

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

December 12, 2018

The regular meeting of the Board of Directors was convened on the December 12, 2018 at 7:03 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
Claudia Browne, Director
Thomas Leidich, Director

Others Present

Richard Scheurer, Attorney, Scheurer and Associates
Jim Landry, Engineer, RG & Associates, LLC (RGA)
Melissa An, RG & Associates, LLC, Recording Secretary

Bookkeeper Jocelyn Hoopes is excused.

1. Agenda Topic: Meeting Minutes

- a. Discussion: November Meeting Minutes. Board requested more detailed meeting minutes.
 - i. Board Approval: Motion to approve November 14, 2018 meeting minutes.
 1. Motion: Thompson
 2. Second: Browne
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report

- a. Discussion: Budget Resolution for Board Signature.
 - i. Board Approval: Motion to approve Resolution 2018-07 to Approve the Budget, Resolution 2018-08 to Appropriation of Fund for the Budget, Resolution 2018-09 to Establish Mill Levies According to the Budget, and Resolution 2018-10 to Approve Transfer of Funds for the Budget and Certification.
 4. Motion: Thompson
 5. Second: Browne
 6. Vote: All in favor
- b. Discussion: Designation of Meeting Place Resolution for Board Signature.
 - i. Board Approval: Motion to approve Resolution 2018-11 to Designate Meeting Place for All Meetings Held in 2019.
 7. Motion: Epstein
 8. Second: Browne
 9. Vote: All in favor
- c. Discussion: First of the Year Publications will be made before the next meeting to meet transparency requirements.

- d. Discussion: Clear Creek Crossing. An Intergovernmental Agreement with Longs Peak Metropolitan District has been executed in November. Landry explained initial, final acceptance, and Maintenance and Warranty Bond.

3. Agenda Topic: Engineer's Report

- a. Discussion: Engineer's Report. Browne requested clarification on phone log entry. Landry reviewed budget and determined the engineering budget may go over by 1.5% due to increases in locate requests and observations of service line repairs.
- b. Discussion: 811 Senate Bill 18-167. RGA attended Statewide Membership Legislative Meeting, no major changes to ASD procedures predicted, but additional clarification was requested from 811 pertaining to Legislative language and dates. Landry requested latest state statues from Scheurer.
- c. Discussion: Clear Creek Crossing Development. Landry, upon receiving accounting report of remaining reimbursement deposit, requested Hoopes provide invoice for 30K and accounting of expenditures to Developer to. Requested additional funds. Phase I construction near complete, actively reviewing Phase II construction plans. Landry to monitor remaining reimbursement deposit bi-weekly.
- d. Discussion: Clear Creek Crossing Inclusion Acreage. Landry to present Clear Creek Crossing inclusion areas at next meeting.
- e. Discussion: 70 West Business Center. Inclusion Agreement has been fully executed and all fees collected.

Jim Landry and Richard Scheurer dismissed at 8:02 PM

4. Agenda Topic: President's Report

- a. Discussion: Reviewing member information for Colorado Special Districts membership renewal.
- b. Discussion: Presenting letter from Metro Wastewater Reclamation District Approving Audit of ASD Records.

5. Agenda Topic: Treasurer's Report

- a. Discussion: Bills to be Paid: The following checks are presented for payment:
 - Chk# 3276 Scheurer & Assoc. \$ 2881.00 – Legal Fees
 - Chk# 3277 RG & Assoc. \$ 20,622.15 – Engineering Fees
 - Chk# 3278 LeRoy Banks \$ 92.35 – Director Fee
 - Chk# 3279 Claudia Browne \$ 92.35 – Director Fee
 - Chk# 3280 Scott Epstein \$ 92.35 – Director Fee
 - Chk# 3281 Melissa An \$ 150.00 – Recording Secretary
 - Chk# 3282 Century Link \$ 75.05 – Telephone
 - Chk# 3283 Insurance of Denver \$ 463.00 – Bond Renewal
 - Chk# 3284 UNCC \$ 78.30 – Sewer Locates
 - Chk# 3285 United States Treasury \$ 168.30 – 2018 941 4th Qtr
 - Chk# 3286 Jocelyn Hoopes \$ 433.00 – Bookkeeper
- i. Board Approval:

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

There being no further business to come before the Board, the meeting was adjourned at 8:10 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'MA', written in black ink.

Melissa An
Recording Secretary