

# RECORD OF PROCEEDINGS

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

Held: 6:00 p.m. on Wednesday, September 10, 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; and Casey Dick.

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 as amended to add "Discussion of General Counsel Firms" as item VII (2).

Public Comment                      None.

Meeting Minutes                      The Minutes of the regular meeting of the Board of Directors held on Wednesday, August 13, 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.

2024 Audit Presentation                      Mr. Bakarich presented an overview of the Independent Auditor's Report for year ending December 31, 2024. The audit was prepared by Fiscal Focus Partners, LLC. Mr. Bakarich provided a brief overview of the audit process and conclusions and reviewed the Auditor's requirements. There were no questions from the Board.

Upon a Motion duly made by Director Panian seconded by Director Rath, and unanimously carried, the Board accepted the District's 2024 Audit Report, as presented.

Financial Report:  
Michael Bakarich, CPA

Mr. Bakarich reviewed the District's Financial Reports for the month of August 2025. The 2025 Residential balance as of July 31, 2025 is \$2,011.25, with 9% of residential accounts paid in full for the year and 10% of residential accounts delinquent. Late fees for delinquent accounts were assessed July 1, 2025. The Q3 2025 residential sewer bills were mailed on Aug 28, 2025. Q3 sewer bills are due September 30, 2025.

Total YTD 2025 Revenues were \$1,578,616. Expenditures were at \$1,132,973 and the Net Positive fund balance was \$765,879. Cash and equivalents are at \$4,794,433.29, with interest at 4.357%. \$118,817.81 has been collected in interest to date. The total fund balance was at \$ 8,956,612.70.

Upon a Motion duly made by Director Panian, seconded by Director Rath, and unanimously carried, the Board accepted the Financial Reports, as presented, and approved the Payment of Claims in the amount of \$141,075.56.

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

Ms. Fritsche notified the Board on August 18, 2025 that she was terminating the engagement of Fritsche Law, LLC as the District's General Counsel effective September 30, 2025. The Board and Ms. Fritsche generally discussed the law firms being considered by the Board for General Counsel.

Ms. Fritsche discussed the 2026 statutory budget process and confirmed the public hearing will be held during the Board meeting on November 12, 2025. The proposed 2026 Schedule of Fees and Charges will also be an agenda item for the November 12<sup>th</sup> Board meeting. Ms. Fritsche reviewed the draft statutory Notices with the Board and confirmed the Notices would be posted and published as required by statute.

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

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

#### System Status Report

Mr. Landry reviewed the process for updating the System Status Report. He discussed the five categories of line maintenance and the criteria for capital repairs.

### 2026 Engineering Budget

Mr. Landry reviewed the proposed 2026 Engineering Budget with the Board. The proposed budget includes eight “Task” categories for a total proposed amount of \$1,223,500. The majority of the budget is allocated to Task #8 – Line Renovation and Manhole Repair (\$954,000) and Task #7 – Line Maintenance and Videoing (\$119,000). Board discussion followed.

Old Business Items                      None.

New Business Items                    Consider Filling Board Vacancy.

Chairman Gerou introduced Casey Dick, who is a resident of the District and eligible to serve on the Board. Following discussion, upon a Motion duly made by Director Panian, seconded by Director Rath, and unanimously carried, the Board appointed Casey Dick to a term ending May 2029. Mr. Dick will need to run for the remainder of his term in 2027.

### Board Meeting Locations

The Board discussed moving the locations of the November and December Board meetings. The Board tentatively decided to hold the November 12<sup>th</sup> meeting at Lifetime Fitness, 3501 Clear Creek Drive, and the December 10<sup>th</sup> meeting at the Club at Rolling Hills Golf Course, 15707 W. 26th Avenue. Chairman Gerou will visit each location to ensure they have appropriate space for the Board meetings.

Metro Water Update                    None.

Executive Session                      Upon a Motion duly made by Director Panian seconded by Director Rath, and unanimously carried, the Board entered into an Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., for a conference with the District’s legal counsel regarding legal advice on specific legal questions related to District easements and disputed invoices for engineering services at 8:38 p.m.

Upon a Motion duly made by Director Panian, seconded by Director Rath, and unanimously carried, the Board exited Executive Session at 9:08 p.m.

Adjourn                                    There being no further business to come before the Board, upon motion made by Director Panian, seconded by Director Rath, and unanimously carried, the meeting was adjourned at 9:09 p.m.

  
Jessica Rath (Nov 20, 2025 18:52:50 MST)

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Secretary for the Meeting

Ms. Fritsche certified for the record 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.









# 2025-09-10 DRAFT ASD Meeting Minutes

Final Audit Report

2025-11-21

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