

RECORD OF PROCEEDINGS

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

Held: Wednesday, November 13, 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
Barbara Panian, Assistant Secretary
Jason Miner, Director

Excused: Kevin Schmidt

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 Miner and unanimously carried; the meeting agenda was approved.

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

Public Comment

None.

Meeting Minutes

The Minutes of the regular meeting of the Board of Directors held on Wednesday, October 9, 2024 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Miner and unanimously carried, the Minutes of the meeting were approved.

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

Ms. Fritsche provided an overview for the Resolution Calling the May 6, 2025 Regular Election and Appointing Designated Election Official. The terms of office of Director Panian, Director Schmit, and Director Miner end in May, 2025. It was noted during the discussion, candidates need to be registered to vote in Colorado and own property or live within the Applewood Sanitation District.

Upon a Motion duly made by Director Panian, seconded by Director Miner and unanimously adopted, the Resolution Calling the 2025 Regular District Election and Appointing a Designated Election Official were approved.

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

Mr. Landry reviewed the Engineer's Report. There have been 919 projected locates for 2024.

Mr. Landry has met with the developer and reviewed the new Mannon Point Subdivision development located at the NE corner of W. 32nd Ave and McIntyre Street. A Motion made by Director Miner and Seconded by Director Panian and unanimously carried, the Board approved the Application and Agreement for Extension of Sanitary Sewer Mains – related to Mannon Subdivision.

Work completed by Colorado Civil Infrastructure, Inc for the 2024 CIP-Point and GRP UV CIPP Repair and Main Replacement Project is 100% complete. The final contract amount for the Project was \$1,088,518.24. A Motion made by Director Miner and Seconded by Director Panian, and unanimously carried, the Board approved the Pay Application #4 for Colorado Civils in the amount of \$41,610. and Change Order #4 in the amount of \$54,425.91, respectively. Final Lien Releases have to be submitted before retainage will be released as a final payment on November 20th, 2024, in accordance with state statutes.

Mr. Landry completed the Flow and Loading report review for the surge discharge that occurred in July due to the new hospital flushing 806,000 gallons of water over several days to reduce Heterotrophic Plate Count (HPC). Mr. Landry also evaluated options presented by Metro for adjusting the flow rates and provided a recommendation to the Board.

Additionally, Mr. Landry requested a Master Utilities Study to determine average and peak flows. The Master Utilities Study was conducted October 1 – October 31, 2024 and Mr. Landry is awaiting information from the Study.

Grease interceptor inspections underway with four new locations inspected in the past month. The first inspection is educational. Rolling Hills passed its most recent inspection.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of October, 2024. Residential balance due as of 10/31/24 is \$6,500. There were seven delinquent customers certified for collection with Jefferson County on October 31, 2024. This number decreased from eleven delinquent customers in 2023.

Total 2024 Revenues to date are \$1,333,747, Total 2024 Administrative Expenditures to date are \$274,492, and Total 2024 Maintenance Expenditures are at \$1,628,870. The change in fund balance was due to the 2024 Capital Improvements Project.

Cash and equivalents are at \$4,154,802.69, with interest at 4.985%. \$213,618.04 has been collected in interest to date.

Upon a Motion duly made by Director Panian seconded by Director Miner, and unanimously carried, the Board accepted the Financial Reports and approved the Payment of Claims in the amount of \$161,333.76.

New Business Items

The website has been migrated to a new platform. There is an average of 100 website visits each month.

2025 Fees and Charges

The Board reviewed the 2025 Schedule of Fees and Charges. Upon a Motion duly made by Director Panian seconded by Director Miner, and unanimously carried, the Board approved the Resolution adopting the 2025 Schedule of Fees and Charges. Director Berg requested a comparison chart of 2024 and 2025 Fees and Charges be added to the District's website.

Public Budget Hearing
on Amended 2024
Budget

Chairman Gerou opened the public hearing on the Amended 2024 Budget at 7:28 p.m. There was no public comment and the public hearing was closed. Mr. Bakarich reviewed the Resolution to Amend the 2024 Budget. The General Fund expenditures were increased from \$291,100 to \$350,000 and the Capital Improvements Fund was increased from \$1,115,000 to \$1,575,000. Upon a Motion duly made by Director Panian seconded by Director Miner and unanimously carried, the Board adopted the Resolution to Amend the 2024 Budget.

Public Budget Hearing
on Proposed 2025
Budget

Chairman Gerou opened the public hearing on the 2025 Budget at 7:30 p.m. There was no public comment and the public hearing was closed. Mr. Bakarich reviewed the Budget with the Board, noting

two updated items, election expense and a non-residential rate adopted during October meeting. Upon a Motion duly made by Director Miner seconded by Director Panian, and unanimously carried, the Board adopted the 2025 Budget, Appropriated Funds, and Certified a Mill Levy.

Old Business Items None.

Metro Water Update Director Berg reported that Metro Water recently undertook a market study to evaluate salaries for Metro Water executives. The study findings were reviewed with the finance committee and adjustments are being made to ensure compensation is in line with districts across the country.

Future Business 2025 Capital Improvements Bid Package

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 \(Jan 2, 2025 16:28 MST\)](#)

Secretary for the Meeting






2024-11-13 ASD Meeting Minutes Final

Final Audit Report

2025-01-02

Created:	2025-01-02
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