

## RECORD OF PROCEEDINGS

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

#### APPLEWOOD SANITATION DISTRICT FOR MONTH OF

October 13, 2021

The regular meeting of the Board of Directors was convened on the October 13, 2021, at 7:02 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  
Thomas Leidich, Director  
Scott Epstein, Director  
Briana Gerou, Director

#### Others Present

Richard Scheurer, Attorney, Scheurer and Associates  
Jim Landry, Engineer, RG & Associates, LLC (RGA)  
Elizabeth Farias, Recording Secretary, RG & Associates, LLC  
Christine McRight, Development Director, Evergreen

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

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

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

- a. Discussion: A resolution with delinquent accounts was brought to the board for approval. Six delinquent accounts were identified.
  - i. Board Approval: Motion to approve delinquent account resolution.
    1. Motion: Leidich
    2. Second: Gerou
    3. Vote: All in favor
- b. Discussion: Quit Claim Deed. Scheurer indicated a quit claim deed on the obsolete 30 ft easement southwest of the Clear Creek Crossing development would nullify other existing, overlaying easements the district has and needs.
  - i. Action Item: Scheurer to prepare a modified legal description which accepts out by book and page to maintain existing easements the district wants to keep.
- c. Discussion: Proposed updates to the district's Rules and Regulations. Redlines were not received by the board members and discussion related to Rules and Regulations updates was deferred to the November meeting.
  - i. Action Item: Scheurer to email a redlined copy of the updated Rules and Regulations with a summary sheet for the November board meeting.
- d. Discussion: Scheurer to retire from District Attorney Position. Scheurer indicated his intention to retire from his District Attorney position with Applewood Sanitation District at the end of the calendar year. Scheurer offered to submit a short list of recommended replacements and recommended not adjourning November meeting but continuing at a later date, to be determined at the November meeting, to interview prospective district attorneys to preserve the monthly meeting notice. Scheurer indicated he has many files spanning the

history of the district since its inception which is being boxed and will require preservation; district records need to be saved indefinitely. Board members expressed an interest in digitizing the records.

- i. Action Item: Scheurer to submit a short list of recommended replacements and facilitate introductions to the district board.
- ii. Action Item: Landry to prepare a request for proposal (RFP) for district attorney qualifications. RFP to be prepared Friday, October 15<sup>th</sup> with response deadlines of October 29<sup>th</sup>. RFP Responses to be reviewed at the November meeting.

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

- a. Discussion: 2022 Proposed Engineering Budget. Landry went through the proposed 2022 engineering budget. Jocelyn noted that the UNCC budget should be set for \$1,000 and added to the district engineering budget for locates. Questions arose on the distribution of 2021 special project expenditures. Board members expressed concerns regarding grease interceptor expenses being a disproportionate portion of special budget expenditures. Scheurer indicated an additional provision would be inserted in the updated Rules and Regulations that allowed for the excessive costs to the district consultants to be re-billed to district customers. Landry pointed out the \$400 grease trap fee to be introduced in 2022. A question was posed on the increased budget for line maintenance and videoing. Landry answered this increase is due to an increase in linear footage of the zones scheduled to be videoed in 2022. Landry plans to get maintenance and videoing bids advertised to contractors early in 2022 to increase receipt of competitive bids.
- b. Discussion: Development Reviews.
  - i. Clear Creek Crossing. Initial acceptance is pending receipt of as-builts.
  - ii. SCL Health. Comments on temporary services were provided to the developer on July 2, 2021. Construction is 60% complete and construction of temporary connections is 40% complete. A check for the requested additional deposit was mailed today, per McRight.
  - iii. 3183 Isabell Street. A meeting was held with the owner, Jason DeKowzan, on October 7, 2021, and discussion included: inclusion process and requirements, replenishing the funding deposit, and connection to the sanitary sewer system. The inclusion petition and check were received on October 8, 2021, by the district and will be advertised on October 14, 2021. Construction can begin with board approval after mandatory 30-day advertising is complete, per the district's Rules and Regulations.
  - iv. Dutch Bros. Coffee. The funding agreement and deposit were received on August 9, 2021, and comments were provided to the developer of September 7, 2021.
  - v. Hampton Inn & Suites. A 4<sup>th</sup> submittal was received for district review on September 28, 2021. A comment response letter was requested from the previous review comment letter.
  - vi. Rolling Hills Country Club. The customer is actively investigating options to address fats, oils, and grease violations, including a second grease trap and ozonation technology.

Jim Landry and Richard Scheurer were dismissed at 8:04 PM.

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

- a. Discussion: Interest was expressed by board members in increasing board member pay and allowing participation in special meetings on district related matters with fewer than 3 board

members to be compensated. Currently, a board meeting must have at least 3 board members present to be compensated.

- i. Action Item: Banks to investigate compensation for additional meetings.
- b. Discussion: Bills to be Paid:
  - i. Board Approval:
    1. Motion: Leidich
    2. Second: Gerou
    3. Vote: All in favor

The following checks are presented for payment:

• Chk# 3689	RG and Assoc	\$ 21,212.33 – Engineering Fees
• Chk# 3690	Scheurer & Assoc.	\$ 2,059.88 – Legal Fees
• Chk# 3691	UNCC	\$ 62.04 – Sewer Locates
• Chk# 3692	Century Link	\$ 76.32 – Telephone
• Chk# 3693	LeRoy Banks	\$ 92.35 – Director Fee
• Chk# 3694	William Thompson	\$ 92.35 – Director Fee
• Chk# 3695	Thomas Leidich	\$ 92.35 – Director Fee
• Chk# 3696	Briana Gerou	\$ 92.35 – Director Fee
• Chk# 3697	Scott Epstein	\$ 92.35 – Director Fee
• Chk# 3698	Elizabeth Farias	\$ 150.00 – Recording Secretary
• Chk# 3699	Jocelyn M Hoopes	\$ 723.00 – Bookkeeping
• Chk# 3700	U.S. Postal Service	\$ 322.00 – PO Box Fee - 11/21-11/22
• Chk# 3701	United States Treasury	\$ 214.20 – 2021 3 <sup>rd</sup> qtr Form 941
• Chk# 3702	Metro Water Recovery	\$ 4,550.00 – 3136 Ct Connection
• Chk# 3703	Colorado Interactive	\$ 380.00 – Double Payment from Customer
• Chk# 3704	CO Special Dist. Prop. & Liability P Workers Comp POL-0007525	\$ 380.00 – Double Payment from Customer

There being no further business to come before the Board, the meeting was adjourned at 8:17 pm.

Respectfully submitted,

Elizabeth Farias  
Recording Secretary