

RECORD OF PROCEEDINGS

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

Held: Wednesday, March 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 (virtual)
Barbara Panian, Assistant Secretary
Jason Miner, Director

Kevin Schmidt (Absence Excused)

Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq., Fritsche Law LLC; Michael Bakarich, CPA, Morain Bakarich; Jessica Rath, Recording Secretary; Walter “Snip” Young, resident.

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.

Public Comment

None

Meeting Minutes

The Minutes of the regular meeting of the Board of Directors held on Wednesday, February 12, 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.

Ms. Fritsche reviewed a memo on the status of the Directors election. The memo provided details regarding the available seats, the candidates, and mail ballot election deadlines. The cost of a mail

ballot election was discussed, having a drop box available at RGA and keeping the RGA office open until 7:00 p.m. on Election Day were addressed. Ms. Fritsche will confirm RGA is added as a ballot drop off location.

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

Mr. Landry briefly reviewed the Annual Engineering Budget Tracking Spreadsheet.

Mr. Landry was contacted by an Xcel contractor hired to perform structural testing on an Xcel gas pipeline near McIntyre and 32nd between July 1st 2025 and November 1st of 2026. The contractor requested permission to discharge filtered and tested liquids to the ASD system. Mr. Landry referred the contractor to Metro Water. If Metro Water approves this request, Mr. Landry will follow-up with the contractor for detailed information to present the request to the Directors for approval. The Directors asked Mr. Landry to track time spent on this request using Special Projects for potential reimbursement by the contractor.

Mr. Landry provided an update for the 2025 ASD Capital Improvement Project. The Pre-Construction meeting was on 2/27/25. Homeowner coordination begins 3/24/25 with door hangers describing the work and schedule. The point repairs will be conducted between 3/31/25 and 6/11/25.

Flow and loading at 40th and Youngfield has grown significantly. Mr. Landry contracted Mr. MacFarland at Intermountain Health (Lutheran Hospital) requesting testing of flow strength from the Lutheran facility at Manhole 400.1. Mr. Landry will determine the testing methodology to apply. Based on collecting and reviewing testing data, the Directors will consider costs and future rate structure updates. The Directors indicated a commitment to ensuring costs are not being increased to residents based on usage from Clear Creek Crossing.

The April Board meeting will be held at Lutheran Hospital Education Center Rooms 3 & 4. Mr. MacFarland has been invited to attend.

The Directors and representatives from other local districts are touring Consolidated Mutual Water Company's water treatment plant on 3/13/2025 at 1:00 p.m.

Financial Report:
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of February, 2025. The 2025 Residential balance due as of 2/28/2025 at \$57,870.75. Non-Residential balance due as of 2/28/2025 is

\$16,503.85. The Multi-Family balance due as of 2/28/25 is \$12,083.33.

There are approximately 1,100 users in the Applewood Sanitation District and as of 2/28/25, 218 are enrolled in Paperless and 234 are enrolled in Autopay.

Total YTD 2025 Revenues were \$124,071. Cash and equivalents are at \$4,263,211.29, with interest at 4.447%. \$28,365.78 has been collected in interest to date. Year over year decrease in cash was \$723,876.35. The total fund balance was at \$7,394,704.26.

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 \$118,507.24.

Mr. Bakarich will include a memo to summarize added tap fees for future financial reporting.


New Business Items None.

Old Business Items The Directors reviewed the phone log summary for the month of
Quarterly Billing Review February, 2025. Mr. Bakarich will follow up on all billing questions
(Phone Log) and confirm completion with the Board.

President Gerou suggested additional column in phone log for indicating if further follow-up is required. Mr. Landry will check with Dustin to see if this would be helpful and any other feedback for the phone log.

Metro Water Update Director Berg summarized recent Metro Water meeting information. Metro Water has been reviewing its large budget items. Significant rate increases from Metro will continue into the foreseeable future. A third-party consultant reviewed rate study and Metro Water will share its results.

Adjourn There being no further business to come before the Board, upon motion made by President Gerou, seconded by Director Panian, and unanimously carried, the meeting was adjourned at 7:35 p.m.



[Kevin Schmidt \(Apr 30, 2025 20:01 CDT\)](#)

Secretary for the Meeting






2025-3-12 ASD Meeting Minutes - Final

Final Audit Report

2025-05-01

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