

# RECORD OF PROCEEDING

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

### CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT

HELD MONDAY, JUNE 16, 2025, AT 5:00 P.M.

#### ADMINISTRATIVE ITEMS

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

Jason Lee, Director  
Robert Hill, Director  
Tara Ryerson, Director  
Russ Wilson, Director

Also present was:  
Ashly Dorey of Community Resource Services of Colorado  
John Portman  
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

Ms. Dorey recommended the addition of a discussion for landscaping cleanup and the election of officers to be added under Other Business. The Board approved the agenda as amended.

#### MINUTES

Director Wilson moved to approve the minutes of the special meeting held March 24, 2025, as presented. Upon second by Director Ryerson, a vote was taken, and the motion carried by majority. Director Hill abstained from the vote as he was not present for the March meeting.

#### PUBLIC COMMENT

Jonah Staller recommended the Board consider providing the complete Board packet, including financial statements and all relevant documentation to all residents prior to each Board meeting. After some discussion, the Board determined to provide the meeting agenda and current unaudited financial statements to the community prior to each meeting.

#### OPERATIONS & MAINTENANCE

1. **Consider Proposals to Jet and Video Sewer Mains:** Jim Landry, the District ORC (Operator in Responsible Charge) was present to introduce himself to new Board members and give a short explanation of his role as the District ORC. He also provided some background on acoustic assessments, concerns with aging systems and clay pipes, and the importance of creating a maintenance plan. Jim has worked with DES often and he can confidently

recommend their services to the Board; their current proposed unit price lines up with what he's seen in other Districts.

Ms. Dorey reviewed three proposals to video and jet the District's sanitary sewer mains, from DES Pipeline Maintenance, DRC Construction and QP Services. After some discussion, Director Lee moved to approve the proposal for work from DES Pipeline Maintenance. 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 March 18, 2025, through June 3, 2025. After review, Director Wilson 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 Financial Statements for the Period Ending May 31, 2025:** Ms. Dorey reviewed the cash position as of May 31, 2025; the District's unrestricted cash balance stands at \$226,379. The District has collected 60% of property tax revenues for the year 2025, tracking as expected. Director Lee moved to accept the unaudited financial statements ending May 31, 2025. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

Being this is the first meeting for Director Hill, Ms. Dorey took a few minutes to review the 2025 budget to help provide some context for the current financial statements. She will share a copy of the budget with Director Hill after the meeting.

## **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's audit exemption was filed by the deadline of March 31, 2025. There are no compliance deadlines due in the coming months.

## **DIRECTORS ITEMS**

1. **Discussion of Recruitment to Fill Board Vacancies as of May 2025:** Resident John Portman has volunteered to fill the current vacancy. John spoke about his qualifications. Director Wilson moved to appoint John Portman to the Board of Directors. Upon second by Director Lee, vote was taken, and the motion carried unanimously.

## **LEGAL MATTERS**

There were none.

## **OTHER BUSINESS**

1. **Landscaping:** Resident Melissa Grossman asked the Board to consider cleaning up the brush and trash that has collected at the end of S. Clayton Blvd. There was some discussion regarding the ownership of this property and Director Wilson shared the assessor's website map to show the area is right-of-way. After some discussion, Director Wilson moved to add the right-of-way cleanup to Grandview's scope of work for landscaping. Upon second by Director Ryerson, a vote was taken, and the motion carried unanimously.
2. **Election of Officers:** There was some Board discussion regarding qualifications for officer positions. Director Wilson volunteered to serve as Vice President and Director Ryerson volunteered to serve as Assistant Secretary. Given his background in finance, Director Hill is willing to serve as the District's Treasurer. Director Lee will remain Chairman and upon filing of proper documentation, John Portman will serve as Secretary.

**ADJOURNMENT**

Director Lee moved to adjourn the meeting at 6:28 p.m. Upon a second by Director Wilson, a vote was taken, and the motion carried unanimously.

Respectfully submitted,

*Ashly Dorey*

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Secretary for the Meeting