

## RECORD OF PROCEEDING

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

### CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD MONDAY, JUNE 10, 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 5:05 p.m.

#### CONFLICTS OF INTEREST

There were none.

#### APPROVE AGENDA

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

#### MINUTES

Director Staller moved to approve the minutes of the meeting held on March 11, 2024, as presented. Upon second by Director Lee, a vote was taken, and the motion carried unanimously.

#### PUBLIC COMMENT

There was none.

#### MANAGERS MATTERS

1. **Look Ahead Schedule:** Ms. Dorey presented the look ahead schedule to the Board, outlining important upcoming dates. It was noted that the September meeting date will need to be changed to reflect the meeting taking place on September 16th.

2. **Digital Accessibility Update:** Ms. Dorey reported on the status of the District's website with the new compliance laws. CRS is working to maintain compliance and remedy non-compliance issues. The Board asked several questions to which Ms. Dorey was able to provide clarity.
3. **Discussion of the Deactivation of Subdistrict A:** Ms. Dorey reported that she has reached out to legal counsel a few times but has not heard back. It is the recommendation of CRS to place the subdistrict in inactive status but will take no action until legal provides an opinion and the Board provides direction. Director Staller noted that he will reach out to the District's Attorney to inquire about the matter.

## FINANCIAL MATTERS

1. **Review and Approve/Ratify Payment of Invoices:** Ms. Dorey presented invoices to be ratified from the period of March 18, 2024, through May 16, 2024. Director Wilson moved to ratify payment of the invoices as presented. Upon second by Director Miller, a vote was taken, and the motion carried unanimously.
2. **Review Financial Statements:** Ms. Dorey reviewed the Cash Position as of June 4, 2024; the District's unrestricted cash balance stands at \$228,991. Ms. Dorey reviewed the unaudited financial statements though the period ending May 31, 2024. Currently at 42% though the year 2024, the District has only expended 28% of the budgeted expenditures year to date. Director Staller moved to approve the unaudited financial statements as presented, upon second by Director Lee, a vote was taken, and the motion carried unanimously.

## OPERATIONS & MAINTENANCE

1. **Consider RH Borden's Proposal:** Director Staller noted that RH Borden said we could skip the assessment this year, but Director Staller recommended the District perform this service this year to create a baseline for 3 consecutive years of data. The price of the proposal is \$2,375. Director Staller moved to approve the assessment of the sewer lines at the proposed amount. Upon second by Director Miller, vote was taken, and the motion carried unanimously.
2. **Discussion Regarding Utility Locates:** Director Staller reported on the issues that have been found in recent months on the invoices from Diversified Underground. Both he and Ms. Dorey felt that the District was being improperly billed. After investigation, a phone call was scheduled with Diversified Underground to evaluate the charges and get to the root issue. After this discussion, it was determined that the billing was incorrect and therefore credit would be applied to the District's account. Following a discussion related to the current provider, there was then a discussion related to other companies that could provide the same services, but in a more efficient manner to the District. No action will be taken at this time, but after the next two billing cycles from Diversified Underground, the District will evaluate whether they have addressed our concerns or not. In the meantime, there are other providers that CRS will reach out to in order to obtain an official proposal in the event that the District determines a change is necessary.
3. **Discussion of Vault Maintenance:** Director Staller reported there is an unidentified vault near the entry of the District that has a large rectangular cover over it. The cover is in bad shape and rusting on its entire surface. After discussion, it was determined that it is not wise to raise the cover to evaluate the contents below. Rather, the Board asked Ms. Dorey to obtain quotes to have the cover sandblasted and painted, helping ensure more longevity.

## **DIRECTORS ITEMS**

1. **Discussion of Landscaping Needs:** Director Staller noted several landscaping items. While some work has been completed, there is still clean-up work that is required. He also reported that the irrigation for the grass has been a longstanding issue he is looking to remedy. He noted the park could be watered more efficiently, hopefully Monaco Sprinkler will have some recommendations. He also suggested that we have Monaco evaluate the adequacy of the drip irrigation for the trees on University and recommend any changes needed. Lastly, the location of the irrigation rain sensor is currently below a tree and needs to be moved to allow a more accurate reading of the rain events.

## **LEGAL MATTERS**

There were none.

## **OTHER BUSINESS**

1. Director Staller asked questions of CRS related to the last bill and a billing entry related to conversations with Jim Landry.
2. Director Staller asked if CRS was aware of an email sent by Google indicating that the domains managed by Google are now going to be managed by Squarespace. To everyone's knowledge, there should be no impact to the current service plan with Google.

## **ADJOURNMENT**

Director Staller moved to adjourn the meeting at 6:15 p.m. Upon a second by Director Miller, a vote was taken, and the motion carried unanimously.

Respectfully submitted,



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Secretary for the Meeting