

RECORD OF PROCEEDINGS

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

January 11, 2017

The regular meeting of the Board of Directors was convened on the January 11<sup>th</sup>, 2017, at 7:00 p.m. at the Arbor House at 14600 W. 32<sup>nd</sup> Avenue, Golden, CO 80401. Chairman Banks called the meeting to order. The following were present:

Directors Present

Roy Banks, Chairman  
Chuck Thompson, Director  
Scott Epstein, Director  
Claudia Browne, Director  
Thomas Leidich, Director

Others Present

Richard Scheurer, Attorney, Scheurer and Assoc.  
Jim Landry, RG & Assoc. Officer, Owner  
Jocelyn Hoopes, Bookkeeper  
Colleen Shira, Recording Secretary

1. Agenda Topic: Meeting Minutes
  - a. Discussion: December Minutes, the formatting is messed up so Director Epstein sent a new format to the Secretary to utilize.
  - b. Board Approval:
    - i. Motion: Director Thompson
    - ii. Second: Director Leidich
    - iii. Vote: All in Favor
  - c. Action Item: New Minutes format going forward
    - i. Responsible Person: Colleen Shira
    - ii. Due Dates: ongoing
2. Agenda Topic: Attorney's Report
  - a. Discussion: Met with Mr. Landry to review line extension agreement for companies ASD would potentially hire.
  - b. Board Approval: n/a
  - c. Action Item: Reviewed and updated, Need funding agreement set-up beforehand. Request funding agreement be set-up with Clear Creek Crossing.
    - i. Responsible Person:
    - ii. Due Date:
  - a. Discussion: Board discussed with Mr. Landry the status of Clear Creek Crossing project. It is still Preliminary, although they know they are set-up as a mixed-use project. Jocelyn went to Focus Group and shared her thoughts.
  - b. Board Approval: n/a
  - c. Action: n/a
  - a. Discussion: Mr. Scheurer reminded group he is not available for the March Meeting.

- b. Board Approval: n/a
- c. Action: n/a
  
- a. Discussion: Board discussed Meeting on Friday the 13<sup>th</sup> of January at 8:30 am
- b. Board Approval: n/a
- c. Action: Board meet to pass resolution for fee increase.
  
- 3. Agenda Topic: Engineer's Report
  - a. Discussion : Director Leidich had questions about the phone log and coming in under budget by 1%. Mr. Landry explained.
  - b. Board Approval: n/a
  - c. Action: n/a
  
  - a. Discussion : Sewer Inspection Annual Cleaning and Videoing
  - b. Board Approval: n/a
  - c. Action: need Chairman's signature since Attorney had reviewed and accepted the document.
  
  - a. Mr. Landry explained the bid process that begins in May. He will have a recommendation to the board by March 8<sup>th</sup>. Two weeks later notice to proceed.
  - b. Board Approval: Need approval from Chairman at that time to proceed.
  - c. Action: Chairman Banks will not be present; therefore, they will need a protem. Director Leidich requested being present at bid process with Mr. Landry.
  
  - a. Discussion : Director Epstein spoke with CDOT about project to see if he could get more information. There are three projects going on simultaneously;
    - i. True CDOT project- Hook Ramps
    - ii. Local Agency Project-Denver Water
    - iii. Developer Project- Development
 Mr. Landry stated that if CDOT wants ASD to move a line they will send a letter. Mr. Landry got a call from Ron Neiss, at Martin and Martin about the Clear Creek and CDOT process. Mr. Landry explained that the developer would provide utility report that would drive the capacity need for the project. Mr. Landry notified the Developers of the updated Rules and Regulations.
  - b. Board Approval: n/a
  - c. Action: Mr. Landry is joining a group of District Managers that get together to gain information that he hopes will help to prepare ASD for when or if Clear Creek comes in.
  
  - a. Discussion : St. John Church update. Mr. Landry found that in 2988 they connected to ASD at manhole 300.
  - b. Board Approval: n/a
  - c. Action: Still could not locate it so continuing research.
  
- 4. Agenda Topic: Bookkeeper
  - a. Discussion: Asked Board to Approve Linda Eaton for Audit Exemption report.

- b. Board Approval:
    - i. Motion: Director Leidich
    - ii. Second: Director Thompson
    - iii. Vote: All in Favor
  - a. Discussion: Need better e-mails to use to get through to the Board.
  - b. Board Approval: n/a
  - c. Action: Director Epstein Spoke on behalf of the group and said they would be more timely.
  - a. Discussion: Need Board members to cash checks before she can do w-2's.
  - a. Discussion: Has mailing almost ready. Director Epstein has letter almost ready to send out.
  - b. Discussion: Director Browne requested that the late payment be moved to a few weeks later to give people more time to get their payments in.
  - c. Board Approval: more the late fee date to May 15<sup>th</sup>.
    - i. Motion: Director Thompson
    - ii. Second: Director Leidich
    - iii. Vote: All in Favor
  - a. Discussion: Board is waiting until next week to see if Prospect Park and Rec will waive fee for us.
  - a. Ms. Hoopes will keep a balance sheet for the clear Creek project to keep track of monies spent on Clear Creek business.
  - a. Ms. Hoopes informed the Board that Chase was now set-up as their bank.
5. Agenda Topic: Communication
- a. Discussion: Ms. Shira discovered payments for website were previous treasurer's credit card.
  - b. Board Approval: n/a
  - c. Action: Need to get information removed from Network Solutions
    - i. Responsible PersonL Ms. Shira
    - ii. Due Date: ASAP

Ms. Hoopes, Mr. Landry and Mr. Scheurer were excused at 8:25pm

6. Agenda Topic: Treasurer's Report

- a. Discussion:

**Bills to be Paid:** The following checks are presented for payment:

• Ck#2409	Scheurer and Assoc.	\$ 2629.00	– Legal Fees
• Ck#2410	RG and Assoc.	\$ 5217.60	– Engineering fees
• Ck#2411	UNCC	\$ 34.32	– Sewer Located
• Ck#2412	Special Dist. Association	\$ 611.15	– Dues for 2017/2018
• Ck#2413	LeRoy Banks	\$ 92.35	– Director Fees
• Ck#2414	Thomas Leidich	\$ 92.35	– Director Fees
• Ck#2415	Scott Epstein	\$ 92.35	– Director Fees
• Ck#2416	Claudia Browne	\$ 92.35	– Director Fees
• Ck#2417	Collen Shira	\$ 150.00	– Secretarial