

# RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
EAST LAKEWOOD SANITATION DISTRICT (THE “DISTRICT”)  
HELD  
JANUARY 12, 2022

A special meeting of the Board of Directors of the East Lakewood Sanitation District (referred to hereafter as the “Board”) was convened on Wednesday, January 12, 2022, at 7:15 p.m. at the Lakewood Cultural Center, 470 S. Allison Parkway, Lakewood, CO 80226. This District Board meeting was also available via Zoom. The meeting was open to the public.

## ATTENDANCE

### Directors In Attendance Were:

Paul Thiele, President  
Carol Thiele, Secretary  
Jeff Wright, Assistant Secretary/Treasurer

Director Brubaker was absent and excused.

### Also, In Attendance Were:

Nic Carlson & Paul Wilson; CliftonLarsonAllen LLP (“CLA”)  
Debbie Crisp; ELSD MWR Representative  
Wade Wheatlake; Merrick & Co.  
Ernest Denys; Member of the Public  
Sarah Shepherd; Circuit Rider of Colorado, LLC  
Lindsey Reese; Circuit Rider of Colorado, LLC  
Peter Kline; Circuit Rider of Colorado, LLC  
Sujata Trehan; Circuit Rider of Colorado, LLC

## ADMINISTRATIVE MATTERS

**Call to order and approval of agenda:** Director Paul Thiele called the meeting to order at 7:18 p.m. Following review, upon a motion duly made by Director Carol Thiele, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the agenda as presented.

**Public comment:** There was no public comment.

**Minutes from the December 8, 2021 special meeting:** Following review, upon a motion duly made by Director Wright, seconded by Director Paul Thiele and, upon vote, unanimously carried, the Board approved the Minutes from the December 8, 2021 special meeting as presented.

**Resignation of Allyson Shuldberg from the Board of Directors:** Director Paul Thiele acknowledged the resignation of Allyson Shuldberg from the Board

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of Directors due to health concerns.

**Appointment to fill Board vacancy. Administer Oath of Office:** The Board discussed the vacancy on the Board. As such, eligible elector, Ernest Denys, was nominated to serve on the Board. Following discussion, upon motion duly made by Director Paul Thiele, seconded by Director Wright and, upon vote, unanimously carried, the Board appointed Ernest Denys to fill the vacancy on the Board. Director Paul Thiele administered the Oath of Office.

**Appointment of Officers:** Following discussion, upon motion duly made by Director Paul Thiele, seconded by Director Wright and, upon vote, unanimously carried, the following slate of officers were appointed for the District:

President:	Paul Thiele
Treasurer:	Ernest Denys
Secretary:	Carol Thiele
Assistant Secretary/Treasurer:	Zachary Brubaker
Assistant Secretary/Treasurer:	Jeff Wright

**Other:** None.

### ENGINEER'S REPORT

**Updated 2022 Rate Sheet from C&L:** Mr. Wheatlake reviewed the updated Rate Sheet with the Board, noting that marginal changes were made to the flushing and jetting rates and there was no increase in root cutting services.

**54 West Townhomes Sanitary Sewer Easement Variance Request:** Mr. Wheatlake reviewed the Easement Variance Request with the Board. Following review, upon a motion duly made by Director Paul Thiele, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the 54 West Townhomes Sanitary Sewer Easement Variance Request upon Mr. Wheatlake's recommendation.

**2022 Sewer Operations and Maintenance Recommendations Letter:** Mr. Wheatlake reviewed the Recommendations Letter with the Board. Following review, upon a motion duly made by Director Carol Thiele, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the 2022 Sewer Operations and Maintenance recommendations including flushing, jetting and root cutting at the identified locations. It was noted that Mr. Wheatlake would return to a future meeting with final pricing for these services.

**Other:** Mr. Wheatlake informed the Board that the property on the southwest corner of Sheridan and 10<sup>th</sup> has expressed interest in inclusion into the District. He noted that no other information is available at this time, but he will keep the Board apprised of any developments.

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### LEGAL MATTERS

**Service Agreement with Circuit Rider:** Following discussion, upon a motion duly made by Director Paul Thiele, seconded by Director Carol Thiele and, upon vote, unanimously carried, the Board approved the Service Agreement with Circuit Rider consistent with their proposal, subject to completion of the necessary contract and review and approval by legal counsel and Director Paul Thiele.

**Other:** None.

### MWR UPDATE

**Other:** Ms. Crisp provided an update to the Board on the enclosed MWR report and answered questions from the Board.

### FINANCIAL MATTERS

**Payment of checks:** Mr. Wilson reviewed the payment of checks with the Board. Following review, upon a motion duly made by Director Wright, seconded by Director Carol Thiele and, upon vote, unanimously carried, the Board approved the payment of checks.

**December 31, 2021 Cash Position Report:** Mr. Wilson reviewed the December 31, 2021 Cash Position Report with the Board.

### MANAGER MATTERS

**Outstanding insurance claim:** Mr. Carlson provided an update to the Board regarding the insurance claim, noting that it has been approved and payment is forthcoming from the Special Districts Property and Liability Pool.

**Transition of providers for management, accounting and billing services:** Mr. Carlson provided an update to the Board regarding the transition of providers, noting that CLA management will facilitate the transition through the end of the month. CLA accounting will file the 2022 final Budget and 1099 forms by the end of the month in accordance with the statutory deadline. CLA billing services will collect payments through January 31<sup>st</sup>, then remit payment to Circuit Rider after February 1<sup>st</sup>.

**Other:** None.

### DIRECTORS' COMMENTS

**Quorum for next meeting:** A quorum for the February meeting was confirmed.

**Other:** None.

### ADJOURNMENT

There being no further business, the Board adjourned the meeting at 8:11 p.m.

I hereby certify the above is a correct copy of all transactions of the above meeting.

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Respectfully submitted,



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Secretary for the Meeting