

RECORD OF PROCEEDINGS

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

Held: Wednesday, February 8, 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
Kevin Schmidt, Director
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; and Griffin McRight, Recording Secretary.

Upon a motion duly made by Chairman Gerou, seconded by Director Schmidt, and unanimously carried, Director Thompson's absence was excused.

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, January 11, 2023 were reviewed. Upon a Motion duly made by Director Schmidt, seconded by Director Epstein, and unanimously carried, the Minutes of the meeting were approved, as amended.

A concern was raised about President Gerou's email being hacked, apparently from the District's website. Mr. Landry and Ms. Fritsche will look into the matter.

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

Ms. Fritsche reviewed the Attorney's Report with the Board. A discussion followed concerning Director seats available and terms of office. Ms. Fritsche requested authorization for her office to re-format the Rules and Regulations document, which has been saved in Word Perfect, converted to PDF, then converted to Word and saved in PDF format, and to revise Articles 9 and 10, to confirm with the 2023 Rates, Fees and Charges Schedule. She cited the example of multi-family housing not referenced in the Rules and Regulations. Chairman Gerou authorized the work.

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 presented the 2023 Maintenance Project Contracts for Board approval and execution, including an annual maintenance contract with DES Pipeline for \$15,748.00 and a line jetting and videoing contract with DES Pipeline for \$27,148.50. Upon discussion, the Board authorized Chairman Gerou to sign both contracts.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of January, 2023, 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 all of the 2021 accounts are now current and that there are nine delinquent accounts remaining from 2022.

Upon a Motion duly made by Director Panian, seconded by Chairman Gerou, and unanimously carried, the Board accepted the Financial Reports for the month of January, 2023.

Mr. Bakarich recommended the District move away from QuickBooks billing and invest in a dedicated utility billing service for the convenience of customers and for the efficiency of the District operations.

Old Business

Chairman Gerou proposed holding a Board study session to brainstorm strategic planning topics and timeframes for implementation of changes. A Board discussion followed.

Ms. Fritsche presented the 2023 Billing Schedule for the Board's reference.

New Business

None.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 8:00 PM.

Griffin McRight
Griffin McRight (Mar 23, 2023 11:07 MDT)

Secretary for the Meeting

2023-02-08 ASD Meeting Minutes

Final Audit Report

2023-03-23

Created:	2023-03-22
By:	Mandi Kirk (mandi@fritschelaw.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhnNK9xEkRJFpvX8KITPL8AdvOHb1CKeX

"2023-02-08 ASD Meeting Minutes" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)
2023-03-22 - 6:14:01 PM GMT
-  Document emailed to griffin.mcright@gmail.com for signature
2023-03-22 - 6:14:33 PM GMT
-  Email viewed by griffin.mcright@gmail.com
2023-03-22 - 6:14:46 PM GMT
-  Signer griffin.mcright@gmail.com entered name at signing as Griffin McRight
2023-03-23 - 5:07:22 PM GMT
-  Document e-signed by Griffin McRight (griffin.mcright@gmail.com)
Signature Date: 2023-03-23 - 5:07:24 PM GMT - Time Source: server
-  Agreement completed.
2023-03-23 - 5:07:24 PM GMT

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