

RECORD OF PROCEEDINGS

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

September 13, 2017

The regular meeting of the Board of Directors was convened on the September 13th, 2017, 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

Roy Banks, Chairman  
Chuck Thompson, Treasurer  
Thomas Leidich, Director  
Claudia Browne, Director  
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  
Ricardo Gonçalves, RG & Associates, LLC

**1. Agenda Topic: Meeting Minutes**

- a. Discussion: August Meeting Minutes.
  - i. Board Approval: Motion to approve August 9, 2017 meeting minutes.
    1. Motion: Thompson
    2. Second: Leidich
    3. Vote: All in favor

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

- a. Discussion: Clear Creek Crossing: Agreement is in effect.
  - i. Action Item: Scheurer recommends reviewing the option of owning and operating the require lift station in-house. Goncalves explained pros and cons of lift stations and their basic functions. Epstein requested RGA prepare risks and information on lift stations for the next board meeting.
- b. Discussion: Cabela's Inclusion Agreement.
  - i. Action Item: Scheurer searching through archived files to determine full agreement cost.
- c. Discussion: Budget Committee: Appointing members to the committee.
  - i. Board Approval: Motion to appoint Thompson and Leidich as the Budget Committee.
    1. Motion: Browne
    2. Second: Epstein
    3. Vote: All in favor

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

- a. Discussion: Engineer's Report: Epstein had questions regarding percentages on the engineering budget worksheet.
- b. Discussion: 2017 Capital Improvement Project (CIP): Landry explained the work was completed and final payment will be requested at the next board meeting. Final total amount will be less than the original contract amount.

- i. Action Item: Landry to provide exhibit showing completed work.
- c. Discussion: Rate Analysis: Review of rate analysis exhibit presented by Jocelyn Hoopes. Exhibit will be presented to attendees of the October meeting.
  - i. Action Item: Yearly review is recommended to determine any changes for the following year.
- d. Discussion: Clear Creek Crossing: Landry presented the utility report from the developer and update on status of review.
  - i. Board Approval: Utility Report to include tributary flows from a possible development at Applewood Golf Course. No.
    - 4. Motion: Banks
    - 5. Second: Leidich
    - 6. Vote: All in favor
- e. Discussion: RGA was contacted by a gentleman, who wants to exclude from Northwest Lakewood Sanitation District and be included to Applewood Sanitation District for a property located near Youngfield Service Road.

Ricardo Goncalves dismissed at 8:02 PM

Jim Landry and Richard Scheurer dismissed at 8:07 PM

**4. Agenda Topic: Website**

- a. Discussion Topic. Browne requested website be updated from present to past tense.

**5. Agenda topic: Wells Fargo Letter**

- a. Discussion Topic: Chairman Banks received a letter from Wells Fargo regarding a safety deposit box and its fee(s). Hoopes explained that fees had previously been pulled directly from the account. Board will cancel the box.

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

- a. Discussion: Bills to be Paid: The following checks are presented for payment:
  - Chk# 2581 RG and Assoc. \$ 17,833.68 – Engineering Fees
  - Chk# 2582 Scheurer & Assoc. \$ 1,552.00 – Legal Fees
  - Chk# 2583 Metro Wastewater \$ 8,440.00 – Connection Fee
  - Chk# 2584 LeRoy Banks \$ 184.70 – Director Fee
  - Chk# 2585 William Thompson \$ 184.70 – Director Fee
  - Chk# 2586 Thomas Leidich \$ 184.70 – Director Fee
  - Chk# 2587 Melissa An \$ 300.00 – Secretarial
  - Chk# 2588 CO Special Dist. Prop. \$ 245.00 – Coverage Year 2018 Fee
  - Chk# 2589 UNCC \$ 55.10 – Sewer Locates
  - Chk# 2590 Century Link \$ 72.52 – Telephone
  - Chk# 2591 Insituform Tech \$ 19,976.60 – 2017 CIP
  - Chk# 2592 Scott Epstein \$ 92.35 – Director Fee
  - Chk# 2593 Jocelyn Hoopes \$ 388.00 – Bookkeeping
- i. Board Approval:
  - 7. Motion: Thompson
  - 8. Second: Leidich
  - 9. Vote: All in favor

There being no further business to come before the Board, the meeting was adjourned at 8:15 pm.

Respectfully submitted,

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

Melissa An  
Recording Secretary