

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

March 9, 2022

The regular meeting of the Board of Directors was convened on the March 9, 2021, at 7:00 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033 and remotely via Zoom. President Banks called the meeting to order. The following were present:

Directors Present

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

Others Present

Joan Fritsche, Attorney, Fritsche Law
Jocelyn Hoopes, Bookkeeper
Jim Landry, Engineer, RG & Associates, LLC (RGA)
Elizabeth Farias, Recording Secretary, RGA
Christine McRight, Evergreen
Sasha Nielson, Paralegal Watson

1. Agenda Topic: Meeting Minutes

- a. Discussion: January Meeting Minutes.
 - i. Board Approval: Motion to approve February 9, 2022 meeting minutes.
 1. Motion: Banks
 2. Second: Leidich
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report

- a. Discussion: State of Colorado Records Retention Manual. Fritsche brought a binder with the printed manual and described how to use the manual to determine records retention time based on document type.
 - i. Board Approval: Motion to Adopt the State of Colorado Records Retention Manual.
 1. Motion: Thompson
 2. Second: Leidich
 3. Vote: All in favor
- b. Discussion: Changes to Rules and Regulations. The first proposed change is to add language requiring main extensions for developments that are 400 feet or greater from district's mains. The second proposed change is to remove Appendix B from the Rules and Regulations and rename to "Fee Schedule" as a stand-alone document. A resolution to change the Rules and Regulations will be brought to the board during the April board meeting.
- c. Discussion: May Elections. Self-nomination forms were received from Briana Gerou for the 1-year term until May 2023 and from William C. Thompson for the 3-Year Term until May 2025. Since there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, the election to be held on May 3, 2022 is canceled. Eligible candidates may be appointed to vacant director positions at any Board meeting after the May 3rd election date. Leidich said he knows someone who may be interested, and Gerou said she may know someone interested in the position.

3. Agenda Topic: Replacing Recording Secretary

- a. Farias announced her resignation as Recording Secretary for Applewood Sanitation District board meetings. Fritsche offered to have a paralegal in her office prepare the meeting minutes since they draft minutes for other districts board meetings. Fritsche can also handle zoom invitations for remote participation and proposed that the link be included in the meeting agenda, which is posted to the district's website and accessible to the public. Questions arose around the rate charged and whether it would be comparable to the current amount paid for the position. Fritsche stated the time would be billed at the paralegal rate, which is currently \$165-\$185/hr, and that the charge would not exceed an hour. The board reached a consensus to move forward as Fritsche proposed for the April meeting.

4. Agenda Topic: Engineer's Report

- a. Discussion: Jefferson County Overlay and Manhole Riser Rings. Jefferson County is planning to overlay 2 areas within the district between May and October 2022. The district engineer is coordinating with Jefferson County. The district has twelve 2" riser rings banked with the county from the previous Jefferson County overlay project. The district will need to purchase eleven 1-1/2" riser rings, costs not anticipated to exceed \$2,200. Riser rings will be delivered to and stored by Jefferson County.
 - i. Board Approval: Motion to Approve authorization for purchase of riser rings for Jefferson County Overlay project.
 1. Motion: Thompson
 2. Second: Banks
 3. Vote: All in favor
- b. Discussion: Development Reviews.
 - i. 2985 Indiana Street (Schmidt Farms). Development is approved. District to observe service construction when notified.
 - ii. 14950 W 32nd Avenue. Reviewed timeline of proposed development.
 - iii. Life Time, LLC. Provided comment letter to applicant and provided Proof of Submission form for City of Wheat Ridge Planning.
 - iv. 4051 Clear Creek Drive - PA9. Reviewing developer submitted plans and preparing comment letter.
 - v. Flow and Loading Reports. The last report for 2021 was received from Metro Water Recovery. There were 33,810 more gallons per day than previous year. Assuming 2.1 people using 60 gallons per day, this equates to 268 units. Outlook apartments in Clear Creek Crossing Development were reported to be 85% occupied. With 310 units, this equates to an additional 264 units. There is also some additional flow from Cottages at Rolling Hills development. Leidich expressed interest in whether the development was paying for itself, as is district policy. Jocelyn stated that Metro Water Recovery charges are expected to increase based on this year's flow, so we shall see.
- c. Discussion: Remaining Deposit Tracking. Hoopes is fine with the presentation of data to track remaining deposit.

5. Agenda Topic: Bookkeeper's Report

- a. Discussion: Applewood Community Church annual fees. Hoopes reported on the recalculation of irrigated areas based on additional landscaped areas and the newly constructed community garden. The newly calculated irrigated area brings the church's fees down and in line with other churches in the district. The source of the high water usage

in 2021 is likely from broken/leaking water pipes in the parking area used for construction in the area.

- b. Discussion: Fee Schedule. The updated, standalone fee schedule was reviewed and discussed. Banks recommends the SFRE table in the Rules and Regulations be included or moved to the Fee Schedule, for ease of reference.
- c. Discussion: Delay/Grace Period between New Sewer Service Connection and Annual Fee Invoicing. Several board members indicated they were not interested in a grace period.
- d. Discussion: Different Classifications for Commercial Customers. Hoopes discussed 3 classifications for commercial users: seasonal, using total annual water usage for fee calculations; non-seasonal, using winter water usage for fee calculations; and new connections, using tap size for fee calculation.
- e. Discussion: Senior Citizen Discounts for Annual Fees. An email was received from a district customer requesting the board consider senior citizen discounts. Board discussed how Metro Water Recovery does not have a senior discount and did not move forward with a senior citizen discount.
- f. Discussion. Policy on Retainage Fee. Hoopes discussed whether the district is interested in a policy on amount of funds to maintain after main construction and before Final Acceptance for Main Extensions.
 - i. Action Item: Landry to check with other districts on retainage fee retention policies in other sanitation districts.

Jim Landry, Joan Fritsche, and Jocelyn Hoopes were dismissed at 8:15 PM.

d. Agenda Topic: Treasurer's Report

- a. Discussion: Bills to be Paid: The list of checks below are presented for payment:
 - i. Board Approval:
 1. Motion: Banks
 2. Second: Leidich
 3. Vote: All in favor

The following checks are presented for payment:

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|-------------|----------------------|--|
| • Chk# 3762 | RG and Assoc | \$ 14,818.35 – Engineering Fees |
| • Chk# 3763 | Fritsche Law | \$ 1,468.00 – Legal Fees |
| • Chk# 3764 | LeRoy Banks | \$ 92.35 – Director Fee |
| • Chk# 3765 | William Thompson | \$ 92.35 – Director Fee |
| • Chk# 3766 | Thomas Leidich | \$ 92.35 – Director Fee Chk# 3739 |
| • Chk# 3767 | Briana Gerou | \$ 92.35 – Director Fee |
| • Chk# 3768 | Scott Epstein | \$ 184.70 – Director Fee (Feb + Jan check) |
| • Chk# 3769 | Elizabeth Farias | \$ 150.00 – Recording Secretary |
| • Chk# 3770 | UNCC | \$ 61.10 – Sewer Locates |
| • Chk# 3771 | Century Link | \$ 77.89 – Telephone |
| • Chk# 3772 | Jocelyn M Hoopes CPA | \$ 1,908.00 – Bookkeeping |
| • Chk# 3773 | Metro Water Recovery | \$ 9,420.00 – Connection Fees |

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

Respectfully submitted,
Elizabeth Farias
Recording Secretary