

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

July 12, 2017

The regular meeting of the Board of Directors was convened on the July 12th, 2017, at 7:07 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

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

1. Agenda Topic: Meeting Minutes

- a. Discussion: May Meeting Minutes.
 - i. Board Approval: Motion to approve June 14, 2017 meeting minutes.
 1. Motion: Banks
 2. Second: Leidich
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report:

- a. Discussion: Clear Creek Crossing: Received updated signed funding agreement.
- b. Discussion: Immigrant's Challenge, LLC/Rolling Hills Development Referral: Inclusion and Funding Agreement was provided to developer on 6/20/2017 with updates. Have not received a response as of 7/12/2017.
 - i. Action Item: The District's inclusion fee, identified in the Rules and Regulations, it to be reviewed and updated if warranted. Landry to review inclusion fees.

3. Agenda Topic: Engineer's Report

- a. Discussion: Question and explanation on Phone Log.
- b. Discussion: Explanation of status on current budget. RGA is currently over budget, but expects to be at budget by the end of the year.
- c. Discussion: Rate Analysis: Review of conclusions and function of rate analysis spreadsheet. The goal is to determine prudent reserve budget and determine how to obtain that goal amount, especially with a growing district.
 - i. Action Item: Hoopes will determine and test several scenarios to determine how to obtain a goal amount and a final decision will be made at the next meeting.
 - ii. Action Item: Landry to update the District budget graphic after the above is finalized, then post on website.
- d. Discussion: 3900-4096 Youngfield Street. Liz Foltyn, Property Manager, disputes the measured landscape acreage.
 - i. Action Item: Landry will provide Thompson data and exhibit of field measurements for Liz Foltyn.

- e. Discussion: 2017 Capital Improvement Project (CIP). Project is progressing within schedule and budget. Landry presented pay application to Banks for signature.
- f. Discussion: Clear Creek Crossing. Landry has spoken with developer's engineers and is waiting on current construction plans for review.
 - i. Action Item: Developer's Engineers requested a meeting after receiving construction plans. Landry will let board members know once scheduled.
- g. Discussion: Immigrants Challenge: No comments.

4. Agenda Topic: Website

- a. Discussion Topic. Issues with login to finalize website. Thompson has prepared final paperwork required to obtain access and update authorized personnel.
 - i. Action Item: Paperwork will be submitted by Chuck on 7/13/2017. Goal is to update and finalize website by Friday, 7/14/2017.

5. Agenda topic: Chairman

- a. Discussion Topic: Combined Election: Jefferson County is conducting a combined election. The District will not be participating due to active member terms.

6. Agenda Topic: Bookkeeper's Report

- a. Discussion Topic. Timeline for Public Notices/Meetings: Website will be completed July, Rate Analysis will be finalized by August, and the Budget will need to be completed by October with a public hearing in November. The public will be invited and notified of changes and meetings through a postcard system sent in September and October.

7. Agenda Topic: Treasurer's Report

- a. Discussion: Brown requested bills be distributed monthly to the Board.
 - i. Action Item: Thompson will ensure bills are distributed to requested board members.
- b. Discussion: Bills to be Paid: The following checks are presented for payment:

• Chk# 2555	Scheurer and Assoc.	\$ 2,222.00 – Legal Fees
• Chk# 2556	RG and Assoc.	\$ 16,297.20 – Engineering Fees
• Chk# 2557	UNCC	\$ 71.05 – Sewer Locates
• Chk# 2558	Century Link	\$ 84.99 – Telephone
• Chk# 2559	LeRoy Banks	\$ 92.35 – Director Fee
• Chk# 2560	William Thompson	\$ 92.35 – Director Fee
• Chk# 2561	Thomas Leidich	\$ 92.35 – Director Fee
• Chk# 2562	Scott Epstein	\$ 92.35 – Director Fee
• Chk# 2563	Claudia Browne	\$ 92.35 – Director Fee
• Chk# 2564	United States Treasury	\$ 198.90 – Quarterly Report
• Chk# 2565	Insituform Tech	\$ 102,415.04 – 2017 CIP
• Chk# 2566	Jocelyn Hoopes	\$ 360.50 – Bookkeeping
• Chk# 2567	Melissa An	\$ 150.00 – Secretarial

 - i. Board Approval:
 - 1. Motion: Banks
 - 2. Second: Epstein
 - 3. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:59 pm.

Respectfully submitted,

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

Melissa An
Recording Secretary