

## RECORD OF PROCEEDINGS

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

#### APPLEWOOD SANITATION DISTRICT FOR MONTH OF

July 11, 2018

The regular meeting of the Board of Directors was convened on the July 11, 2018, 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  
Thomas Leidich, Director  
Chuck Thompson, Treasurer  
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

Director Claudia Browne was excused from the meeting.

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

- a. Discussion: June Meeting Minutes.
  - i. Board Approval: Motion to approve June 13, 2018 meeting minutes.
    1. Motion: Thompson
    2. Second: Leidich
    3. Vote: All in favor

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

- a. Discussion: 2018 Jefferson County Milling and Overlay. Brian Knight with Jefferson County contacted RGA to request manhole riser rings for milling and overlay work. Per Hoopes, on March 2012, ASD purchased manhole riser rings from East Jordan Iron Works.
  - i. Board Approval: Motion to approve purchase of manhole riser rings, up to 160.
    1. Motion: Thompson
    2. Second: Epstein
    3. Vote: All in favor
- b. Discussion: 70 West Business Center. Received letter and order for inclusion into District. RGA in contact with Dwaine Richter to review inclusion and funding agreement.

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

- a. Discussion: Engineer's Report. No comments.
- b. Discussion: Mid-Year Budget Exhibit. Landry presented and explained mid-year budgets per task.
- c. Discussion: 2018 Capital Improvement Projects (CIP). Waiting on installation of manhole at 30<sup>th</sup> Place. Pay application will be processed once complete.
- d. Discussion: Denver Water. Open excavation planned for July/August over the ASD main line.
- e. Discussion: Clear Creek Crossing. Landry requested from Developer/Engineer revised floodplain information, sent Phase 1 review comments, and requested additional funds prior to construction and approval of design.

- f. Discussion: 70 West Business Center. Owner has questions on inclusion and funding agreement. Landry to call Dwaine to determine questions.
- g. Discussion: Cottages at Rolling Hills. On-going coordination and review, in contact with engineer.
- h. Discussion: Outstanding Drainlayer's Fee – RooterGuy. No longer licensed with the District.
- i. Discussion: Medical Facility. Landry recommended BMPs and plan of action to incorporate into Rules and Regulations. Will require monitoring manhole, need to review sampling and frequency of testing.

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

- a. Discussion: Online Payment. Hoopes contacting Express Bill Pay.

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

- a. Discussion: Colchin will be at the August 8, 2018 meeting.

Jocelyn Hoopes, Jim Landry and Richard Scheurer dismissed at 8:08 PM

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

- a. Discussion: Bills to be Paid: The following checks are presented for payment:
  - Chk# 3214 Kelli Beckish \$ 140.00 – Overpaid Annual Sewer Charge
  - Chk# 3215 Scheurer & Assoc. \$ 1,532.00 – Legal Fees
  - Chk# 3216 RG & Assoc. \$ 14,599.45 – Engineering Fees
  - Chk# 3217 LeRoy Banks \$ 92.35 – Director Fee
  - Chk# 3218 William Thompson \$ 92.35 – Director Fee
  - Chk# 3219 Scott Epstein \$ 92.35 – Director Fee
  - Chk# 3220 Claudia Browne \$ 92.35 – Director Fee
  - Chk# 3221 Thomas Leidich \$ 92.35 – Director Fee
  - Chk# 3222 Melissa An \$ 150.00 – Recording Secretary
  - Chk# 3223 UNCC \$ 84.10 – Sewer Locates
  - Chk# 3224 Century Link \$ 66.88 – Telephone
  - Chk# 3225 Jocelyn Hoopes \$ 456.75 – Bookkeeping
- 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 8:13 pm.

Respectfully submitted,



Melissa An  
Recording Secretary