

## RECORD OF PROCEEDINGS

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

#### APPLEWOOD SANITATION DISTRICT FOR MONTH OF

February 13, 2019

The regular meeting of the Board of Directors was convened on the February 13, 2019 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  
Claudia Browne, Director

#### Others Present

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

Director Thomas Leidich was excused from the meeting.

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

- a. Discussion: December Meeting Minutes. Board requested more detailed meeting minutes.
  - i. Board Approval: Motion to approve January 9, 2019 meeting minutes.
    1. Motion: Thompson
    2. Second: Epstein
    3. Vote: All in favor

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

- a. Discussion: Clear Creek Crossing Inclusion Acreage. Landry and Scheurer met with Developer to discuss acreage of developable versus undevelopable to finalize agreement and review easement process.
  - i. Board Approval: Scheurer to inform Developer to follow ASD standard procedures for obtaining and recording easements.
    1. Motion: Thompson
    2. Second: Browne
    3. Vote: All in favor
- b. Discussion: Public Hearing and Meeting for Increase to Connection Fee. Metro Wastewater Reclamation District increased their connection fee for 2019. Public Hearing will be posted for April Meeting to approve increase to the ASD connection fee in relation to the Metro fee increase.
- c. Discussion: Gallagher Affect. Scheurer providing information to Board Members on Gallagher Affect, rates for residents versus non-residents and its affects to the mill levy.

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

- a. Discussion: Engineer's Report. Epstein requested budget tracking spreadsheet present percent complete versus spent, instead of tracking.

- b. Discussion: 2019 Annual Maintenance. Landry presented Banks with contract documents for signature for Dale's Environmental Services to begin work on annual cleaning and videoing. Work will commence February 18<sup>th</sup> and end in May.
- c. Discussion: 2019 Capital Improvement Project. Landry presented project schedule.
- d. Discussion: Clear Creek Crossing Development. Additional funding was requested from Developer. Phase 2 construction plans, waiting on updated set with grade lowering. Construction is approximately 70% complete for Phase 1.
- e. Discussion: Development Reviews.
  - Cottages at Rolling Hills. Currently on third review of submittal.
  - Schmidt Farms. Waiting on Developer to execute Agreement.
  - Multi-Family. Waiting on deposit prior to review.
  - Gas Station. Waiting on Developer to execute Agreement.

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

- a. Discussion: Audit Exemption submitted.
- b. Discussion: Hoopes requests better communication between Engineer, Attorney and Bookkeeper in tracking clients and projects.

Jocelyn Hoopes, Jim Landry and Richard Scheurer dismissed at 8:11 PM

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

- a. Discussion: Bills to be Paid: The following checks are presented for payment:
  - Chk# 3299 Scheurer & Assoc. \$ 2,472.00 – Legal Fees
  - Chk# 3300 RGA \$ 39,028.95 – Engineering Fees
  - Chk# 3301 Metro Wastewater \$ 53,293.25 – 2019 1<sup>st</sup> Quarter
  - Chk# 3302 UNCC \$ 80.94 – Sewer Locates
  - Chk# 3303 Century Link \$ 68.04 – Telephone
  - Chk# 3304 LeRoy Banks \$ 92.35 – Director Fee
  - Chk# 3305 William Thompson \$ 92.35 – Director Fee
  - Chk# 3306 Thomas Leidich \$ 92.35 – Director Fee
  - Chk# 3307 Claudia Browne \$ 92.35 – Director Fee
  - Chk# 3308 Melissa An \$ 150.00 – Recording Secretary
  - Chk# 3309 Jocelyn Hoopes \$ 2,011.44 – Bookkeeper
- i. Board Approval:
  - 1. Motion: Thompson
  - 2. Second: Banks
  - 3. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:12 pm.

Respectfully submitted,



Melissa An  
Recording Secretary