

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

October 14, 2020

The regular meeting of the Board of Directors was convened on the October 14, 2020 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

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

Others Present

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

1. Agenda Topic: Meeting Minutes

- a. Discussion: September Meeting Minutes.
 - i. Board Approval: Motion to approve September 9, 2020 meeting minutes.
 1. Motion: Thompson
 2. Second: Leidich
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report

- a. Discussion: Certification of Delinquent Accounts.
 - i. Board Approval: Motion to approve Resolution 2020-07 for Certification of Delinquent Accounts. Motion to allow Leidich to attest Resolution on behalf of Epstein.
 1. Motion: Thompson
 2. Second: Leidich
 3. Vote: All in favor
- b. Discussion: Cottages at Rolling Hills Special Meeting for Inclusion. ASD will be holding a special meeting on October 26, 2020 at 3:00 PM to discuss and pass resolution to approve inclusion. Zoom link will be provided to participants.
- c. Discussion: 15200 W 26th Avenue. Received petition for inclusion, waiting on additional signature and inclusion payment.
- d. Discussion: Intergovernmental Agreement (IGA) with Prospect Park. Currently under review, waiting on exhibits and received a first draft.
- e. Discussion: Northwest Lakewood Sanitation District (NWLSD) Billing Agreement. ASD budget committee has scheduled a meeting for October 22, 2020 for review of the billing agreement.

3. Agenda Topic: Engineer's Report

- a. Discussion: Engineer's Report. No questions or comments.

- b. Discussion: Proposed Budget. The proposed budget to be briefly reviewed after the special meeting.
- c. Discussion: Flow and Loading Reports. Landry explained flow and loading reports and alerted the Board to an overall 9% increase in volume. Landry to continue monitoring flows and to work with Hoopes to incorporate potential impacts to the budget. Hoopes requested copy of flow and loading reports.
- d. Discussion: New Stub-in Deposits.
 - 70 West Business Center. Received stub-in deposit.
 - 3478 Clear Creek Drive. Requested stub-in deposit. Informed in the mail.
 - 3550 Clear Creek Drive, Foothills Credit Union. Received stub-in deposit.
- e. Discussion: New Permitted Connections.
 - Gast Station (Kum&Go). Permit finalized and provided to Hoopes.
- f. Discussion: 2020 Capital Improvement Project (CIP). Contractor is behind schedule but should still complete on time.
 - i. Action Item: Landry to provide update on status at the next board meeting.
- g. Discussion: Development Reviews.
 - Clear Creek Crossing. Retainer requested. Phase 1 is waiting on as-builts for approval. Phase 2 is 98% complete.
 - Cottages at Rollings Hills. Completed and approved.
 - Multi-Family (Outlook). Minor punch list items. Club house to open January 7, 2021 and occupancy to occur January 26, 2021.
 - Hampton Suites. No change.
 - Schmidt Farms. No change.
 - 2755 Indiana Street. No change.
- h. Discussion: Rolling Hills Country Club (RHCC). Proposing to repair private main by pulling through HDPE pipe. Landry reviewed contracting process with RHCC.
- i. Discussion: 14470 Garden Road. Contacted property owners and confirmed future home build. Landry has contacted their contractor for sanitary sewer requirements.
- j. Discussion: 14154 W 21st Avenue. RGA investigated property after an audit by Consolidated Mutual Water Company. RGA to investigate potential Accessory Dwelling Unit (ADU) and its utilities.

4. Agenda Topic: Bookkeeper's Report

- a. Discussion: Budget Meeting. The proposed budget will be briefly reviewed during the special meeting. Provided preliminary budget and rate analysis documents.
 - i. Action Item: Hoopes to send out list of questions and needs for the District.
- b. Discussion: Non-residential billing. Due to developments, there will be impacts to billing methods for non-residential entities in ASD.

Jocelyn Hoopes, Jim Landry and Richard Scheurer dismissed at 8:16 PM

5. Agenda Topic: Treasurer's Report

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

6. Agenda Topic: President's Report

- a. Discussion: Received notice of change to insurance policies but will have no direct effect on the Board.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MA', is written above the typed name.

Melissa An
Recording Secretary