

# RECORD OF PROCEEDINGS

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

Held: Wednesday, March 13, 2024 at 6:00 p.m. 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; Jason Miner, Joel Newmark and Jessica Rath (remotely), District residents\*.

\*Where noted.

**Call to Order** President 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.

**Director Candidate Interviews** The Board conducted separate interviews with Director candidates, Joel Newmark and Jessica Rath.

\*Mr. Newmark and Ms. Rath exited the meeting following their respective interviews.

This agenda item was continued.

**Meeting Minutes** The Minutes of the regular meeting of the Board of Directors held on Wednesday, February 14, 2024 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Schultz, and unanimously carried, the Minutes of the meeting were approved.

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Attorney's Report: Joan M. Fritsche, Esq.	<p>Ms. Fritsche discussed the status of the proposed IGA for Easement Operations with Prospect Park and Recreation District.</p> <p>Ms. Fritsche provided the Board with a memo and a copy of the newly released final Office of Information Technology Accessibility Rules. This matter will be addressed further at a future meeting.</p> <p>Ms. Fritsche discussed a price quote from Ehrhart Land Surveying, LLC for preparation of a legal description of the District's boundaries. Following discussion, the Board directed Mr. Landry to prepare a request for proposals with a specific scope of services to obtain additional bids for preparation of the legal description.</p>
Engineer's Report: James Landry, P.E.	<p>Mr. Landry reviewed the Engineer's Report and discussed the status of District operations, including a review of the final 2023 Flow and Loading Report.</p>
Final Acceptance/ Warranty Period	<p>Mr. Landry provided an update on the Outlook Clear Creek Multifamily Final Acceptance and Warranty Period. No action was taken.</p>
Financial Report: Michael Bakarich, CPA	<p>Mr. Bakarich reviewed with the Board the District's Financial Reports for the month of February, 2024. Upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, the Board accepted the Financial Reports, as presented, and approved the Payment of Claims in the amount of \$107,325.15.</p> <p>Mr. Bakarich noted that February was a very productive month and the District's mailer was well-received. Property owners have been submitting payments approximately 50% online and 50% with hard checks.</p>
Metro Water Update	<p>Director Berg reported to the Board regarding Metro Water. Director Berg noted Metro Water is hiring an outside rate consultant and anticipates rate increases of 9 to 10% for the next few years.</p>
Nonresidential Billing	<p>The Board reviewed the methodology for calculating billing rates for nonresidential properties.</p>
Director Candidate Interviews (cont.)	<p>The Board conducted an interview with Director candidate, Jason Miner.</p>
Director Vacancy	<p>Following discussion, upon a Motion duly made by Director Panian, seconded by Director Schmidt, and unanimously carried, the Board appointed Jason Miner to a term ending May 2025.</p>

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Adjourn

There being no further business to come before the Board, upon motion made by Director Panian, seconded by Director Schmidt, and unanimously carried, the meeting was adjourned at 8:04 p.m.



Kevin Schmidt (May 3, 2024 05:42 MDT)

Board Secretary







# 2024-03-13 ASD Meeting Minutesv2

Final Audit Report

2024-05-03

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