

RECORD OF PROCEEDING

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

CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD MONDAY, SEPTEMBER 8, 2025, 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
Russ Wilson, Vice President
Robert Hill, Treasurer
John Portman, Secretary
Tara Ryerson, Assistant Secretary

Also present was:

Ashly Dorey of Community Resource Services of Colorado
Jonah Staller

CALL TO ORDER

A quorum of the Board was present, and the meeting was called to order at 5:03 p.m.

CONFLICTS OF INTEREST

There were none.

APPROVE AGENDA

The Board approved the agenda as presented.

MINUTES

Director Wilson moved to approve the minutes of the special meeting held June 16, 2025, as presented. Upon second by Director Lee, a vote was taken, and the motion carried unanimously.

PUBLIC COMMENT

Jonah Staller commented that there are three trees along S. University that are changing color early; he was concerned about their health. Ms. Dorey had reached out to American Arbor Care prior to today's meeting, and they confirmed the trees are healthy. They believe the trees may have been scorched in the recent heat; however American Arbor Care is not overly concerned and will help to keep an eye on them come spring.

OPERATIONS & MAINTENANCE

1. **Consider Snow Removal Proposals for the 2025-2026 Season:** Ms. Dorey presented two snow proposals for Board consideration, one from Keesen Landscape Management and another from Environmental Landworks Company. After some discussion, Director Wilson moved to approve Keesen Landscape Management for snow removal services for the 2025-2026 season. Upon second by Director Portman, a vote was taken, and the motion carried unanimously.
2. **Consider ORC Review of Sewer Main Video & Report Log:** The Board considered having Jim Landry, the District's Operator in Responsible Charge, review the most recent video inspection that was completed of the sewer mains this summer. There was also some discussion regarding the numbering system used for manholes. The Board asked management to get some clarity on the report as it's a bit confusing to understand how the video-runs were outlined. Director Wilson asked if Jim Landry's review will also include a dashboard. Ms. Dorey noted that she will be sure to find out. Director Lee moved to approve Jim Landry to review the sewer main videos for the purpose of creating a system maintenance plan and identifying concerns. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

FINANCIAL MATTERS

1. **Review and Ratify Payment of Invoices:** Ms. Dorey presented invoices to be ratified from the period of June 16, 2025, through August 31, 2025. The Board discussed concerns about the most recent water invoice. Ms. Dorey noted that she will reach out to Monaco Sprinkler to inquire immediately. After review, Director Hill moved to ratify the payment of invoices as presented. Upon second by Director Lee, a vote was taken, and the motion carried unanimously.
2. **Review and Approve Payment of Invoices:** The Board reviewed the current invoices due for payment. Ms. Dorey noted an overdue invoice to RG & Associates that was lost in transmission earlier this year. She commented on the charges presented. After discussion, Director Portman moved to approve the invoices for payment. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.
3. **Review Financial Statements for the Period Ending August 31, 2025:** Ms. Dorey reviewed the cash position as of August 31, 2025; Director Hill noted concerns about the totals on the cash position not matching the statement of revenues. Ms. Dorey noted she will speak to the District's accounting team in the morning to clarify the discrepancy. The District's unrestricted cash balance stands at \$223,014. The District has collected 94% of property tax revenues for the year 2025, tracking as expected. Director Hill moved to accept the unaudited financial statements ending August 31, 2025, pending clarification from accounting. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.
4. **Review of the Proposed 2026 Budget:** Ms. Dorey presented the proposed 2026 budget to the Board. A preliminary assessed value of \$7,756,982 was received from Arapahoe County on August 22, 2025. Ms. Dorey reviewed recent legislative changes related to property taxes with the Board, specifically noting the new limitation of 10.5% in revenue increase for a two-year assessment period. The Board will hold its public budget hearing and adopt the 2026 budget in the December meeting on December 8, 2025.

MANAGER'S MATTERS

1. **Look Ahead Schedule:** Ms. Dorey presented a Look Ahead Schedule to the Board for review. It provides a snapshot of annual compliance items that have been completed already this year and those to come. The District received its preliminary assessed valuation from Arapahoe County and management has provided a copy of the 2026 proposed budget to the Board for review, satisfying the relevant deadlines.

DIRECTORS ITEMS

There were none.

LEGAL MATTERS

There were none.

OTHER BUSINESS

There was none.

ADJOURNMENT

Director Hill moved to adjourn the meeting at 6:01 p.m. Upon a second by Director Lee, a vote was taken, and the motion carried unanimously.

Respectfully submitted,

Ashly Dorey

Secretary for the Meeting