

RECORD OF PROCEEDINGS

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

Held: Wednesday, March 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
Chuck Thompson, 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, February 8, 2023 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, including the status of the May Directors' election. Because there were no more candidates than seats to be filled, the District is authorized to cancel the election and the candidates are elected by acclamation.

Ms. Fritsche stated that oaths of office will need to be signed and filled with the County Clerk prior to the May Board meeting. Ms. Kirk, DEO, confirmed the Department of Local Affairs accepts electronically signed oaths. The oaths and proof of a Directors' bond

must be filed with the District Court and Department of Local Affairs as well.

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

Mr. Landry reviewed the Engineer's Report, including reviewing dates for the 2023 Annual Maintenance Contract work to be started and completed.

Mr. Landry presented the Capital Improvement Project schedule, including the procedures for each stage of the schedule.

Mr. Landry proposed a new system of billing for larger commercial projects, such as SCL Health and Lifetime Fitness, to accommodate for their low water usage while under construction for several months or longer. Mr. Landry explained the current practice of billing all customers for full water usage at the time of connection to the main line. Mr. Landry proposed modifying the billing system for entities such as SCL Health, because the construction water usage is very low compared to their anticipated usage upon completion of the hospital. The revise procedure would be to monitor the current water usage of SCL, then billing them accordingly until completion.

Chairman Gerou stated she does not want the Board to make an immediate decision regarding a change in billing for SCL Health. If a decision is reached on how to bill SCL Health, a 30-day notice will need to be issued before the Board amends the Rules and Regulations related to fees and changes. This matter cannot be voted on until the April meeting.

Mr. Landry presented the flow and loading report for the current year, and noted that the numbers are lower than the averages of the past years.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of February, 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.

Upon a Motion duly made by Director Thompson, seconded by Director Panian, and unanimously carried, the Board accepted the Financial Reports for the month of February, 2023 and approved the payment of claims.

Mr. Bakarich stated that half of all residential sanitation fees have been collected for the current year, and predicted that over three-

quarters are expected to be collected by the end of March. Mr. Bakarich stated that the status of all remaining delinquent accounts is unchanged since the February meeting.

- Strategic Planning Study Session Chairman Gerou presented the topics discussed during the special meeting/study session held prior to the regular meeting of the Board including changes to customer communications, billing software and the District's website.
- New Business New customer billing and amending the Rules and Regulations was discussed during the Meeting.
- Adjourn There being no further business to come before the Board, the meeting was adjourned at 8:08 PM.


Griffin McRight (May 8, 2023 14:54 MDT)

Secretary for the Meeting



2023-03-08 ASD Meeting Minutes v2

Final Audit Report

2023-05-08

Created:	2023-05-08
By:	Mandi Kirk (mandi@fritschelaw.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9MiCQ6zTy3SB9-ZwxIP5fmBWOHdETUGj

"2023-03-08 ASD Meeting Minutes v2" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)
2023-05-08 - 3:54:49 PM GMT
-  Document emailed to griffin.mcright@gmail.com for signature
2023-05-08 - 3:55:11 PM GMT
-  Email viewed by griffin.mcright@gmail.com
2023-05-08 - 8:53:46 PM GMT
-  Signer griffin.mcright@gmail.com entered name at signing as Griffin McRight
2023-05-08 - 8:54:10 PM GMT
-  Document e-signed by Griffin McRight (griffin.mcright@gmail.com)
Signature Date: 2023-05-08 - 8:54:12 PM GMT - Time Source: server
-  Agreement completed.
2023-05-08 - 8:54:12 PM GMT