

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

November 10, 2021

The regular meeting of the Board of Directors was convened on the November 10, 2021, at 7:00 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 October 13, 2021 meeting minutes.
 1. Motion: Thompson
 2. Second: Gerou
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report

- a. Discussion: Quit Claim Deed. Scheurer indicated a quit claim deed had been prepared on the obsolete 30 ft easement. Landry indicated an exhibit should be prepared for the quit claim deed.
 - i. Board Approval: Motion to approve execution of quit claim deed.
 1. Motion: Thompson
 2. Second: Gerou
 3. Vote: All in favor
 - ii. Action Item: RGA to prepare exhibit for Quit Claim Deed.
- b. Discussion: Proposed IGA with Northwest Lakewood Sanitation District. Scheurer indicated an IGA had been prepared allowing for the service and billing of Applewood Sanitation District customers connected to Northwest Lakewood Sanitation District.
 - i. Board Approval: Resolution authorizing Banks and Leidich to sign IGA, subject to changing invoicing from quarterly to annually.
 1. Motion: Thompson
 2. Second: Leidich
 3. Vote: All in favor
- c. Discussion: Inclusion of 3183 Isabell Street. Publication for inclusion into the district for 3183 Isabell Street was noticed for the required 30 days. Once the resolution is passed and signed, Scheurer will file the inclusion petition with the district court. Once the resolution comes back from the district court, the inclusion documentation will be recorded by the Clerk and Records Office and the district's boundary will be updated with the Assessor's Office to include this property.

- i. Board Approval: Resolution to approve for inclusion of property 3183 Isabell Street
 1. Motion: Leidich
 2. Second: Banks
 3. Vote: All in favor
- ii. Action Item: Farias to check last Resolution number used.
- iii. Action Item: Scheurer to prepare resolution for district court.

3. Agenda Topic: Bookkeeper's Report

- a. Discussion: Public Hearing for Budget. The final budget will need to go to the Board of County Commissioners around December 10, 2021. The mill levy is to be based on Tabor calculations. Three board member positions will be up for re-election in May 2021; a Notice of Calling for Elections will need to be posted in January. \$1,000 was added to Engineering Fees to account for UNCC cost. Legal Fees were increased 25%, from \$20,000 to \$25,000, to account for new district attorney in 2022. Legal Fees associated with capital improvement projects (CIPs) were increased 50%, from \$10,000 to \$15,000. Metro Water Recovery will likely increase fees in 2023, which will need to be considered for 2023 rates. The board brainstormed when to increase rates, by how much, and the frequency of rate increases. Rates will not be increased in 2022. Water usage and flow and loading report results were discussed. The 2022 Budget, as discussed and approved, is attached.
 - i. Action Item: Hoopes to contact insurance for required annual forms
 - ii. Action Item: Jim to incorporate flow and loading reports into engineering reports.
 - iii. Motion to approve budget, appropriation of funds, and certification of mill levy. Exact amounts in the budget to change slightly based on discussions. Banks and Leidich signed the 3 documents.
 1. Motion: Thomson
 2. Second: Gerou
 3. All in favor

4. Agenda Topic: Attorney's Report (continued)

- a. Discussion: Rules and Regulations. Proposed changes to Fats, Oils, and Grease (FOG) section. Proposed changes to appendix B, making \$400 proposed fee for FOG a per site visit fee and the Line Extension Application Fee was deleted from Appendix B.
- b. Discussion: Agendas for Board Meetings. Gerou suggested preparing meeting agendas for the monthly board meetings.
- c. Discussion: Candidates for District Attorney. Three (3) proposals were received by the November 5, 2021 deadline. All candidates will be interviewed. Interviews to be tentatively scheduled for November 30, 2021, pending attorney availability. Epstein will be traveling and unavailable for district attorney interviews.
 - i. Action Item: Banks to coordinate with candidates on scheduling interviews.
 - ii. Action Item: Landry to reserve conference room at RG and Associates for district attorney interviews.

5. Agenda Topic: Engineer's Report

- a. Discussion: Development Reviews.
 - i. Clear Creek Crossing. As-built drawings were received October 26, 2021 and Initial Acceptance is pending review and approval of these as-built drawings.
 - ii. SCL Health. Temporary sewer connection construction observations complete for trailers on 10/20/2021.

- iii. 4051 Clear Creek Drive - Planning Area 9. Review completed, requested main extension agreement.
- iv. 3120 Howell Road. Plans were received for review November 3, 2021
- v. Rolling Hills Country Club. The customer continues to investigate options to address fats, oils, and grease violations, including a second grease trap and ozonation technology.
- vi. Schmidt Farms. RGA state lots in development need to be included in the district.

Jim Landry and Richard Scheurer were dismissed at 8:55 PM.

6. Agenda Topic: Increasing Board Member Compensation

- a. Discussion: Bills to be Paid:
 - i. Board Approval:
 - 1. Motion: Thomson
 - 2. Second: Gerou
 - 3. Vote: All in favor

The following checks are presented for payment:

• Chk# 3705	RG and Assoc	\$ 19,241.90 – Engineering Fees
• Chk# 3706	Scheurer & Assoc.	\$ 3,246 – Legal Fees
• Chk# 3707	UNCC	\$ 67.32 – Sewer Locates
• Chk# 3708	LeRoy Banks	\$ 92.35 – Director Fee
• Chk# 3709	William Thompson	\$ 92.35 – Director Fee
• Chk# 3710	Thomas Leidich	\$ 92.35 – Director Fee
• Chk# 3711	Scott Epstein	\$ 92.35 – Director Fee
• Chk# 3712	Briana Gerou	\$ 92.35 – Director Fee
• Chk# 3713	Elizabeth Farias	\$ 150.00 – Recording Secretary
• Chk# 3714	Metro Water Recovery	\$ 60,450.75 – 2021 4 th quarter
• Chk# 3715	Century Link	\$ 76.02 – Telephone
• Chk# 3716	Kum and Go	\$ 322.00 – Return retainage, replace #3678
• Chk# 3717	Jocelyn M Hoopes	\$ 693.00 – Bookkeeping
• Chk# 3718	Gold Star Excavating	\$ 200.00 – Refund of inspection fee

There being no further business to come before the Board, the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Elizabeth Farias
Recording Secretary

**APPLEWOOD SANITATION DISTRICT
2022 BUDGET - ALL FUNDS COMBINED
ACCRUAL BASIS**

	2022 Budget			
	General	Sanitation Enterprise	Capital Improvements	Combined
	Fund	Fund	Fund	Total
REVENUES				
<i>Taxes:</i>				
General Property Taxes (2021 2.735 mil levy	181,668	\$ -	\$ -	\$ 181,668
Specific Ownership Taxes	13,000	-	-	13,000
<i>Charges for Services:</i>				
Drainlayers Fees	-	1,000	-	1,000
Sewer Service Charges - Residential \$360	-	361,080	-	361,080
Sewer Service Charges - Nonresidential	-	29,304	-	29,304
Sewer Service Charges - Multifamily	-	111,600	-	111,600
Sewer Connection Fees (2022 - \$4,710)	-	117,750	-	117,750
Sewer Inspection Fees (\$200)	-	11,800	-	11,800
Inclusion Fees	-	-	-	-
Interest on Investments	-	30	1,000	1,030
Contribution to Line Extension	-	-	210,000	210,000
Other Income	-	-	-	-
Total Revenues	194,668	632,564	211,000	1,038,232
Other Sources				
Transfers-In from General Fund	-	40,000	-	40,000
Transfers-In from Sanitation Fund	-	-	-	-
Total Other Sources	-	40,000	-	40,000
Total Revenues and Other Uses	194,668	672,564	211,000	1,078,232
EXPENDITURES				
<i>Administrative Costs:</i>				
Bookkeeping	11,340	-	-	11,340
Advertising & Legal Publications	500	-	-	500
Audit	6,200	-	-	6,200
Office Rent & Phone, Supplies, WebSite	4,500	-	-	4,500
Directors Fees	7,000	-	-	7,000
Directors Bond & Insurance Premiums	9,000	-	-	9,000
Election Expense	10,000	-	-	10,000
Engineering Fees	80,000	-	-	80,000
Legal Fees	25,000	-	15,000	40,000
Secretarial Service - Board Meetings	1,950	-	-	1,950
Membership Dues	800	-	-	800
Miscellaneous	500	500	-	1,000
County Treasurer Collection Fee (3%)	2,800	-	-	2,800
<i>Operating and Maintenance Costs:</i>				
Depreciation	-	30,000	-	30,000
Engineering	-	17,100	-	17,100
Line Maintenance and Video	-	96,000	-	96,000
<i>Sewer Treatment Charges:</i>				
Metro Wastewater	-	265,273	-	265,273
NWLSD (Net)	-	12,600	-	12,600
<i>Capital Improvements:</i>				
Line Extension	-	-	200,000	200,000

**APPLEWOOD SANITATION DISTRICT
2022 BUDGET - ALL FUNDS COMBINED
ACCRUAL BASIS**

	2022 Budget			
	General	Sanitation	Capital	Combined
	Fund	Enterprise Fund	Improvements Fund	Total
Line Renovation and Repair			580,000	580,000
Total Expenditures	159,590	421,473	795,000	1,376,063
Contingency	20,000	20,000	20,000	60,000
	15,078	231,091	(604,000)	(357,831)
Other Uses				
Transfers-out to Capital Improvements Fund				-
Transfers-out to Sanitation Fund	(40,000)			(40,000)
Total Other Uses	(40,000)	-	-	(40,000)
Net Source (Use) of Funds	(24,922)	231,091	(604,000)	(397,831)
Fund Balances, Beginning of Year	317,882	382,319	2,159,695	2,859,896
Fund Balances, End of Year	\$ 292,960	\$ 613,410	\$ 1,555,695	\$ 2,462,065

FUND BALANCES Budgeted bal on 12/31/2022:

Restricted For:

TABOR 3% Emergency Reserve	\$ 6,100
Net Investment-Capital Assets	1,319,359
Capital Improvement Fund	1,555,695
Sanitation Enterprise Fund	613,410
General Fund	292,960
Total Fund Balances	<u>\$ 3,787,524</u>