

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

January 10, 2018

The regular meeting of the Board of Directors was convened on the January 10, 2018, at 7:00 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033. Chairman Banks called the meeting to order. The following were present:

Directors Present

Roy Banks, Chairman
Chuck Thompson, Treasurer
Thomas Leidich, Director
Scott Epstein, Director

Others Present

Richard Scheurer, Attorney, Scheurer and Associates
Jocelyn Hoopes, Bookkeeper
Jim Landry, Engineer, RG & Associates, LLC (RGA)
Melissa An, Recording Secretary, RG & Associates, LLC

Claudia Browne, Director was excused from the meeting.

1. Agenda Topic: Meeting Minutes

- a. Discussion: December Meeting Minutes.
 - i. Board Approval: Motion to approve December 13th, 2017 meeting minutes.
 1. Motion: Thompson
 2. Second: Leidich
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report:

- a. Discussion: Immigrant's Challenge. Received petition for inclusion from Developer. Developer expressed interest in the District handling the design and construction of the main extension to the property. Details are still being discussed between the Attorney, Engineer, and Developer.
 - i. Board Approval: Motion to hold public meeting during the February 2018 Board Meeting for the petition.
 1. Motion: Epstein
 2. Second: Leidich
 3. Vote: All in favor
- b. Discussion: Long's Peak Metropolitan District (LPMD) Inter Governmental Agreement (IGA). Kim Seter, the Attorney for LPMD, provided a draft IGA to Scheurer for sanitary sewer infrastructure construction, ownership, operation and maintenance.
 - i. Action Item: Scheurer to review and further discuss IGA with Kim Seter.
- c. Discussion: Resolutions.
 - i. Board Approval: Motion to pass Resolution 2018-01 for Meeting Place for all 2018 Meetings.
 4. Motion: Thompson
 5. Second: Leidich
 6. Vote: All in favor

- ii. Board Approval: Motion to pass Resolution 2018-02 for election to elect directors on May 8, 2018 through polling place at 14215 Crabapple Road, Golden, CO 80401.
 - 7. Motion: Thompson
 - 8. Second: Epstein
 - 9. Vote: All in favor
- iii. Board Approval: Motion to pass Resolution 2018-03 to designate Dick Scheurer as election official.
 - 10. Motion: Thompson
 - 11. Second: Epstein
 - 12. Vote: All in favor

3. Agenda Topic: Engineer's Report

- a. Discussion: Engineer's Report: Banks asked about percentage in the budget tracking spreadsheet. Landry explained the final amount is being compared to the budgetary amount, so could exceed 100%.
- b. Discussion: Denver Water: RGA is in contact and up to date with Denver Water on the status of conduit 16 construction. Tunneling was originally planned for December, then January, but due to changes in tunneling methods, the tunneling is expected to start in February 2018.
- c. Discussion: CDOT hook ramps. No updates, in contact with all entities involved with the project.
- d. Discussion: Clear Creek Crossing: Received another referral from Wheat Ridge for an update to their plat.
- e. Discussion: Upcoming ASD Projects for 2018. Maintenance work contract documents will be ready at the February Board Meeting for signatures. Capital Improvement work contract and construction documents will be ready by the end of the month and should begin in March after bidding.
- f. Discussion: Fats, Oils, and Grease Policy. Ready for approval and adoption by the Board. Scheurer will address at the February Board Meeting. After adopted, will be added to website along with additional information.

4. Agenda Topic: Bookkeeper's Report:

- a. Discussion: Clear Creek Crossing. Sent out notice for additional funds, has not received a response.
 - i. Action Item: Landry to contact Developer about notice for additional funds.
- b. Discussion: An audit will be completed this year.
- c. Discussion: Accountants are actively working with payments for District fees.
- d. Discussion: Final Rate Analysis document to be posted to website.

Jim Landry, Richard Scheurer, and Jocelyn Hoopes dismissed at 8:12 PM

5. Agenda Topic: Chairman's Report:

- a. Discussion: Thomas Colchin will be attending the February Board Meeting.

6. Agenda Topic: Treasurer's Report

- a. Discussion: Bills to be Paid: The following checks are presented for payment:
 - Chk# 2636 RG and Assoc. \$ 7,135.60 – Engineering Fees
 - Chk# 2637 Scheurer & Assoc. \$ 1,962.00 – Legal Fees

- Chk# 2638 UNCC \$ 33.35 – Sewer Locates
- Chk# 2639 LeRoy Banks \$ 92.35 – Director Fee
- Chk# 2640 William Thompson \$ 92.35 – Director Fee
- Chk# 2641 Thomas Leidich \$ 92.35 – Director Fee
- Chk# 2642 Scott Epstein \$ 92.35 – Director Fee
- Chk# 2643 Claudia Browne \$ 92.35 – Director Fee
- Chk# 2644 Melissa An \$ 150.00 – Secretarial
- Chk# 2645 Century Link \$ 72.74 – Telephone
- Chk# 2646 Jocelyn Hoopes \$ 458.75 – Bookkeeping
- Chk# 2647 Special District Assoc. \$ 573.19 – 2018 Membership Dues
- Chk# 2648 Scheurer & Assoc. \$ 180.00 – Legal Fees

- i. Board Approval:
 1. Motion: Thompson
 2. Second: Banks
 3. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:15 pm.

Respectfully submitted,



Melissa An
Recording Secretary