

**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 July 13, 2022, at 7:00 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033 and remotely via Zoom. Acting Board Chair Epstein called the meeting to order. The following were present:

Directors Present

Scott Epstein, Secretary
Barbara Panian, Director
Kevin Schmidt, Director

Others Present

Jim Landry, Engineer, RG & Associates, LLC (RGA)
Joan Fritsche, Attorney, Fritsche Law LLC
Michael Bakarich, CPA, Morain Bakarich
Eric Barnes, CPA, Fiscal Focus Partners, LLC*

Directors Absence Excused

Briana Gerou, President
Chuck Thompson, Treasurer

- 1. Appoint Director Epstein Acting President for Meeting**
 - a. Board Approval: Motion to appoint Director Epstein Acting President for the Board meeting.
 1. Motion: Schmidt
 2. Second: Panian
 3. Vote: All in favor

- 2. Agenda Topic: July 13, 2022 Meeting Minutes**
 - a. Board Approval: Motion to approve the July 13, 2022 meeting minutes.
 1. Motion: Epstein
 2. Second: Schmidt
 3. Vote: All in favor

- 3. Agenda Topic: 2021 Audit Presentation by Eric Barnes, CPA, Fiscal Focus Partners, LLC**
 - a. Board Approval: Accept 2021 Audit, with revisions discussed with Mr. Barnes.
 1. Motion: Epstein
 2. Second: Schmidt
 3. Vote: All in favor

* Mr. Barnes departed the meeting.

- 4. Agenda Topic: Attorney's Report**
 - a. Discussion: Notices of Intent to File a Lien – past due accounts. Joan informed the Board that accurate account information is expected to be available in late July or early August. There was no Board action on this matter.

- 5. Agenda Topic: Engineer's Report**
 - a. Discussion: Jim reviewed his Engineer's Report with the Board, highlighting the continued high number of locate requests. Jim reviewed the engineering budget

categories and year to date figures. The Board indicated they would like to stop reviewing the phone log. Jim went into detail on the District's maintenance projects including jetting and videoing zones. Jim updated the Board on the history and status of the Rolling Hills Golf Club private line. There was no Board action on this matter.

6. Agenda Topic: Consider Professional Services Agreement with President Gerou.

- a. Discussion: The Board considered entering into a consulting agreement with President Gerou to compensate her for the time she spent on behalf of the District addressing constituent issues, general district financial matters and transitioning the District's files and records from Jocelyn Hoopes to Morain Bakarich.
 - i. Board Approval: To approve the Professional Services Agreement with President Gerou for the limited purpose of addressing District accounting matters and transitioning District accounting services to Morain Bakarich.
 1. Motion: Epstein
 2. Second: Schmidt
 3. Vote: All in favor

7. Agenda Topic: Financial Report

- a. Discussion: Mike reviewed the first set of monthly reports prepared by his firm and addressed items he sought Board direction on or that he wanted to make the Board aware of. A discussion followed concerning the timely payment of certain claims due with only one check signer available for several days.
 - i. Board Approval: To authorize only one Board signature on the payment check to Metro Water Recovery in the amount of \$9420.00 to be signed by Director Epstein.
 1. Motion: Schmidt
 2. Second: Panian
 3. Vote: All in favor

8. Agenda Topic: Treasurer's Report

- a. There was no Treasurer's Report this month.

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

