

RECORD OF PROCEEDINGS

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

Held: Wednesday, June 12, 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
Kevin Schmidt, Secretary
Barbara Panian, Assistant Secretary
Jason Miner, Director

Absence Excused: Garrett “Cody” Berg

Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq., Fritsche Law LLC; Michael Bakarich, CPA, Morain Bakarich; and Jessica Raths, Recording Secretary. Eric Barnes, CPA, Fiscal Focus Partners, LLC*.

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.

2023 Audit Presentation: Mr. Barnes presented an overview of the Independent Auditor’s Fiscal Focus Partners, Report for years ending December 31, 2023 and 2022. Mr. Barnes explained how generally accepted auditing standards were used. Sampel large and small transactions were reviewed and the District consultants and Board provided all requested information. The audit evidence obtained was sufficient and appropriate to provide a basis for audit opinions. Ms. Fritsche asked if the District was incurring unnecessary liability by having uninsured cash deposits. Mr. Barnes indicated \$250,000.00 is insured by FDIC and that although funds in any one bank over that amount are not insured, the District maintains accounts are with PDPA authorized banks, meeting certain collateral requirements for government custodial accounts.

Director Miner asked Mr. Barnes for his overall opinion of the District’s financial health. Mr. Barnes said, based on his experience,

the District appears to be in a healthy financial position with appropriate reserves.

Upon a Motion duly made by Director Panian seconded by Director Miner, and unanimously carried, the Board accepted the 2023 Independent Auditor's Report, as presented.

*Mr. Barnes left the meeting after the Audit was approved.

Approve Agenda

Ms. Fritsche recommended adding "Approval of Agenda" to future meeting agendas.

Attorney's Report:
Joan M. Fritsche, Esq.

Ms. Fritsche reported on the status of the proposed IGA for Easement Operations with Prospect Recreation and Park District and Longs Peak Metropolitan District. The most recent version was submitted for review without including any referenced exhibits. Ms. Fritsche has requested the exhibits and indicated she would not continue reviewing the IGA until the exhibits are provided.

Meeting Minutes

The Minutes of the regular meeting of the Board of Directors held on Wednesday, May 08, 2024 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Secretary Schmidt and unanimously carried, the Minutes of the meeting were approved.

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

Mr. Landry discussed the single bid received for the 2024 Capital Improvements – Point and GRP UV CIPP Repair and Main Replacement Project. The bid is above the budget allotted for the project. Mr. Landry stated the District can postpone the work until next year, accept the bid "As Is", or delete portions of the work to reduce cost. If portions of work are deleted, and more than 25% of the scope of work is removed, the bid documents allow the contractor to review its bid.

Mr. Landry spoke directly to the bidder and contacted additional contractors to review costs to verify there is no indication of price gouging. RG & Associates reviewed Colorado Civil Infrastructure, Inc.'s (CCI) bid documents for completeness, responsiveness, and found no discrepancies. CCI has been incorporated since April 9, 2015 and has a wide variety experience in civil and utility work including some specific sanitary sewer work with municipalities. The Directors expressed concerns about receiving only one bid, timing for the project, and Schedule B complexity. The Directors reviewed options for Bid Schedules A, B, and C and deliberated schedule impacts. Specific timing concerns were reviewed with respect to the work outlined in Schedule B and the schools at 32nd

and Alkire. Mr. Landry was asked to review the schedule with CCI and the impact on the community if Schedule B is not complete before the first day of school. Mr. Landry assured the Directors close monitoring will occur during construction to ensure quality and schedule are maintained.

Upon a Motion was duly made by Director Miner seconded by Director Schmidt, and unanimously carried, the Board awarded the 2024 Capital Improvements contract to CCI, based on refinement of the scope of work in Schedules A, B and C.

Mr. Landry reviewed the Engineer's Report and highlighted that a contractor damaged a main while making a connection. Repairs were made by the contractor without cost to the District on June 11, 2024. RG and Associates, LLC has completed updating the District's boundary and facilities map.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of May, 2024. The 2024 annual residential sewer bills were mailed out February 8th. Late notices with a \$50 late fee were mailed to all delinquent accounts on April 18th. A second late notice with an additional late charge of \$50 were mailed on May 15th. Property lien statements will be recorded with Jefferson County on July 1st. Delinquent customer statements with lien fees will be mailed on August 15th. Remaining delinquent accounts will be certified for collection with Jefferson County by October 31, 2024.

Upon a Motion duly made by Director Miner 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 \$101,215.95.

Directors Gerou and Berg will work with Mr. Bakarich to establish a timeline and procedures for a quarterly billing schedule in 2025 and will review at the next meeting.

Future Business

None.

Metro Water Update

Director Berg was not present.

Adjourn

There being no further business to come before the Board, upon motion made by Director Gerou, seconded by Director Panian, and unanimously carried, the meeting was adjourned at 8:14 p.m.



[Kevin Schmidt \(Aug 13, 2024 17:46 MDT\)](#)

Secretary for the Meeting






2024-06 ASD Meeting Minutes Final

Final Audit Report

2024-08-13

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