

RECORD OF PROCEEDINGS

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

Held: Wednesday, June 14, 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
Barbara Panian, Director
Kevin Schmidt, Director
Garrett “Cody” Berg, Director*

*Director Berg attended via Zoom for a portion of the meeting.

Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq. and Mandi Kirk, Fritsche Law LLC; and Michael Bakarich, CPA, Morain Bakarich.

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.

Director Matters Following discussion, the Board elected the following Officers:

Chairman/President: Briana Gerou
Treasurer: Cody Berg
Secretary: Kevin Schmidt
Assistant Secretary: Barbara Panian

Meeting Minutes The Minutes of the regular meeting of the Board of Directors held on Wednesday, April 12, 2023 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, the Minutes of the meeting were approved.

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| <p>Attorney’s Report: Joan M. Fritsche, Esq.</p> | <p>Ms. Fritsche reviewed the Attorney’s Report and discussed the status of delinquent accounts. Ms. Fritsche and the Board discussed the procedure and timing for filling the Board vacancy.</p> |
| <p>Engineer’s Report: James Landry, P.E.</p> | <p>Mr. Landry reviewed the Engineer’s Report, including reviewing the information and bids for the Capital Improvements Construction project. Mr. Landry also provided a brief history of the District and answered questions regarding Metro Water Recovery. Mr. Landry and the Board discussed the status and history of the Service Line for 3161 Kendrick Street.</p> |
| <p>Financial Report: Michael Bakarich, CPA</p> | <p>Mr. Bakarich reviewed the District’s Financial Reports for the month of May, 2023. Mr. Bakarich reviewed the status of sanitation fee collections. Upon a Motion duly made by Director Panian, seconded by President Gerou, and unanimously carried, the Board accepted the Financial Reports for the month of May, 2023 and approved the payment of claims.</p> |
| <p>Customer Billing Systems</p> | <p>The Board and Mr. Bakarich discussed the new billing software options, including the need for an electronic billing system with robust payment options and customer access to their billing and account history. Upon a motion duly made by Director Panian, seconded by President Gerou, and unanimously carried, the billing software committee comprised of Chairman Gerou and Director Schmidt was directed to meet with Mr. Bakarich to make a final decision regarding the new billing software.</p> |
| <p>Construction Bids and Award of Contract</p> | <p>Mr. Landry reviewed the construction contract bid process followed by the District and contract bids received for the capital improvements construction project. Two bids were received and deemed complete upon review. Diamond Contracting Corp. submitted a bid in the amount of \$875,452.00 and Colorado Civil Infrastructure, Inc. submitted a bid in the amount of \$871,037.00. After conducting a review of both bids, obtaining additional information from the bidders and learning more about the companies’ experience, Mr. Landry recommended the Board accept the bid from Diamond Contracting Corp. Board discussion followed. Upon a motion duly made by Director Schmidt, seconded by Director Panian, and unanimously carried, the Board awarded the contract to Diamond Contracting Corp. in the amount of \$875,452.00 and directed Mr. Landry to proceed.</p> |
| <p>Grant Funds</p> | <p>The Board reviewed information from the CSD Pool regarding the District’s Safety and Loss Prevention Grant Award. The Board discussed options for spending the grant funds. No action was taken.</p> |

Board Meeting Start
Time

The Board discussed moving the start time of regular Board meetings. Upon a motion duly by Director Schmidt, seconded by Director Panian, and unanimously carried, the Board directed that regular Board meetings will be held at 5:30 p.m. on the second Wednesday of each month.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 8:20 PM.


Secretary for the Meeting