

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

December 13, 2017

The regular meeting of the Board of Directors was convened on the December 13, 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
Thomas Leidich, 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

1. Agenda Topic: Meeting Minutes

- a. Discussion: November Meeting Minutes.
 - i. Board Approval: Motion to approve November 8th, 2017 meeting minutes.
 1. Motion: Banks
 2. Second: Thompson
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report:

- a. Discussion: Budget Resolutions for Board Signature, Resolution 12 for the Budget, Resolution 13 for Appropriation of Funds, and Resolution 14 for Mill Levy Approval.
- b. Discussion: Proposing to implement a Fats, Oils, and Grease (FOG) Policy.
- c. Discussion: Proposing to modify language of the Applewood Sanitation District (ASD) Rules and Regulations. Resolution will be implemented at the January Board Meeting.
- d. Discussion: 70 West Commercial Property.
 - i. Board Approval: Motion to decline adjustment to IGA between ASD and Northwest Lakewood Sanitation District (NWL).
 1. Motion: Banks
 2. Second: Browne
 3. Vote: All in favor
 - ii. Action Item: Scheurer to contact Tim Flynn, attorney of the property owner, for clarification on servicing that property and not amending IGA between ASD and NWL.

3. Agenda Topic: Engineer's Report

- a. Discussion: Engineer's Report: No questions or comments.
- b. Discussion: Denver Water: Received construction schedule, work is expected to begin December 20th.
- c. Discussion: 2018 Annual Maintenance Request for Proposals. Provided summary of costs and recommended Ramey Environmental for award.

- i. Board Approval: Motion to accept recommendation and appoint Ramey for the 2018 contract.
 - 1. Motion: Thompson
 - 2. Second: Leidich
 - 3. Vote: All in favor
- d. Discussion: Clear Creek Crossing: A meeting was conducted early December to obtain information on northeastern user of property.
- e. Discussion: CDOT hook ramps. Construction will begin March of 2018.
- f. Discussion: Immigrant's Challenge. Obtained Inclusion and Funding Agreement, once signed by Chairman and Secretary, Scheurer will begin legal process for petition.
- g. Discussion: 2018 updates to ASD website. Additional exhibits, ASD Rules and Regulations, including standards, details, and information for Developers.

4. Agenda Topic: Bookkeeper's Report:

- a. Discussion: Clear Creek Crossing. Sent out notice for additional funds.
- b. Discussion: Final 2018 Budget and Rate Analysis documents explanation by Hoopes.

Jim Landry, Richard Scheurer, and Jocelyn Hoopes dismissed at 8:30 PM

5. Agenda Topic: Treasurer's Report

- a. Discussion: Bills to be Paid: The following checks are presented for payment:
 - Chk# 2623 RG and Assoc. \$ 14,391.85 – Engineering Fees
 - Chk# 2624 Scheurer & Assoc. \$ 3,313.00 – Legal Fees
 - Chk# 2625 LeRoy Banks \$ 92.35 – Director Fee
 - Chk# 2626 William Thompson \$ 92.35 – Director Fee
 - Chk# 2627 Scott Epstein \$ 92.35 – Director Fee
 - Chk# 2628 Claudia Browne \$ 92.35 – Director Fee
 - Chk# 2630 Melissa An \$ 150.00 – Secretarial
 - Chk# 2631 Century Link \$ 72.74 – Telephone
 - Chk# 2632 UNCC \$ 66.70 – Sewer Locates
 - Chk# 2633 US Treasury \$ 214.20 – 2017 4th Quarter
 - Chk# 2634 Jocelyn Hoopes \$ 456.75 – Bookkeeping
 - Chk# 2635 Colorado Special District \$ 5257.81 – Fee

- i. Board Approval:
 - 1. Motion: Thompson
 - 2. Second: Leidich
 - 3. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:33 pm.

Respectfully submitted,



Melissa An
Recording Secretary