

# RECORD OF PROCEEDINGS

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

Held: Wednesday, December 14, 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  
Scott Epstein, Secretary  
Chuck Thompson, Treasurer  
Kevin Schmidt, Director  
Barbara Panian, Director

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

\* Departure where noted

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, November 9, 2022 were reviewed by the Board. Upon a Motion duly made by Director Thompson, seconded by Director Panian, and unanimously carried, the Minutes approved.

Engineer's Report:  
James Landry, P.E.        Mr. Landry reviewed the Engineer's Report with the Board, and discussed the District's developer funding agreement and deposit process. Mr. Landry presented his flow and loading report for July and August. Mr. Landry stated that SCL Health reached an agreement with Metro Water Recovery, and connection fees will be collected and a permit will be issued by the end of 2022. Mr. Landry stated that a deposit was collected for 3120 Howell Rd., and has been approved for building. Mr. Landry stated that connection fees were collected for 15981 W. 64th Ave.

Mr. Landry announced Christine McRight is no longer employed by Evergreen Development and the District's contact will be Derek Lis.

\*Mr. Landry left the meeting.

Attorney's Report:  
Joan M. Fritsche, Esq.

Ms. Fritsche reviewed the Attorney's Report with the Board, including presenting a 2023 timeline and responsibility chart for District customer billing notices, invoicing, late fees and lien fees issued to property owners. The Board, Mr. Bakarich and Ms. Fritsche reviewed the process and timeline noting the unusual delay in District activity in the 2022 billing cycle.

Ms. Fritsche gave the Board a brief recap of her involvement with Mr. Landry and Chairman Gerou in addressing connection issues with the owners of new development at 14950 W. 32<sup>nd</sup> Avenue.

Ms. Fritsche confirmed that Chairman Gerou will draft the Board letter to be sent with the annual invoices and will be reviewed by the Board at its January meeting.

Financial Report:  
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of November, 2022, including Financial Summary Memorandum, Income Expense Summary, YTD Budget vs. Actual Report, Summary of Funds (Cash Report), Check Register and annual billing for residential, non-residential, and multifamily service charges.

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

New Business

Mr. Bakarich presented an engagement letter from Fiscal Partners, LLC for the District's 2022 audit. Mr. Bakarich noted that Fiscal Partners has conducted the District's audit for the past few years and recommended continuing with their services.

Upon a Motion duly made by Chairman Gerou seconded by Director Thompson, and unanimously carried, the Board approved engaging with Fiscal Partners, LLC for 2022 audit.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.

  
Griffin Alexander McRight (Feb 7, 2023 17:31 MST)

Secretary for the Meeting







# 2022-12 ASD Meeting Minutes Final

Final Audit Report

2023-02-08

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