

**CHERRY HILLS SANITATION DISTRICT
REGULAR MEETING MINUTES
THURSDAY, AUGUST 8, 2024, 7:30 a.m.
1312 S. COLLEGE, MARCH & OLIVE OFFICE
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PRESENT: Board members, Mr. Steve Vessey, Mr. Danial Larsen, Mr. Robert Brown, Mr. Randall Siddens. Portions of the meeting were attended by Mr. Sean Rogers remotely. Staff: Mr. Bill Wallen, Mrs. Jeri Vessey, and Mr. Brad March. Guest attendee: None
The meeting was called to order by Mr. Vessey at 7:34 a.m.

APPROVAL OF AGENDA: On motion by Mr. Larsen seconded by Mr. Brown the meeting agenda for August 8, 2024, was unanimously approved.

APPROVAL OF JULY 24, 2024, SPECIAL MEETING MINUTES: On motion by Mr. Larsen seconded by Mr. Brown the July 24, 2024, minutes were approved unanimously.

FINANCIAL STATEMENTS FOR April 2024: Mr. Steve Vessey
Legal expenses were high, and printer was bought for Mr. Wallen so that he can complete the required ORC certification at home.
On motion by Mr. Siddens, seconded Mr. Larsen by, approved unanimously, subject to audit.

Employment contracts and issues were reviewed by the Board with Mrs. Vessey and Mr. Wallen making proposals for ongoing arrangements

Mrs. Vessey suggested a Lease agreement for 425 sq ft at \$5/sq ft, utilities, storage, taxes and an employment Contract with her as a District Employee at the rate of \$2,125/month; \$33,000/ year with no benefits but increased vacation and the ability for her to work remotely. She felt remote working was particularly feasible as the District currently maintains a dedicated cell phone and laptop.

Mr. Wallen advised that he would like to take over the District manager position but stay as operations manager as well. This would entail taking over areas including budgeting and financial oversight, year-end planning and qualifications for employees. Mr. Wallen proposed a \$1,200 salary increase and 3 weeks of vacation. Current salary is \$98,257 including health insurance payment. Mrs. Vessey advised that medical insurance reimbursements are \$915 bi-monthly but that this amount is part of Mr. Wallen's gross paycheck that is withheld against. Mr. Wallen has other VA and spousal coverage. He advised the board he will provide an insurance coverage overview for the next meeting.

Mr. Vessey expressed the possibility of establishing a Finance committee.

DELINQUENT ACCOUNTS: Mrs. Vessey
Delinquent accounts were down to \$13,140 from \$13,487, there are 16 accounts that are over \$500. Mrs. Vessey has sent out notices and will turn over accounts with no response to the attorney for collection letters.

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MAINTENANCE: Mr. Wallen

Staff has been focusing on manhole rings for the manholes that have been covered during road work, which leads to hydro-cleaning if there is any slow movement in the line. It is increasingly difficult to get 1 1/2” rings, we used to get them in Fort Collins but now must go to Denver and they cost approximately \$300 apiece. The alarm systems for lift stations 1 and 6 are done and Mr. Wallen is now concentrating on station 3. He has been taking the time to rewire the systems at the same time from the old wiring done in the 1960s. Mr. Wallen is having issues accessing the gates to the Larimer Weld Ditch areas as they have put locks on the gates and nobody knows who has the key. Mr. Wallen will report at the next meeting regarding progress in getting gate keys.

ORC CERTIFICATION STATUS: Mr. Wallen

Mr. Wallen has gone through the steps to get approved to take exam and has taken the regulatory courses and ordered the study guide. Greg is taking the Colorado Special District’s classes and will ultimately need the ORC certification too.

EXECUTIVE SESSION:

Motion by Mr. Larsen, seconded by Mr. Brown to go into executive session for stated reasons on the agenda - Including for the purpose of determining positions relative to matters that are subject to negotiations related to the District manager, district bookkeeping and front office maintenance, lease agreements, negotiations with CD Fasteners, termination of management contract with CD Fasteners, possible negotiation of new office and billing contracts and developing strategy for negotiations; and instructing negotiators and discussing personnel matters as provided for by C.R.S. § 246-402 (4)(e)(I) and 4(f). Motion to go into executive session passed unanimously.

Motion to come out of executive session by Mr. Larsen, second by Mr. Brown, motion passed unanimously.

Manager and Clerical arrangements

On Motion by Mr. Larsen, seconded by Mr. Brown:

Mr. March is to advance a proposal for a contract with CD Fasteners for lease space and clerical, office, administrative staff at the rate of \$5,000 per month.

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Mr. March is to advance a proposal for the Manager contract with Mr. Wallen, \$115,000 per year, inclusive of insurance with three 3weeks of vacation.
Both contracts were to contain a one month notice termination clause except for cause, which would be a shorter period.

The meeting was adjourned at 9:15 a.m., Next month meeting September 12, 2024, at Denny's

Motion passed unanimously.

Respectfully submitted,

Jeri K. Vessey, Recording Secretary