

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

February 9, 2022

President Banks was having some technical difficulties.

Board Approval: Motion to Approve Leidich as acting president to run the meeting.

1. Motion: Gerou
2. Second: Thompson
3. Vote: All in favor

The regular meeting of the Board of Directors was convened on the February 9, 2021, at 7:06 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033 and remotely via Zoom.

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)
Christine McRight, Evergreen

1. Agenda Topic: Meeting Minutes

- a. Discussion: January Meeting Minutes. Epstein requested an amendment to the January meeting to elaborate on the discussion regarding the engineering tracking spreadsheet in 3.a. of the meeting minutes.
 - i. Board Approval: Motion to approve January 12, 2022 meeting minutes, as amended.
 1. Motion: Epstein
 2. Second: Thompson
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report

- a. Discussion: Inclusion of Lots 1 through 5, Inclusive and Tracts A and B, Schmidt Farms. Fritsche stated all inclusion requirements were met. A public hearing was opened and no comments were forthcoming from the public or the board. Leidich closed the public hearing.
 - i. Board Approval: Motion to Approve Inclusion of Lots 1 through 5, Inclusive and Tracts A and B, Schmidt Farms.
 1. Motion: Leidich
 2. Second: Thompson
 3. Vote: All in favor
- b. Discussion: Fritsche stated all inclusion requirements were met. A public hearing was opened and no comments were forthcoming from the public or the board. Leidich closed the public hearing.

- i. Board Approval: Motion to Approve Inclusion of 14950 W 32nd Avenue.
 - 1. Motion: Leidich
 - 2. Second: Thompson
 - 3. Vote: All in favor
- ii. Leidich signed both inclusion resolutions as acting Board President and Gerou signed both inclusion resolutions as secretary, as both Banks and Epstein were joining the meeting virtually and were unable to sign the documents.
- c. Discussion: Watson. Fritsche informed the board that she had retained legal assistance from Watson Ltd, a company that provides legal services to attorneys. The district may see correspondence from Watson in the future. Watson's office is located in the same building as Fritsche Law making it easy to meet in person to address district business.
- d. Discussion: Resolution for Amended Election Resolution. The Election Resolution was amended to update the Designated Election Official to Mandi Kirk.
 - i. Board Approval: Motion to approve amended Election Resolution.
 - 1. Motion: Thomson
 - 2. Second: Gerou
 - 3. Vote: All in favor
- e. Discussion: Elections. There are three (3) 3-year positions and one (1) 1-year position up for the 2022 Regular District Election. The 1-year position ending in 2023 will be up for re-election for a 4-year term. Each board member whose position is ending in 2022 is able to run for any of the four (4) positions available.
- f. Discussion. Upcoming Resolution in March. Fritsche stated that a resolution will come to the board to adopt a records retention schedule. Hoopes asked Fritsche about record retention policies for accounting.
 - 1. Action Item: Fritsche to communicate/coordinate with Hoopes on records retention for accounting once records retention schedule is approved.

3. Agenda Topic: Engineer's Report

- a. Discussion: Engineering Invoices. Thomson had a question on the missing manhole lid. The missing manhole lid was identified as having covered an abandoned storm sewer manhole owned by Jefferson County. Jefferson County was notified by phone and email.
- b. Discussion: 2022 Zones E and F Cleaning, Zone F Videoing and 2022 Annual Maintenance Contracts. 2022 Zones E and F Cleaning, Zone F Videoing was signed by DES for a contract total of \$26,740.00. The 2022 Annual Maintenance contract was signed by DES for a contract total of \$12,220.00. Gerou asked about how the lines were cleaned and Landry described the process by which sewer pipe are jetted. Board members expressed interest in seeing videos and before and after pictures of sewer pipe cleaning. Landry to present sewer pipe cleaning information at next board meeting.
- c. Discussion: Development Reviews.
 - i. 2985 Indiana Street (Schmidt Farms). Inclusion approved by board.
 - ii. 14950 W 32nd Avenue. Inclusion approved by board.
 - iii. Life Time, LLC. Review Letter #2 submitted to developer and City of Wheat Ridge.
 - iv. Flow and Loading Reports. The last report for 2021 has not yet been received from Metro Water Recovery.

4. Bookkeeper's Report: Increasing Board Member Compensation

- a. Discussion: Adding developments to bottom of Monthly Engineer's Report. Hoopes requested developments with remaining deposits be added to the bottom of the Monthly Engineer's Report. These include Foothills Credit Union, Cottages at Rolling Hills, Outlook Apartments, and 3183 Isabell Street.

- b. Discussion: Schedule of Rates and Fees. Annual billing will start once sewer services connect to district mains. Appendix B information will be moved to a Schedule of Rates and Fees. Hoopes will draft this Schedule of Rates and Fees and send to District's Engineer for review and editing.
- c. Discussion: Annual Fees for Golf Courses and Churches. Applewood Community Church contacted the district regarding annual fee increase. Applewood Community Church is a small church and the fees went up due to water usage now being charged for non-residential customers. The church has a community garden which increases water usage and does not affect sewer facilities. The church requested a reduction in fees. Christine McRight requested to discuss this with Hoopes separately. A general discussion of equitability of annual fee charges was discussed. The 2 golf courses also do not have traditional water usage. Hoopes suggested considering different categories of users with different charges. How the annual billing is calculated needs to be re-evaluated, particularly for churches and golf courses.

Jim Landry, Joan Fritsche, and Jocelyn Hoopes were dismissed at 7:53 PM.

The following checks are presented for payment:

• Chk# 3749	RG and Assoc	\$ 14,351.85 – Engineering Fees
• Chk# 3750	Fritsche Law	\$ 5,430.48 – Legal Fees
• Chk# 3751	UNCC	\$ 70.20 – Sewer Locates
• Chk# 3752	Century Link	\$ 77.89 – Telephone
• Chk# 3753	Metro Water Recovery	\$ 66,318.25 – 2022 1 st Quarter
• Chk# 3754	LeRoy Banks	\$ 92.35 – Director Fee
•	Postage	\$ 26.95 – Duplicate pmt refund
• Chk# 3755	William Thompson	\$ 92.35 – Director Fee
• Chk# 3756	Thomas Leidich	\$ 92.35 – Director Fee Chk# 3739
• Chk# 3757	Scott Epstein	\$ 92.35 – Director Fee
• Chk# 3758	Briana Gerou	\$ 92.35 – Director Fee
• Chk# 3759	Elizabeth Farias	\$ 150.00 – Recording Secretary
• Chk# 3760	Jocelyn M Hoopes CPA	\$ 3,791.96 – Bookkeeping
• Chk# 3761	Metro Water Recovery	\$ 14,130.00 – Sewer Connections

There being no further business to come before the Board, the meeting was adjourned at 7:57 pm.

Respectfully submitted,

Elizabeth Farias
Recording Secretary