

**CHERRY HILLS SANITATION DISTRICT
REGULAR MEETING AGENDA
THURSDAY, SEPTEMBER 12, 2024, 7:30 a.m.
Denny's 420 Centro Way, Fort Collins CO
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PRESENT: Board members, Mr. Steve Vessey, Mr. Danial Larsen, Mr. Robert Brown, Mr. Randall Siddens, and Mr. Sean Rogers. Staff: Mr. Bill Wallen, Mrs. Jeri Vessey, and Mr. Brad March. Guest attendee: None

The meeting was called to order by Mr. Vessey at 7:30 a.m.

APPROVAL OF AGENDA: On motion by Mr. Larsen seconded by Mr. Siddens the meeting agenda for September 12, 2024, was unanimously approved.

APPROVAL OF AUGUST 8, 2024, MINUTES: Mr. Siddens corrected the August 8, 2024 minutes by noting that the Mr. Wallen was seeking a Certified Water Professional certification (CWP) and would thereafter be designated by the District as the District's Operator in Responsible Charge (ORC). Subject to the noted correction, on motion by Mr. Siddens seconded by Mr. Larsen the August 8, 2024, minutes were approved unanimously.

FINANCIAL STATEMENTS FOR AUGUST 2024: Mr. Steve Vessey
Locates have increased beyond budget and the amount will need to be increased for next year's budget. Approval moved by Mr. Larsen, seconded by Mr. Siddens, unanimously approved.

DELINQUENT ACCOUNTS: Mrs. Vessey
Delinquent accounts went down from \$13,140 to \$7,837. Mrs. Vessey was authorized to proceed to post properties that had received attorney notices at her discretion. Appreciation of the new format for delinquent accounts was voiced.

MAINTENANCE: Mr. Wallen

August was a standard month for this time of year, manhole checks /cleaning are continuing to be done, jetting and locates are ongoing.

Staff is starting on winterization of shallow/flat lines, lift stations, and tractor maintenance to plow snow.

Two new service line installations and one replacement were done.

There has been no follow-up from Larimer Weld Ditch Company regarding a key to their gate, Mr. Wallen spoke to the ditch company but is not getting a response from them, he will continue to pursue it.

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WILLIAM WALLEN EMPLOYMENT AGREEMENT. The Board reviewed the proposed employment agreement for Mr. Wallen as District manager. Mr. March will send out copies of the agreement to each board member individually and cc Mr. Vessey on emails to allow further review.

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CD FASTENERS SERVICE AGREEMENT: The Board reviewed the proposed service agreement for Cherry Hills. Mr. March will send out copies of the agreement to each Board member individually and cc Mr. Vessey on emails to allow further review.

CWP (CERTIFIED WATER PROFESSIONAL CERTIFICATION) / ORC (OPERATOR IN RESPONSIBLE CHARGE) DESIGNATION: Mr. Wallen has completed and passed the test for class one certification and is intending to take the class 2 certification within the next month. Staff are being encouraged to complete training for further certifications.

SDA 2024 ANNUAL CONFERENCE: Mrs. Vessey sent the District's Proxy for the SDA conference, which was held September 11, 2024, in Aspen, Colorado.

QUICKBOOKS ONLINE SERVICE START-UP Mrs. Vessey is completing a Quickbooks desktop to online conversion. Costs for the online version will be \$1980/year compared to \$2600/year on the desktop version. By going to the online version customers will be able to make their payment online by either credit card or check, Mrs. Vessey has been advised that the service fees will be written off. The customers will be notified of their new payment options with their October invoice.

FNBO SIGNATURE CARDS: By motion of Mr. Larsen, seconded by Mr. Siddens; the banking resolution for First National Bank has been changed to take Mr. Charles Vessey off and add Mr. Robert Brown (Treasurer), Mrs. Jeri Vessey (Recording Secretary), Mr. Stephen Vessey (President), and Mr. Danial Larsen (Vice President) for signature authority on the checking account. The Money Market account as well as the Certificate of Deposit will have Mr. Vessey and Mr. Brown as signature authority.

116 E DOUGLAS ROAD PETITION FOR ANNEXATION. The board has accepted ZOA, LLCs petition to be included into the District. Mr. March will continue with the publication of this petition and get court authorization/certification for the October 10, 2024, meeting.

EXECUTIVE SESSION:

Mr. March advised he would get the required executive session attorney certification to Mr. Vessey.

The meeting was adjourned at 8:32 a.m. Our next meeting will be October 10, 2024, same location and time.

Respectfully submitted,

Jeri K. Vessey, Recording Secretary