

RECORD OF PROCEEDINGS

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

Held: Wednesday, October 11, 2023 at 6:00 p.m. at 4885 Ward Road, Suite 100, Wheat Ridge, Colorado, 80033 and remotely via Zoom.

Attendance The special 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, September 13, 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.

Engineer’s Report: Mr. Landry reviewed the Engineer’s Report with the Board. Mr. James Landry, P.E. Landry reviewed the owner’s request for compensation from the District for a new service line as well as the District’s history of 3161 Kendrick Street. The Board directed Mr. Landry to prepare a letter to the property owner outlining the Board’s decision to deny the property owner’s request for compensation to replace a private service line. Mr. Landry also provided an update on the SCL Health – New Lutheran facility located at 13155 W. 40th Avenue. Mr. Landry is working with the developer on minor initial acceptance items.

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- Capital Projects Mr. Landry reviewed Pay Application #3 from Diamond Contractors Corporation with the Board. Upon a Motion duly made by Director Schmidt, seconded by Director Panian, and unanimously carried, the Board approved Pay Application #3 in the amount of \$282,874.28.
- Attorney's Report:
Joan M. Fritsche, Esq. Ms. Fritsche updated the Board on the status of the IGA for the proposed Prospect Park Recreation District's regional trail through Clear Creek Crossing and provided an update on the status of delinquent accounts.
- Financial Report:
Michael Bakarich, CPA Mr. Bakarich reviewed the District's Financial Reports for the month of September, 2023. Upon a Motion duly made by Director Schmidt, seconded by Director Panian, and unanimously carried, the Board accepted the Financial Reports and approved the payment of claims.
- Mr. Bakarich discussed the need to audit the Metro-Connection permits.
- Public Hearing to Certify
Delinquent Accounts to
Jefferson County
Treasurer Ms. Fritsche verified that certified letters were sent to all property owners with accounts of more than \$150 and more than 6 months past due providing notice that the Board would hold a public hearing on the matter before certifying delinquent accounts to the Jefferson County Treasurer for collection with property taxes. The public hearing on certifying delinquent accounts to Jefferson County Treasurer was opened by Chairman Gerou. No members of the public were present and Chairman Gerou closed the hearing. Upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, a Resolution certifying delinquent accounts to the Jefferson County Treasurer for collection pursuant to statute was approved.
- Customer Billing Systems The Board and Mr. Bakarich discussed the new accounting software, Denali Fund, and the new customer utility billing software, Solus Lite. No action was taken.
- 2024 Budget and 2024
Fees and Charges Mr. Bakarich and the Board reviewed and discussed the draft 2024 Budget. The Board also discussed the 2024 Rate Study concerning District fees and charges.
- Credit Card Processing The Board reviewed the Agreement with Nexbillpay for credit card processing services. Following discussion, upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, the Board approved the Agreement.

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Board Meeting Start
Time

The Board approved 6:00 PM as the new regular Board meeting start time. Regular meetings will continue to be held on the second Wednesday of each month.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 7:42 PM.



Board Secretary