

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

August 11, 2021

The regular meeting of the Board of Directors was convened on the August 11, 2021, at 7:00 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, CO 80033. President Banks called the meeting to order. The following were present:

Directors Present

LeRoy Banks, President

Chuck Thompson, Treasurer

Briana Gerou, Director

Thomas Leidich, Director

Others Present

Richard Scheurer, Attorney, Scheurer and Associates

Jocelyn Hoopes, Bookkeeper

Jim Landry, Engineer, RG & Associates, LLC (RGA)

Elizabeth Farias, Recording Secretary, RG & Associates, LLC

Christine McRight, Development Director, Evergreen

Director Scott Epstein was excused from the meeting.

1. Agenda Topic: Meeting Minutes

- a. Discussion: July Meeting Minutes.
 - i. Board Approval: Motion to approve July 14, 2021 meeting minutes.
 1. Motion: Thompson
 2. Second: Leidich
 3. Vote: All in favor

2. Agenda Topic: Attorney's Report

- a. Discussion: 3183 Isabell St Sewer Main Extension. Scheurer spoke with Jason DeKowzan, who is requesting the board consider having the district pay for a portion of the sewer main extension construction costs. Scheurer said some precedent exists for this, in that the district paid for half of the construction expenses for the sewer main extension along Kendrick Street south of W 32nd Ave. A discussion ensued where it was pointed out that the sewer main extension provided a benefit to the district in that it allowed the district to bypass an existing sewer main that was near capacity and reroute flows to W 32nd Ave. The proposed sewer main extension to serve Mr. DeKowzan is capable of potentially serving a limited number of additional customers, although no other homeowners or developers have come forward to pursue connection with the district to date and the proposed sewer main extension would not benefit the district in any other way. The board members expressed concern about setting up a precedent to enter into participation and cost sharing agreements, particularly when there is no benefit to the district and that this would not be a fair financial burden for other district customers to bear. The board is not interested in pursuing any agreements with Mr. DeKowzan to share in the construction of the 3183 Isabell St Sewer Main Extension.
- b. Discussion: Northwest Lakewood Sanitation District (NWLSD). NWLSD has offered the district an agreement whereupon the district pays NWLSD fees for district customers using NWLSD facilities and NWLSD pays district fees for their customers using the district's facilities.

- i. Action Item: District to get sample fees for what district's customers would have been charged for 2021 if this agreement had been in effect and determine whether the frequency of billing could be reduced from quarterly to annually.
 - c. Discussion: \$50,000 Surety Bond. The district requires that drainlayers have a \$50,000 surety bond prior to issuance of a drainlayer's license. Selena investigated surety requirements of other nearby districts and found the district's \$50,000 surety bond requirement was significantly higher than those required in other districts.
 - i. Board Approval to reduce surety bond from \$50,000 to \$20,000.
 - a. Motion: Banks
 - b. Second: Leidich
 - c. Vote: All in favor
 - ii. Dick will bring a resolution to the Board in September to change the required surety bond amount for drainlayers from \$50,000 to \$20,000. This change to the rules and regulations will not be required to be publicly noticed.

3. Agenda Topic: Engineer's Report

- a. Discussion: Engineer's Report. There were questions on annual budget tracking numbers. Jocelyn indicated that the special projects budget should be increased until the Clear Creek Crossing Development is complete, and the number of district projects declines. Sewer backups or near backups increased, as did the associated expenses with investigating, vacuuming, jetting, and videoing affected lines. The district engineer is coordinating with Nick Miller to receive videos of the upstream service line for The Club at Rolling Hills, which was reportedly done on August 9, 2021. The Board requested the District Engineer receive and review the videos of the as soon as possible. The Board also requested the frequent grease interceptor pumping after fats, oils, and grease (FOG) were recently observed in a downstream manhole.
- b. Discussion: Development Reviews.
 - Multi-Family (Outlook). The developer has fulfilled all the conditions necessary for Initial Acceptance, as per the executed Application and Agreement for the Extension of Sanitary Sewer Mains. Banks signed the Initial Acceptance Form.
 - SCL Health. Construction of the sewer main has begun. Contractors have tied into MH 400 and are rapidly moving north. The contractor is moving quickly with installation and expects to have utilities installed and the road paved before the end of the paving season in October/November. Three temporary trailers to be installed through construction till 2024.
 - New development is increasing the number of grease interceptors in the district. This will increase the number of grease trap inspections and coordination with businesses in the monitoring and maintenance of grease trap interceptors. Jocelyn and Jim met with Mike Bakarich of the Wheat Ridge Sanitation District and discussed fees and penalties for customers not following the rules. These rules need to be in place prior to other grease interceptors going online and will require a change to the rules and regulations.
 - Action Items: Mike Bakarich to provide language on grease traps in the City of Wheat Ridge Rules and Regulations.

4. Agenda Topic: Bookkeeper's Report

- a. Discussion: 3120 Howell Road - No funding agreement has been received to date.
- b. Discussion: 3120 Braun Ct. The district engineer was recently contacted regarding service connections for 5 lots.

- c. Discussion: 2020 ASD Audit. The auditor recommended a second person review the district's bookkeeping. Members asked for clarification from Scheurer on whether this could be a board member or needed to be external from the board. Scheurer indicated a board member could fill this role. Gerou volunteered to do this, preferably monthly or at least as often as possible.
- d. Jocelyn will be absent from the September Board Meeting and will email reports to the Board.

Jocelyn Hoopes, Jim Landry and Richard Scheurer dismissed at 8:22 PM

5. Agenda Topic: Treasurer's Report

- a. Discussion: Bills to be Paid: The attached list of checks is presented for payment:
 - i. Board Approval:
 - 1. Motion: Thompson
 - 2. Second: Leidich
 - 3. Vote: All in favor

6. Agenda Topic: Increasing Board Member Pay

- a. Discussion: Board members have not had an increase in pay for years. A proposal to increase the pay 50% from \$100/month to \$150/month was discussed.
 - i. Board Approval:
 - 1. Motion: Banks
 - 2. Second: Thompson
 - 3. Third: Leidich
 - 4. Vote: All in favor
 - ii. Banks indicated a letter from Metro Representative Steve Pott had been received. Steve Pott missed one meeting in the past year. Banks said Steve Pott is doing an outstanding job.

There being no further business to come before the Board, the meeting was adjourned at 8:27 pm.

Respectfully submitted,

Elizabeth Farias
Recording Secretary