

RECORD OF PROCEEDINGS

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

Held: Wednesday, August 10, 2022, 2022 at 4885 Ward Road, Suite 100, Wheat Ridge, Colorado, 80033 and remotely via Zoom.

Attendance The regular meeting of the Board of Directors of the Applewood Sanitation District was called and held as shown above and in accordance with the statutes of the State of Colorado. The following Directors were in attendance:

Briana Gerou, President/Chairman
Chuck Thompson, Treasurer
Scott Epstein, Secretary*
Barbara Panian, Director
Kevin Schmidt, Director

Absence Excused: None.

Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq., Fritsche Law LLC; and, Michael Bakarich, CPA, Morain Bakarich.

Call to Order Chairman Gerou noted that a quorum of the Board was present, verified that notice of the meeting was posted on the District's website and that the Directors had confirmed their qualification to serve, and therefore called the meeting of the Board of Directors of the Applewood Sanitation District to order.

Meeting Minutes The minutes of the regular meeting of the Board of Directors held on July 13, 2022 were reviewed by the Board. Upon a motion duly made by Chairman Gerou, seconded by Director Thompson and unanimously carried, the minutes of the meeting were approved.

Attorney's Report: Ms. Fritsche reviewed her Attorney's Report with the Board. Two liens, Joan M. Fritsche, imposed in 2020 and 2021, were released for the same property. Esq. Delinquent status letters were sent to twenty-seven property owners on August 5, 2022, along with second past due notices. Ms. Fritsche informed the Board that payments are due by August 19th. Liens will be recorded with Jefferson County the week of August 22nd.

Ms. Fritsche presented two matters requiring Board approval:

- 1) Approval of a new sanitary sewer easement located on Lot 4 Clear Creek Crossing. Upon a motion duly made by Chairman Gerou, seconded by Director Schmidt and unanimously carried, the sanitary sewer easement was approved.

- 2) Approval of a Quitclaim Deed to Vacate Sanitary Sewer Easement located on Lot 4 Clear Creek Crossing to vacate a portion of an existing easement no longer necessary for development of Lot 4. Upon a motion duly made by Chairman Gerou, seconded by Director Schmidt and unanimously carried, the Quitclaim Deed to Vacate Sanitary Sewer Easement was approved.

*Director Epstein joined the meeting at this time.

Engineer’s Report: Mr. Landry reviewed his Engineer’s Report with the Board and the engineering budget year to date figures. Mr. Landry requested the Board consider holding off on proposed 2022 Capital Improvements until 2023 to create a larger project for contractors to bid on. Mr. Landry informed the Board of an industry wide shortage of contractors available and willing to bid on the District’s capital improvement projects. He recommended the Board authorize combining the District’s 2022 and 2023 planned improvements to create a larger project to attract contractors to bid on and to create cost savings for the District by consolidating the work. The Board agreed with Mr. Landry and directed a bid package be assembled for distribution in early 2023.

Financial Report: Mr. Bakarich reviewed the District’s monthly financial reports. Mr. Bakarich and the Board discussed which reports the Board prefers to review each month.

Recording Secretary The Board discussed the status of engaging a Recording Secretary to attend Board meetings, prepare meeting minutes and run the Zoom portion of the meeting, including sharing the agenda and documents with individuals attending remotely. Director Schmidt volunteered to run the Zoom meeting until a new Recording Secretary is engaged.

Bill Payment Procedure The Board discussed the District’s bill payment procedures, including adding Directors as signatories to the District’s checking account, moving away from the practice of hand-written checks for efficiency and security purposes, depositing tax revenue funds into COLOTRUST. Upon motion duly made by Chairman Gerou, seconded by Director Schmidt and unanimously carried, the Board authorized: adding Directors Panian and Schmidt as signatories to the District’s checking account; and preparation of electronically generated checks.

Treasurer's Report Director Thompson presented the Treasurer's Report:

- 1) The July check listing was reviewed and presented for approval in the amount of \$55,374.35. The July 2022 check register is attached and incorporated into these minutes. Upon motion duly made by Chairman Gerou, seconded by Director Epstein and unanimously carried, the payments were approved.
- 2) The August check listing was reviewed and presented for approval in the amount of \$57,855.02. The August 2022 check register is attached and incorporated into these minutes. Upon motion duly made by Chairman Gerou, seconded by Director Epstein and unanimously carried, the payments were approved.

Adjourn 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

A handwritten signature in blue ink that reads "Joan M. Fritsche" followed by a horizontal line.

Attachments to August 10, 2022 Minutes

July 2022 Check Register
August 2022 Check Register

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APPLEWOOD SANITATION DISTRICT
CHECKS WRITTEN REPORT
JULY 13, 2022

DATE	CK. #	INV. #	NAME	DESCRIPTION	GL ACCT#	FUND	AMOUNT	CH TOTAL	
7/13/2022	<u>3813</u>	2036-300 2036-1300	Fritsche Law LLC	June 2022 Legal	LEGAL FEES	GF	\$ 3,370.50 ✓		
7/13/2022	<u>3814</u>	152376	RG & Associates	June 2022 Engineering June Locates June Special Projects June Inspections & Observations June Line Maintenance-Engineering June Line Renovations & Manhole Repairs June Development Review	GEN. ENGINEERING LOCATES SPECIAL PROJECTS SEWER CONN. & OBSERVATION LINE MAINTENANCE-ENGINEERING LINE RENOVATION A/R-DEVELOPMENTS	GF GF GF SF SF CF CF	\$ 4,143.65 3,145.00 767.00 190.00 8,353.40 1,583.50 13,486.05	\$ 31,668.60 ✓	
7/13/2022	<u>3815</u>	222060066 222050062	UNCC UNCC	June Locates May Locates	LOCATES LOCATES	GF GF	\$ 100.10 154.70	\$ 254.80 ✓	
7/13/2022		303-232-6883	CenturyLink	June Telephone	OFFICE EXPENSE	GF			
6/29/2022	<u>3805</u>		Briana Gerou	Interim bookkeeping services from 4.18.22-6.17.22	ACCOUNTING	GF	\$ 420.00 ✓		
7/13/2022	<u>3816</u>	SEWER REFUND	Shelle Pennington	Refund duplicate sewer fees 13465 Braun Rd.	A/R	SF	\$ 380.00 ✓✓		
7/13/2022	<u>3812</u>	2Q Connection Fees	Metro Water Recovery	3147 & 3187 Juniper Ct. Connection Fees	A/P METRO	SF	\$ 9,420.00 ✓		
7/13/2022	<u>3817</u>	14706	Morain Bakarich, CPA's	June 2022 Accounting and onboarding	ACCOUNTING	GF	\$ 2,884.50 ✓		
7/13/2022	<u>3818</u>	2Q FORM 941	United States Treasury	2Q FORM 941 - Payroll Taxes	PR TAX PAYABLE	GF	\$ 214.20 ✓		
7/13/2022	<u>3819</u> 3819	1637	Fiscal Focus Partners LLC	2021 Financial Statement Audit	AUDIT	GF	\$ 6,300.00 ✓		
7/13/2022	<u>3820</u>		Briana Gerou	June Director Fees	DIRECTOR FEES	GF	\$ 92.35		
7/13/2022	<u>3821</u>		William C. Thompson	June Director Fees	DIRECTOR FEES	GF	\$ 92.35		
7/13/2022	<u>3822</u>		Scott Epstein	June Director Fees	DIRECTOR FEES	GF	\$ 92.35		
7/13/2022	<u>3823</u>		Barbara A. Panian	June Director Fees	DIRECTOR FEES	GF	\$ 92.35		
7/13/2022	<u>3824</u>		Kevin Schmidt	June Director Fees	DIRECTOR FEES	GF	\$ 92.35	\$ 461.75	
TOTAL EXPENDITURES BEING PAID								\$ 55,374.35	
GENERAL FUND								\$ 21,961.40	
SANITATION FUND								\$ 18,343.40	
CAPITAL IMPROVEMENT FUND								\$ 15,069.55	
TOTAL								\$ 55,374.35	

APPLEWOOD SANITATION DISTRICT
CHECKS WRITTEN REPORT
AUGUST 10, 2022

DATE	CK. #	INV. #	NAME	DESCRIPTION	GL ACCT#	FUND	AMOUNT	CH TOTAL
8/10/2022	<u>3825</u>	7.31.22	Fritsche Law LLC	July 2022 Legal	LEGAL FEES	GF	\$ 4,764.50 ✓	
3826 8/10/2022	<u>3827</u>	VOID 152376	RG & Associates	July 2022 Enginccring	GEN. ENGINEBRING	GF	\$ 3,200.50	
				July Locates	LOCATES	GF	3,235.00	
				July Special Projects	SPECIAL PROJECTS	GF	644.75	
				July Inspections & Observations	SEWER CONN. & OBSERVATION	SF	684.00	
				July Line Maintenance-Engineering	LINE MAINTENANCE-ENGINEERING	SF	6,851.75	
				July Line Renovations & Manhole Repairs	LINE RENOVATION	CF	1,262.45	
				July Development Review	A/R-DEVELOPMENTS	CF	21,348.00	\$ 37,226.45 ✓
8/10/2022	<u>3828</u>	222070063	UNCC	July Locates	LOCATES	GF	\$ 113.10 ✓	
8/10/2022	<u>3829</u>	303-232-6883	CenturyLink	June & July Telephone	OFFICE EXPENSE	GF	\$ 172.28 ✓	
8/10/2022	<u>3830</u>	14753	Morain Bakarich, CPA's	July 2022 Accounting and onboarding	ACCOUNTING	GF	\$ 5,534.59 ✓	
8/10/2022	<u>3831</u>		Evergreen 40th & Clear Creek Crossing Apts., LLC	Refund overpaid tap fees - 4051 Clear Creek Dr.	CONNECTION FEES	SF	\$ 4,710.00 ✓	
8/10/2022	<u>3832</u>		Foothills Credit Union	Refund of development review retainer	A/R Foothills Credit Union	SF	\$ 4,964.70 ✓	
8/10/2022	<u>—</u>		Briana Gerou	July Director Fees	DIRECTOR FEES	GF	\$ -	
8/10/2022	<u>—</u>		William C. Thompson	July Director Fees	DIRECTOR FEES	GF	\$ 92.35	
8/10/2022	<u>3833</u>		Scott Epstein	July Director Fees	DIRECTOR FEES	GF	\$ 92.35 ✓	
8/10/2022	<u>3834</u>		Barbara A. Panian	July Director Fees	DIRECTOR FEES	GF	\$ 92.35 ✓	
8/10/2022	<u>3835</u>		Kevin Schmidt	July Director Fees	DIRECTOR FEES	GF	\$ 92.35 ✓	369.40

TOTAL EXPENDITURES BEING PAID	<u><u>\$ 57,855.02</u></u>
GENERAL FUND ("GF")	\$ 18,034.12
SANITATION FUND ("SF")	\$ 17,210.45
CAPITAL IMPROVEMENT FUND ("CF")	\$ 22,610.45
TOTAL	<u><u>\$ 57,855.02</u></u>