

EAST LAKEWOOD SANITATION DISTRICT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

A special meeting of the Board of Directors of the East Lakewood Sanitation District was held at 6 pm on Wednesday, March 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
Sarah Shepherd, Circuit Rider of Colorado, District Management
Lindsey Reese, Circuit Rider of Colorado, District Management
Peter Kline, Circuit Rider of Colorado, District Management

Call to Order/Agenda/ Declaration:

Director Paul Thiele called the meeting to order at 7:00pm 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 February 9, 2022 meeting.

Following review, upon a motion duly made by Director Denys, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the Minutes from the February 9, 2022 special meeting, as presented.

Meeting Area Rental Agreement

Following review and discussion regarding the rental agreement at the Lakewood Cultural Center, no objections were noted. Upon a motion duly made by Director Carol Thiele, seconded by Director Paul Thiele and, upon vote, unanimously carried, the Board approved the renewal of the Rental Agreement.

Engineer's Report:

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

2022 Sewer Operations Recommendations

Mr. Wheatlake reported that the Sewer Video Project report will be presented next month. Confirmed the extent of the root problems. Also indicated that an update on the repair and pricing of the Gray St lining (330lf) will be presented next month. Short discussion followed.

Final acceptance of the 54 West St project has been issued.

Debbie Crisp provided an update on the Metro Water Recovery report, a copy of which will be forwarded early next week. A brief update was provided on new legislative initiatives, EPA regulations and future upgrades occurring at the Metro Water Recovery.

Legal Items:

Election Update

Ms. Shepherd gave an overview of the Election process and deadlines. Election has been cancelled, Discussion followed regarding terms, staggered terms and appointments.

Financial Matters:

Sarah Shepherd updated the board on the management transition process. CRC is presently working through the CLA documents and financial history. Ms. Shepherd indicated that a more complete financial review will be presented next month.

Bill.com Update

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.

Financial Report, Banking Transition

Ms. Reese presented the March claims report. Discussion followed. Director Wright moved to approve the March claims list and sign checks. Director Carol Thiele seconded.

Billing and Late Fee Policy

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. Management will confirm status of all accounts over threshold amounts with legal counsel, and review the collections policy with legal counsel.

Manager Matters:

Transition Update and Questions

- Molholm School and Surfside Properties billing cadence and irrigation credit discussion. Director Paul Thiele and Wade

Wheatlake provided background and clarified the credit allocation issue along with meter reading history.

Audit Exemption

Ms. Reese presented the Audit Exemption Form to the Board for signature. All members signed.

**Additional Board
Member Items:**

None presented.

Adjournment:

The Board approved by acclamation to adjourn the meeting at 8:05pm. The next Board meeting is a Special Meeting and is scheduled for Wednesday, April 20, 2022 at 7p.m. the Lakewood Cultural Center, 470 S. Allison Parkway, Lakewood, CO 80226 and via Zoom.

Secretary for meeting