

**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 June 8, 2022, at 7:00 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033 and remotely via Zoom. Board Chair Gerou called the meeting to order. The following were present:

<b>Directors Present</b>	<b>Others Present</b>
Briana Gerou, Director	Jim Landry, Engineer, RG & Associates, LLC (RGA)
Scott Epstein, Secretary	Joan Fritsche, Attorney, Fritsche Law LLC
Chuck Thompson, Treasurer	Michael Bakarich, CPA, Morain Bakarich *
Barbara Panian, Director	
Kevin Schmidt, Director	

**1. Agenda Topic: Meeting Minutes**

- a. Discussion: May Meeting Minutes.
  - i. Board Approval: Motion to approve the May 11, 2022 meeting minutes.
    - 1. Motion: Gerou
    - 2. Second: Thompson
    - 3. Vote: All in favor

**2. Agenda Topic:**

- a. Presentation by Michael Bakarich, CPA, Morain Bakarich – Accounting Services. \* Mr. Bakarich departed the meeting.

**3. Agenda Topic: Attorney’s Report**

- a. 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 would be delayed 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.

**4. Agenda Topic: Engineer’s Report**

- a. Discussion: Jim reviewed his Engineer’s Report with the Board, highlighting the increased number of locates year to date, including 75 in the month of May, ongoing maintenance. Jim reviewed the engineering budget categories and year to date figures. Jim reviewed the May Flow and Loading Report from Metro. There was no Board action on this matter.
- b. Discussion: District Operations. Jim indicated the importance of meeting with the new accountant, once engaged, to go over the developer deposits, various fees collected and coordination with his firm. There was no Board action on this matter.

**5. 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, and paying invoices. The Board discussed obtaining access to the District's SEPA account to obtain payments received through the portal.

**6. Agenda Topic: Consider Engagement of Accounting Firm.**

- a. Discussion: The Board considered four proposals received from individuals and firms for accounting services. Michael Bakarich, CPA, with Morain Bakarich, was referred by Eric Barnes, the District's auditor. Mr. Bakarich was asked to give a short presentation at the start of the Board meeting and to answer questions. Chairman Gerou noted Mr. Bakarich's experience, district client base, office proximity to the District, and approach to providing District services in recommending the Board consider engaging Morain Bakarich for accounting services. Chairman Gerou also noted that Jocelyn Hoopes, as a District resident, had intentionally under billed the District for her services and that the District may need to invest in new software..
  - i. Board Approval: to engage the CPA firm of Morain Bakarich to provide accounting services to the District at a blended rate for work performed on District matters.
    - 1. Motion: Gerou
    - 2. Second: Thompson
    - 3. Vote: All in favor

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

- a. Discussion: The following checks were presented and approved for payment in the amount of \$12,449.86

• Chk# 3804	Fritsche Law	Not available – Legal Fees
• Chk# 3803	RG and Assoc.	\$ 12,002.70 – Engineering Fees
• Chk# 3805	UNCC	Not available – Sewer Locates
• Chk# 3806	Century Link	\$ 77.76 – Telephone
• Chk# 3807	Briana M. Gerou	\$ 92.35 – Director Fee
• Chk# 3808	William Thompson	\$ 92.35 – Director Fee
• Chk# 3810	Barbara Panian	\$ 92.35 – Director Fee
• Chk# 3811	Kevin Schmidt	\$ 92.35 – Recording Secretary

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,  
Joan M. Fritsche, Attorney

