

RECORD OF PROCEEDINGS

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

Held: Wednesday, April 12, 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
Chuck Thompson, Director

Absence Excused: 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 (via Zoom); and Cody Berg, District resident.

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 Mr. Berg introduced himself and indicated he was looking forward to joining the Board as a new Director.

Meeting Minutes The Minutes of the Board of Directors Study Session held on Wednesday, March 8, 2023 were reviewed by the Board. Upon a Motion duly made by Director Thompson, seconded by Director Schmidt, and unanimously carried, the Study Session Minutes were approved.

The Minutes of the regular meeting of the Board of Directors held on Wednesday, March 8, 2023 were reviewed by the Board. Upon a Motion duly made by Director Epstein, seconded by Director Thompson, and unanimously carried, the Minutes of the meeting were approved.

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

Ms. Fritsche reviewed the Attorney's Report, and reminded the Board the May Directors' election was cancelled because there were no more candidates than seats to be filled and the candidates were 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 the dates for opening bids, awarding the 2023 Annual Maintenance Contract, and anticipated start and completion dates. Mr. Landry answered questions regarding locate requests software and the provider transition effective no later than October 1, 2023.

Mr. Landry reviewed the proposed new system of the initial billing for larger commercial projects, such as SCL Health and Lifetime Fitness to accommodate for the low water usage while projects are under construction and gearing up to full capacity. The Board will vote on this change to the District's Rules and Regulations as a separate agenda item.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of March, 2023. Mr. Bakarich reviewed the status of sanitation fee collections. Upon a Motion duly made by Director Thompson, seconded by Director Schmidt, and unanimously carried, the Board accepted the Financial Reports for the month of March, 2023 and approved the payment of claims.

Mr. Bakarich discussed obtaining a District credit card to be used for District business. Upon a Motion duly made by Director Epstein, seconded by Director Gerou, and unanimously carried, the Board approved applying for a District credit card with Chase Bank.

Amended and Restated
Rules and Regulations

The Board reviewed revisions and updates to the District's Rules and Regulations, including amending the process for payment of sanitary sewer charges imposed on commercial properties during construction and prior to full operations, updating other provisions to more accurately reflect the District's current customer make up and to align provisions with the current Schedule of Rates, Fees and Charges, and to address other inconsistencies within the Rules and Regulations and the Fee Schedule. Upon a Motion duly made by Director Thompson,

seconded by Director Schmidt, and unanimously carried, the Board approved the Resolution to Adopt Amended and Restated Rules and Regulations subject to final review by Ms. Fritsche, Mr. Landry and Mr. Bakarich.

Customer Billing Systems Mr. Bakarich presented a spreadsheet listing a wide range of options for the Board to consider for a more functional customer billing systems. The Board considered the District’s need for an electronic billing system with robust payment options and customer access to their billing and account history. The billing software committee comprised of Chairman Gerou and Director Schmidt was directed to meet with Mr. Bakarich to further refine billing software options for the Board to consider.

Director Matters Director Thompson indicated he intends to resign after the May Board meeting and wanted to give the Board notice.

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


Secretary for the meeting