

## RECORD OF PROCEEDINGS

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

#### APPLEWOOD SANITATION DISTRICT FOR MONTH OF

January 12, 2022

The regular meeting of the Board of Directors was convened on the January 12, 2021, at 7:05 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033. President Banks called the meeting to order. The following were present:

#### Directors Present

LeRoy Banks, President  
Chuck Thompson, Treasurer  
Scott Epstein, Director  
Briana Gerou, Director  
Thomas Leidich

#### Others Present

Joan Fritsche, Attorney, Fritsche Law  
Jocelyn Hoopes, Bookkeeper  
Jim Landry, Engineer, RG & Associates, LLC (RGA)  
Elizabeth Farias, Recording Secretary, RG & Associates, LLC)

#### **1. Agenda Topic: Meeting Minutes**

- a. Discussion: December Meeting Minutes.
  - i. Board Approval: Motion to approve December 8, 2021 meeting minutes.
    1. Motion: Thompson
    2. Second: Leidich
    3. Vote: All in favor

#### **2. Agenda Topic: Attorney's Report**

- a. Discussion: 2022 Elections: Fritsche reviewed the draft resolution with the district board. The polling place was changed in the draft document from RG and Associate's office to West Metro Station #5. There was a discussion that the district should check with the fire station on whether COVID-19 regulations would allow people to come into the station. Banks, Leidich, and Thompson will be on the ballot, should they choose to run again, for a 3-year term. Briana will be on the ballot, should she choose to run, for a 1-year term to complete the remainder of the 3-year term to which she was appointed. At the May Board meeting, the previous board will approve the previous month's meeting minutes, and the new board will take their oaths at the end of the meeting. The self-nomination forms will be due on Friday, February 25, 2022. Scott and Briana were chosen and agreed to coordinate recruitment for district board positions. A letter needs to be mailed to district customers by January 29<sup>th</sup>. The letter is to direct the public to the district's website. Briana and Scott are to be listed on the website as contacts. Brief descriptions of the director position are to be added to the website. The board discussed whether election information should be separate from the customer bill. Fritsche informed the board that there is a new requirement of metropolitan districts to notify all customers by email if the Clerk and Recorder of the County has emails from the voter registration information. A post card notification for elections was discussed. A flier with the bill would be more economical. How will people get to know the candidates? This will depend on what the individual electoral candidates. Mail-in ballots are much more expensive than a polling place.
  - i. Board Approval: Motion to Approve the regular 2022 district election and appoint election officials (Joy Lloyd).

1. Motion: Leidich
  2. Second: Thompson
  3. Vote: All in favor
- b. Discussion: Annual Administrative Resolution. The Annual Administrative Resolution is the document in which the district makes decisions and assigns consultants responsibilities. Fritsche went over the 24 items in the resolution, including the following: The newspaper used for legal advertisements is Jeffco Transcript. 24-hour meeting notices are to be posted at the Arbor House (14600 W 32<sup>nd</sup> Avenue) and the district's website. Meetings will continue to be held at 7:00 pm on the second Wednesday of each month at RG and Associate's office. The district's insurance is currently maintained by Banks and will need to change after this year's elections to the new board president. Joy Lloyd is appointed as the Designated Election Official. The Board adds a requirement that each future member of the Board execute an Affidavit of Qualification annually. The Board President serves as the official custodian of public records.
- i. Board Approval: Motion to Approve the Annual Administrative Resolution with 3 changes, as amended and discussed.
    1. Motion: Gerou
    2. Second: Epstein
    3. Vote: All in favor
  - ii. Leidich signed for Secretary.
- c. Discussion: Resolution to Amend Rules and Regulations. Fritsche recommends separating the fee schedule from the rules and regulations and modify the document formatting.
- i. Board Approval: Motion to approve Rules and Regulations subject to drain layer's surety bond change from \$50,000 to \$20,000 in the Board meeting held on August 11, 2021.
    1. Motion: Epstein
    2. Second: Leidich
    3. Vote: All in favor
- d. Discussion: 2985 Indiana Street Schmitt Farms Inclusion. The inclusion was advertised but Hoopes indicated no payment has been received to date for the inclusion. Consideration for inclusion of 2985 Indiana Street was tabled until inclusions fees are received.
- i. Action Item: RG and Associates to investigate payment and coordinate with Hoopes on invoicing client.
- e. Discussion: 14950 W 32<sup>nd</sup> Avenue Inclusion. The inclusion petition and inclusion fees have been received and the inclusion will be publicly advertised. Consideration for inclusion of 14950 W 32<sup>nd</sup> Avenue to be considered at the February Board meeting.
- ii. Board Approval: Motion to sign funding agreement and schedule 14950 W 32<sup>nd</sup> Avenue Inclusion for public hearing during the February Board meeting.
    1. Motion: Leidich
    2. Second: Thompson
    3. Vote: All in favor

### **3. Agenda Topic: Engineer's Report**

- a. Discussion: There was a question on the Annual Engineering Budget Tracking Spreadsheet. Landry explained how the engineering budget was shown by task, how the percentage spent on engineering tasks was calculated based on the budget for each task, and that the engineering fees billed to the district through the end of 2021 was within \$121 of the original engineering budget.
- b. Discussion: Development Reviews.

- i. SCL Health. The developer indicated jetting and videoing of lines will occur in May 2022.
- ii. 4051 Clear Creek Drive - Planning Area 9. A review letter, redlined drawings, and as-built drawings were emailed to the developer.
- iii. 2985 Indiana Street (Schmidt Farms). Signed, approved plans were emailed to the design engineer.
- iv. 14950 W 32<sup>nd</sup> Avenue. The funding agreement was received and requires the Board Chairman's signature. Inclusion package and fees were received.
- v. Life Time Fitness. A signed funding agreement and check for deposit were received. A question arose regarding the method of disinfection for the pool. The developer has not indicated disinfection method to date.
- vi. Flow and Loading Reports. The Flow and Loading Report was viewed and shared via Zoom for those joining the meeting remotely. The flow during summer 2021 is higher than historic flows. Metered data for the last quarter of 2021 has not been provided to the district by Metro Water Recovery to date.

Jim Landry, Joan Fritsche, and Jocelyn Hoopes were dismissed at 8:33 PM.

#### 4. Agenda Topic: Increasing Board Member Compensation

The following checks are presented for payment:

• Chk# 3735	Scheurer & Assoc.	\$ 2,631.79 – Legal Fees
• Chk# 3736	RG and Assoc	\$ 18,591.80 – Engineering Fees
• Chk# 3737	UNCC	\$ 44.88 – Sewer Locates
• Chk# 3738	Colorado Interactive, LLC	\$ 380.00 – Duplicate pmt refund
• Chk# 3739	Special District Association	\$ 945.78 – Membership
• Chk# 3740	LeRoy Banks	\$ 92.35 – Director Fee
• Chk# 3741	William Thompson	\$ 92.35 – Director Fee
• Chk# 3742	Scott Epstein	\$ 92.35 – Director Fee
• Chk# 3743	Briana Gerou	\$ 92.35 – Director Fee
• Chk# 3744	Elizabeth Farias	\$ 150.00 – Recording Secretary
• Chk# 3745	Jocelyn M Hoopes CPA	\$ 918.00 – Bookkeeping
• Chk# 3745	Century Link	\$76.02 – Telephone
• Chk# 3747	Metro Water Recovery	\$ 4,550.00 – 3197 Juniper Ct Connection

There being no further business to come before the Board, the meeting was adjourned at 8:33 pm.

Respectfully submitted,

Elizabeth Farias  
Recording Secretary