

# RECORD OF PROCEEDINGS

---

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

Held: Wednesday, October 12, 2022 at 7:00 PM 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  
Kevin Schmidt, Director  
Chuck Thompson, Treasurer  
Scott Epstein, Secretary  
Barbara Panian, Director

Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq., Fritsche Law LLC; Michael Bakarich, CPA, Morain Bakarich; Griffin McRight, Recording Secretary; and Christine McRight, Evergreen Development.

**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.

**Public Comment** None.

**Meeting Minutes** The Minutes of the regular meeting of the Board of Directors held on Wednesday, September 14, 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 the Attorney's Report with the Board, including the process to adopt 2023 rates, fees, penalties and charges and to adopt the 2023 budget. Ms. Fritsche stated that notice of the budget hearing will publish on Friday, October 14th. The final budget must be filed with the state by January 31, 2023.

Ms. Fritsche reviewed the Northwest Lakewood Sanitation District IGA payment schedule and status with the Board.

Engineer's Report: Mr. Landry reviewed his Engineer's Report with the Board and presented his 2023 Budget Tracking Spreadsheet for discussion. Mr. James Landry, P.E. Landry requested authorization for an additional 20 hours to update the District's current rate study.

Financial Report: Mr. Bakarich reviewed the District's Financial Reports for the month of September, 2022, including a Financial Summary Memorandum, Income Expense Summary/Budget Report, YTD Budget vs. Actual Report, Summary of Funds, Balance Sheet, and Bank Account Balance Report were all presented. Mr. Bakarich requested feedback from the board regarding the Financial Reports presented.

Upon a Motion duly made by Chairman Gerou, seconded by Director Thompson, and unanimously carried, the Board accepted the Financial Reports for the month of September, 2022.

2023 Rates and Fees and Mr. Bakarich distributed a draft 2023 budget to review with the Board. A discussion of budget funds, a balanced budget and 2023 Budget adequate reserves followed. The Board also discussed the importance of rates, fees and charges keeping pace with District expenses and reserve requirements.

Public Hearing to Ms. Fritsche verified that certified letters were sent to all property Certify Delinquent owners with accounts of more than \$150 and over 6 months past due Accounts to Jefferson notifying them that the Board would hold a public hearing on the County Treasurer matter before certifying delinquent accounts to the Jefferson County Treasurer for collection in the same manner as property taxes. The Public Hearing on certifying delinquent accounts to Jefferson County Treasurer was opened by Chairman Gerou at 7:40 PM. No members of the public were present and Chairman Gerou closed the hearing. Upon a Motion duly made by Chairman Gerou, seconded by Director Thompson, and unanimously carried, a resolution certifying delinquent accounts to the Jefferson County Treasurer for collection pursuant to statute was approved.

Treasurer's Report Director Thompson presented the Treasurer's Report. The Check Register for the month of September, 2022 was reviewed and presented for approval in the amount of \$61,047.61. Upon a Motion duly made by Chairman Gerou, seconded by Director Thompson, and unanimously carried, the Check Register was approved.

Adjourn There being no further business to come before the Board, the meeting was adjourned at 8:40 PM.

  
Griffin McRight (Dec 14, 2022 12:05 MST)

---

Secretary for the Meeting







# 2022-10 ASD Meeting Minutes v2

Final Audit Report

2022-12-14

Created:	2022-12-14
By:	Mandi Kirk (mandi@fritschelaw.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADAhXaEAY_KUrvvQUQEbk6dQsc5Vn5wH8

## "2022-10 ASD Meeting Minutes v2" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)  
2022-12-14 - 5:29:02 PM GMT
-  Document emailed to griffin.mcright@gmail.com for signature  
2022-12-14 - 5:29:25 PM GMT
-  Email viewed by griffin.mcright@gmail.com  
2022-12-14 - 7:03:29 PM GMT
-  Signer griffin.mcright@gmail.com entered name at signing as Griffin McRight  
2022-12-14 - 7:05:57 PM GMT
-  Document e-signed by Griffin McRight (griffin.mcright@gmail.com)  
Signature Date: 2022-12-14 - 7:05:59 PM GMT - Time Source: server
-  Agreement completed.  
2022-12-14 - 7:05:59 PM GMT