

## RECORD OF PROCEEDINGS

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

#### APPLEWOOD SANITATION DISTRICT FOR MONTH OF

November 8, 2017

The regular meeting of the Board of Directors was convened on the November 8th, 2017, 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  
Claudia Browne, 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

Thomas Leidich, Director was excused from the meeting.

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

- a. Discussion: October Meeting Minutes.
  - i. Board Approval: Motion to approve October 11<sup>th</sup>, 2017 meeting minutes.
    1. Motion: Thompson
    2. Second: Browne
    3. Vote: All in favor

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

- a. Discussion: Budget Resolutions for Board Approval.
  - Board Approval: Motion to Pass Budget Proposal Resolution 12, Resolution 13 for Appropriation of Funds, and Resolution 14 for Mill Levy Approval and approving Chairman to execute the resolutions contingent upon any final adjustments determined by Hoopes and Scheurer.
    1. Motion: Thompson
    2. Second: Epstein
    3. Vote: All in favor
- b. Discussion: Clear Creek Crossing: Scheurer notified Developer that per the Clear Creek Crossing inclusion agreement, payment for inclusion to be provided prior to connection.

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

- a. Discussion: RGA 2018 Proposed Budget, increased due to change of maintenance contractor.
  - i. Action Item: RGA to pursue a videoing and jetting contractor to work for the District through an official Request for Proposal (RFP).
- b. Discussion: Engineer's Report: No other questions.
- c. Discussion: Denver Water: Contacted Denver Water to obtain status on their water line project coming into the District. Anticipate increase in locates and inspections during their work.

d. Discussion: Clear Creek Crossing: A conference call was conducted on October 17<sup>th</sup>, 2017 with the Developer and Scheurer to discuss inclusion fees and design of the lift station. Landry spoke with the Developer's Engineer on November 2<sup>nd</sup>, 2017 and have a plan review meeting scheduled for November 10<sup>th</sup>, 2017. Board discussed pros and cons of in-house design and bidding out the construction work versus approval of design and construction by the developer.

e. Discussion: 2017 Capital Improvement Project (CIP): Landry explained the work was completed and final payment application was signed by Banks. Final project cost came in under budget due to the removal of some scope items.

Jim Landry and Richard Scheurer dismissed at 8:17 PM

**4. Agenda Topic: Bookkeeper's Report:**

a. Discussion: Proposed 2018 Budget and Rate Analysis documents explanation by Hoopes.

Jocelyn Hoopes dismissed at 8:23 PM

**5. Agenda Topic: Treasurer's Report**

a. Discussion: Bills to be Paid: The following checks are presented for payment:

• Chk# 2608	Scheurer & Assoc.	\$ 1,780.64 – Legal Fees
• Chk# 2609	RG and Assoc.	\$ 13,890.30 – Engineering Fees
• Chk# 2610	UNCC	\$ 79.75 – Sewer Locates
• Chk# 2611	Metro Recl. District	\$ 52,671.75 – 4th Qtr Payroll Report
• Chk# 2612	Century Link	\$ 72.66 – Telephone
• Chk# 2613	Northwest Lakewood	\$ 8,905.75 – Sewer Fees
• Chk# 2614	Melissa An	\$ 150.00 – Secretarial
• Chk# 2615	LeRoy Banks	\$ 92.35 – Director Fee
• Chk# 2616	William Thompson	\$ 92.35 – Director Fee
• Chk# 2617	Thomas Leidich	\$ 92.35 – Director Fee
• Chk# 2618	Claudia Browne	\$ 92.35 – Director Fee
• Chk# 2619	Scott Epstein	\$ 92.35 – Director Fee
• Chk# 2620	Jocelyn Hoopes	\$ 443.00 – Bookkeeping
• Chk# 2621	Insituform	\$ 41,883.21 – 2017 CIP
• Chk# 2622	RG and Assoc.	\$ 3,425.00 – Deduct from Contractor Payment

i. Board Approval:

1. Motion: Thompson
2. Second: Epstein
3. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:27 pm.

Respectfully submitted,



Melissa An  
Recording Secretary