

RECORD OF PROCEEDINGS

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

Held: Wednesday, February 14, 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.

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.

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

Attorney’s Report:
Joan M. Fritsche, Esq. Ms. Fritsche presented a Notice of Property Transfer Fee for the Board’s consideration for recording against all property within the District. Following discussion, the Board directed Mr. Landry to prepare or obtain a legal description of the District’s boundaries to attach to the Notice for recording.

Engineer’s Report:
James Landry, P.E. Mr. Landry reviewed the Engineer’s Report and discussed the status of District operations.

Extension of Sewer
Mains Mr. Landry reviewed an Application and Agreement for Extension of Sanitary Sewer Main between the District and Michael and Sara

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Ortega for the property located at 3100 Indiana Street, Golden, which is currently on septic. No Board action was required.

Capital Projects

Mr. Landry addressed the Final Pay Application from Diamond Contractors Corporation in the amount of Contract Retainage. Mr. Landry noted Diamond Contractors was a great company to work with and confirmed the Notice of Final Settlement was published on January 4th and 8th, with the notice period ending on January 31, 2024. No verified statements of claim were received. Upon a Motion duly made by Director Panian, seconded by Director Berg, and unanimously carried, the Board approved and ratified the Final Pay Application in the amount of Contract Retainage, \$43,265.68.

Financial Report: Michael Bakarich, CPA

Mr. Bakarich reviewed with the Board the District's Financial Reports for the month of January, 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 \$96,510.21.

Mr. Bakarich provided an update on the District's new billing system, NextBillPay. Mr. Bakarich agreed to arrange for training for himself, President Gerou and Ms. Fritsche, as necessary.

Metro Water Update

Director Berg reported to the Board regarding the meeting of the Metro Water Board he attended. Director Berg has been appointed to the Finance Committee and he discussed Metro Water's budget for 2024.

Website Maintenance

President Gerou reviewed the District's new website with the Board and discussed the options for ongoing maintenance of the website. Pat Lombardi Design will provide maintenance and updates to the website at the rate of \$60 per hour or a flat rate of \$200 per quarter. Following discussion, upon a Motion duly made by Director Panian, seconded by Director Berg, and unanimously carried, the Board approved continuing the District's engagement with Pat Lombardi Design to complete large updates as requested and maintain any necessary Wordpress updates at the rate of \$60/hour. President Gerou and Paralegal Mandi Kirk will be provided log-in access for the website. Ms. Kirk will upload meeting agendas and minutes to the website monthly and other District documents as necessary.

Director Vacancy

President Gerou reported that the District's recent mailing generated interest from potential Director candidates. Candidate interviews will be conducted during the March Board meeting.

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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.


Kevyn Schmidt | Mar 28, 2024 10:45 AM CT
Board Secretary

2024-02-14 ASD Meeting Minutes

Final Audit Report

2024-03-28

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