RECORD OF PROCEEDINGS

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

Held: 6:00 p.m. on Wednesday, July 9, 2025 at 4885 Ward Road, Suite 100, Wheat Ridge, CO 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 Jessica Raths, Secretary Barbara Panian, Assistant Secretary Also present: James Landry, Engineer, RG & Associates, LLC; Joan Fritsche, Esq., Fritsche Law LLC; Michael Bakarich, CPA, Morain Bakarich; James Reddinger
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 Raths and unanimously carried; the meeting agenda was approved.
Public Comment	Mr. Reddinger spoke to the Board regarding his property at 2681 Kendrick Street and proposed improvements, including replacing an upper deck's support column. The Board and Mr. Reddinger discussed the District's recorded easement through his property and the previously installed, and proposed new improvements, that extend into and over the Easement. *Mr. Reddinger left the meeting at this time.
Meeting Minutes	The Minutes of the regular meeting of the Board of Directors held on Wednesday, June 11, 2025 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Raths and unanimously carried, the Minutes of the meeting were approved.

The Minutes of the special meeting of the Board of Directors held on Wednesday, June 25, 2025 were reviewed by the Board. Upon a Motion duly made by Director Panian, seconded by Director Raths and unanimously carried, the Minutes of the meeting were approved.

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

Ms. Fritsche noted Walter Young resigned as a Director before the beginning of the meeting, effective immediately.

Easement Encroachment

Ms. Fritsche and the Board reviewed the history and current status of the easement encroachment at 2681 Kendrick Street. Following discussion, upon a Motion duly made by Director Panian, seconded by Director Raths and unanimously carried, the Board directed Ms. Fritsche to file a zoning complaint with the Jefferson County Planning and Zoning Department noting the current and planned improvements at the property encroach on the District's easement, that no building permits were found on the Jefferson County website, and stating the District does not intend to approve any plans or permits for infrastructure within its easement. The Board also directed Ms. Fritsche to follow up with Mr. Reddinger.

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

Mr. Landry reviewed the Engineer's Report and the Annual Engineering Budget Tracking Spreadsheet.

Mr. Landry provided an update on the status and timing of the 2025 Video, Jetting, and After Hours RFP. Proposals are due July 18th.

2025 Capital Improvement Project

Mr. Landry noted the 2025 ASD Capital Improvement Project is now complete. Notice of Final Settlement will be published on July 22 and July 28, with final settlement on August 14, 2025. The Final Pay Application and Balancing Change Order associated with the return of retainage will be presented at the August 13th Board meeting.

- Upon a Motion duly made by Director Panian, seconded by Director Raths, and unanimously carried, the Board approved Pay Application #3 for Diamond Contractor Corp. in amount of $189,588.65.

- Upon a Motion duly made by Director Panian, seconded by Director Raths, and unanimously carried, the Board authorized publication of the Notice of Final Settlement.

	<u>Fraudulent Activity Response</u> On June 26, 2025, the Board sent RG and Associates (RGA) a letter expressing concerns over the fraudulent email activity originating from Mr. Landry's email address. Mr. Landry provided a written response to the Board's concerns on July 3, 2025. Mr. Landry reviewed RGA's response with the Board and provided detail regarding RGA's commitment to the District, responsiveness, subsequent actions and plan moving forward. Board discussion followed. The Board thanked Mr. Landry for the through response and explanation.
Financial Report: Michael Bakarich, CPA	Mr. Bakarich reviewed the District's Financial Reports for the month of June 2025. The 2025 Residential balance as of June 30, 2025 is $6,476.25, with 8% of residential accounts paid in full and 16% of residential accounts delinquent. Late fees for delinquent accounts were assessed July 1, 2025. Total YTD 2025 Revenues were $1,044,367. Expenditures were at $757,816 and the Net Positive fund balance was $606,787. Cash and equivalents are at $4,244,622.30, with interest at 4.387%. $87,935.71 has been collected in interest to date. The total fund balance was at $7,407,424.88. • Upon a Motion duly made by Chairman Gerou, seconded by Director Panian, and unanimously carried, the Board accepted the Financial Reports, as presented, and approved the Payment of Claims in the amount of $259,791.27. Mr. Bakarich reminded the Board that 2ns Qtr. Invoices will be mailed on June 1st and were due on June 30th. Late fees were assessed on July 1st.
Old Business Items	None.
New Business Items	The Board discussed scheduling a special meeting to review District consultants. The meeting was scheduled for July 15, 2025 at 3:00 p.m. at 14200 Crabapple Road.
Metro Water Update	None.
Adjourn	There being no further business to come before the Board, upon motion made by Director Panian, seconded by Director Raths, and unanimously carried, the meeting was adjourned at 9:14 p.m.

Jessica Raths
Jessica Raths (Sep 3, 2025 18:18:54 MDT)

Secretary for the Meeting

IV-1 2025-07-09 ASD Meeting Minutes

Final Audit Report 2025-09-04

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