

RECORD OF PROCEEDINGS

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

September 9, 2020

The regular meeting of the Board of Directors was convened on the September 9, 2020 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  
Chuck Thompson, Treasurer  
Scott Epstein, Director  
Thomas Leidich, Director  
Briana Gerou, Director

Others Present

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

**1. Agenda Topic: Meeting Minutes**

- a. Discussion: July Meeting Minutes.
  - i. Board Approval: Motion to approve August 12, 2020 meeting minutes.
    1. Motion: Thompson
    2. Second: Leidich
    3. Vote: All in favor

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

- a. Discussion: Cottages at Rolling Hills Inclusion. Development needs to be included into the Applewood Sanitation District. Scheurer explained the inclusion process.
  - i. Action Item: Scheurer and Landry to inform developer of inclusion procedures and requirements.
- b. Discussion: Clear Creek Crossing Easement. Waiting on Russell Newton to provide draft language for review.
- c. Discussion: Budget Committee. Budget will be published in November.
- d. Discussion: Delinquent Accounts. Scheurer is working on delinquent accounts and certified letters.
- e. Discussion: Northwest Lakewood Sanitation District Billing Agreement. No meeting scheduled yet.

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

- a. Discussion: Engineer's Report. Thompson requested explanation of refresh locates. Landry provided explanation and procedures for requesting locates.
- b. Discussion: 2021 Proposed Budget. Landry presented and reviewed RGA's proposed 2021 budget to the Board.
  - i. Action Item: Board to review proposed budget.
  - ii. Action Item: Landry to provide progress of development review fees.

- c. Discussion: Metro Wastewater Reclamation District Fee Increase. Connection fee has increased from \$4,340 to \$4,550.
- d. Discussion: 2020 Capital Improvement Project. Landry provided project update.
- e. Discussion: Cottages at Rolling Hills. Sanitary sewer construction has been completed. Landry provided initial acceptance and extended warranty documents for signature.
  - i. Action Item: Landry to hold initial acceptance till inclusion has been completed. Landry to provide Hoopes with value of the lines.
- f. Discussion: Development Reviews.
  - Clear Creek Crossing. Check Retainer. Landry presented exhibit.
  - Hampton Suites. No change.
  - Gas Station (Kum&Go). Check Retainer.
  - Foothills Credit Union. No change.
  - Schmidt Farms. No change.
  - 2755 Indiana Street. No change.
  - 15200 W 26<sup>th</sup> Avenue. No change.

Jocelyn Hoopes, Jim Landry and Richard Scheurer dismissed at 8:12 PM

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

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

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

- a. Discussion:

There being no further business to come before the Board, the meeting was adjourned at 8:13 pm.

Respectfully submitted,



Melissa An  
Recording Secretary