

## RECORD OF PROCEEDINGS

---

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTHWEST LAKEWOOD SANITATION DISTRICT  
AND THE BOARD OF DIRECTORS OF THE  
WASTEWATER UTILITY ENTERPRISE  
HELD  
JANUARY 28, 2009

A regular meeting of the Board of Directors of the Northwest Lakewood Sanitation District and the Board of Directors of the Wastewater Utility Enterprise (referred to hereafter as "Board") was convened on Wednesday, the 28th day of January, 2009, at 4:00 P.M., at the offices of the District, 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Michael Curran, President  
Catherine "CiCi" Kesler  
Anthony M. Dursey  
James D. "Jim" Zimmerman

#### Also In Attendance Were:

Lisa A. Johnson; Special District Management Services, Inc.

Tim Flynn, Esq.; Collins, Cockrel & Cole, P.C.

Wayne Ramey; Ramey Environmental Compliance

Bill Willis; Martin/Martin Consulting Engineers

See attached list for additional attendees

### ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the December 17, 2008 special meeting.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the minutes of the December 17, 2008 special meeting were approved.

Resolution No. 2009-01-01 regarding 24-hour posting place:  
The Board considered Resolution No. 2009-01-01 designating

## RECORD OF PROCEEDINGS

---

the place at which notice will be posted at least 24 hours prior to each meeting.

Following review, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board adopted Resolution 2009-01-01 as presented. A copy of the Resolution is attached hereto and incorporated herein by this reference.

Appointment of Director: The Board considered the appointment of Greg Fabisiak to fill the vacancy created by the resignation of Richard Billings. Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, Greg Fabisiak was appointed to fill the vacancy, subject to qualification.

Newsletter and Facilities Renovation Fee: Ms. Johnson presented the January 2009 Newsletter which was mailed out on January 9<sup>th</sup>. She also provided an update on the status of preparation and billing for the Facilities Renovation Fee.

---

### FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending January 28, 2009, as follows:

General Fund	\$	21,657.86
Enterprise Fund		<u>58,733.10</u>
Total	\$	<u>80,390.96</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending January 28, 2009.

Financial Statements: The Board reviewed the unaudited financial statements of the District setting forth the cash deposits, investments, and budget analysis, and accounts payable vouchers for the period ending December 31, 2008 and the schedule of cash position as of January 28, 2009.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote,

## RECORD OF PROCEEDINGS

---

unanimously carried, the Board accepted the unaudited financial statements for the period ending December 31, 2008.

Investments: The Board directed staff to work with Director Kesler.

### LEGAL MATTERS

Denver Water/Moffat Water Treatment Plant issues: Attorney Flynn and Mr. Willis reported on their meeting with Denver Water to discuss the issue and answer their questions.

Attorney's report: Inclusion of 2615 Oak Drive, Units 19-25. Attorney Flynn reported that he has drafted a letter to the owners and will be transmitting it soon.

4101 Miller Street: VCUP application. Attorney Flynn reported that the City of Wheat Ridge will discuss the issue at the February 2<sup>nd</sup> meeting of City Council and will take action at that time.

Legal description of the District: Attorney Flynn has asked Martin/Martin to review the legal description again before it is submitted to the Court.

Sewer Service Agreement: Mr. Willis presented a summary prepared by Martin/Martin regarding flows, maintenance and replacement costs associated with the College Park Water and Sanitation District lines.

The Board directed staff to obtain additional information on the flows from Red Rocks Community College to calculate the percentage of flow to flow relative to maintenance costs and flow to capacity relative to capital rehabilitation and replacement on each line attributed to College Park and to estimate the replacement costs of lines used by College Park.

Service Agreement with Ramey Environmental Compliance, Inc.: Mr. Ramey discussed and requested the following revisions to the draft contract: 1) obtain office space outside the boundaries of the District if response time remains the same, and 2) Agreed to pay \$500 per month rent and no additional charges as stated in the draft agreement.

## RECORD OF PROCEEDINGS

---

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board approved the Service Agreement with Ramey Environmental Compliance, Inc., with the revisions discussed.

Legal Update: No report was given.

### OPERATIONS MATTERS

Plant Manager's Report: Mr. Ramey presented the January 2009 monthly report. A copy of the report is attached hereto and incorporated herein by this reference.

Engineer's report: **Main extension from Robb Street to Routt Street.** Ms. Polinsky and Ms. Blessinger discussed the decision by the Board to require the homeowners to pay their pro-rata share of the costs of the repairs required following completion of the project by the homeowners.

The Board explained the rationale for the decision. The Board discussed the possibility of recovery by the residents of some of the costs of the project when other properties connect to the line extension. The Board directed staff to draft a cost recovery agreement for consideration at the next Board meeting.

Mr. Willis reported that the line repair work has been completed but the landscaping work has not.

Mr. Willis explained that he included the Robb Street to Routt Street repairs in the 2008 Improvements contract with C&L Backhoe and he requested to publish a notice of partial release of retainage and asked that \$5,000 be held for landscape work.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried the Board approved publication of a Notice of Partial Release of Retainage and directed that \$5,000 be held for landscape work still to be completed.

**2009 Improvements.** Mr. Willis distributed a summary letter regarding the 2009 Improvements. A copy of the letter is attached hereto and incorporated herein by this reference.

## RECORD OF PROCEEDINGS

---

Mr. Willis will present an updated letter which will include all TVing and jetting data at the next Board meeting and make recommendations on the 2009 sewer improvements.

**Tabor Court service line.** Mr. Willis reported that a resident has experienced many backups. Staff notified the owner that the service line is his responsibility. Staff also provided the resident with information on other properties that could share in the cost of the repairs.

**Braun Drive.** Mr. Willis reported that there have been backups on Braun Drive that were caused by work done by the Pleasant View Water and Sanitation District. The Board directed Attorney Flynn to draft a letter to the effected residents explaining the situation. Staff was directed to contact Pleasant View and ask them to send a letter to the residents identifying future course of action.

**25th Avenue between Kipling and Iris.** A line extension was completed by the developer last year. Staff conducted a one year warranty review and noted a deficiency (a sag in line). Staff contacted Brown Bros. and notified them of the deficiency. The contractor is in the process of scheduling repairs.

As a part of the observation, it was noted that one existing brick manhole has severe water infiltration (not caused by the 2008 line extension project).

The Board directed staff to obtain a bid from Brown Bros. to replace this manhole.

---

### OTHER BUSINESS

The Board asked staff to schedule a luncheon for Richard Billings at which time a plaque will be presented.

---

## RECORD OF PROCEEDINGS


---

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By

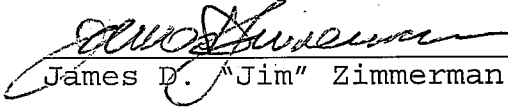
  
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 28, 2009 MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Michael A. Curran

  
\_\_\_\_\_  
Anthony M. Dursey

  
\_\_\_\_\_  
Catherine C. Kesler

  
\_\_\_\_\_  
James D. "Jim" Zimmerman

\_\_\_\_\_  
Greg Fabisiak



RESOLUTION NO. 2009-01-01  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT  
REGARDING POSTING FOR MEETINGS

WHEREAS, Special Districts are required by Subsection 24-6-402(2)(c), C.R.S., to designate annually at the District Board's first regular meeting of each calendar year, the place at which notice will be posted at least 24 hours prior to each meeting.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT AS FOLLOWS:

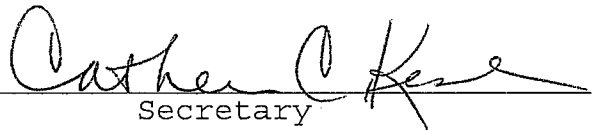
1. Notices of meetings of the District Board required pursuant to Section 24-6-401, et seq., C.R.S., shall be posted within the boundaries of the District at least 24 hours prior to each meeting at the following location:

Gold's Corner Grocery  
10021 West 26<sup>th</sup> Avenue  
Wheat Ridge, Colorado 80215

2. Notices of regular or special meetings required to be posted at three public places within the District and at the office of the County Clerk and Recorder at least three days prior to said meeting shall continue to be made pursuant to Section 32-1-903(2), C.R.S.

ADOPTED this 28th day of January, 2009.

NORTHWEST LAKEWOOD SANITATION DISTRICT

  
Secretary



## Northwest Lakewood Sanitation District Monthly Report

January 2009

### Plant Activities:

- Dec 10<sup>th</sup>** Completed locates and entered UNCC data into database. Received a call from Bill Willis at Martin and Martin requesting lateral maps for 1800 Swadley, 11715 and 11777 W. 18<sup>th</sup> Ave. He is trying to determine what homes at 18<sup>th</sup> and Swadley go to drop service line in manhole in Tabor Drive.
- Dec 11<sup>th</sup>** Completed locates and entered UNCC data into database. Performed ten grease trap inspections:
- |                      |      |
|----------------------|------|
| Papa Johns           | Pass |
| Pizza Hut            | Pass |
| Smash Burger         | Pass |
| Jimmy's Wings        | Pass |
| China Garden         | Pass |
| Food Concepts        | Pass |
| Senior Burritos      | Pass |
| Paramont Lanes       | Pass |
| NY Pizza             | Pass |
| Crown Hill Tap House | Pass |
- Dec 12<sup>th</sup>** Received a call from Crystal at SDM, packet and posting is ready for Golds Market. Also need to post at 2 Schools because of special meeting. Type and deliver grease trap violation letters to King Soopers and Moore Tech College (from previous meeting notes, inspections done on Dec. 8<sup>th</sup>). Turn off H2O at meter pit.
- Dec 14<sup>th</sup>** Bert—received a call from REC, Inc. answering service for a home owner having waste water rising and falling in basement shower drain. Called home owner and asked her questions pertaining to problem, she stated that her neighbor had seen work on sewer mains last week and it could be the problem. Went on site and checked mains, all were normal flows. Called H/O back and stated that the problem must be her lateral.
- Dec 15<sup>th</sup>** Completed locates and entered UNCC data into database. Turn on H2O at meter pit.

- Dec 16<sup>th</sup>** Received a call from SDM about new postings needing to be posted for special meeting. Posted district meeting agenda at Gold's Market.
- Dec 17<sup>th</sup>** Received a call from Will Raatz with Martin and Martin stating there would be a contractor contacting us for repairs to lateral service line at Old Chicago going into Wright Court. Went over videos for 2008 and list, print, and burn DVD's of repairs needed for Martin and Martin to review. Delivered to Martin and Martin.
- Dec 18<sup>th</sup>** Completed locates and entered UNCC data into database. Jetted in section 13 and 16 for 3 runs, a total of 760 feet. Met with Patrick Roberts of Martin and Martin concerning the route and size of lines coming from Collage Park through the District.
- Dec 19<sup>th</sup>** Completed locates and entered UNCC data into database.
- Dec 22<sup>nd</sup>** Completed locates and entered UNCC data into database. Performed a lateral inspection at 31 Skyline for repair.
- Dec 23<sup>rd</sup>** Completed locates and entered UNCC data into database. Received a call for inspection on point repair of lateral at 1105 Xenophone, this was in yard on private property and did not need an inspection.
- Dec 25<sup>th</sup>** John—received a page from UNCC for a water main repair at 2163 Braun Court. Went on site met crew and painted mains.
- Dec 27<sup>th</sup>** Bert—received a call from home owner at 3253 Pierson Street about floor drains in basement having clear water coming up through them. Went on site and checked up and down stream manholes to find normal flows. Met H/O at address and checked basement, water was from washing machine and was lateral for home problem. Recommended calling a rotor roter company.
- Dec 30<sup>th</sup>** Completed locates and entered UNCC data into database.
- Dec 31<sup>st</sup>** John—received a page from UNCC for a pole replacement for XCEL energy at 28<sup>th</sup> and Quail Street
- Jan 2<sup>nd</sup>** John—received a page from UNCC for a water main repair at 12800 W. 16<sup>th</sup> Drive. Went on site, met crew and painted mains.  
John—Received another page from UNCC for a water main repair at 2865 Parfet Drive.
- Jan 5<sup>th</sup>** Completed locates and entered UNCC data into database.
- Jan 6<sup>th</sup>** John—met with Marina Car Wash (Chuck Maniger) to go over data on inspection of san trap.
- Jan 7<sup>th</sup>** Videoed 7 lines in sections 1, 2, and 16 for a total of 1,257.5 feet.
- Jan 8<sup>th</sup>** Completed locates and entered UNCC data into database. Root cut in sections 16 and 20, 4 runs for a total of 851 feet. Videoed in sections 12, 16, and 20, 4 lines totaling 1,270.4 feet. Performed 8 grease trap inspections:
- |                      |      |
|----------------------|------|
| King Soopers #1      | Fail |
| King Soopers #2      | Fail |
| Crown Hill Tap House | Pass |

Papa Johns	Pass
Pizza Hut	Pass
Smash Burger	Fail
NY Pizza	Pass
Paramont Lanes	Pass

**Jan 9<sup>th</sup>** Completed locates and entered UNCC data into database.

**Jan 12<sup>th</sup>** Completed locates and entered UNCC data into database. Received a call from SDM about floor drains in basement rising and falling. Went on site and checked mains, all flows normal. Met with home owner and gave copy of lateral map and suggested having lateral root cut. Received a call from SDM about home owner needing copy of lateral map for company going to root cut lateral. Copied map and took on site. John—performed a grease trap inspection follow up (no charge).

Smash Burger	Pass
--------------	------

**Jan 13<sup>th</sup>** Completed locates and entered UNCC data into database.

**Jan 14<sup>th</sup>** Completed locates and entered UNCC data into database. Video 1 line in section 12 for a total of 325.5 feet, this was a request of Martin and Martin for repairs to the Routt/Rob extension.

**Jan 16<sup>th</sup>** Completed locates and entered UNCC data into database. Complete monthly Report, UNCC list, billing for year end 2008, and partial for January 2009.

<b>Collection System Televising</b>			
Date	Section	No. of Lines	Total Footage
1/7/09	1, 2, 16	7	1257.5
1/8/09	12, 16, 20	8	1270.4
1/14/09	12	1	325.5
<b>Jetting</b>			
Date	Section	No. of Water Loads	Total Footage
12/18/09	16, 13	1	760
1/8/09	16, 20	1	851

	<b>Projected ft. - 2008</b>	<b>YTD actual ft. - 2008</b>	<b>December 2008 ft.</b>	<b>%YTD - 2008</b>
<b>Cleaning &amp; Hot Spots</b>	173,490	138,560	760	80.3%
14" less				
15" more				
<b>Root Cutting</b>	85,810	87,316	0	101.8%
14" less				
15" more				
<b>Televising</b>	111,134	66,834	0	60.1%
<b>Total</b>				

Pending Numbers

	Projected ft. - 2009	YTD actual ft. - 2009	January 2009 ft.	%YTD - 2009
<b>Cleaning &amp; Hot Spots</b>			851	
14" less				
15" more				
<b>Root Cutting</b>			0	
14" less				
15" more				
<b>Televising</b>			2,853.4	
<b>Total</b>				

3258 Youngfield St.	3	12/10/08
12233 W. 31 <sup>st</sup> Pl.	2	12/11/08
10111 W. 26 <sup>th</sup> Ave.	2	12/15/08
W. 32 <sup>nd</sup> Ave. & Wright Ct.	2	12/18/08
10500 W. 25 <sup>th</sup> Ave.	2	12/19/08
W. 20 <sup>th</sup> Ave. & Urban Dr.	1	12/19/08
31 Skyline Dr.	2	12/22/08
1080 Zinnia St.	2	12/23/08
2545 Eldridge St.	1	12/24/08
11770 W. 21 <sup>st</sup> Way	2	12/30/08
12800 W. Youngfield Ct.	2	1/2/09
2865 Parfet Dr.	2	1/2/09
2491 Beech Ct.	2	1/2/09
9746 W. 22 <sup>nd</sup> Pl.	2	1/2/09
10718 W. 31 <sup>st</sup> Pl.	2	1/5/09
3000 Youngfield St.	2	1/5/09
2115 Robb St.	3	1/5/09
12600 W. Colfax Ave.	2	1/5/09
9307 W. 26 <sup>th</sup> Ave.	2	1/8/09
9735 W. 23 <sup>rd</sup> Ave.	2	1/8/09
3000 Simms St.	2	1/9/09
11893 W. 27 <sup>th</sup> Dr.	2	1/12/09
2225 Lewis St.	2	1/12/09
2635 Vivian St.	3	1/13/09
12700 W. 27 <sup>th</sup> Ave.	3	1/13/09
12695 Willow Ln.	2	1/13/09
10500 W. 25 <sup>th</sup> Ave.	2	1/14/09
12700 W. 27 <sup>th</sup> Ave.	3	1/16/09
2412 Coors Dr.	2	1/16/09
2525 Youngfield St.	2	1/16/09