

CHERRY HILLS SANITATION DISTRICT
THURSDAY, NOVEMBER 14, 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. Absent, none. Staff: Mr. Bill Wallen, Mrs. Jeri Vessey, and Mr. Brad March and Abby Irvine. Guest attendee: none

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

APPROVAL OF AGENDA: On motion by Mr. Brown seconded by Mr. Siddens the meeting agenda for November 14, 2024, was unanimously approved.

APPROVAL OF OCTOBER 10, 2024, MINUTES:

On motion by Mr. Rogers seconded by Mr. Siddens the October 10, 2024, minutes were approved unanimously.

2025 BUDGET HEARING: Ms. Abbey Irvine, CPA, Haynie & Co. CPAs

It was agreed to increase tap fees by 7% based on the City of Fort Collins increasing their processing charges by 6%, the planned hiring of a third employee under Mr. Wallen, and the overall increase in maintenance costs. Mr. Bodnar will have a wage increase of 2.5% in accordance with COLA predictions and expected health coverage of 6%. Tap fees will increase for non-lift station taps (993) from \$156 to \$167 and taps on a lift station (670) from \$177 to \$190. This will become effective in the second quarter April 1, 2025, so that Mrs. Vessey can advise the customers on the first quarter billing and have it posted on the website.

Budget reserves are projected at the level of 12 months of budgetary expenditures, 58% of original cost of property plant and equipment and concerns regarding potential costs in the event of a line or lift station failure.

Mr. Larsen moved approval of the budget, Mr. Brown seconded, the 2025 budget was approved unanimously

FINANCIAL STATEMENTS FOR OCTOBER 2024: Mrs. Vessey

A statement of cash flows was presented and a Budget vs. Actuals P&L for October, 2024. Office expenses were up due to postage and billing for the fourth quarter, legal and accounting expenses were also up. Overall everything evened out to still be under budget for the year.

The conversion to Quickbooks Online has been completed with a few minor glitches that are being reviewed by Ms. Vessey and Ms. Irvine.

A motion was made to approve the financial statements by Mr. Rogers seconded by Mr. Brown, unanimously approved.

BMO & INDEPENDENT BANK C/D SIGNATURE AUTHORITY: The board discussed and unanimously approved Mr. Vessey (president) and Mr. Brown (treasurer) to have the signature authority for these certificates of deposits owned by the district.

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DELINQUENT ACCOUNTS: Mrs. Vessey

Delinquent accounts were \$14,115.75 in October and \$23,111 in November. Terry Lake Properties, with 24 active taps was hit hard by East Larimer County Water District to put in some back-flow valves and they haven't been able to get up to date with Cherry Hills Sanitation since then.

Mrs. Vessey was authorized, in her discretion, to take such action needed including turning delinquent accounts over to March & Olive for preliminary notices.

Shut-off notices were posted in October at three properties and two were paid in full, the third made a partial payment and will be monitored by Mrs. Vessey.

MANAGERS REPORT and MAINTENANCE: Mr. Wallen

They continued to clean out problem lines that may cause a problem in the winter months, while they still had their temporary employee (this is his last month with us), station checks are done weekly, and vehicle maintenance.

There is a short section between Lowell and Loraine with a flat 12" line that backed-up and had calcification that Mr. Wallen had to call in MSI with a vactor truck to clean it out.

414 Country Club was expected to connect onto our line but was able to go septic through the county as they were 411' from our line and regulations state 400'.

There was a backup at 709 E Ridgcrest Road, the main line was obstructed with incontinence pads. There was some flooring damage caused, and Mr. Wallen advised the homeowner to call Action Restoration and Property Services to do the clean-up and restoration. It was estimated to be around \$4,500 and Mr. Wallen will update the board at the December meeting on total cost.

WILLIAM WALLEN EMPLOYMENT AGREEMENT: Mr. March

The Wallen contract was reviewed with direction for flex time of 3 weeks and pro ration of partial years. The final draft of the contract will be reviewed at the December meeting, Mr. March will send out a draft a week before the December meeting.

CD FASTENERS SERVICE AGREEMENT: Mr. March

Mr. March advised that the contract exhibit had not been sent and he has scheduled a meeting with Ms. Vessey. Mr. March will send out a draft of the contract a week before the meeting.

CWP (CERTIFIED WATER PROFESSIONAL) CERTIFICATION / ORC DESIGNATION: Mr. Wallen

Mr. Wallen is testing for his level 3 certification. He will pursue level 4 (although not required) and will take level 3 tests by year end. Once Mr. Wallen receives his certification and designation, he will have staff start the process also.

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DECEMBER 4, 2024, SPECIAL MEETING: Mr. Vessey

Mr. Vessey has called a special meeting for December 4, 2024, at the Fort Collins Country Club for the purpose of approving the Resolution Adopting the 2025 budget, the Resolution to Set Mill Levies for 2025, and the Resolution to Appropriate Sums of Money for 2025.

EXECUTIVE SESSION:

Mr. March advised that he and Mr. Vessey signed the required executive session attorney certification for the August 8 ,2024 meeting.

The meeting was adjourned at 8:25 a.m., the next regular meeting is to be held December 12, 2024, at Denny's, 7:30 a.m.

Respectfully submitted,

Jeri K. Vessey, Recording Secretary