

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

June 14, 2017

The regular meeting of the Board of Directors was convened on the June 14th, 2017, at 7:04 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
Thomas Leidich, Director
Claudia Browne, Director
Scott Epstein, Director

Others Present

Thomas Colchin, Metro Wastewater Reclamation District Rep.
Richard Scheurer, Attorney, Scheurer and Associates
Jim Landry, Engineer, RG & Associates, LLC
Melissa An, Recording Secretary, RG & Associates, LLC

1. Agenda Topic: Meeting Minutes

- a. Discussion: May Meeting Minutes.
 - i. Board Approval: Motion to approve May 10, 2017 meeting minutes.
 1. Motion: Banks
 2. Second: Leidich
 3. Vote: All in favor
- b. Discussion: Meeting minutes will be sent out Thursday, June 15th for review by the Board. All comments to be received by the following Thursday, and finalized and posted on the website Friday.

2. Agenda Topic: Metro Wastewater Reclamation District (MWRD) Report

- a. Discussion: Requesting up-to-date contact list. Contacts can be obtained from the website.
- b. Discussion: Denver Post article on increased costs for water and sanitation. No comments.
- c. Discussion: MWRD Budget – Review of latest Financial Report from MWRD. The budget is produced based on annual service charges and new connector fees.
- d. Discussion: Attending of MWRD Board Meetings. Rules for attendance was emailed out to the Board by Colchin.
- e. News: Cathy, District Manager of MWRD, turned in her resignation for 2017.

3. Agenda Topic: Attorney's Report:

- a. Discussion: Clear Creek Crossing: Received additional \$25,000 check, but not an updated funding agreement.
 - i. Board Approval: Recommend action to pass resolution to sign funding agreement once agreement is obtained. Authorize Roy Banks and/or Chuck Thompson to sign agreement.
 1. Motion: Leidich
 2. Second: Thompson

- 3. Vote: All in favor
- b. Discussion: Immigrant’s Challenge, LLC/Rolling Hills Development Referral: Development not within District, inclusion process needed. Scheurer explained inclusion process. Board approves with resolution and petition to district court.
 - i. Inclusion and Funding Agreement needs to be finalized by Developer prior to review by District Engineer.
- c. Discussion: 3055 Braun Court. Lien has been removed.

4. Agenda Topic: Engineer’s Report

- a. Discussion: No comments on the supplied meeting documents.
- b. Discussion: Rate Analysis. Will be discussed at the next board meeting.
- c. Discussion: 3900-4096 Youngfield Street. Verified landscape area and determined the business would be charged more compared to their current bill. Thompson had met with owner and reviewed the ASD budget.
 - i. Action Item: Landry will produce an update letter to the owner. Thompson will sign the letter.
- d. Discussion: 2017 Capital Improvement Project (CIP). Project is progressing within schedule and budget. The Joyce Way work had delays due to utilities. Landry provided pay application #1 for board signature.
- e. Discussion: Clear Creek Crossing. Provided district boundary to Wheat Ridge. Waiting on agreement to begin review.
- f. Discussion: Immigrant’s Challenge, LLC/Rolling Hills Development Referral: A new development that is outside district boundary. Inclusion and Funding Agreement has been reviewed and sent to Dick for his review. Landry has responded to Jefferson County’s first referral.

5. Agenda Topic: Website

- a. Discussion: The website is up and running. There are additional edits, but issues with login.
 - i. Action Item: Thompson with continue to determine cause of login issues.

6. Agenda Topic: Treasurer’s Report

- a. Discussion: How are we tracking invoices to developers?
 - i. Action Item: Scheurer will discuss with Jocelyn to ensure the board is included in all invoicing.

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

- Chk# 2544 Scheurer and Assoc. \$ 3,875.00 – Legal Fees
- Chk# 2542 RG and Assoc. \$ 22,086.00 – Engineering Fees
- Chk# 2546 UNCC \$ 79.75 – Sewer Locates
- Chk# 2547 Century Link \$ 80.22 – Telephone
- Chk# 2548 LeRoy Banks \$ 92.35 – Director Fee
- Chk# 2549 William Thompson \$ 92.35 – Director Fee
- Chk# 2550 Scott Epstein \$ 92.35 – Director Fee
- Chk# 2551 Claudia Browne \$ 92.35 – Director Fee
- Chk# 2552 Thomas Leidich \$ 92.35 – Director Fee
- Chk# 2553 Jocelyn M. Hoopes \$ 388.00 – Bookkeeping
- Chk# 2554 Insituform Tech \$ 49,334.57 – 2017 CIP

- i. Board Approval:
 - 1. Motion: Thompson

2. Second: Browne
3. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:44pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MA', with a stylized flourish at the end.

Melissa An
Recording Secretary