

# RECORD OF PROCEEDINGS

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

Held: Wednesday, May 08, 2024 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  
Jason Miner, Director

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

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.

Photographs                      The Board recessed the meeting at 6:15 p.m. for Director and group photographs. The meeting was reconvened at 6:48.

Meeting Minutes                      The Minutes of the regular meeting of the Board of Directors held on Wednesday, April 10, 2024 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Miner and unanimously carried, the Minutes of the meeting were approved.

Attorney’s Report:  
Joan M. Fritsche, Esq.                      Ms. Fritsche reported there has been no new information regarding the status of the proposed IGA for Easement Operations with Prospect Recreation and Park District. She is waiting for the exhibit containing all of the relevant easements to be distributed and reviewed.

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Engineer's Report:  
James Landry, P.E.

Mr. Landry reviewed the Engineer's Report. Mr. Landry highlighted the steady increase in location requests. In 2018 there were 374 locates and in 2023, there were 862 locates. In 2024, Mr. Landry has projected 1025 locates.

Mr. Landry reviewed the January 1, 2021 "The Connector" information highlighting the Applewood Sanitation District, pages 1 through 4.

Applewood was established in 1958 within unincorporated Jefferson County as a primarily residential district. As development within Clear Creek Crossing is added to the sanitary sewer system, Applewood will see a change from being primarily residential to approximately 50% commercial.

Concerning the 2024 capital maintenance plan, repair and replacements are scheduled to begin at 32<sup>nd</sup> and Alkire in June. The bidding period runs May 10, 2024 thru May 31, 2024. The Bid Opening will take place on May 31, 2024, at 10:00am. Mr. Landry will present a Letter of Recommendation to the Board prior to the June 12th Board Meeting.

Mr. Landry reviewed the Flow and Loading report which showed the Flow and Loading trends have remained fairly level during the first quarter in 2024.

Financial Report:  
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of April, 2024. Mr. Bakarich provided a summary of the 2024 Sanitary Service Charges. Non-Residential sanitary service charges were \$4,734.60. The Clear Creek Crossing multifamily facility is billed \$12,916.77/month and the Coors Outlook Triangle facility is currently billed \$1,666.66 per month, which will increase as additional buildings become occupied.

Delinquent balances for 2023 have decreased from \$10,120 to \$6,900 as of April 30, 2024. Approximately 1020 residential invoices were sent out in early February 2024. Residential late fees invoices were sent out on April 13, 2024 to 113 customers. Approximately half of the delinquent invoices and late fees have been received. President Gerou requested a tracking spreadsheet be used to report data going forward. The spreadsheet should include the number of initial invoices, number of invoices paid by due date, number of late fees invoices sent out, number of late fees received. Mr. Bakarich agreed and offered to provide these data at the June meeting.

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Lifetime Fitness was billed for actual occupancy usage for the first quarter. SCL Health has not been billed yet for occupancy usage. There were 3 Clear Creek Crossing businesses that came online this past month and 3 Clear Creek Crossing businesses scheduled to come online next month.

Mr. Bakarich reviewed April locates line item (\$7,963.75). Customers call 811 for locates and do not pay for the locating service provided by the District. The Board does not have the jurisdiction to implement a charge for the locate service.

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 \$167,473.05.

Metro Water Update

Director Berg reported to the Board regarding Metro Water. Metro is in the process of hiring a consultant to review its rate schedule and he attended a finance workshop at Metro's Northern Plant. The next Board meeting is May 9, 2024.

Board Orientation

Ms. Fritsche conducted a new Director orientation and presented information to the Board including meeting procedures, Board officers and responsibilities, fiduciary duty of Directors, and a general overview of special districts and how they are governed by statute. The Board also reviewed the SDA Board Member Manual. Ms. Fritsche emphasized the Board is responsible for setting policy and direction for the District. Ms. Fritsche also discussed her role as General Counsel to the District.

Mr. Bakarich discussed his firm's role in providing District accounting services. Mr. Bakarich presented information related to the compliance aspects of accounting, including the statutory requirements for approving audits and budgets, and internal accounting policies of the District that allow for checks and balances.

Future Business

The District's 2023 Audit will be presented at the June Board meeting.

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 7:56 p.m.



Kevin Schmidt (Jul 10, 2024 18:07 MDT)

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Secretary for the Meeting






# 2024-05 ASD Meeting Minutes

Final Audit Report

2024-07-11

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