\$475.00** – Tree wrapping (12/9/22)
- 2) Monaco Sprinkler
  - a. **\$75.00** - Winterization (11/21/22)
- 3) Denver Sprinkler
  - a. **\$225.00** - Snow clearing (11/23/22)
  - b. **\$225.00** - Snow clearing (12/9/22)
- 4) Colorado Special District Association Insurance Pool
  - a. **\$4,532.00** - Invoice for District Insurance in 2023 (11/15/22)
- 5) UNCC (Locate fees)
  - a. **\$1.30** - Nov. fees (11/14/22)
  - b. **\$2.60** - Dec. fees (12/9/22)
- 6) Denver Water
  - a. **\$247.76** – for Sept/Oct Bill (11/8/22)
  - b. **\$24.20** - for Oct/Nov Bill (12/8/22)
- 7) Xcel Energy – Electronic Bank Payments
  - a. **\$9.13** - Sept/Oct Bill (12/12/22)

**TOTAL EXPENSES: \$5,904.99**

**Operating and Savings Deposits:**

Operating

- 1) **\$255.88** - Safety Grant - Arapahoe County (dep. 10/31/22)
- 2) **\$1,748.59** – \$1,564.57 General Fund; \$184.02 Specific Ownership (dep. 11/10/22)
- 3) **\$205.27** – Specific Ownership (dep. 12/9/22)

Savings (Interest)

- 1) **\$12.20** – Interest received on Bank Deposits (Oct) – ANB Bank (10/31/22)
- 2) **\$19.69** – Interest received on Bank Deposits (Nov) – ANB Bank (11/30/22)
- 3) **\$23.63** - Interest received on Bank Deposits (Dec) - ANB Bank (12/30/22)

**TOTAL DEPOSITS: \$2,265.26**

<b>Cherry Hills Heights Water &amp; Sanitation</b>		
<b>2022 Bank Reconciliation</b>		
<b>Cherry Hills Heights Water &amp; Sanitation - Operating Account</b>		
Beginning Balance (1/1/22)		\$ 129,907.96
Plus - Revenues/Deposits		\$ 37,651.35
Less - Expenses:		
Accounting	\$ 642.50	
Bank Fees	\$ 64.00	
Insurance	\$ 8,768.00	
Landscaping	\$ 5,247.50	
Legal	\$ 2,838.08	
Maintenance	\$ 7,786.18	
Misc.	\$ 1,064.59	
ORC/Mgmt Fees	\$ -	
Utilities	\$ 1,814.76	
Total Expenses		\$ (28,225.61)
<b>Ending Balance - Operating (12/31/22)</b>		<b>\$ 139,333.70</b>
<b>Cherry Hills Heights Water &amp; Sanitation - Savings Account</b>		
Beginning Balance (1/1/22)		\$ 95,784.88
Plus - Interest		\$ 68.12
<b>Ending Balance - Savings (12/31/22)</b>		<b>\$ 95,853.00</b>
<b>Total Funds Available - Operating &amp; Savings (12/31/20)</b>		<b>\$ 235,186.70</b>

## Cherry Hills Heights Water & Sanitation

### 2022 Bank Reconciliation

#### Cherry Hills Heights Water & Sanitation - Operating Account

Beginning Balance (1/1/22)		\$	129,907.96
Plus - Revenues/Deposits		\$	37,651.35
Less - Expenses:			
Accounting	\$	642.50	
Bank Fees	\$	64.00	
Insurance	\$	8,768.00	
Landscaping	\$	5,247.50	
Legal	\$	2,838.08	
Maint.	\$	7,786.18	
Misc.	\$	1,064.59	
ORC/Mgmt Fees	\$	-	
Utilities	\$	1,814.76	
Total Expenses		\$	(28,225.61)
<b>Ending Balance - Operating (12/31/22)</b>		<b>\$</b>	<b>139,333.70</b>

#### Cherry Hills Heights Water & Sanitation - Savings Account

Beginning Balance (1/1/22)		\$	95,784.88
Plus - Interest		\$	68.12
<b>Ending Balance - Savings (12/31/22)</b>		<b>\$</b>	<b>95,853.00</b>

<b>Total Funds Available - Operating &amp; Savings (12/31/20)</b>		<b>\$</b>	<b>235,186.70</b>
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## Cherry Hills Heights Water & Sanitation

### 2021 Deposits - Mill Levy Tax Collections and Conventional Deposits

Deposit Date	Type	Payor	Description	Gen Fund	Spec Own	Deposit Amount
01/09/22	ELEC	Arapahoe County	Tax Revenue		\$ 164.90	\$ 164.90
02/09/22	ELEC	Arapahoe County	Tax Revenue	\$ 381.69	\$ 176.02	\$ 557.71
03/10/22	ELEC	Arapahoe County	Tax Revenue	\$ 14,420.94	\$ 202.55	\$ 14,623.49
04/07/22	ELEC	Arapahoe County	Tax Revenue	\$ 1,813.33	\$ 200.81	\$ 2,014.14
05/10/22	ELEC	Arapahoe County	Tax Revenue	\$ 3,247.41	\$ 172.75	\$ 3,420.16
06/10/22	ELEC	Arapahoe County	Tax Revenue	\$ 2,338.44	\$ 165.71	\$ 2,504.15
07/08/22	ELEC	Arapahoe County	Tax Revenue	\$ 11,394.40	\$ 177.83	\$ 11,572.23
08/09/22	ELEC	Arapahoe County	Tax Revenue	\$ 10.79	\$ 174.63	\$ 185.42
09/08/22	ELEC	Arapahoe County	Tax Revenue		\$ 228.99	\$ 228.99
10/07/22	ELEC	Arapahoe County	Tax Revenue	\$ (22.16)	\$ 192.58	\$ 170.42
10/31/22	Grant	CO Spec. District	Safety Grant	\$ 255.88		\$ 255.88
11/10/22	ELEC	Arapahoe County	Tax Revenue	\$ 1,564.57	\$ 184.02	\$ 1,748.59
12/09/22	ELEC	Arapahoe County	Tax Revenue		\$ 205.27	\$ 205.27
				<b>\$ 35,405.29</b>	<b>\$ 2,246.06</b>	<b>\$ 37,651.35</b>

**Cherry Hills Heights Water & Sanitation**  
**2022 Operating Expenses**

Last update: 1/3/2023

Expense Category	Check #	Date Posted	Payee	Expense Description	Expense Amount	Clear	2022 Budget	Budget vs Actual
Accounting	783	06/15/22	Simmons & Wheeler	2021 Audit Exemption Fee (Inv. 30404 & 33079)	\$ 642.50	x		
<b>Accounting Total</b>					<b>\$ 642.50</b>		<b>\$ 500.00</b>	<b>\$ 142.50</b>
Bank Fees	AUTO	01/14/23	US Bank	Jan Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	02/14/23	US Bank	Feb Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	03/14/23	US Bank	Mar Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	04/14/22	US Bank	Apr Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	05/13/22	US Bank	May Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	06/14/22	US Bank	June Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	07/15/22	US Bank	July Bank Service Charge	\$ 8.00	x		
Bank Fees	AUTO	08/12/22	US Bank	Aug Bank Service Charge	\$ 8.00	x		
<b>Bank Fees Total</b>					<b>\$ 64.00</b>		<b>\$ 96.00</b>	<b>\$ (32.00)</b>
Insurance	778	02/09/23	CO Special Dist Property & Liab. Pool	2022 Insurance	\$ 4,236.00	x		
Insurance	AUTO	11/14/22	CO Special Dist Property & Liab. Pool	2023 Insurance	\$ 4,532.00	x		
<b>Insurance Total</b>					<b>\$ 8,768.00</b>		<b>\$ 5,000.00</b>	<b>\$ 3,768.00</b>
Landscaping	AUTO	01/10/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	01/12/23	Denver Sprinkler	Snow clearing	\$ 217.50	x		
Landscaping	AUTO	01/31/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	01/31/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	02/09/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	02/22/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	02/22/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	03/01/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	03/17/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	03/30/23	Denver Sprinkler	Snow clearing	\$ 180.00	x		
Landscaping	AUTO	05/03/22	American Arbor Care	4/21 tree watering	\$ 225.00	x		
Landscaping	AUTO	05/10/22	Monaco Sprinkler		\$ 75.00	x		
Landscaping	AUTO	05/10/22	American Arbor Care	5/5 weed treatment	\$ 94.00	x		
Landscaping	AUTO	06/08/22	American Arbor Care		\$ 109.00	x		
Landscaping	AUTO	06/08/22	American Arbor Care		\$ 150.00	x		
Landscaping	785	06/14/22	Peters Construction	May mowing	\$ 66.00	x		
Landscaping	AUTO	06/21/22	American Arbor Care		\$ 122.00	x		
Landscaping	AUTO	07/13/22	American Arbor Care	Weed spraying	\$ 94.00	x		
Landscaping	790	07/19/22	Peters Construction	June mowing	\$ 66.00	x		
Landscaping	795	08/07/22	Peters Construction	July mowing	\$ 66.00	x		
Landscaping	AUTO	08/29/23	American Arbor Care	Inv. 69698 tree spraying	\$ 127.00	x		
Landscaping	AUTO	08/29/23	American Arbor Care	Inv. 69712 weed spraying	\$ 94.00	x		
Landscaping	AUTO	09/07/22	Monaco Sprinkler	Pad redo/cage	\$ 395.00	x		
Landscaping	AUTO	09/16/22	Peters Construction	Aug. mowing	\$ 66.00	x		
Landscaping	1001	09/27/22	American Arbor Care	Spray trees	\$ 127.00	x		
Landscaping	AUTO	09/28/22	American Arbor Care	Fertilizing	\$ 330.00	x		
Landscaping	AUTO	10/11/22	American Arbor Care	Weed spraying	\$ 94.00	x		
Landscaping	AUTO	10/11/22	Peters Construction	Sept. mowing	\$ 66.00	x		
Landscaping	AUTO	11/14/22	Peters Construction	Oct. mowing	\$ 44.00	x		
Landscaping	AUTO	11/19/22	Monaco Sprinkler	Winterization	\$ 75.00	x		
Landscaping	AUTO	11/23/22	Denver Sprinkler	Snow removal	\$ 225.00	x		
Landscaping	AUTO	12/09/22	Denver Sprinkler	Snow removal	\$ 225.00	x		
Landscaping	AUTO	12/09/22	American Arbor Care	Tree wrapping	\$ 475.00	x		
<b>Landscaping Total</b>					<b>\$ 5,247.50</b>		<b>\$ 7,000.00</b>	<b>\$ (1,752.50)</b>
Legal	777	02/10/23	Collins Cockrel & Cole	Dec. 2021 Legal Fees	\$ 345.00	x		
Legal	786	06/22/22	Collins Cole Flynn Winn Ulmer	Legal fees (Inv. 1894)	\$ 1,409.08	x		
Legal	791	07/21/22	Collins Cole Flynn Winn Ulmer	Legal Fees (Inv. 2009)	\$ 35.50	x		
Legal	794	08/07/22	Collins Cole Flynn Winn Ulmer	Legal Fees (Inv. 2116)	\$ 59.00	x		
Legal	1002	09/27/22	Collins Cole Flynn Winn Ulmer	Legal Fees (Inv. 2225)	\$ 139.50	x		
Legal	AUTO	10/28/22	Collins Cole Flynn Winn Ulmer	Legal Fees (Inv. 2555)	\$ 392.50	x		
Legal	AUTO	11/15/22	Collins Cole Flynn Winn Ulmer	Legal Fees (Inv. 2665)	\$ 457.50	x		
<b>Legal Total</b>					<b>\$ 2,838.08</b>		<b>\$ 4,500.00</b>	<b>\$ (1,661.92)</b>
Maint.	776	01/14/23	UNCC	Sewer Locate Fees (Dec)	\$ 5.28	x		

\$ 3,480.58

\$ 13,033.6

**Cherry Hills Heights Water & Sanitation**  
**2022 Operating Expenses**

Last update: 1/3/2023

Expense Category	Check #	Date Posted	Payee	Expense Description	Expense Amount	Clear	2022 Budget	Budget vs Actual
Maint.	779	02/11/23	UNCC	Sewer Locate Fees (Jan)	\$ 6.50	x		
Maint.	780	03/09/23	UNCC	Sewer Locate Fees (Feb)	\$ 2.60	x		
Maint.	781	04/08/22	UNCC	Sewer Locate Fees (Mar)	\$ 5.20	x		
Maint.	782	05/05/22	UNCC	Sewer Locate Fees (Apr)	\$ 13.00	x		
Maint.	784	06/14/22	UNCC	Sewer Locate Fees (May)	\$ 6.50	x		
Maint.	788	07/18/22	UNCC	Sewer Locate Fees (June)	\$ 6.50	x		
Maint.	792	08/03/22	UNCC	Sewer Locate Fees (July)	\$ 7.80	x		
Maint.	793	08/04/22	RH Borden & Co.	Acoustic Assessment (Inv. 1257)	\$ 1,900.00	x		
Maint.	AUTO	09/15/22	UNCC	Sewer Locate Fees (Aug)	\$ 3.90	x		
Maint.	AUTO	09/27/22	DRC Construction Services	Sewer line cleaning and manholes	\$ 5,819.80	x		
Maint.	AUTO	10/03/22	UNCC	Sewer Locate Fees (Sept)	\$ 5.20	x		
Maint.	AUTO	11/15/22	UNCC	Sewer Locate Fees (Oct)	\$ 1.30	x		
Maint.	AUTO	12/09/22	UNCC	Sewer Locate Fees (Nov)	\$ 2.60	x		
<b>Maintenance Total</b>					<b>\$ 7,786.18</b>		<b>\$ 7,000.00</b>	<b>\$ 786.18</b>
Admin.			Special Districts of CO	Annual Membership (2023)				
Admin.	AUTO	06/30/22	Safeguard	Check reorder	\$ 131.69	x		
Admin.	787	06/21/22	Jonah Staller	Reimbursement MTECH, Pain, Javier (Apr.)	\$ 439.86	x		
Admin.	789	07/20/22	Jonah Staller	Reimbursement Real Mtn. Tree branch removal	\$ 150.00	x		
Admin.	1	08/29/22	Jonah Staller	Reimbursement Javier	\$ 200.00	x		
Admin.	1003	09/27/22	Jonah Staller	Reimbursement locks for park cage	\$ 55.04	x		
Admin.	1026	10/16/22	Melissa Grossman	Reimb. board dinner	\$ 88.00	x		
<b>Administration Total</b>					<b>\$ 1,064.59</b>		<b>\$ 1,000.00</b>	<b>\$ 64.59</b>
ORC/Mgmt Fees								
ORC/Mgmt Fees								
<b>ORC/Mgmt Fees</b>					<b>\$ -</b>		<b>\$ 6,500.00</b>	<b>\$ (6,500.00)</b>
Utilities	AUTO	01/11/22	Denver Water	Nov/Dec	\$ 23.17	x		
Utilities	AUTO	01/14/23	Xcel Energy	Nov/Dec	\$ 11.85	x		
Utilities	AUTO	02/11/23	Denver Water	Dec/Jan bill	\$ 24.20	x		
Utilities	AUTO	02/14/23	Xcel Energy	Dec/Jan bill	\$ 11.85	x		
Utilities	AUTO	03/14/23	Denver Water	Jan/Feb	\$ 24.20	x		
Utilities	AUTO	03/17/23	Xcel Energy	Jan/Feb	\$ 11.85	x		
Utilities	AUTO	04/11/22	Denver Water	Feb/Mar	\$ 24.20	x		
Utilities	AUTO	04/15/22	Xcel Energy	Feb/Mar	\$ 11.85	x		
Utilities	AUTO	05/10/22	Denver Water	Mar/Apr	\$ 24.20	x		
Utilities	AUTO	05/13/22	Xcel Energy	Mar/Apr	\$ 11.85	x		
Utilities	AUTO	06/10/22	Denver Water	Apr/May	\$ 206.36	x		
Utilities	AUTO	06/14/22	Xcel Energy	Apr/May	\$ 11.85	x		
Utilities	AUTO	07/12/22	Denver Water	May/Jun	\$ 239.48	x		
Utilities	AUTO	07/14/22	Xcel Energy	May/Jun	\$ 11.85	x		
Utilities	AUTO	08/12/22	Denver Water	Jun/Jul	\$ 297.44	x		
Utilities	AUTO	08/12/22	Xcel Energy	Jun/Jul	\$ 11.85	x		
Utilities	AUTO	08/30/23	Denver Water	Jul/Aug	\$ 314.00	x		
Utilities	AUTO	09/28/22	Xcel Energy	Jul/Aug	\$ 11.85	x		
Utilities	AUTO	10/12/22	Denver Water	Aug/Sept	\$ 222.92	x		
Utilities	AUTO	10/12/22	Xcel Energy	Aug/Sept (note: \$15 credit in next bill)	\$ 26.85	x		
Utilities	AUTO	11/08/22	Denver Water	Sept/Oct	\$ 247.76	x		
Utilities	AUTO	11/08/22	Xcel Energy	Sept/Oct (no charge due to credit)	\$ -	x		
Utilities	AUTO	12/08/22	Denver Water	Nov/Dec	\$ 24.20	x		
Utilities	AUTO	12/09/22	Xcel Energy	Nov/Dec (remaining credit applied)	\$ 9.13	x		
<b>Utilities Total</b>					<b>\$ 1,814.76</b>		<b>\$ 2,250.00</b>	<b>\$ (435.24)</b>
<b>Grand Total</b>					<b>\$ 28,225.61</b>		<b>\$ 33,846.00</b>	<b>\$ (5,620.39)</b>

\$ 1,128.59



# Cherry Hills Heights Water & Sanitation

## 2021 Deposits - Savings Account

Deposit Date	Type	Payor	Description	Deposit Amount
Jan	Interest	US Bank	Savings Interest	
Feb	Interest	US Bank	Savings Interest	\$ 0.40
Mar	Interest	US Bank	Savings Interest	\$ 0.39
Apr	Interest	US Bank	Savings Interest	\$ 0.40
May	Interest	US Bank	Savings Interest	\$ 0.39
Jun	Interest	US Bank	Savings Interest	\$ 0.40
Jul	Interest	US Bank	Savings Interest	\$ 0.39
Aug	Interest	US Bank	Savings Interest	\$ 0.40
Aug	Interest	US Bank	Savings Interest	\$ 0.28
08/31/23	Interest	ANB Bank	Savings Interest	\$ 1.68
09/30/23	Interest	ANB Bank	Savings Interest	\$ 7.87
10/31/23	Interest	ANB Bank	Savings Interest	\$ 12.20
11/30/23	Interest	ANB Bank	Savings Interest	\$ 19.69
12/30/23	Interest	ANB Bank	Savings Interest	\$ 23.63
				<b>\$ 68.12</b>

Beginning Balance - 1/4/22 \$ 95,784.88

Ending Balance - 12/31/22 \$ 95,853.00

Interest Earned - 2021 \$ 68.12