

RECORD OF PROCEEDING

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

CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD MONDAY, MARCH 11, 2024, AT 5:00 P.M.

ADMINISTRATIVE ITEMS

The regular 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 Ashly Dorey in accordance with the laws of the State of Colorado. The following Directors were acting:

Jason Lee, President
Jonah Staller, Treasurer
Richard Miller, Secretary
Russell Wilson, Director

Absent was Director Tara Ryerson, whose absence was excused.

Also present was:
Marcos Pacheco and Ashly Dorey of Community Resource Services of Colorado

CALL TO ORDER

A quorum of the Board was present, and the meeting was called to order at 5:00 p.m.

CONFLICTS OF INTEREST

There were none.

APPROVE AGENDA

Director Miller moved to approve the agenda as presented. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

MINUTES

Director Staller moved to approve the minutes of the meeting held on December 4, 2023, as presented. Upon second by Director Miller, a vote was taken, and the motion carried unanimously.

PUBLIC COMMENT

There was none.

MANAGERS MATTERS

1. **Update on Streamline:** Ms. Dorey reported the Districts new Streamline website is live to the public. She and Director Staller have spent some time this past month editing the website to make necessary updates. The Board asked Ms. Dorey to send out a notice of the new domain to residents.

2. **Look Ahead Schedule:** Ms. Dorey presented the look ahead schedule to the Board. The schedule shows that all January compliance items have been filed and the audit exemption is due March 31, 2024.
3. **September 9, 2024, Board Meeting:** Ms. Dorey reported that CRS will be unavailable for a 5:00pm Board meeting on Monday, September 9, 2024, as this is the week of the SDA Conference. She proposed the Board reschedule the meeting to the following Monday, September 16, 2024. The Board agreed this would be a good alternative, and Director Staller noted he won't be available for either date.

FINANCIAL MATTERS

1. **Review and Approve/Ratify Payment of Claims:** Ms. Dorey presented claims to be ratified from the period of November 15, 2023, through February 22, 2024. Director Staller moved to ratify the claims as presented. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.
2. **Review Financial Statements:** Ms. Dorey reviewed the Cash Position as of March 4, 2024; the Districts unrestricted cash balance stands at \$215,343. Ms. Dorey reviewed the unaudited financial statements through the period ending February 29, 2024. Total expenditures are currently at 15%, tracking well for 17% YTD. Director Staller moved to approve the unaudited financial statements as presented, upon second by Director Wilson, a vote was taken, and the motion carried unanimously.
3. **Review 2023 Audit Exemption:** Ms. Dorey presented the 2023 Audit Exemption to the Board. Director Staller moved to approve the 2023 Audit Exemption as presented. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously. Ms. Dorey noted that she will be sending out the Audit Exemption for Board signatures within the next week.
4. **Ratify Winter Watering by American Arbor Care & 2024 Weed Man Contract:** Ms. Dorey reviewed the expenses of each contract. American Arbor Care came out twice this winter to water trees in the District for a total of \$450. Weed Man was contracted to perform fertilization and weed control for the 2024 season in the amount of \$603.68. The District saved 12% by prepaying Weed Man for the season. Director Staller moved to ratify both work contracts. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

OPERATIONS & MAINTENANCE

1. **Consider 2024 Proposal from American Arbor Care:** Ms. Dorey presented a proposal from American Arbor Care for the treatment of trees in the District, fertilization of the park lawn, removal of a Russian Olive plant and weed control for the stretch of rocks along University Blvd. Director Staller noted that some of the proposed work will already be covered by the scope of Weed Man's contract. Director Staller moved to approve the proposal for the treatment of trees and weed control in the rock areas along the stretch of University Blvd. only. Upon second by Director Miller, a vote was taken, and the motion carried unanimously.

There was some discussion about contractors that do work for the District and the importance of insurance. The Board asks that CRS verify with each contractor their general liability.

The Board will possibly need to find a new contractor to trim shrubs and grasses in the park and along S. University Blvd. CRS and Director Lee will both work to find contractors that can complete this work.

DIRECTORS ITEMS

There were none.

LEGAL MATTERS

There were none.

OTHER BUSINESS

1. There was a short discussion about the Subdistrict A budget. DOLA has asked that the District begin filing a separate budget for Cherry Hills Heights WSD Subdistrict A in 2025. CRS has asked the legal team to weigh in on the option of making the subdistrict inactive. Going inactive would save the District the cost of having to prepare budget documentation. Legal will get back to CRS with an opinion.
2. Director Miller moved to excuse Director Ryerson from today's Board meeting. Upon second from Director Staller, a vote was taken, and the motion carried unanimously.

ADJOURNMENT

Director Lee moved to adjourn the meeting at 5:55 p.m. Upon a second by Director Wilson, a vote was taken, and the motion carried unanimously.

Respectfully submitted,



Secretary for the Meeting