

RECORD OF PROCEEDING

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

CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD MONDAY, DECEMBER 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

Absent was Assistant Secretary Tara Ryerson, whose absence was excused.

Also present was:
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 5:03 p.m.

CONFLICTS OF INTEREST

There were none.

APPROVE AGENDA

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

MINUTES

Director Wilson moved to approve the minutes of the regular meeting held September 8, 2025, as presented. Upon second by Director Portman, a vote was taken, and the motion carried unanimously.

PUBLIC COMMENT

There was none.

OPERATIONS & MAINTENANCE

1. **Consider Landscape Maintenance Proposals for 2026:** Ms. Dorey gave an overview of landscaping needs within the District. The District is currently utilizing six different vendors for service. She recommended that it may be worth looking into one landscape vendor to service all maintenance items. Ms. Dorey provided proposals from Environmental Designs, Valor and Environmental Landworks for landscape maintenance services in 2026. The Board reviewed and discussed the proposals provided and the cost of landscape maintenance in 2025 thus far.

Director Portman recommended that the Board obtain a proposal from Grandview Landscape and revisit this consideration at the March meeting.

2. **Discussion Regarding RG & Associates 2025 System Status Report:** Ms. Dorey presented the Board with the 2025 System Status Report that was completed by RG & Associates after all sewer mains were jetted and videoed this year. The Board discussed the report's findings and recommendations for future maintenance. The Board asked management to obtain a ballpark cost for slip lining. The Board also asked that management provide notice for homeowners with roots at their tap.

FINANCIAL MATTERS

1. **Review and Ratify Payment of Invoices:** Ms. Dorey presented invoices to be ratified from the period of September 4, 2025, through December 4, 2025. Director Portman spoke about the increase in water usage from the identified leak this season. He explained that Denver Water may be able to provide an adjustment for that water loss and he is willing to take on that project to contacting Denver Water. Ms. Dorey will provide recent invoices for Director Portman to contact Denver Water. After review, Director Hill moved to ratify the payment of invoices as presented. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.
2. **Review Financial Statements for the Period Ending November 30, 2025:** Ms. Dorey reviewed the cash position as of November 30, 2025. Moving on to the General Fund, Ms. Dorey noted that current final statements are provided in a cash basis format and asked if the Board would prefer to move to an accrual basis for 2026. The Board agreed that an accrual basis of accounting would be more meaningful for the District.
3. **Public Hearing and Consider Adoption of the Resolution to Approve the 2026 Budget, Certify Mill Levies and Appropriate Expenditures:** Ms. Dorey presented the proposed 2026 budget to the Board for final review and discussion. Director Lee opened the public hearing for the 2026 budget; there was no public in attendance. With no public comment, Director Lee closed the public hearing. Ms. Dorey then discussed new legislation that will restrict the District to collect no more than 10.5% in revenue growth over a two-year assessment cycle. She has factored this limitation into the presented budget. The Board reviewed expenditures required for district operation in 2026, making the necessary adjustments and considering recommendations from management and the District's ORC. After review and discussion, the Board determined to reduce the mill levy for a total collection of 5.110 mills, which equates to \$39,508.00 in property tax revenue. Director Wilson moved to adopt the 2026 budget resolution, appropriating expenditures, and certify the District mill levy at 5.110 mills as discussed. Upon second by Director Portman, a vote was taken, and the motion carried unanimously.

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.
2. **2026 Annual Administrative Resolution:** Ms. Dorey presented the 2026 Annual Administrative Resolution for board consideration. She reviewed the resolution, including board positions and 2026 meeting dates. The Board determined to keep the 2026 meeting schedule the same as in past years, with the exception of December. The Board will plan to meet March 9, June 8, September 14 and December 7, 2026. Director Portman moved to adopt the 2026 Annual Administrative Resolution as amended. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

DIRECTORS ITEMS

There were none.

LEGAL MATTERS

There were none.

OTHER BUSINESS

There was none.

ADJOURNMENT

Director Hill moved to adjourn the meeting at 6:22 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