

## EAST LAKEWOOD SANITATION DISTRICT

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

A regular meeting of the Board of Directors of the East Lakewood Sanitation District was held at 6 pm on Wednesday, February 9, 2022, at the meeting room of the Lakewood Cultural Center, 470 S. Allison Parkway, Lakewood, CO 80226, and via Zoom. The meeting was open to the public.

**Attendance:**

Directors:

Paul Thiele, President  
Carol Thiele, Secretary  
Ernst Denys, Treasurer  
Jeff Wright, Assistant Secretary/Treasurer  
Zachery Brubaker, Assistant Secretary/Treasurer

Other attendees:

Wade Wheatlake, Merrick & Co, District Engineer  
Debbie Crisp, ELSD MWR representative  
Peter Kline, Circuit Rider of Colorado, District Management  
Sarah Shepherd, Circuit Rider of Colorado, District Management

**Call to Order/Agenda/  
Declaration:**

Director Paul Thiele called the meeting to order at 6:03pm and declared a quorum. The Agenda was approved by acclamation acknowledging that items may be taken out of order.

**Administrative  
Matters**

**Public comment**

Members of the public may express their views to the Board on matters that affect the District that are not on the agenda. Comments will be limited to three (3) minutes per person.

There were no public comments.

**Review and consider approval of minutes from the January 12, 2022 meeting.**

Following review, upon a motion duly made by Director Wright, seconded by Director Denys and, upon vote, unanimously carried, the Board approved the Minutes from the January 12, 2022 special meeting. as presented.

**Board meeting schedule and meeting process**

Sarah Shepherd led discussion regarding process. Opened the floor to discussion of options for board meeting dates, time and frequency. After discussion the Director Carole Thiele moved to change the meeting time to 7pm beginning with the March 9<sup>th</sup> board and to change meeting date to the third Wednesday of the month beginning April 20<sup>th</sup>, Paul Thiele seconded the motion, and the motion was approved unanimously, contingent upon availability of the meeting space. Frequency of meetings will be discussed again at a later date.

Discussion regarding collection of district records from CLA. Record retention needs to be updated. Management will review files and report back at the March meeting.

Management will add Director/Treasurer Ernst Denys to website and update banking signatories.

**Engineer's Report:**

**Review and discuss 54 West Townhomes Sanitary Sewer Easement Variance**

Wade Wheatlake provided and update. He will work with management to provide updated district flow rates and fees. Discussion followed.

**2022 Sewer Operations Recommendations**

DES Flushing and cutting update. Mr. Wheatlake reported that the project is proceeding as planned. Further updates will be provided next month.

Debbie Crisp provided an update on the Metro Water Recovery meetings and trainings this spring.

**Legal Items:**

**Election Update**

Ms. Shepherd gave an overview of the Election process and deadlines. The Self-nomination deadline is February 25<sup>th</sup>. Forms should be filed with the District's legal counsel/Designated Election Official.

**Financial Matters:**

Sarah Shepherd updated board on the transition process. No statements are available due to transition and waiting on documents from CLA. The next board meeting will include as many reports as possible given the status of the transition.

Bill.com transition will begin as soon as possible. The Board confirmed that it would like accounts payable and accounts receivable to be managed within this system.

Management reported on an interaction with a district resident and provided its abusive behavior guidelines. The voicemails to the management will be shared with the board and a letter will be sent in response to the voicemails to help the customer understand invoices and communication policies. Discussion followed.

Director Wright inquired regarding a "New Resident Welcome Package" and the process to on-board new residents into the District's billing and communications pathways. The Board would like welcome communications to include information on fees, charges and other general contact detail. Discussion followed. Management will begin working on this packet.

Sarah Shepherd inquired about District history of Certification of Past Due/Late charges with Jefferson County. Discussion followed. The Board confirmed that the District does certify the past due amounts. The threshold

is “Over \$300 and Greater than One (1) Year.” Management will confirm status of all accounts over threshold amounts with legal counsel.

**Additional Board  
Member Items:**

None presented.

**Adjournment:**

The Board approved by acclamation to adjourn the meeting at 7:08pm. The next Board meeting is a Regular Meeting and is scheduled for Wednesday, March 9, 2022 at 7p.m. the Lakewood Cultural Center, 470 S. Allison Parkway, Lakewood, CO 80226 and via Zoom.

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Secretary for meeting