

RECORD OF PROCEEDINGS

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

CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD: Monday, October 2, 2023, AT 5:00 P.M.

CALL TO ORDER:

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.

Jason Lee, President
Jonah Staller, Treasurer
Russell Wilson, Director
Tara Ryerson, Director

Absent was Secretary Richard Miller, whose absence was excused.

Also present was:

Marcos Pacheco, Ashly Dorey, Diane Rodriguez & 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 5:04 p.m.

CONFLICTS OF INTEREST:

There were none.

APPROVE AGENDA:

The agenda was amended for the addition of Resolution 2023-10-2, this item was added under Director's Items. Director Staller moved to approve the amended agenda. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

MINUTES:

Director Staller moved to approve the minutes of the meeting held on July 31, 2023, as presented. Upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

PUBLIC COMMENT:

There were none.

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MANAGER MATTERS:

Status of District's Insurance Renewal: Director Staller updated the Board on the status of the District's Insurance Renewal. Now that he's received the proposed budget, he'll be able to complete the necessary forms. He noted that Mr. Pacheco is listed as a contact so he will also list him as a secondary reviewer for the renewal.

Status of CRS's Insurance Certificate: Mr. Pacheco updated the Board that Sue Blair has been working with Tim Flynn and CRS's insurance to obtain a complete certificate.

Look Ahead Schedule: Mr. Pacheco noted the draft budget went out via email to the Board today. He asked the Board to review and please let CRS know of any changes or questions they may have. Director Staller asked for clarification about the public hearing notice and what is required by statute. Mr. Pacheco explained the District is required to publish in a paper of general circulation when they conduct a public hearing for adoption of the budget. He noted that CRS will publish this information as well as have it posted on the District's website. He also noted that CRS will publish for a 2023 budget amendment as well, to be prepared for any possible budget amendment.

Ms. Dorey reported on the contract with Diversified Underground. She's provided the completed contract to them, so they are able to begin the transition process. Diversified Underground takes about 72 hours to complete this transition to get their services in place. Director Staller asked for an update as soon as those services start.

Moving into discussion about the District's website, Mr. Pacheco noted that SIPA is fairly strict about login credentials. Currently Director Staller and Director Miller have access. They will need to grant access to CRS. CRS will contact SIPA to initiate the transition and Director Staller can expect DocuSign forms to grant the requested access.

Ms. Dorey reminded the Board that she's created Director emails for each Director via Gmail. Each Director email is director(last name)@chhwsd.org and initial login passwords have been reset. She noted we will begin using these District emails as soon as all Board members have access. Director Staller asked how these services are being billed. Ms. Dorey reported that CRS has paid for the initial setup and expensed the District. She noted that she can

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add Director Staller to the Gmail Admin portal for access to update the billing preferences.

FINANCIAL MATTERS:

Review and Consider Cash Position: Mrs. Rodriguez reviewed the cash position for the period ending August 31, 2023.

Review and Consider Unaudited Financial Statements: Mrs. Rodriguez reviewed the financial statements for the period ending August 31, 2023, and noted that she's prepared them on a cash basis. Director Staller moved to approve the unaudited financial statements as presented, upon second by Director Wilson, a vote was taken, and the motion was carried unanimously.

Treasurer's Report: Director Staller reviewed the activity from September, including bills paid to Xcel, CO811, CRS of Colorado, RH Borden for the acoustic assessment, a water bill for the irrigation of trees and lawn in the park, and \$104 paid to the sprinkler company for a leak in a drip line along S University.

Discussion of a 2023 Budget Amendment: Mrs. Rodriguez noted that CRS will have better knowledge of any necessary budget amendments by the scheduled December meeting.

It was noted that ORC and management costs were previously grouped together in the budget. Diane recommended moving some of the budgeted cost from this group to district management and accounting. Director Staller agreed, he suggested moving about \$4000 out of the \$6000.

Consideration of Colotrust and InBank Accounts: The Board was provided with information about each institution after the last Board meeting. Mrs. Rodriguez gave a short review and her experience with both Colotrust and InBank. She prefers the Colotrust Plus account and sees the most benefit from this option. Mr. Pacheco noted that funds in Colotrust are available as liquid the same day, which is a huge bonus for governmental entities. Director Staller moved to approve the opening of accounts with InBank and Colotrust, placing \$200,000 into Colotrust Plus and to move the remaining ANB funds to InBank. Upon a second from Director Wilson, a vote was taken, and the motion was carried unanimously.

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Upon opening an account, Colotrust will ask for two Board members to have online access. The Board nominated Director Lee and Director Staller to have access.

Mrs. Rodrigez gave a quick overview of what it would look like if CRS paid bills for the District if they choose to do so in the future. Director Staller noted this may be something to consider at the December meeting.

Mrs. Rodriguez asked if anyone has questions or concerns regarding the 2024 budget. Director Staller suggested lowering the legal fees allowance. He also suggested increasing the landscaping budget due to inflation to \$7000 and adding some room for Diversified Underground fees within maintenance.

OPERATIONS & MAINTENANCE:

2024 Maintenance and Coordination of Construction: Director Staller noted DRC Construction will make up the majority of maintenance for the remainder of the year. Ms. Dorey will follow up with DRC this week to request proposals for the cleanup of necessary manholes and sewer lines.

Director Staller asked CRS how they field calls from district residents in other districts, and how the Board can transition to having CRS handle more resident concerns. Mr. Pacheco explained CRS has a 24/7 phone line available for these calls and concerns. CRS also has a list of vendors who they can refer to if necessary. Mr. Pacheco suggested setting up a phone tree, to set a specific list of who is contacted in which order to resolve issues that arise. He will work with Director Staller to get this put into place.

2024 Landscaping and Mowing: Director Staller asked if CRS has received any invoices from Peter's Construction; Mr. Pacheco reported they have not. It was noted the District has not received a bill from Peter's since earlier in the summer.

Ms. Dorey asked if the Board is happy with their current landscaping services and asked if it's necessary to begin requesting proposals for next year's landscaping maintenance. The Board agreed she should request some bids for review. Director Staller reviewed a few vendors the Board has been satisfied with over the past few years and the services they provide.

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Sewer Demo at 2560 E Floyd Ave: Director Staller reported on the construction that is taking place at 2560 E Floyd Avenue. He reported that Sarah Constantine with RG Associates had reached out to the builder again last week, who said he was out of town. The builder stated he would submit the proper paperwork once he returns. No permit application, agreement, or check has been submitted yet. Director Lee noted that he spoke to the County about the construction and a stop work was issued but there was a truck on site again today. Director Staller suggested the Board take action if the builder doesn't submit an application for disconnection, agreement and check by the end of the week. Mr. Pacheco offered CRS to draft the letter for Tim Flynn's review if the Board would prefer.

Snow Removal: CRS presented four snow removal proposals for the Board to review for consideration. There was discussion about the presented proposals. Ms. Dorey noted there is a fifth contractor, Lomoon Landscaping LLC who has not yet responded with their proposal. It was noted that Keesen and Denver Sprinkler use ATV's and Mile High will likely use a truck which may not be the best for this sidewalk. The Board has decided to give Lomoon until Friday to provide a proposal and at that time vote from the available four bids.

DIRECTOR ITEMS:

Resolution 2023-10-2: Director Staller presented Resolution 2023-10-2 which delegates to the Treasurer the ability to pay invoices without a prior Board meeting, in which those payments will be ratified at the following Board meeting. The drafted resolution states that any invoice over \$500 would require approval from two other Board members before the Treasurer pays the invoice. There was a short discussion about the threshold. The Board decided to increase the threshold to \$1000. Director Wilson motioned to adopt Resolution 2023-10-2 modifying the invoice threshold to \$1000. Upon second by Director Lee, a vote was taken, and the motion was carried unanimously.

LEGAL MATTERS:

There were none.

OTHER BUSINESS:

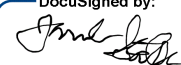
Director Staller noted that in the past the Board has emailed the meeting agenda to the District residents and asked if CRS can continue to do so moving forward. Mr. Pacheco confirmed CRS will begin to email the agenda in addition to posting it on the website, beginning in December.

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ADJOURNMENT:

Director Lee moved to adjourn the meeting at 6:35p.m. Upon a second by Director Wilson, a vote was taken, and the motion carried unanimously.

Respectfully Submitted,

DocuSigned by:


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Secretary for the Meeting