

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
JUNE 25, 2008

The 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 June, 2008, at 4:30 P.M., at the offices of the District, 141 Union Boulevard, Suite 150, Lakewood, Colorado 80226. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Michael Curran, President
Richard Billings
Anthony M. Dursey
James D. "Jim" Zimmerman

Upon motion duly made by Director Dursey, seconded by Director Billings and, upon vote, unanimously carried, the absence of Catherine "CiCi" Kesler was excused.

Also In Attendance Were:

Lisa A. Johnson; Special District Management Services, Inc.
Tim Flynn, Esq.; Collins, Cockrel & Cole, P.C.
Linda Ramey; Ramey Environmental Compliance
Bill Willis; Martin/Martin

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the May 28, 2008 regular meeting.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Billings and, upon vote, unanimously carried, the minutes of the May 28, 2008 regular meeting were approved.

Citizen's Advisory Committee ("CAC"): Following discussion, upon motion duly made by Director Billings, seconded by Director Dursey and upon vote, unanimously carried, the Board appointed the following applicants to the CAC:

RECORD OF PROCEEDINGS

Barbara Barry
Robert "Bob" Burm
Matt Cole
Greg Fabisiak
Dave De Giacomo
Dell Skluzak

Staff was directed to notify the appointees and solicit resumes from all committee members.

Metro Wastewater Reclamation District board representative:
The Board did not appoint anyone to fill the vacancy at this time.

Director's fees: Following discussion, upon motion duly made by Director Dursey, seconded by Director Billings and, upon vote, unanimously carried, it was determined that directors fees will be paid in the amount of \$100 per meeting attended, not to exceed \$1,600 per year, in accordance with Board Resolution 2006-2-2.

FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending June 25, 2008, as follows:

| | | |
|-----------------|----|------------------|
| General Fund | \$ | 4,298.05 |
| Enterprise Fund | | 47,175.50 |
| Total | \$ | <u>51,473.55</u> |

Following discussion, upon motion duly made by Director Dursey, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending June 25, 2008.

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 May 31, 2008 and the schedule of cash position as of June 25, 2008.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending May 31, 2008.

Investments: Staff was directed to work with Director Kesler on the maturing CD at First Bank of Littleton.

RECORD OF PROCEEDINGS

College Park quarterly charges: The Board discussed the terms of the agreement between the District and College Park. Staff was directed to contact Metro Wastewater to obtain the final flows for the past three years. The information will be used to prepare a recommendation to the Board regarding a reconciliation of the quarterly billing charges and any adjustment that may be required.

LEGAL MATTERS

Denver Water/Moffat Water Treatment Plant issues: EXECUTIVE SESSION: Pursuant to 24-6-402(4), C.R.S., upon motion duly made by Director Zimmerman, seconded by Director Dursey and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 5:45 p.m. for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; instructing negotiators as authorized by Section 24-6-402(4)(e), C.R.S. for the presentation of a recommendation to the Board regarding the settlement offer from Denver Water regarding the District's claims relating to unpaid service charges and tap fees for the Moffat Water Treatment Plant.

The Board reconvened in regular session at 6:00 p.m.

Attorney's report: Public Hearing on the Petition for Exclusion (Freeman Property). The Chairman opened the public hearing.

No public comments were received and the public hearing was closed.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Billings, and upon vote, unanimously carried, the Board approved the petition for exclusion of the Freeman Property and adopted Resolution 08-6-2. A copy of the Resolution is attached hereto and incorporated herein by this reference.

Tap fee abandonment. The Rules and Regulations will not be amended regarding this issue and the District will follow Metro Wastewater Reclamation District rules regarding tap fee abandonment.

Inclusion of 11025 Linda Vista Drive property. Attorney Flynn reported that he has not received a response from the property owner.

RECORD OF PROCEEDINGS

Management contract: Discussion was deferred.

4101 Miller Street: VCUP application. Attorney Flynn reported that Jefferson County has not responded to the question regarding the standard that they will be applying to the site clean up.

Fence. Attorney Flynn reported that he has not had a response from the City. He was directed to send follow-up correspondence to the City of Wheat Ridge on their investigation.

Legal description of the District: Attorney Flynn reported that he has drafted a letter to Martin/Martin regarding the issues with the legal description in the District's Organizational Decree. He needs Martin/Martin to provide additional information before he can proceed.

Director Billings left the meeting at this point.

OPERATIONS MATTERS

Plant Manager's Report: Ms. Ramey presented the June 2008 monthly report. A copy of the report is attached hereto and incorporated herein by this reference.

Grease trap inspections. Ms. Ramey presented the June 2008 report and reviewed the Grease Trap/Interceptor Compliance Check List. She reported that Mr. Ramey has contacted the non-compliant commercial users and has invited them to attend the August meeting, if they have not complied by August 15th.

Engineer's report: Main extension from Robb Street to Routt Street. Mr. Willis reported that the main line has a settlement issue that will need to be repaired. Staff will request a meeting with the involved parties to discuss remedies.

2008 Improvements: Mr. Willis reported that the survey has been completed and the design is approximately 70% complete. Mr. Willis anticipates that the bid opening for the project will be held in mid-August. He asked the Board to consider approval of the award of contract prior to the August Board meeting. The Board directed Mr. Willis to provide a bid summary to the Board following the bid opening for their review. If any Board member has any objections to the lowest responsible bidder, they are to contact Mr. Willis.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Dursey, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board authorized Martin/Martin to award the contract for the 2008 Improvements to the lowest responsible bidder, if there are no objections by any Board member to the lowest responsible bidder.

The award of the contract will be ratified by the Board at the August meeting.

City of Wheat Ridge permitting requirements: Mr. Willis reported that the City has agreed to issue the District an annual permit for accessing the manholes but will require separate annual permits for each activity the District performs. The City will also charge for traffic control plan reviews and inspection. If the District needs to do reconstruction or repairs requiring a street cut, a separate permit will be required. Emergency work can be done as needed and the permitting process completed after the fact.

Mr. Willis feels that the permit charges are beyond the normal costs that the City will incur and may be excessive. He feels that the inspection fee will be the most costly portion of the fees being imposed and could range from \$5-10,000 per year to \$50,000 per year, depending on how the City determines to impose the fee.


The Board directed Mr. Willis to contact the Director of Public Works for the City to discuss the new policy and negotiate further for a process that will work with the District's maintenance schedule and not become an excessive financial burden to the District.

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

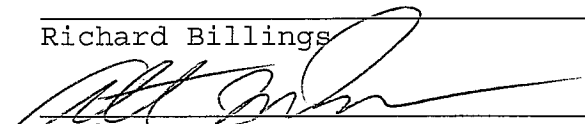
RECORD OF PROCEEDINGS

THESE MINUTES APPROVED AS THE OFFICIAL JUNE 25, 2008 MINUTES
OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE BOARD OF
DIRECTORS SIGNING BELOW:

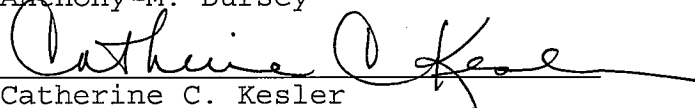


Michael A. Curran

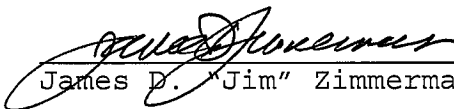
Richard Billings



Anthony M. Dursey



Catherine C. Kesler



James D. "Jim" Zimmerman



Northwest Lakewood Sanitation District Monthly Report

JUNE 2008

Plant Activities:

May 19th Completed locates, and entered UNCC data into data base. Jet and root cut in sections 17 and 18 for a total of 18 runs and 2,747 feet. Entered jet and cut data into NWLSD pipe program.
John – Hand delivered 4 violation letters to Old Chicago, Lube Latte, Noodles & Company and Marina Car Wash. Completed Questionnaire for Marina Car Wash and Pizza Hut. Met with Chuck Manigeri, the owner of Marina Car Wash, regarding his establishment's Grease Trap Inspections.
Performed 1 Grease Trap Inspection:

| | |
|-----------|------|
| Pizza Hut | Pass |
|-----------|------|

May 20th Completed locates, and entered UNCC data into data base. Root cut in section 18, for a total of 13 runs and 2,250 feet. Entered cut data into NWLSD pipe program.

May 21st Completed locates, and entered UNCC data into data base. Videoed in section 20, for a total of 2 runs and 306 feet. Entered video data into NWLD pipe program.
John – Completed questionnaires at 6 establishments.
Performed 4 Grease Trap Inspections:

| | |
|----------------|------|
| Smash Burger | Fail |
| Papa John's | Pass |
| Tafolino's Too | Fail |
| Tafolino's | Fail |

May 22nd Completed locates, and entered UNCC data into data base.
John – Performed 3 Grease Trap Inspections:

| | |
|------------------|------|
| Gold's Grocery | Pass |
| Senior Burrito's | Fail |
| Food Concepts | Fail |

May 23rd Completed locates, and entered UNCC data into data base. Jet in section 18, for a total of 3,517 feet and cut roots for a total of 2,220 feet. Entered jet and cut data into NWLSD pipe program. Picked up meeting packet at SDM and posted them at Gold's Market.

May 27th Completed locates, and entered UNCC data into data base. Jetted in sections 17, 18, and 21 for a total of 1,153 feet and root cut for a total of 4,822 feet.

May 28th Completed locates, and entered UNCC data into data base. Jetted in sections 1 and 2 for a total of 455 feet and cut roots for a total of 1,460 feet. Entered jet and cut data into NWLSD pipe program.
John - Performed 4 grease trap inspections:

| | |
|-----------------|------|
| La Fonda's | Fail |
| Applewood Auto | Fail |
| Brando's Bar | Fail |
| Lube and Lattee | Fail |

May 29th Completed locates, and entered UNCC data into data base. Jetted in sections 1, 2 and 13 for a total of 1,176 feet. Root cut for a total of 1,722 feet. Entered jet and root cut data into NWLSD pipe program.
John - Hand delivered grease trap violation letters to Food Concepts, Senior Burrito's, Tafolino's, Lube and Lattee, Tafolino's Too, Appplewood Auto, Smash Burger, La Fonda's, and Brando's.

May 30th Completed locates and entered UNCC data into data base. Videoed in section 8, for a total of 1,460 feet. Entered video data into NWLSD pipe program.
John - Observed VSR video lines at Moffat Treatment Plant for water.

June 2nd Completed locates, and entered UNCC data into data base. Jetted in section 14 for a total of 2,720 feet and root cut for a total of 1,550 feet. Entered jet and cut data into NWLSD pipe program.
John - Performed 5 Grease Trap Inspections:

| | |
|---------------------|------|
| Glen's Garage | Fail |
| Lakewood Rentals | Fail |
| Sundance Auto | Fail |
| Accurate Auto | Fail |
| Maries Country Café | Pass |

June 3rd Completed locates, and entered UNCC data into data base. Root cut in sections 8, 13, and 17, for a total of 2,774 feet. Jet for a total of 1,243 feet. Entered cut and jet data into NWLSD pipe program. Elmer Dalton, (Lawn Care Specialist) mowed the lawn at the Plant.

- June 4th** Completed locates, and entered UNCC data into data base. Jet in section 22 for a total of 706 feet and root cut for a total of 415 feet. Entered jet and cut data into NWLSD pipe program.
John - Performed two grease trap inspections:
- | | |
|------------|------|
| Good Times | Fail |
| Taco Bell | Fail |
- June 5th** Completed locates, and entered UNCC data into data base.
- June 6th** Completed locates, and entered UNCC data into data base. Jet in sections 9 and 17 for a total of 905 feet. Root cut for a total of 715 feet. Entered jet and cut data into NWLSD pipe program. Inspected a sewer lateral at 1995 Owen Ct.
- June 9th** Completed locates, and entered UNCC data into the data base. Received a call from Crystal, at SDM, concerning a home owner at 11715 W. 20th Ave. The homeowner is having problems with roots in the lateral. Copied a map of her lateral, delivered it, and answered any questions she had.
Printed reports and burned a DVD for inspection of sewer mains along the old YMCA property purchased by Denver Water for verification of sewer taps. Delivered the YMCA material to Martin and Martin. Received a call from Chuck, at the Marina Car Wash. Performed 1 Grease Trap Inspection:
- | | |
|----------------|------|
| King Soopers 2 | Fail |
|----------------|------|
- June 10th** Completed locates, and entered UNCC data into data base. Jet in sections 11, 12, and 17 for a total of 2,540 feet and root cut for a total of 2,180 feet. Entered cut and jet data into NWLSD pipe program.
- June 11th** Completed locates, and entered UNCC data into data base. Received a call from Lakewood Street Department reporting a sewer repair done by C&L Backhoe (2007) collapsing at 11300 W. 27th Pl. Placed a call to Patrick Roberts, of Martin and Martin, to meet at that site. Patrick took pictures, and informed C&L Backhoe of repairs needed that should be covered under warranty. Jet in sections 12, 17 and 18 for a total of 2,962 feet. Root cut for a total of 458 feet. Entered jet and cut data into NWLSD pipe program.
Performed 1 follow up Grease Trap Inspection:
- | | |
|---------------------|------|
| Noodles and Company | Fail |
|---------------------|------|
- June 12th** Completed locates, and entered UNCC data into data base. Received a call from Chuck, of Marina Car Wash, asking REC to check holes he drilled in his Grease Trap. Informed Chuck that REC could make an appointment for Friday 6/13.
- June 13th** Completed locates, and entered UNCC data into the data base. Went by Marina Car Wash to look at drilled holes.

Collection System Televising

| <u>Date</u> | <u>Section(s)</u> | <u>No. of Lines</u> | <u>Total Footage</u> |
|-------------|-------------------|---------------------|----------------------|
| 5-21-08 | 20 | 2 | 306 |
| 5-30-08 | 8 | 5 | 1460.1 |

| <u>Address</u> | <u>UNCC Time per Locate</u> | <u>Date</u> |
|-------------------------------------|-----------------------------|-------------|
| 13772 Denver West Parkway | 1 | 5/21/08 |
| W.27 th Ave & Youngfield | 1 | 5/22/08 |
| 9990 W.26 th Ave | 1 | 6/03/08 |
| 1601 Tabor St | 1 | 6/05/08 |
| 3056 Nelson Ct | 1 | 6/09/08 |
| 1597 Cole Blvd | 1 | 6/10/08 |
| 2500 Urban St | 2 | 5/15/08 |
| 2591 Simms St | 2 | 5/15/08 |
| 39 Hillside Dr | 2 | 5/15/08 |
| 11068 W.31 st Ave | 2 | 5/16/08 |
| 10872 W.28 th Pl | 2 | 5/19/08 |
| 11777 W.18 th Ave | 2 | 5/20/08 |
| 3190 Youngfield St | 2 | 5/20/08 |
| 12375 W.19 th Pl | 2 | 5/21/08 |
| 11562 W.29 th Pl | 2 | 5/21/08 |
| 2577 Newcomb St | 2 | 5/22/08 |
| 2881 Youngfield St | 2 | 5/22/08 |
| 12883 Wide Acres Road | 2 | 5/22/08 |
| 2051 Willow St | 2 | 5/22/08 |
| 12700 W.27 th Ave | 2 | 5/22/08 |
| 21 Morningside | 2 | 5/22/08 |
| 11693 W.28 th Ave | 2 | 5/23/08 |
| 2060 Robb St | 2 | 5/23/08 |
| 3392 Vivian St | 2 | 5/23/08 |
| 1000 Yank St | 2 | 5/27/08 |
| 13393 W.24 th Pl | 2 | 5/28/08 |
| 3345 Ward Road | 2 | 5/29/08 |
| 2801 Youngfield St | 2 | 5/29/08 |
| 2994 Rouff Cir | 2 | 5/29/08 |
| 12095 Urban St | 2 | 5/30/08 |
| 3122 Mountain Shadows Dr | 2 | 5/30/08 |
| 2362 Coors Dr | 2 | 5/30/08 |
| 13536 W.22 nd Pl | 2 | 5/30/08 |
| 2040 Miller St | 2 | 6/02/08 |
| 13588 W.23 rd Pl | 2 | 6/02/08 |
| Quail St & W.28 th Pl | 2 | 6/03/08 |
| Quail St & W.27 th Ave | 2 | 6/03/08 |
| W.16 th & Youngfield | 2 | 6/03/08 |
| 995 Alkire St | 2 | 6/03/08 |

| | | |
|--|---|---------|
| Quail St & 31 st Ave | 2 | 6/03/08 |
| Simms St & W.31 st Ave | 2 | 6/03/08 |
| W.29 th Pl & Simms St | 2 | 6/03/08 |
| Quail St & W.28 th Ave | 2 | 6/03/08 |
| Quail St & W.26 th Ave | 2 | 6/03/08 |
| Quail St & 29 th Ave | 2 | 6/03/08 |
| Zinnia St & W 16 th Dr | 2 | 6/03/08 |
| Twilight Dr & Hillside Dr | 2 | 6/03/08 |
| Simms St & W 29 th Pl | 2 | 6/03/08 |
| Simms St & Routt Cir | 2 | 6/03/08 |
| 3190 Youngfield St | 2 | 6/04/08 |
| 2450 Hoyt St | 2 | 6/04/08 |
| 2755 Taft Ct | 2 | 6/04/08 |
| 11542 W.29 th Pl | 2 | 6/05/08 |
| 2102 Yellowstone St | 2 | 6/05/08 |
| 1995 Owens St | 2 | 6/06/08 |
| 13680 Wide Acres Road | 2 | 6/06/08 |
| 10024 W.30 th Ave | 2 | 6/06/08 |
| 11225 W.32 nd Ave | 2 | 6/06/08 |
| 3042 Nelson St | 2 | 6/09/08 |
| 10024 W.30 th Ave | 2 | 6/09/08 |
| 1010 Alkire St | 2 | 6/09/08 |
| 12345 W.18 th Dr | 2 | 6/09/08 |
| 3200 Routt St | 2 | 6/10/08 |
| 3190 Youngfield St | 2 | 6/10/08 |
| 3675 Taft Ct | 2 | 6/11/08 |
| 2112 Routt St | 2 | 6/11/08 |
| 3062 Nelson Dr | 2 | 6/11/08 |
| 3200 Routt St | 2 | 6/11/08 |
| 3000 Simms St | 3 | 5/15/08 |
| W.20 th Ave | 3 | 5/20/08 |
| 2800 Youngfield | 3 | 5/20/08 |
| 3301 Youngfield St | 3 | 5/21/08 |
| W.32 nd St & Youngfield | 3 | 5/27/08 |
| 9990 W.26 th Ave | 3 | 5/28/08 |
| W.26 th Ave | 3 | 5/29/08 |
| W.32 nd Ave | 3 | 5/30/08 |
| Orchard Rd & W. Colfax | 3 | 6/02/08 |
| Quail St & W. 26 th Ave | 3 | 6/05/08 |
| W.20 th Ave & Youngfield St | 3 | 6/05/08 |
| I-70 & Highway 58 | 3 | 6/09/08 |