

RECORD OF PROCEEDINGS

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

Held: Wednesday, August 14, 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; 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.

Approve Agenda The August 14, 2024 Agenda was reviewed by the Board. Upon a motion duly made by Director Miner, seconded by Secretary Schmidt and unanimously carried; the August 14 Agenda was approved.

Public Comment None.

Meeting Minutes The Minutes of the regular meeting of the Board of Directors held on Wednesday, July 10, 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: Ms. Fritsche discussed the 2025 statutory budget process for the District. The draft budget must be submitted to the Board for review by the District’s designated Officer no later than October 15th. Mr. Bakarich will present the 2025 Budget to the Board at the September
Joan M. Fritsche, Esq.

Board meeting. The statutory public hearing on the proposed budget is scheduled to be held during the Board meeting on November 13, 2024. Ms. Fritsche's office will provide legal support throughout the process and will file the adopted 2025 Budget and Amended 2024 Budget, if necessary with the Department of Local Affairs.

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

Mr. Landry reviewed the Engineer's Report. Locates continue to be steady. Director Miner asked if locates go through Mr. Landry's office and Mr. Landry said the locates go through 811.

Mr. Landry met with the Rolling Hills Country Club (RHCC) management regarding Notice of Violation letters for Fat, Oils, and Grease found in downstream sanitary lines. The RHCC has agreed to jet and video the sanitary line from RHP-1 to ASD MH #340 annually. The 2024 jet and video are scheduled for August 14, 2024. The video will be provided to the District for review and verification. Additionally, RHCC management is meeting with vendors to evaluate the functionality of existing grease interceptor and options to fix the issue.

Mr. Landry attended the pre-construction meetings held for ongoing Trail Projects for Longs Peak Metropolitan District and Prospect Recreation Park District. Mr. Landry's office will provide construction observation of modifications to the District's manholes.

Mr. Landry also reviewed a funding agreement for reimbursement from a deposit request for Primrose School; includes time for legal, engineer, accountant for review of Primrose School submittals.

Mr. Landry discussed an investigation completed as a result of a call from MWR indicating a potential surge and high-water mark. Mr. Landry determined Lutheran Hospital flushed 806,000 gallons of water over several days to reduce Heterotrophic Plate Count (HPC). Mr. Landry sent a request to the hospital facilities manager for dates, times, and durations of flows discharged into the District's system from any flushing to reduce HPC and cooling towers bleeds. Additionally, Mr. Landry has requested a Master Utilities Study to determine average and peak flows. The Master Utilities Study is planned for October 1 – October 29, 2024.

Mr. Landry met with Lifetime Fitness to tour the water treatment system. Mr. Landry requested notice for dates, times, and durations of above flows discharged into the District's system.

Mr. Landry also provided an update for the 2024 Capital Improvement Project. The project had a minor schedule setback due

to heavy rain. Noted construction issues have included unmarked and mismarked utilities, deep excavation, encountering non-uniform backfill, back fill and compaction operations effort. A change order will be presented to the Board for the additional materials related to the noted construction issues.

Several complaints from nearby neighbors were logged by RG including noise from the generator and bright lights at night. The Board recommended providing updates to the neighbors impacted most by the ongoing work.

Wheat Ridge agreed to extend their paving plan to eliminate a gap between the work planned by Wheat Ridge and the District.

A Motion made by Director Minor and Seconded by Director Panian, and unanimously carried, the Board approved the Pay Application # 1 for Colorado Civils in the amount of \$204,012.50.

Mr. Landry was asked to postpone the System Status Report and 2025 Proposed Engineering Budget until the September meeting. In closing, Mr. Landry reported a call was made to Metro to explain the two high data points based on the Lutheran release.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District’s Financial Reports for the month of July, 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 July 31, 2024 is \$2,760 and YTD delinquent collections total \$7,360.

Cash and equivalents are at \$5,188,930.30, with interest at 5.411%. \$153,000.21 has been collected in interest to date.

Upon a Motion duly made by Treasurer Berg 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 \$67,896.41.

Metro Water Update

Director Berg reported to the Board regarding Metro Water. Developing and providing estimates has improved for the District contributions rolling annual average.

Old Business Items

Nothing to report.

New Business Items
2025 Fees and Charges

Treasurer Berg reviewed historical District financial data and presented options to the Board for 2025 fee increases. The Board

agreed on a minimum balance target of \$2,000,000.00 and a graded plan to achieve and maintain the balance. The Board will review the plan annually in August to adjust as needed to maintain the target balance.

Key considerations to review with the district residents include:

1. Aging infrastructure.
2. Currently, the District has received one-time payments for tap fees. Buildouts are nearing completion.

The Board will draft a consumer communication for the 2025 fee increases and payment schedule.

Future Business

Present System Status Report. Including recommended 2025 Capital Improvements. Review Drafted Communication for 2025 Fees and Charges. Review non-residential rates.

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 8:46 p.m.



[Kevin Schmidt \(Oct 8, 2024 12:36 MDT\)](#)

Secretary for the Meeting






2024-08 ASD Meeting Minutes final

Final Audit Report

2024-10-08

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