

# RECORD OF PROCEEDINGS

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

Held: Wednesday, February 12, 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  
Cody Berg, Treasurer\*  
Kevin Schmidt, Secretary  
Barbara Panian, Assistant Secretary  
Jason Miner, Director

\*Arrived where indicated.

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 Miner, seconded by Director Schmidt and unanimously carried; the meeting agenda was approved.

### Public Comment

Homeowner Debi Supan called into meeting with questions regarding confusion for quarterly billing and rates.

### Meeting Minutes

The Minutes of the regular meeting of the Board of Directors held on Wednesday, January 8, 2025 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.

No legal update this month.

\*Director Garrett "Cody" Berg arrived at 6:10p.m.

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

Mr. Landry presented the Annual Engineering Budget Tracking Spreadsheet update, allowing the Directors to review actual spending vs budget. The phone log was also updated to include tracking for additional categories.

Mr. Landry reviewed the timeline of events for the 3150 Eldridge Street sewer main backup which occurred 1/12/2025. The main blockage was cleared by DES. A Claim/Incident Report for property & liability damage was submitted the District's insurance carrier on 1/17/25. Sedgwick investigated backup and made a determination of no fault on the part of the District. Property owner is entitled to \$10,000 no fault payment from the District's insurance. The homeowner is working with Sedgwick.

4051 Clear Creek Drive: initial acceptance of the main extension request is under review and will be presented to the Board in March for acceptance consideration.

Four bids for the 2025 ASD Capital Improvements Project were received. RGS reviewed the bids for completeness, responsiveness, and did not find any errors or omissions. Diamond Contracting Corp had the lowest total bid amount. References for Diamond Contracting Corp. were all positive on the quality of work, professionalism, and did not request unwarranted change orders. RGS provided the Board a recommendation to award the project to Diamond Contracting Corp.

Upon a Motion duly made by Director Panian seconded by Director Schmidt, and unanimously carried, the Board accepted the bid price of \$469,765.00 for Diamond Contracting Corp to provide the work covered by the Contract Documents titled 2025 Capital Improvements – Point and GRP UV CIPP Repair Project.

Clear Creek Crossing Developer is paying for a 4-week flow monitoring at two manholes on 40<sup>th</sup> Ave.

Mr. Landry requested a signed stamped letter from the Architect of Record and/or Mechanical Engineer requesting information for the Cooling Tower Water Usage Deduct informally requested by Lutheran Hospital.

The 4/9/2025 Board meeting will be held at Lutheran Hospital in Rooms 3 & 4 in the Education Center at 6:00p.m..

The Board members are touring Consolidated Mutual Water Company's treatment plant on March 13<sup>th</sup> at 1:00p.m.

Financial Report:  
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of January, 2025. 2025 Residential balance due as of 1/31/2025 was \$149,515.75 and Non-Residential balance due as of 1/31/25 was \$9,595.60.

First quarter residential sewer bills were mailed on January 31, 2025 and are due on March 31<sup>st</sup>. Late fees will be added to unpaid accounts on April 1<sup>st</sup>. The Board discussed the billing dates and noted a discrepancy found in small print in a section of Autopay. Mr. Bakarich was directed to correct the discrepancy. The Board also directed that unless a customer is using paperless billing, accounts paid in full should receive an invoice showing a credit.

Mr. Bakarich reviewed the multi-family billing.

Total YTD 2025 Revenues were \$240,100. Cash and equivalents were at \$4,189,274.07, with interest at 4.503%. \$14,937.04 has been collected in interest to date.

Mr. Bakarich noted a leak was detected on the Coors Triangle property and indicated the Board may be asked to evaluate the usage charge once the flow reports are available for review.

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 \$71,729.65.

New Business Items      None.

Old Business Items      None.

Metro Water Update      None.

Executive Session      Upon a Motion duly made by Director Panian, seconded by Director Miner and unanimously carried, the Board entered into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., to receive legal advice on specific legal questions related to potential litigation at 7:51 p.m.

Upon a Motion duly made by Director Panian, seconded by Director Miner and unanimously carried, the Board ended the Executive Session at 8:32 p.m.

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 8:33 p.m.



[Kevin Schmidt \(Apr 8, 2025 15:59 MDT\)](#)

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Secretary for the Meeting

Attorney Fritsche certified for the records that the Executive Session was not recorded, as the matters discussed in Executive Session constituted privileged attorney-client communications.

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Joan M. Fritsche, Esq.






# 2025-2-12 ASD Meeting Minutes Final

Final Audit Report

2025-04-08

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