

RECORD OF PROCEEDINGS

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

Held: Wednesday, December 11, 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. and Mandi Kirk, Fritsche Law LLC; and
Michael Bakarich, CPA, Morain Bakarich.

Absence excused: 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 Miner, seconded by Director Panian and unanimously carried; the meeting agenda was approved.

Public Comment None.

Meeting Minutes The Minutes of the regular meeting of the Board of Directors held on Wednesday, November 13, 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: None.
Joan M. Fritsche, Esq.

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

Mr. Landry reviewed the Engineer's Report. Mr. Landry noted that he contacted Consolidated Mutual Water Company to schedule a tour of the water treatment facility, and contacted Lutheran Hospital regarding holding a board meeting at the hospital. Potential dates for the water treatment plant tour will be provided to the Directors when received.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of November, 2024. Residential balance due as of 11/30/24 was \$6,000. There were seven delinquent customer accounts certified for collection with Jefferson County on October 31, 2024. This number decreased from eleven delinquent customer accounts in 2023.

Total 2024 Revenues to date are \$1,405,863, Total 2024 Administrative Expenditures to date are \$288,768, and Total 2024 Maintenance Expenditures are at \$1,752,382.

Cash and equivalents are at \$4,059,457.12. The current interest rate is 4.789% and \$229,507.64 has been collected in interest year to date.

The Board and Mr. Bakarich discussed the 2024 Non-Residential and Multifamily Sanitary Sewer balances due and timing for charging late fees.

The Board and Mr. Bakarich reviewed the 2025 billing process and schedule for customer communications.

The Board also reviewed the audit conducted by Metro Water Recovery. There were no unreported or misreported sewer connections, and no deficiencies with regard to accounting procedures.

Upon a Motion duly made by Director Panian seconded by Director Schmidt, and unanimously carried, the Board accepted the Financial Reports and approved the Payment of Claims in the amount of \$101,528.90.

New Business:
2025 Capital Projects

The Board and Mr. Landry discussed the schedule for 2025 capital projects. The Invitation for Bids is expected to be published on or around January 10, 2025, and a recommendation is expected to be made to the Board at the February Board meeting.

Old Business:
First Quarterly Invoice

The Board discussed the logistics for the first quarterly billing invoice to be sent in February 2025.

Metro Water Update

Director Berg reported that Metro Water discussed its Defined Benefit Plan. No additional update.

Future Business

Chairman Gerou will prepare a draft of the Customer Communication/Newsletter to be reviewed during the January Board meeting. The newsletter will include information on rate increases, quarterly billing, directions to sign up for auto-pay on the website, and information regarding the May 6, 2025 Director Election.

Adjourn

There being no further business to come before the Board, upon motion made by Chairman Gerou, seconded by Director Panian, and unanimously carried, the meeting was adjourned at 6:46 p.m.



[Kevin Schmidt \(Jan 9, 2025 19:07 MST\)](#)

Secretary for the Meeting






2024-12-11 ASD Meeting Minutes Final

Final Audit Report

2025-01-10

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