

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE APPLEWOOD SANITATION DISTRICT

Held: Wednesday, August 9, 2023 at 5:30 PM at 4885 Ward Road, Suite 100, Wheat Ridge, Colorado, 80033 and remotely via Zoom.

Attendance The regular meeting of the Board of Directors of the Applewood Sanitation District was called and held as shown above and in accordance with the statutes of the State of Colorado. The following Directors were in attendance:

Briana Gerou, President
Garrett “Cody” Berg, Treasurer
Kevin Schmidt, Secretary
Barbara Panian, Assistant Secretary

Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq., Fritsche Law LLC; and Michael Bakarich, CPA, Morain Bakarich.

Call to Order Chairman Gerou noted that a quorum of the Board was present, verified that notice of the meeting was posted on the District’s website and that the Directors had confirmed their qualification to serve, and therefore called the meeting of the Board of Directors of the Applewood Sanitation District to order.

Public Comment None.

Meeting Minutes The Minutes of the regular meeting of the Board of Directors held on Wednesday, June 14, 2023 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, the Minutes of the meeting were approved.

Attorney’s Report:
Joan M. Fritsche, Esq. Ms. Fritsche reviewed the Attorney’s Report and discussed the status of property liens recorded in the Jefferson County property records. Ms. Fritsche and the Board also discussed the process for approval of the District’s 2024 budget and impacts of recent legislation.

Engineer’s Report:
James Landry, P.E. Mr. Landry gave an update on the proposed Senior Living Facility located at 15605 W. 32nd Avenue. The developer of the project has requested a variance to pay the District’s \$25,000 deposit required to be submitted with a partially executed copy of the District’s Agreement for Sanitary Sewer Main Extensions. Mr. Landry stated the project will involve a District Main extension and multiple units.

Board discussion followed. Upon a Motion duly made by Director Panian, seconded by Director Berg, and unanimously carried, the Board approved an installment payment plan of \$8,333 per month for three months.

Mr. Landry reviewed replacement software options for the District's Web Ticket Management System for completing and tracking locates. Board discussion followed. Upon a Motion duly made by Director Berg, seconded by Director Panian, and unanimously carried, the Board directed Mr. Landry to engage Business Oriented Software Solutions, Inc. ("BOSS 811") for utility locates software.

Mr. Landry reviewed the Flow and Loading Report from Metro Water Recovery for the period ending March 31, 2023. All loading data was within acceptable ranges.

Capital Projects

Mr. Landry reviewed the status of the Capital Improvements Construction project and a Change Order Request from Diamond Contractors Corporation for work related to deteriorated District Manhole #219, located at 14401 Garden Circle. The Change Order work will include hand digging around the manhole, replacing the brick chimney, installing concrete riser rings, and replacing the ring and cover. Upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, the Board approved Change Order No. 1 in the amount of \$5,679.00.

Mr. Landry then reviewed Pay Application No. 1 from Diamond Contractors Corporation including 5% retainage. Upon a Motion duly made by Director Panian, seconded by Director Berg, and unanimously carried, the Board approved Pay Application No. 1 in the amount of \$92,244.05.

Financial Report: Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of July, 2023. Upon a Motion duly made by Director Schmidt, seconded by Director Berg, and unanimously carried, the Board accepted the Financial Reports for the month of July, 2023 and approved the payment of claims.

Mr. Bakarich indicated the District's 2022 draft audit will be reviewed at the September Board meeting.

Customer Billing Systems

Following a recommendation of the billing software committee, Morain Bakarich purchased a license for Denali Business software to be split with the District. Mr. Bakarich confirmed the District's data can be migrated from the software at a future date and discussed the

specifics of the new software, how District data will be uploaded, and the need for a new billing-specific email address.

The Board discussed holding a special meeting to address the billing software transition in preparation for the next billing cycle.

Legislative Update

Ms. Fritsche reviewed the 2023 Legislative Update with the Board and noted in particular, budget disruption concerns with SB23-303 and Proposition HH.


Director Matters

President Gerou reminded the Directors of the importance of attending Board meetings and asked for two weeks advance notice if Directors will be absent. Currently, three Directors are needed for a quorum. President Gerou informed the Board that she will be absent from the next Board meeting and appointed Director Berg as Acting President in her absence.

The Board also discussed the procedure for filling the Board vacancy.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 8:20 PM.



Board Secretary