

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
APPLEWOOD SANITATION DISTRICT**

The regular meeting of the Board of Directors of the Applewood Sanitation District was convened on May 11, 2022, at 7:07 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033 and remotely via Zoom. Ms. Fritsche called the meeting to order. The following were present:

<b>Directors Present</b>	<b>Others Present</b>
Chuck Thompson, Treasurer	Jim Landry, Engineer, RG & Associates, LLC (RGA)
Briana Gerou, Director	Joan Fritsche, Attorney, Fritsche Law LLC
	Barbara Panian, District Resident
	Kevin Schmidt, District Resident
<b>Directors Excused</b>	LeRoy Banks, Past President and District Resident
Scott Epstein, Secretary	

1. **Agenda Topic: Meeting Minutes**
  - a. Discussion: April Meeting Minutes.
    - i. Board Approval: Motion to approve the April 13, 2022 meeting minutes.
      1. Motion: Thompson
      2. Second: Gerou
      3. Vote: All in favor
  
2. **Agenda Topic:**
  - a. Election of Board Officers.
    - i. Board Approval: Motion to elect the following slate of Board Officers: Director Gerou -President/Chair / Director Epstein -Secretary / Director Thompson-Treasurer
      1. Motion: Thompson
      2. Second: Gerou
      3. Vote: All in favor
  - b. Appointment of Acting Secretary: Motion to appoint Director Thompson Acting Secretary for the Meeting
    1. Motion: Thompson
    2. Second: Gerou
    3. Vote: All in favor
  
3. **Board Transition:** President Gerou conducted the remainder of the meeting.
  
4. **Bookkeeper Search Committee, Discussion of Critical Bookkeeping Functions and Update on Status of District Financial Files and Records**
  - a. Discussion: Bookkeeper Engagement. President Gerou opened the discussion by addressing the unexpected passing of Jocelyn Hoopes and describing the role she had filled for several years as significantly more than the District's bookkeeper - as a mentor to Directors, highlighting the additional services she provided, her historical knowledge, and the strong communication link she

provided between the Directors, consultants and constituents. A discussion followed concerning the urgency of filing the position and determination of a procedure to follow for preparing and publishing an RFP and procedure for recommending a replacement person or business.

- i. Board Approval: Motion authorizing Ms. Fritsche to prepare an RFP to be distributed by President Gerou and to appoint a Bookkeeper Search Committee consisting of Director Thompson, Director Schmidt and Ms. Fritsche. President Gerou would like to be closely involved.
  1. Motion: Thompson
  2. Second: Gerou
  3. Vote: All in favor
- b. Discussion: Obtaining District financial records. President Gerou indicated that she had been in communication with Joycelyn's husband regarding the retrieval of the District's hard and electronic files currently in his possession and that she would be working with Jocelyn's associate on retrieving District files. There was no Board action on this matter.

**5. Agenda Topic: Attorney's Report**

- a. Discussion: Document Execution and Tracking Policy and Procedure. Joan discussed the Board's transition to electronic record keeping and implementation of a procedure to obtain electronic signatures on District documents and agreements, when feasible, going forward. There was no Board action required on this matter.
- b. Discussion: Recording Secretary. Joan informed the Board that her office could prepare Board meeting minutes; however the recording secretary had traditionally preformed a more extensive role including communications regarding Board meetings and facilitating the Board meeting by insuring the office door is open, starting the remote meeting, electronically sharing the Board packet during the meeting, and follow up items after the meeting, in addition to preparing meeting minutes. President Gerou stated she would post the position on the Applewood neighborhood site.
  - i. Board Approval: Motion to approve Resolution to Amend the District's Rules and Regulations.
    1. Motion: Thompson
    2. Second: Gerou
    3. Vote: All in favor
- c. Discussion: Notices of Intent to File a Lien – past due accounts. Joan informed the Board that Notices of Intent to File A Liens for past due sanitary sewer charges had been sent in past years via Certified Mail in early June and would be delayed this year until an accurate list of delinquent accounts is available and that recording Releases of Lien for accounts brought up to date from 2021 liens would also be delayed. There was no Board action on this matter.

**6. Agenda Topic: Engineer's Report**

- a. Discussion: Jim reviewed his Engineer's Report with the Board, highlighting the

number of locates, construction observation sites, and giving an in depth explanation of the annual maintenance projects including zone cleaning, line videoing and rotating line maintenance as well as the phone log activity for the benefit of new Directors. Jim reviewed the engineering budget categories and year to date figures. There was no Board action on this matter.

- b. Discussion: District Operations. Jim indicated he would like to hold an orientation on District operations with the new Directors, bookkeeper and Joan. Joan agreed an orientation would be very beneficial with all of the transition taking place. There was no Board action on this matter.

**7. Agenda Topic: Bookkeeper's Report**

- a. Discussion: There were no monthly financial reports presented. Director Thompson advised the Board on his activities to keep up to the extent possible with District finances, including regularly checking the post office box, depositing checks, paying invoices, and contacting potential replacement bookkeepers.
- b. Discussion: Jim distributed a list of critical monthly tasks he identified that had been performed by Jocelyn and a discussion followed.
- c. Discussion: Joan advised the Board of her communications with Eric Barnes, the CPA conducting the District's 2021 audit, informing Mr. Barnes of Jocelyn's passing, Board contact information, a discussion the status of the 2021 audit, and a request for bookkeeper referrals.

**8. Agenda Topic: Appointments to Fill Board Vacancies.**

- a. Discussion: The Board has two vacancies after the May 3, 2022 regular Directors' election. Two qualified candidates expressed interest in filling the positions.
  - i. Board Approval: to appoint Barbara Panian and Kevin Schmidt to fill the Board vacancies by appointments that will expire at the next regular election in May of 2023. The original term of office to which the candidates were appointed expire in May of 2025 and they will need to run for the remainder of their terms.
    - 1. Motion: Gerou
    - 2. Second: Thompson
    - 3. Vote: All in favor
- b. Administer Oaths of Office: President Gerou administered the Oaths of Office to Directors Panian and Schmidt.

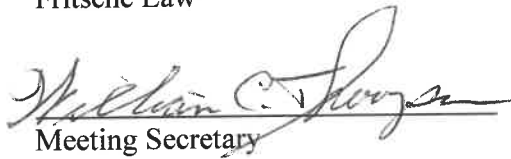
**9. Agenda Topic: Treasurer's Report**

- a. Discussion: The following checks were presented and approved for payment in the amount of \$120,864.37:
  - Chk# 3790 Fritsche Law \$ 1,850.80 – Legal Fees
  - Chk# 3791 RG and Assoc. \$ 51,128.55 – Engineering Fees
  - Chk# 3792 UNCC \$ 98.80 – Sewer Locates
  - Chk# 3793 Century Link \$ 77.76 – Telephone

- Chk# 3796 William Thompson \$ 92.35 – Director Fee
- Chk# 3795 LeRoy Banks \$ 92.35 – Director Fee
- Chk# 3794 Elizabeth Farias \$ 92.35 – Recording Secretary
- Chk# 3798 Thomas Leidich \$ 92.35 – Director Fee
- Chk# 3797 Scott Epstein \$ 92.35 – Director Fee
- Chk# 3799 Briana M. Gerou \$ 92.35 – Director Fee
- Chk# 3800 EL Contractor \$ 928.46- 11 Riser Rings
- Chk# 3801 Metro Water Recovery \$ 66,318.25 – 2<sup>nd</sup> Qtr. Installment

There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,  
 Joan M. Fritsche, Attorney  
 Fritsche Law

  
 Meeting Secretary