

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
FEBRUARY 25, 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 25th day of February, 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:
Anthony M. Dursey, Acting President
Catherine "CiCi" Kesler
James D. "Jim" Zimmerman
Gregory A. Fabisiak

Upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the absence of Michael Curran was excused and Director Dursey was appointed Acting President for the meeting.

Also In Attendance Were:
Lisa A. Johnson; Special District Management Services, Inc.

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

Jeff Rabas; Ramey Environmental Compliance

Will Raatz; Martin/Martin Consulting Engineers

See attached list for additional attendees

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the January 28, 2009 regular meeting.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, carried with Directors Dursey, Kesler and Zimmerman voting

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"Yes" and Director Fabisiak abstaining, the minutes of the January 28, 2009 regular meeting were approved.

Facilities Renovation Fee: Ms. Johnson provided a summary of the customer responses.

Ms. Gordon addressed the Board. She asked how the Board arrived at the amount for the fee, how long the fee will be imposed and what the money is being used for. Director Kesler responded.

The Board directed staff to draft a press release to be submitted to the Your Hub publication at the Denver Post, explaining the Facilities Renovation Fee and the process the Board took to arrive at the fee.

Main extension from Robb Street to Routt Street: Ms. Polinsky addressed the Board. She asked for a copy of the letter sent to Mr. Webster regarding his concerns with the repairs. Attorney Flynn provided a copy of the letter. She asked when the warranty period will expire. Attorney Flynn answered that the warranty period will expire one year from the date the repair work by C&L Backhoe receives preliminary acceptance by the District.

FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending February 25, 2009, as follows:

General Fund	\$ 6,280.74
Enterprise Fund	318,475.02
Total	\$ <u>324,755.76</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending February 25, 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 January 31, 2009 and the schedule of cash position as of February 25, 2009.

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Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending January 31, 2009.

Investments: The Board directed staff to work with Director Kesler on maturing certificates of deposit.

LEGAL MATTERS

Denver Water/Moffat Water Treatment Plant issues: Attorney Flynn reported that Denver Water has prepared additional questions and he is working with Martin/Martin to provide the answers.

Attorney's report: Inclusion of 2615 Oak Drive, Units 19-25. Attorney Flynn reported that he has prepared and transmitted petitions and cover letters to the property owners.

Certification of Completed Work. Attorney Flynn presented the Certification for approval.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the Board approved the execution of the Certification of Completed Work for the flood plain activity authorized by the permit issued by the U.S. Army Corps of Engineers at the District's decommissioned sewage lift station site on Miller Street.

4101 Miller Street: VCUP application. Attorney Flynn reported that the City of Wheat Ridge has indicated that they want the structures demolished and at least the area under the structures cleaned to residential standards as a condition of purchasing the property.

Attorney Flynn has contacted ERM and requested proposals for: (a) cleaning the entire site to a residential standard and (b) cleaning those remaining areas of the site identified as still having high levels of arsenic to a park and open space standard.

Legal description of the District: Attorney Flynn has filed a motion with the Court.

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Sewer Service Agreement: Mr. Raatz presented a memo showing the average Metro treatment charges percentage and calculating the percentages 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. A copy of the memo is attached hereto and incorporated herein by this reference.

Attorney Flynn suggested that he, Martin/Martin and College Park representatives meet to discuss the offer and, if acceptable to staff, present the offer to the board of the College Park Water and Sanitation District.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, with Directors Kesler, Zimmerman and Fabisiak voting "Yes" and Director Dursey abstaining, the Board authorized staff to present the offer to revise the Sewer Service Agreement to College Park as follows:

1. Impose a flat fee of 17.7% for treatment charges.
2. Use the following percentages for maintenance and capital costs:

Segment 1 (BX-6 to B-81A)=	100%
Segment 2 (B-81A to B-58-1)=	82%
Segment 3 (B-58-1 to B-20-1)=	72%
Segment 4 (B-20-1 to BF-1A)=	60%
Segment 5 (BF-1A to RO-11A)=	39%
Segment 6 (RO-11A to Plant)=	24%
3. Agree to revisit the Agreement regularly for warranted revisions.

Identity Theft Prevention Program: Attorney Flynn presented information on the requirements. He reported that he has requested a meeting with the District Manager to discuss the policies and procedures that will be addressed in the resolution to establish the program.

Cost Recovery Agreement: Attorney Flynn is drafting a cost recovery agreement for the line extension for the Robb Street to Routt Street properties and he will present the Agreement at the next meeting.

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OPERATIONS MATTERS

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

2009 televising and jetting program. Mr. Rabas reported that the project is 22.35% complete.

Engineer's report: Main extension from Robb Street to Routt Street. Mr. Raatz presented Application for Payment Number Four and Change Order Number Four for this project.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried the Board approved Application for Payment Number Four and Change Order Number Four for C&L Backhoe, subject to expiration of the date for filing of claims as stated in the published Notice of Final Settlement and no claim being filed.

Mr. Raatz reported that they received one bid, from Variety Landscape & Firewood, for the landscaping work.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried the Board approved the award of the contract to Variety Landscape & Firewood to complete the landscape work for an amount not to exceed \$2,000, subject to attachment of an addendum approved by legal counsel.

2009 Improvements. Mr. Raatz reported that the work is in progress on the updated letter which will include all TVing and jetting data and recommendations for the 2009 sewer improvement projects.

25th Avenue between Kipling and Iris. Mr. Raatz presented a proposal from Brown Brothers to replace the manhole.


Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried the Board approved the award of the contract to Brown Brothers Asphalt & Concrete to replace the manhole for an amount not to exceed \$5,300.

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ADJOURNMENT

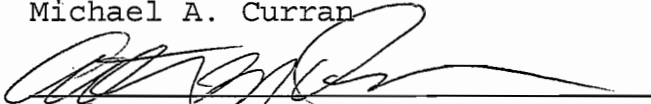
There being no further business to come before the Board at this time, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,


By  _____
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL FEBRUARY 25, 2009 MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

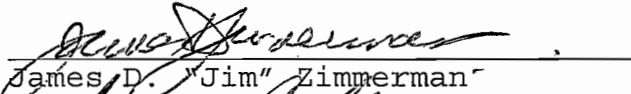
Michael A. Curran



Anthony M. Dursey



Catherine C. Kesler



James D. "Jim" Zimmerman



Gregory A. Fabisiak

NORTHWEST LAKEWOOD SANITATION DISTRICT

February 25, 2009

Please ***print*** your name, address and phone number and the issue(s) you are interested in addressing at this meeting.

NAME	ADDRESS	TELEPHONE/EMAIL	ISSUE(S) TO BE ADDRESSED
Sharon Gordon	Get address from Billing data base	303.564.0645	150 Fee
Christine Polinsky		31941.2999	Sewer line

To: **Board of Directors**
Northwest Lakewood Sanitation District

Date: February 25, 2009

From: Will Raatz

Project No.: 15700.C.01

Copy To: Bill Willis

Project Title: Sewer Service Agreement with College Park Water and Sanitation District

RE: Review of Available Data and Cost Proportioning Options

Metro Treatment Charges

Based on 2008 SFRE Counts and Flow per SFRE

NWLSD = 5719 SFREs

CP = 1848 SFREs

$$\text{CP SFRE Proportion} = 1848 / (5719 + 1848) = 24.4\%$$

NWLSD = 270 gpd/SFRE

CP = 207 gpd/SFRE

$$\text{CP Flow per SFRE Proportion} = 207 / 270 = 76.7\%$$

$$\text{CP Cost Proportion} = 24.4\% \times 76.7\% = 18.7\%$$

Based on 1995-2001 Measured Flows

NWLSD (Average Total Flow) = 834.91 MGD

CP (Average Flow) = 138.23

$$\text{CP Cost Proportion} = 138.23 / 834.91 = 16.6\%$$

Based on Average of Both Methods

$$\text{CP Cost Proportion} = (18.7\% + 16.6\%) / 2 = 17.7\%$$

Maintenance and Capital Costs (based on 2008 SFRE counts)

CP Cost Proportion (approximate summary)

Segment 1 (BX-6 to B-81A) = 100%

Segment 2 (B-81A to B-58-1) = 82%

Segment 3 (B-58-1 to B-20-1) = 72%

Segment 4 (B-20-1 to BF-1A) = 60%

Segment 5 (BF-1A to RO-11A) = 39%

Segment 6 (RO-11A to Plant) = 24%



Northwest Lakewood Sanitation District Monthly Report

February 2009

Plant Activities:

- Jan 17th
Sat.** Bert—Received a page at 8:00 AM for a UNCC emergency locate for sewer repair by Pipeline Industries at 12070 West 23rd Place. Bert went on site and met with personnel doing the repair, lateral comes out south side of house, it might go to easement or to street. Bert went to office and copied lateral map for address and took back on site for repair crew. Bert checked flows in main where lateral map shows connection, all flows are normal. Bert—received another page for same address at 10:30 AM, Bert placed a call and ELM utility locators were not responding to locate gas, electric, and phone.
- Jan 18th
Sun.** Bert—Received a page from ADT for alarm going off at plant at 4101 Miller Street, Bert had ADT cancel incoming Police officers and would drive to plant and check system. Bert drove to plant and discovered that power had went out. Bert recalibrated system and reset alarm.
- Bert—Received a page for a UNCC emergency locate by Mr. Rooter for sewer line repair at 3278 Zinnia Court. Bert placed a call to Mr. Rooter and found they were only doing a repair in front yard and not entering street right of way.
- Jan 19th
Mon.** Completed locates and entered UNCC data into database. Root cut in section 16, 5 runs for a total of 761 feet. Videoed in section 16, 2 lines for a total of 261 feet. Performed nine grease trap inspections.
- Jan 20th
Tues.** Completed locates and entered UNCC data into data base. Received a call from Will Raatz at Martin and Martin asking if Bert would go do a courtesy inspection for home owner at 3278 Zinnia Court, to satisfy if repair was done to NWLSD standards. Performed inspection and it looked good, and is to specifications by Mr. Rooter/Bobcat Inc. Performed an inspection for lateral repairs done at 12070 West 23rd Place.
- Jan 21st
Wed.** Completed locates and entered UNCC data into database. Video nine lines in sections 16 and 20 for a total of 1,009.3 feet.
- Jan 22nd** Completed locates and entered UNCC data into data base. Received a call from

- Thurs.** SDMS that the packet and postings are ready. Posted district meeting agenda at Gold's Market, and yearly schedule of meetings at schools. Received a call from SDMS for a slow draining lateral at 2550 Braun Drive. Met with home owner and determined this is a recurring problem on Braun from Pleasant View Main sewer line Paralleling NWLSD sewer line in Braun Drive. Owner states that the repair is off set and collecting paper products. Bert contacted Patrick Roberts with Martin and Martin to meet him on-site on Thursday morning to verify. Jet 4 lines in sections 14, and 19 and vac. out grit and grease for a total of 959 feet.
- Jan 23rd
Fri.** Completed locates and entered UNCC data into database. Performed inspection at King Soopers grease trap #2 for repairs made. Met Patrick Roberts at 2550 Braun Drive to verify Pleasant View Sanitation needs to repair lateral line, Patrick will follow up with repair.
- Jan 26th
Mon.** Completed locates and entered UNCC data into database.
- Jan 27th
Tues.** Completed locates and entered UNCC data into database.
- Jan 28th
Wed.** Completed locates and entered UNCC data into database. Received a call from SDM stating that Walgreens at 32nd and Youngfield has a sink hole in parking lot and would like someone to check if it is sewer, the hole is an old vault that the lid has broke on, it is not the sewer. Received a call from Lewis Water and Sewer requesting a lateral map for repairs at 3031 Oak Street, copied map and faxed. Performed one grease trap inspection.
- Jan 29th
Thurs.** Completed locates and entered UNCC data into data base.
- Jan 30th
Fri.** Completed locates and entered UNCC data into database.
- Feb 1st
Sun.** Darrin—received a page from a homeowner at 7 Hillside with a possible backup. Went on site and checked up and down stream manholes and flows were normal. Darrin recommended that the homeowner contact rooting company.
- Feb 2nd
Mon.** Completed locates and entered UNCC data into data base. Video 6 lines in section 20 for a total of 937.6 feet.
- Feb 3rd
Tues.** Completed locates and entered UNCC data into database. Root cut 2 lines in section 20 for a total of 575 feet. Video 4 lines in section 20 for a total of 1,144.8 feet.
- Feb 4th
Wed.** Completed locates and entered UNCC data into data base. Video 18 lines in sections 2, 17, 19, and 20 for a total of 4,206.1 feet. Jet and cut 10 lines in sections 2, 13, 16, 17, and 18 for a total of 2,209 feet.
- Feb 5th
Thurs.** Completed locates and entered UNCC data into data base. Video 6 lines in sections 8 and 16 for a total of 768.5 feet.
- Feb 6th
Fri.** Completed locates and entered UNCC data into database. Root cut 16 lines in section 5 and vac out minerals for a total of 2,366 feet. Video 6 lines in sections 2, and 20, for a total of 1,266.1 feet.

- Feb 9th Mon.** Cut 36 lines in section 5 and vac out minerals for a total of 6,200 feet. Video 3 lines in section 20 for a total of 249.4 feet.
- Feb 10th Tues.** Completed locates and entered UNCC data into database. Work on typing monthly report. Video 4 lines in sections 16 for a total of 875.9 feet. Jet and vac out minerals, 1 line, for 232 feet.
- Feb 11th Wed.** Completed locates and entered UNCC data into database. Received a call from SDM with phone number for contractor asking for depth of main at 1020 Zinnia. Received a call from SDM with request for lateral maps for 2525 and 2545 Youngfield Street for contractor doing remodel of Mesa Vet Clinic.
- Feb 12th Thurs.** Completed locates and entered UNCC data into database. Measure depth of main at 10th and Zinnia, and call Contractor with information. Copy lateral maps for 2525 and 2545 Youngfield, and take to construction trailer on site. Take DVD of Vivian easement problems to Martin and Martin, and pickup new maps of district with 2009 corrections and improvements. Video 4 lines in section 5 for a total of 816 feet.
- Feb 13th Fri.** Completed locates and entered UNCC data into database. Performed 15 grease trap inspections. Met with Patrick Roberts with Martin and Martin about Collage Park Maintenance Program.

	Projected ft. - 2009	YTD actual ft. - 2009	Current 2009 ft.	%YTD - 2009
Cleaning & Hot Spots	124,817			0.00%
14" less				
15" more				
Root Cutting	83,245	14,153	13,302	17.00%
14" less				
15" more				
Televising	64,380	14,387	11,534	22.35%
Total				

Collection System Televising			
Date	Section	No. of Lines	Total Footage
1/19/09	16	2	261
1/21/09	16, 20	9	1009.3
2/2/09	20	6	937.6
2/3/09	20	4	1144.8
2/4/09	2, 17, 19, 20	18	4206.1
2/5/09	8, 16	6	768.5
2/6/09	2, 20	6	1266.1
2/9/09	20	3	249.4
2/10/09	16	4	875.9
2/12/09	5	4	816
Cutting			
Date	Section	No. of Lines	Total Footage
1/19/09	16	5	761
1/22/09	14, 19	4	959

2/3/09	20	2	575
2/4/09	2, 13, 16, 17, 18	10	2209
2/6/09	5	16	2366
2/9/09	5	36	6200
2/10/09	16	1	232

2643 Taft St.	2	1/19/09
2175 Tabor Dr.	2	1/20/09
12070 W. 23 rd Pl.	2	1/20/09
10880 W. 29 th Ave.	2	1/20/09
2584 DeVinney Ct.	2	1/21/09
3368 Swadley St.	2	1/22/09
932 Alkire Ct.	2	1/23/09
932 Alkire Ct.	2	1/23/09
3333 Wright St.	2	1/26/09
3388 Swadley St.	2	1/26/09
2854 Pierson Way	2	1/26/09
2625 Vivian St.	2	1/26/09
12300 W. 17 th Ave.	2	1/26/09
932 Alkire St.	2	1/27/09
1250 Orchard Rd.	2	1/27/09
932 Alkire Ct.	2	1/28/09
12700 W. 32 nd Ave.	2	1/29/09
11880 W. 30 th Pl.	2	1/29/09
2893 Robb Cir.	2	1/29/09
2550 Braun Dr.	3	1/29/09
3388 Swadley St.	3	1/29/09
31 Morningside Dr.	2	1/30/09
11923 W. 27 th Dr.	2	2/2/09
2070 Moore St.	2	2/2/09
7 Hillside Dr.	2	2/3/09
2765 Taft Ct.	2	2/4/09
9990 W. 26 th Ave.	2	2/4/09
2540 Kipling St.	2	2/4/09
2020 Rosewood Dr.	2	2/4/09
13200 W. 32 nd Ave.	3	2/4/09
3386 Vivian Dr.	2	2/5/09
W. 20 th Ave. & Newcomb Dr.	3	2/5/09
11398 W. 18 th Ave.	2	2/6/09
3125 Xenon St.	2	2/6/09
12070 W. 18 th Dr.	2	2/6/09
13200 W. 32 nd Ave.	3	2/10/09
2545 Youngfield St.	2	2/10/09
932 Alkire Ct.	2	2/10/09
1990 Tabor St.	2	2/11/09
3430 Simms St.	2	2/11/09
3125 Xenon St.	2	2/12/09