CHERRY HILLS SANITATION DISTRICT
MINUTES OF THE MEETING OF THURSDAY, SEPTEMBER 10, 2026
Spoons, 320 S. Link Lane, Fort Collins
7:30 a.m.

PRESENT: Board members Mr. Randall Siddens. Mr. Robert Brown and Mr. Paul Gronewoller. Staff: Mr. Bill Wallen, Ms. Anne Sanfilippo and Mr. Brad March. Guest attendee(s); Mr. Danial Larsen. Absent: Mr. Nate Marrs.

QUORUM: There being a quorum, Mr. Gronewoller called the meeting to order at 7:30 a.m.

APPROVAL OF SEPTEMBER 10, 2026, AGENDA: On motion by Mr. Siddens, seconded by Mr. Brown, the Agenda was unanimously approved.

APPROVAL OF AUGUST 13, 2026, MINUTES. In the August minutes, delinquent accounts heading – the word ideocracies should be idiosyncrasies. With this change, on motion by Mr. Siddens, seconded by Mr. Brown, the prior meeting minutes were approved unanimously.

FINANCIAL STATEMENTS AS OF AUGUST 31, 2026: **Ms. Anne Sanfilippo**

- The third page in the packet contains historical information related to the annual Christmas party and costs.
- Some continuing issues exist with QuickBooks but for the most part financial statement issues have been addressed/cleaned up. The financial statements formatting was reviewed. The financials are tied to the last audit, and recommended changes have been made and are being researched.
- Mr. Siddens asked if a comparison of actual expenses and budgeted expenses could be presented with the monthly reports.
- An account aging summary was provided with two significantly delinquent accounts that will be turned over to Mr. March. Delinquencies significantly decreased.

Mr. March confirmed that the draft preliminary budget must be presented by October 15th, a draft will be presented to the board for approval at the October 8th meeting.

Approval of the financial statements, moved by Mr. Siddens, seconded by Mr. Brown, approved unanimously.

DELINQUENT ACCOUNTS – Mr. Wallen & Ms. Sanfilippo
Of the 14 accounts due with balances over $700 each, 12 have been either caught up completely or set up on a payment plan. Accounts Receivable total as of August 12, 2026, was $198,821.06 and as of September 9, 2026, total Accounts Receivable are $76,015.85.

MANAGER'S REPORT & MAINTENANCE – Mr. Bill Wallen

- Ratify Board Meeting Location Resolution 2-2026. Relocation of monthly meeting was approved at the August board meeting. Mr. March was instructed to fill in the vacancy information. Mr. Siddens moved to approve resolution 2-2026 subject to modification, of the addition of the appointed Board Member to fill the current vacancy, seconded by Mr. Brown, approved unanimously. Mr. Gronewoller signed the resolution.

MANAGER'S REPORT & MAINTENANCE CONTINUED - Mr. Bill Wallen

- The District's Computer system has been updated with new equipment and software subscriptions. Mr. Wallen has the old district computer for his business use. Networks separated from CD Fasteners. Automated updates and backups are in place.
- Normal maintenance and locates. Locates have mostly been for fiber installations.

Manager Contract Renewal – Mr. March, Mr. Gronewoller and Mr. Wallen –

- The revised manager's contract was reviewed by the Board. The current contract provides that flex time is based on an October 1 to September 30 annual cycle. Mr. Wallen has not been paid out for excess vacation time for 2024/2025, and flextime payouts will be due for 2025/2026. Mr. Wallen has taken no vacation, sick time during these periods. There were general discussions surrounding the district's carryover policy for vacation/flex time for all employees. Relative to Mr. Wallen's contract it was understood that the contract would provide for flextime carry over of 60 hrs. – Mr. March was to modify the contract so that flextime will run on a calendar basis with a true up to 12/31/26.
- For employees other than Mr. Wallen, employees carry over to a max of half the annual accrual. It is accrued at 10 hrs. per month. Mr. Wallen will check personnel policy. Mr. Wallen will provide personnel policies to the Board and to Mr. March prior to the October meeting.
- Mr. Siddens would prefer to provide for carry-over of 60 hrs. The current manual may provide for carry over of half.
- Mr. Wallen will get a log of all flex time through September and Mr. Wallen and Mr. March will review employee policy for carry-over.

ATTORNEY'S REPORT – Mr. Brad March - Covered in prior matters.

FINANCE COMMITTEE – Mr. Paul Gronewoller & Mr. Robert Brown

- The Schwab account is earning monthly what had been the prior annual earnings. The monthly amount is approximately $3,600 per month.
- Balance of the Schwab reserve account as of August 31, 2026, was $1,294,899.
- Credit card billing/payments have been considered, First National Bank has proposed an ACH bill payment plan for District. Ms. Sanfilippo is investigating and will advise the Board. Online bill payment is workable, QuickBooks has a program, but the applications are problematic, ACH likewise is problematic. Rate changes are an issue with the ACH and QuickBooks program.
- Currently customers can pay by credit card and the customer is charged the credit card fees. Ms. Sanfilippo will evaluate other payment mechanisms and will report further.

VACANCY COMMITTEE – Mr. Dan Larsen

All candidates have been interviewed. Mr. Larson disclosed that Sean Rogers is his son-in-law. There are three candidates who have expressed interest in the vacant board position: Mr. Sam Davidson, Mr. Sean Rogers and Mr. Kevin Kelly.

Sean Rogers – construction company owner, with past board member experience.
Kevin Kelly – manager of engineers at PVREA, with experience in utility work.
Sam Davidson – entrepreneur, with board member and chair experience.

It was suggested that the Board meet/interview and have a bio from each candidate. Resolution 2-2026 will be updated when the addition of the new Board member has been decided. Ms. Sanfilippo will contact/schedule all three candidates for the October meeting. Interviews in October with intent that the new member would be appointed and would join the Board for the November or December meeting.

CHRISTMAS PARTY – Cost figures were provided. Cost was not as significant as was presumed. Staff appreciates the event. Possible dates for this year are either December 18th or 19th. Mr. Gronewoller will check on the Country Club availability and costs.

A motion to adjourn by Mr. Siddens, seconded by Mr. Brown, unanimously approved at 8:49 a.m.

Respectfully submitted,

Ms. Anne Sanfilippo, Recording Secretary