

RECORD OF PROCEEDINGS

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

Held: Wednesday, January 8, 2025 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 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.

Public Comment None.

Meeting Minutes The Minutes of the regular meeting of the Board of Directors held on Wednesday, December 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: Ms. Fritsche provided a brief overview of the 2025 Annual
Joan M. Fritsche, Esq. Administrative Matters Resolution No. 25-01. Ms. Fritsche pointed out key action items for the Board to be aware of with respect to the District.

Upon a Motion duly made by Director Panian, seconded by Director Gerou and unanimously approved, the 2025 Annual Administrative Matters Resolution was approved.

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

Mr. Landry stated that Lutheran Medical Center has requested a deduct in its sanitary sewer bill based on water used in the cooling tower, not being discharged to the sanitary sewer system. Mr. Landry indicated Lutheran will need to provide documentation stamped by a licensed mechanical engineer verifying the cooling tower water usage prior to any deduction being approved.

Mr Landry presented the Home2Suites Development Application for Extension of Sanitary Sewer Main for acceptance by the District. Upon a Motion made by Director Panian and seconded by Director Miner and unanimously carried, the Board approved the Agreement.

Mr. Landry reviewed the 2025 Annual Maintenance Projects. Standard cleaning and videoing for several zones and District wide root cutting. Upon a Motion made by Director Panian and seconded by Director Schmidt and unanimously carried, the Board approved the 2025 Cleaning, Videoing and Annual Maintenance Contracts with DES.

Lutheran will host the April Board of Directors meeting. Jerry McFarland, Lutheran's Facilities Manager will attend.

Additionally, the Consolidated Mutual Water Company has invited the Board of Directors to tour its water treatment facility on March 13th.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of December, 2024.

Upon a Motion duly made by Director Panian, seconded by Director Miner, and unanimously carried, the Board accepted the Financial Reports and Check Register, as presented, and approved the Payment of Claims in the amount of \$44,590.70.

Mr. Bakarich reviewed new printed bills on standard paper for future invoicing.

Mr. Bakarich reviewed the 2025 Audit engagement letter with Fiscal Focus Partners, LLC. Upon a Motion made by Director Panian, seconded by Director Miner and unanimously carried, the Board approved the Engagement of Auditor – 2025.

New Business Items District Newsletter drafted by Director Gerou was reviewed with the Directors. The Directors also reviewed the website for any updates. The 2025 first quarter invoices and newsletter will be sent to customers on February 1, 2025.

Old Business Items None.

Metro Water Update None.

Future Business None.

Adjourn There being no further business to come before the Board, upon motion made by Director Gerou, seconded by Director Schmidt, and unanimously carried, the meeting was adjourned at 8:26p.m.



[Kevin Schmidt \(Mar 5, 2025 12:07 MST\)](#)

Secretary for the Meeting






2025-01-08 ASD Meeting Minutes Final

Final Audit Report

2025-03-05

Created:	2025-03-05
By:	Mandi Kirk (mandi@fritschelaw.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAHI0KYLUnlHot0tvgvSI0tPg8WESwfmax

"2025-01-08 ASD Meeting Minutes Final" History

-  Document created by Mandi Kirk (mandi@fritschelaw.com)
2025-03-05 - 4:46:35 PM GMT
-  Document emailed to Kevin Schmidt (kevinschmidt@yahoo.com) for signature
2025-03-05 - 4:46:39 PM GMT
-  Email viewed by Kevin Schmidt (kevinschmidt@yahoo.com)
2025-03-05 - 7:06:29 PM GMT
-  Document e-signed by Kevin Schmidt (kevinschmidt@yahoo.com)
Signature Date: 2025-03-05 - 7:07:09 PM GMT - Time Source: server
-  Agreement completed.
2025-03-05 - 7:07:09 PM GMT