

RECORD OF PROCEEDINGS

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

Held: Wednesday, October 9, 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

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 meeting agenda was reviewed by the Board. Upon a motion duly made by Director Panian, seconded by Director Schmidt and unanimously carried; the meeting agenda was approved as presented.

A Motion to excuse the absence of Jason Miner was made by Director Panian, seconded by Director Schmidt and unanimously carried.

Public Comment None.

Meeting Minutes The Minutes of the regular meeting of the Board of Directors held on Wednesday, September 11, 2024 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Schmidt and unanimously carried, the Minutes of the meeting were approved.

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

Ms. Fritsche reviewed a memorandum summarizing updates to Colorado property tax legislation, passed during the August 2024 Special Session. SB24-233 goes into effect after the November 6th Election and HB24B-1001 takes effect immediately.

Delinquent Account Update: There are 9 delinquent accounts as of today. There were 11 last year. There are notes of customer billing questions tracked in the call log and in the billing software. Some delinquent accounts have paid the annual service fee but not late fees.

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

Mr. Landry reviewed the Engineer's Report. Based on the Directors' request, a new spreadsheet is included with log information regarding billing questions. The first 2025 quarterly bill will be sent out early to customers. RG staff will respond to billing questions with payment information and direct account holders to the District's website and payment link.

Mr. Landry reviewed the updated Clear Creek Crossing site plan and how parcel developments are being tracked to ensure service line stubs are in place and connection permits issued.

2025 Capital Improvement Project. Mr. Landry requested the Board amend the 2024 Capital Projects budget at its October 2024 meeting to add an expense of \$50,000 for 2025 Capital Projects engineering fees for design, plans, and contract documents.

A Motion made by Director Panian and Seconded by Director Schmidt, and unanimously carried, the Board approved the Agreement for Payment of engineering and design review services for the Bird Call restaurant.

Mr. Landry also provided an update for the 2024 Capital Improvement Project. Emergency Point Repair was added to the contract and completed for 3096 Flora Lane by Colorado Civil.

A Motion made by Director Panian and Seconded by Director Schmidt, and unanimously carried, the Board approved the Pay Application #3 for Colorado Civil in the amount of \$383,968.39 and Change Orders #2 and #3 in the amounts of \$5,200.00 and \$15,527.25, respectively.

Jefferson County is requiring additional asphalt for two point repairs. The point repairs could be postponed to 2025 to avoid an additional change order for pavement. Mr. Landry reviewed the two repairs and

believes line items 1 and 5 can be deferred to 2025. The correlating budget is \$53,000.00.

Mr. Landry is continuing to review the Flow and Loading report from Metro. Mr. Landry will provide BOD planned response followed by a meeting with Metro.

A manhole lining demonstration is scheduled during October at Applewood Manhole #411. The Board is encouraged to attend.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for September, 2024. Multi family buildings will be 92% occupied at end of October. Total revenue \$1,283,712 with net deficit \$173,382.

Cash and equivalents are at \$4,542,813.72, with interest at 5.268%. \$195,953.32 has been collected in interest to date.

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 \$445,103.36.

Mr Bakarich reviewed the draft 2025 Budget with fee revenue increasing from \$194,458.00 to \$199,131.00. Based on historical data, the estimate for rates for nonresidential customers is \$4.75/1000 gallons. This rate will be applied to the estimate before the final 2025 budget is adopted during the November meeting.

Public Hearing to
Certify Delinquent
Accounts to Jefferson
County Treasurer

At 7:46 PM no members of the public were present. The Board considered a resolution certifying delinquent accounts to the Jefferson County Treasurer. Upon a Motion duly made by Director Panian seconded by Director Schmidt, and unanimously carried, the Board certified remaining delinquent accounts to the Jefferson County Treasurer for collection.

Metro Water Update

Director Berg reported to the Board regarding Metro Water. Once rates are adopted, Metro rates for 2024 and 2025 will be added to website.

Old Business Items

President Gerou reviewed update for 2025 billing communication. In years past, new rates were communicated with the first bill.

The primary reason for this communication was to inform the District the move to quarterly billing which was indicated in the newsletter that went out this past spring. Updates will be posted on the web page for now.

Director Gerou confirmed paperless bills will require account numbers to pay bill online. The invoice template will be adjusted to make it clear for customers.

New Business Items None

Future Business None

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 7:58 p.m.



[Kevin Schmidt \(Dec 9, 2024 17:45 MST\)](#)

Secretary for the Meeting






2024-10-9 ASD Meeting Minutes v2

Final Audit Report

2024-12-10

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