

# RECORD OF PROCEEDINGS

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

Held: Wednesday, July 10, 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  
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.

### Meeting Minutes

The Minutes of the regular meeting of the Board of Directors held on Wednesday, June 12, 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.

### 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. Ms. Fritsche received the Exhibits and reviewed the proposed IGA in its entirety and found it to be complete and acceptable.

Mr. Landry added he had also reviewed the proposed IGA and met with Prospect’s Operations Manager. District representatives will

meet each year to coordinate maintenance operations that will not inhibit trail users to the extent feasible.

Upon a Motion duly made by Director Panian seconded by Director Miner, and unanimously carried, the Board accepted the proposed IGA for Easement Operations with Prospect Recreation and Park District and Longs Peak Metropolitan District.

Ms. Fritsche also provided an overview of certain bills enacted into law by the Colorado General Assembly during the 2024 legislative session that directly or indirectly impact special districts.

The Board spent time discussing the Senate Bill 24-233 – Concerning Property Tax and potential impacts on the 2025 budget if passed. If passed, property tax revenue will have a growth limit. Director Berg pointed out water and sewer districts do not typically impose a general fund property tax. The District currently collects approximately \$175-\$200k from property taxes and approximately \$1.2 million from service fees. If the bill passes user fees will likely increase.

The Board agreed information shall be added to the Applewood Sanitation District website to explain the budget. The Board also asked Mr. Bakarich to prepare two budgets for 2025, one based on Senate Bill 24-233 being enacted and one based on Initiative 50 passing.

Ms. Fritsche also reviewed some additional Initiatives, House, and Senate Bills relative to the Applewood Sanitation District.

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

Mr. Landry reviewed the Engineer's Report. Locates continue to be steady, this past month there were 66 sewer locations.

Mr. Landry discussed an investigation completed as a result of a call from Metro indicating a potential surge and high-water mark at the District's metering station. Mr. Landry determined Lutheran Hospital performed a complete water system flush which caused the surge. Mr. Landry asked the hospital to provide notice in the future if a flush is planned.

Mr. Landry also met with the Rolling Hills Country Club (RHCC) management regarding Notice of Violation letters for Fat, Oils, and Grease found in downstream sanitary lines. RHCC has agreed to jet and video the sanitary line from RHP-1 to ASD MH #340. The Board discussed the recurring situation and are unhappy with the limited action taken by RHCC since 2018. The Board asked Mr.

Landry to work with Ms. Fritsche to add the following additional measures:

- RHCC will be responsible to provide a \$10k deposit annually for reimbursement to RG and Associates, LLC for any time spent communicating and coordinating with the RHCC to correct violations.
- RHCC will be required to jet and video the sanitary line from RHP-1 to ASD MH #340 annually.

Mr. Landry also provided an update for the 2024 Capital Improvement Project. The project has started and is on schedule and budget. Mr. Landry will send the Board of Directors an email if there are any changes to the schedule. Director Miner asked Mr. Landry to determine if it's possible to correct the drainage issue observed at the Manning School handicap parking area. Director Miner also asked Mr. Landry to review the Wheat Ridge paving plan to determine if there's a potential gap between the work planned by the City of Wheat Ridge and the District that needs to be addressed for safety.

Lastly, Mr. Landry plans to meet with Lifetime Fitness Thursday morning, July 18<sup>th</sup> to tour the water treatment system. The Board of Directors were encouraged to join the tour.

Financial Report:  
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of June, 2024. There were 11 customers with delinquent balances for 2023 that were certified for collection with Jefferson County on October 31, 2023. The total certified delinquent balances for 2023 were \$10,120. The total due from these customers as of June 30, 2024 is \$5,060 and YTD delinquent collections total \$5,060.

Cash and equivalents are at \$5,192,063.99, with interest at ColoTrust at 5.407%. \$129,757.59 has been collected in interest year to date.

Upon a Motion duly made by Director Miner seconded by Director Panian, and unanimously carried, the Board accepted the Financial Reports, as presented, and approved the Payment of Claims in the amount of \$120,782.83.

Metro Water

Director Berg did not provide an update.

Old Business

Nothing to report.

2025 Billing Schedule and Process Director Gerou and Director Berg met with Mr. Bakarich to establish a timeline and procedures for the District to move to a quarterly billing schedule in 2025 and reviewed the plan with the Board of Directors. The Board asked Ms. Fritsche to post a 30-day Notice to the District’s website alerting customers the Board would be reviewing its 2025 rates and fee schedule at the August Board meeting, as required by statute.

Future Business Present System Status Report. Including recommended 2025 Capital Improvements.

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 8:05 p.m.



Kevin Schmidt (Sep 4, 2024 18:12 MDT)

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Secretary for the Meeting






# 2024-07 ASD Meeting Minutes

Final Audit Report

2024-09-05

Created:	2024-09-04
By:	Mandi Kirk (mandi@fritschelaw.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2549_ed1CWd88iE8F3yZPmmm4shTdSCT

## "2024-07 ASD Meeting Minutes" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)  
2024-09-04 - 6:40:08 PM GMT
-  Document emailed to Kevin Schmidt (kevinschmidt@yahoo.com) for signature  
2024-09-04 - 6:40:12 PM GMT
-  Email viewed by Kevin Schmidt (kevinschmidt@yahoo.com)  
2024-09-05 - 0:12:26 AM GMT
-  Document e-signed by Kevin Schmidt (kevinschmidt@yahoo.com)  
Signature Date: 2024-09-05 - 0:12:56 AM GMT - Time Source: server
-  Agreement completed.  
2024-09-05 - 0:12:56 AM GMT