

# RECORD OF PROCEEDINGS

---

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

Held: Wednesday, April 10, 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 Raths, Recording Secretary.

\*arrival where indicated.

**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, March 13, 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 discussed the final Office of Information Technology Accessibility Rules published in February of 2024. District Electronic communication must be compliant by July 1<sup>st</sup>, 2024. The District’s new website is currently under review for compliance and old documents were removed from the website. A Technology Accessibility Statement will be required in July of 2024 with 3 days to respond.

A motion to accept Resolution No. 24-02 was made by Director Panian, seconded by Director Berg and unanimously carried, adopting the District's Technology Accessibility Statement.

Ms. Fritsche discussed the status of the proposed IGA for Easement Operations with Prospect Recreation and Park District. Mr. Landry is awaiting final construction plans from Prospect. Construction is scheduled to start in June of 2024.

\* Director Schmidt arrived.

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

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. Mr. Landry pointed out there were 121 sewer locates in March which is an increase from recent months. Mr. Landry reviewed the annual maintenance program for jet cleaning 2 zones, video of one zone showing manhole to manhole, and a final step of popping manholes for visual verification. The data is analyzed, ranked by RG Consulting, and summarized in an annual System Status Report. Based on last year's Report, repair and replacements are scheduled to begin at 32<sup>nd</sup> and Alkire in June. Approximately \$1 million dollars of capital reserves is expended each year for the annual capital maintenance program based on the results of the annual System Status review findings.

Applewood subdivision was developed in the 1960s. Sewer lines are typically clay. In recent years, a resin impregnated felt cured with steam was used to rehabilitate eligible clay lines. Video of some of the lines rehabilitated with this lining within the last 15 years are showing signs of deterioration. Mr. Landry has decided to use a cured glass lining for rehabilitating lines this year.

Director Panian made a motion to accept the Engineering Report and Director Schmidt seconded the motion which was unanimously carried.

Financial Report:  
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of March, 2024. Mr. Bakarich provided a summary of the 2024 Sanitary Service Charge payments.

Upon a Motion duly made by Director Panian, seconded by Director Miner, and unanimously carried, the Board accepted the Financial Reports, as presented, and approved the Payment of Claims in the amount of \$107,325.15.

Mr. Bakarich noted that the online payment system process has been smooth and appreciates having email addresses to reach customers. Director Berg brought up an idea to reach out to repeat delinquent customers to touch base. Director Berg also noted when completing the payment online, if an account was not set up, account information is not saved. President Gerou made a note to check on options for Director Berg's comments and will follow up with the Board with options.

Metro Water Recovery  
Update

Director Berg reported to the Board regarding the most recent Metro Water Recovery Board meeting. Director Berg noted Metro is interviewing rate consultants to review internal rate increase estimations. Current forecast is 9 to 10% increases for the next several years. The April Metro meeting has been cancelled.

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 7:40 p.m.



Kevin Schmidt (Jun 5, 2024 19:29 MDT)

---

Secretary for the Meeting






# 2024-04-10 ASD Meeting Minutes

Final Audit Report

2024-06-06

Created:	2024-06-05
By:	Mandi Kirk (mandi@fritschelaw.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQz2tyNzlZV2c1DzvKTUSovlgjnlzviPO

## "2024-04-10 ASD Meeting Minutes" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)  
2024-06-05 - 6:01:06 PM GMT
-  Document emailed to Kevin Schmidt (kevinschmidt@yahoo.com) for signature  
2024-06-05 - 6:01:10 PM GMT
-  Email viewed by Kevin Schmidt (kevinschmidt@yahoo.com)  
2024-06-06 - 1:29:09 AM GMT
-  Document e-signed by Kevin Schmidt (kevinschmidt@yahoo.com)  
Signature Date: 2024-06-06 - 1:29:34 AM GMT - Time Source: server
-  Agreement completed.  
2024-06-06 - 1:29:34 AM GMT