

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

APPLEWOOD SANITATION DISTRICT FOR MONTH OF

February 8, 2017

The regular meeting of the Board of Directors was convened on the February 8th, 2017, at 7:10 p.m. at RG and Associates. Chairman Banks called the meeting to order. The following were present:

Directors Present

Roy Banks, Chairman
Chuck Thompson, Director
Thomas Leidich, Director
Claudia Browne, Director

Others Present

Richard Scheurer, Attorney, Scheurer and Assoc.
Jim Landry, RG & Assoc. Officer, Owner
Jocelyn Hoopes, Bookkeeper
Colleen Shira, Recording Secretary

Director Epstein was excused from the meeting.

1. Agenda Topic: Meeting Minutes
 - a. Discussion: January Minutes format adjustment, going forward continue alphabet for clarity.
 - b. Board Approval:
 - i. Motion: Director Thompson
 - ii. Second: Director Leidich
 - iii. Vote: All in Favor
 - c. Action Item:
 - i. Responsible Person: Colleen Shira
 - ii. Due Date: ongoing
2. Agenda Topic: Attorney's Report
 - a. Discussion: Denver Water Board Petition easement condemning
 - b. Board Approval: n/a
 - c. Action Item: Need to respond to this. Need information from water board to better understand what they really want. Mr. Landry has video image of this line so this is great to evaluate any issues that may be caused by water board.
 - i. Responsible Person: Mr. Scheurer and Mr. Landry
 - ii. Due Date:
 - a. Discussion: Board discussed with Mr. Landry the status of the Clear Creek Crossing Project. It is still Preliminary, although they know they are set-up as a mixed-use project. Jocelyn went to Focus Group and shared her thoughts.
 - b. Board Approval: n/a
 - c. Action: n/a

- a. Discussion: Mr. Scheurer reminded group he is not available for the March Meeting.
 - b. Board Approval: n/a
 - c. Action: n/a

 - a. Discussion: Board discussed Meeting on Friday the 13th of January at 8:30 am
 - b. Board Approval: n/a
 - c. Action: Board meet to pass resolution for fee increase.
3. Agenda Topic: Engineer's Report
- a. Discussion: Questions on Phone log, sewer locates.
 - b. Discussion: 2017 Capital Improvement is advertised. Mr. Landry explained the process and the dates. Pre-bid meeting on February 17th.
 - c. Discussion: Reserve Fund and how much is board wanting to put as a number for rate analysis. This is not an engineering answer it is a preference.
 - d. Discussion: \$300,000 worth of work this year and Mr. Landry wanted to know how much to allocate for next year. Director Browne thought that the board had set that amount. Next year's budget can be decided later.
 - e. Discussion: VSR would like to stop after hours response, Mr. Landry researching a 24 hour answering service. Would like to get an ok from board to get a proposal to present next month.
 - f. Discussion: E-mail response. Someone on Facebook string did not get answers from e-mail.
 - g. Discussion: No new news from Clear Creek Crossing, need to get funding agreement for this project.
4. Agenda Topic: Bookkeeper
- a. Discussion: Director Browne asked about autopay, HCH's, Ms. Hoopes said she would find out about it. Discussion as to payments/ partial payments and how to handle them in a timely fashion.
 - b. Board Approval: n/a
 - c. Action: Jocelyn will look into this.
 - d. Discussion: Frequently asked questions: why not raise mill levy. Discussion of increases going forward.
5. Agenda Topic: Communication
- a. Discussion: Director Browne asked about looking at the Rate Analysis sheet and if Mr. Landry would look it over to put on the website.

- b. Discussion: Ms. Hoopes wants to make sure we get Jim McIntyre off the website.
- c. Discussion: Ms. Hoopes is worried about e-mails not getting responded to. Director Leidich was questioning response to Facebook posts etc. He feels that ASD needs one central place our information goes out and comes in is essential. Need to get web-site set-up ASAP
- d. Discussion: Gallagher Amendment activated this year. Property tax from residential has to be a percent of commercial. Approx., 8%. It is getting out of wack and will potentially impact us.

Mr. Landry and Mr. Scheurer were excused at 8:25pm.
Ms. Hoopes excused at 8:35pm.

6. Agenda Topic: Treasurer's Report

a. Discussion:

Bills to be Paid: The following checks are presented for payment:

- Ck#2422 Scheurer and Assoc. \$ 2596.00 – Legal Fees
- Ck# 2423 RG and Assoc. \$ 28569.60– Engineering fees
- Ck# 2424 VSR \$ 6625.85- Sewer Locates
- Ck# 2425 UNCC \$ 31.90 – Sewer Location
- Ck# 2501 Centurylink \$ 72.89 - Phone
- Ck# 2502 LeRoy Banks \$ 92.35 – Director Fees
- Ck# 2503 Thomas Leidich \$ 92.35– Director Fees
- Ck# 2504 Scott Leidich \$ 92.35 – Director Fees
- Ck# 2505 Claudia Browne \$ 92.35 – Director Fees
- Ck# 2506 Colleen Shira \$ 150.00- Secretarial
- Ck# 2507 Jocelyn Hoopes \$ 2587.27-bookkeeping
- Ck# 2508 Metro Waste Water \$ 52,691.75-
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b. Board Approval:

- i. Motion: Director Thompson
- ii. Second: Chairman Banks
- iii. Vote: All in Favor

There being no further business to come before the Board, the meeting was adjourned at 8:44pm.

Respectfully submitted,

Colleen Shira
Recording Secretary
