

# RECORD OF PROCEEDINGS

---

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

Held: Wednesday, January 11, 2023 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  
Chuck Thompson, Treasurer  
Scott Epstein, Secretary  
Barbara Panian, Director  
Kevin Schmidt, 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.

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, December 14, 2022 were reviewed by the Board. Upon a Motion duly made by Director Thompson, seconded by Director Panian, and unanimously carried, the Minutes of the meeting were approved.

Attorney's Report:  
Joan M. Fritsche, Esq.                      Ms. Fritsche reviewed the Attorney's Report with the Board, including presenting the Annual Administrative Resolution of Applewood Sanitation District. The Resolution included continuing engagement of all current consultants. Upon a motion made by Chairman Gerou, seconded by Director Panian, and unanimously carried, the Resolution was approved.

Ms. Fritsche presented the Resolution Calling for the 2023 Regular District Election and appointing a Designated Election Official. Ms.

Fritsche stated that Self-Nomination Forms are accepted until February 24, 2023. Upon a motion made by Chairman Gerou, seconded by Director Schmidt, and unanimously carried, the Resolution was approved.

Engineer's Report:  
James Landry, P.E.

Mr. Landry reviewed the Engineer's Report with the Board, including presenting the Flow and Loading Report for 2022.

Mr. Landry stated that 2023 Maintenance Contracts will be available for approval at the February meeting.

Financial Report:  
Michael Bakarich, CPA

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

Mr. Bakarich stated that all 2021 lien balances had been paid, and that there are nine delinquent lien account balances remaining from 2022.

Upon a Motion duly made by Director Schmidt, seconded by Director Panian, and unanimously carried, the Board accepted the Financial Reports for the month of December, 2022.

Upon a Motion duly made by Chairman Gerou, seconded by Director Epstein, and unanimously carried, the Board approved the Claims Payable for the month of December, 2022.

Old Business

Ms. Fritsche reviewed the 2023 Service Fee Invoice Billing Schedule with the Board. Ms. Fritsche stated that the website has been updated with the schedule, and that the schedule reflects the changes agreed upon at the December meeting.

Chairman Gerou presented the annual notice of billing letter to be sent to customers of the District. Chairman Gerou stated that in the future she wants to reformat the letter into more of a newsletter instead of a billing notice. The Board directed Chairman Gerou to make final edits to the most recent draft without further approval by the Board.

New Business

Chairman Gerou proposed updating the Applewood Sanitation District website. Director Epstein suggested the Board consider drafting a strategic plan for District operations and financing, including addressing the District's website.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 8:22 PM.

  
Griffin Alexander McRight (Feb 10, 2023 09:47 MST)

---

Secretary for the Meeting

# 2023-01 ASD Meeting Minutes v2

Final Audit Report

2023-02-10

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2023-02-10                                   |
| By:             | Mandi Kirk (mandi@fritschelaw.com)           |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAdlAclutlyhBoqhL7KL05wMhcDSCnlsea |

## "2023-01 ASD Meeting Minutes v2" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)  
2023-02-10 - 4:46:09 PM GMT
-  Document emailed to griffin.mcright@gmail.com for signature  
2023-02-10 - 4:46:31 PM GMT
-  Email viewed by griffin.mcright@gmail.com  
2023-02-10 - 4:46:41 PM GMT
-  Signer griffin.mcright@gmail.com entered name at signing as Griffin Alexander McRight  
2023-02-10 - 4:47:13 PM GMT
-  Document e-signed by Griffin Alexander McRight (griffin.mcright@gmail.com)  
Signature Date: 2023-02-10 - 4:47:15 PM GMT - Time Source: server
-  Agreement completed.  
2023-02-10 - 4:47:15 PM GMT