

## RECORD OF PROCEEDINGS

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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  
JULY 23, 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 23rd day of July, 2008, at 4:30 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

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

#### 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

Bill Willis; Martin/Martin

Dawn A. Schilling; Dawn A. Schilling, LLC

See attached list for members of the public also in attendance.

### ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the June 25, 2008 regular meeting.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the minutes of the June 25, 2008 regular meeting were approved.

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Appointment of Officers: Following discussion, upon motion duly made by Director Dursey, seconded by Director Zimmerman and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Michael A. Curran
Secretary/Treasurer	Catherine "CiCi" Kesler
Assistant Secretary	Anthony M. Dursey
Assistant Secretary	James D. "Jim" Zimmerman
Assistant Secretary	Richard Billings

Citizen's Advisory Committee ("CAC"): Ms. Johnson summarized the progress made by the CAC.

Ms. Johnson presented a draft newsletter for approval.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the newsletter as presented and authorized staff to contact Colorado Print & Digital to coordinate printing and mailing of the newsletter by August 1<sup>st</sup>.

Transfer of Service Fee: Ms. Johnson discussed implementing a policy to collect a transfer fee to offset the administrative cost to prepare final bills and transfer service to new customers.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board approved implementing a policy to impose a \$50 transfer of service fee, effective August 1, 2008. A copy of Resolution No. 2008-07-01 is attached hereto and incorporated herein by this reference.

### FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending July 23, 2008, as follows:

General Fund	\$ 14,732.66
Enterprise Fund	<u>118,420.51</u>
Total	\$ <u>133,153.17</u>

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending July 23, 2008.

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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 June 30, 2008 and the schedule of cash position as of July 23, 2008.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending June 30, 2008.

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

2007 Audit: Ms. Schilling reviewed the 2007 draft Audit.

Director Kesler requested that a disclosure statement regarding the subsidiary relationship between Special District Management Services, Inc. and Community Solutions Inc. be included in the Audit. Ms. Schilling and Attorney Flynn will take the request under advisement.

Following review and discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board accepted the 2007 Audit, as amended, subject to final review by counsel, and authorized execution of the Representations Letter.

College Park quarterly charges: Mr. Willis reported that work is in progress to provide a recommendation to the Board regarding a reconciliation of the quarterly billing charges and any adjustment that may be required.

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### LEGAL MATTERS

Denver Water/Moffat Water Treatment Plant issues: Attorney Flynn reported that work is in progress on the negotiations with Denver Water regarding the tap fees and back service charges owed by Denver Water for its Moffat Treatment Plant property.

Attorney's report: **Inclusion of 11025 Linda Vista Drive property**. Attorney Flynn reported that he has transmitted a second request to the property owner.

Management contract: Discussion was deferred.

4101 Miller Street: **VCUP application**. Attorney Flynn reported that he is still waiting for Jefferson County to respond

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regarding the standard that they will be applying to the site clean up before they will consider purchasing the property.

**Fence.** Attorney Flynn reported that he had not received any further response from the City of Wheat Ridge regarding the need to fence the City's Access License across the District's sewer treatment plant property. Following discussion, the Board instructed Attorney Flynn to send follow-up correspondence terminating the License Agreement with the understanding that termination does not become effective until six months after the date notice is given.

Legal description of the District: Attorney Flynn reported that he will file a motion with the Jefferson County District Court requesting an amendment to the organizational decree to correct the error in the legal description that has been in existence for a number of years.

November 4, 2008 Special Election: The Board discussed the upcoming election. Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Dursey and, upon vote, unanimously carried, the Board directed that if an election is held, that it be held as a coordinated polling place election with Jefferson County and that Lisa A. Johnson be appointed as the Designated Election Official and authorized her to perform all tasks required for the November 4, 2008 special election.

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### OPERATIONS MATTERS

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

**Grease trap inspections.** Mr. Rabas presented the July 2008 report and reviewed the contact with the non-compliant commercial user inviting them to attend the August meeting.

Engineer's report: Main extension from Robb Street to Routt Street. Mr. Willis reported on a meeting that was held with District staff and residents regarding the deficiencies identified during the inspection of the project. The issues include: the offset joints to the main line, plastic in the pipe, sinking pipe and landscape restoration.

Ms. Polinsky reported that she will request that the contractor, Quality Plumbing Services, correct the problems.

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Mr. Cryan reported that he had Lewis Plumbing re-do all the work that Quality originally constructed.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board directed staff to request a written report from Quality Plumbing Services of the remediation actions, staff is to notify Mr. Webster, the effected homeowner, of the work to be done. It was noted that all work must be done under the observation of Martin/Martin.

2008 Improvements: Mr. Willis reported that the invitation to bid has been published.

City of Wheat Ridge permitting requirements: Mr. Willis reported that the City has approved the traffic control plans. Mr. Willis is negotiating with the City on the fees.

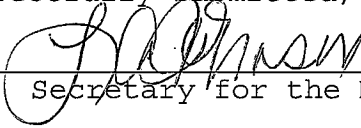
3061 Union Street: Mr. Willis reported that he has contacted the resident and offered options to remediate the damages.

### 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.

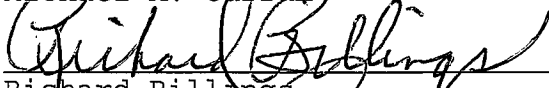
Respectfully submitted,

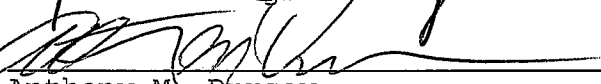
By

  
Secretary for the Meeting

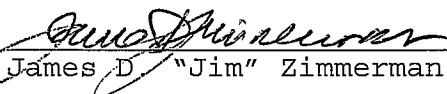
THESE MINUTES APPROVED AS THE OFFICIAL JULY 23, 2008 MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
Michael A. Curran

  
Richard Billings

  
Anthony M. Dursey

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Catherine C. Kesler

  
James D. "Jim" Zimmerman

# NORTHWEST LAKEWOOD SANITATION DISTRICT

June 16, 2008

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
TOM CRYAN	2110 ROUTT ST.	303-232-7078	ROUTT ST, EXTENSION
CAROL BLESSINGER	2136 ROUTT ST	303-234-1330	" " "
Dan Polak	2112 Routt St.	919417989	✓



## Northwest Lakewood Sanitation District Monthly Report

JULY 2008

### Plant Activities:

- June 14<sup>th</sup>** Bert—Received a page for UNCC locate regarding a sewer line repair by Pipeline Industries at 1820 Applewood Dr. After inspection, it was found that the main lines were running smoothly.
- June 16<sup>th</sup>** Completed locates, and entered UNCC data into data base. Videoed in sections 13 and 16 for a total of 1,596 feet. Entered Video data into NWLSD pipe program.
- June 17<sup>th</sup>** Jet in sections 7, 10, and 14 for a total of 2,558 feet. Root cut for a total of 1,094 feet. Entered Cut and Jet data into NWLSD pipe program.
- June 18<sup>th</sup>** Completed locates, and entered UNCC data into data base. Received a call from Patrick, at Martin and Martin, inquiring about the original taps on the Routt/Robb sewer line extension, had they had been dug up and capped? We advised Patrick to call the contractor as we have no information regarding this question. Received a call from Crystal, at SDM, to pick up the packet and postings for Gold's Market. Jet in sections 7, 10, and 16 for a total of 3,250 feet. Root cut for a total of 859 feet. Entered Jet and Cut data into the NWLSD pipe program.
- June 19<sup>th</sup>** Completed locates, and entered UNCC data into data base. Videoed in sections 3 and 7 for a total of 2,112 feet. Entered video data into NWLSD pipe program. Picked - up packet at SDM and posted at Gold's Market.
- June 20<sup>th</sup>** Completed locates, and entered UNCC data into data base. Jet in sections 2, 7 and 10 for a total of 2,642 feet and Root cut for a total of 1,117 feet. Entered Jet and Cut data into MWLSD pipe program.
- June 23<sup>rd</sup>** Completed locates, and entered UNCC data into data base. Videoed in sections 1, 2, 7 and 17 for a total 2,026 feet. Entered Video data into NWLSD pipe program.
- June 24<sup>th</sup>** John—Received a page for a UNCC locate for a water main repair at 12687 W. 11<sup>th</sup> Place, at 12:48 am. Completed locates, and entered UNCC data into data

base. Jet in sections 1, 2, 6 and 9 for a total of 4,811 feet. Entered Jet data into NWLSD pipe program. Created maps for the City of Wheat Ridge from the pipe program for maintenance due to be completed in 2008 and submitted for right of way permits for Martin and Martin.

- June 25<sup>th</sup>** Completed locates and entered UNCC data into data base. Jet in sections 1, 2, 5, 6, and 13 for a total of 1,771 feet, Root cut for a total of 3,718 feet. Entered Jet and Cut data into NWLSD pipe program.  
John – Performed 6 Grease trap inspections:
- June 26<sup>th</sup>** Completed locates, and entered UNCC data into data base. Videoed in sections 7, 9, and 17 for a total of 1,372 feet. Entered video data into NWLSD pipe program. Met with Patrick, of Martin and Martin, at Morning Star Retirement Village located at 2800 Youngfield St. to inspect the sewer system. Numerous problems were found. Patrick made a request list and sent it to the contractor for approval.  
John—Met with Jimmy's Wings, China Garden, Noodles & Company, and King Soopers regarding repairs to that need to be completed to their interceptors.
- June 27<sup>th</sup>** Completed locates, and entered UNCC data into data base. Jet in sections 17 and 18 for a total of 3,483 feet. Entered Jet data into NWLSD pipe program.
- June 29<sup>th</sup>** John — Received a page for sewage coming out of ground at 11835 W. 22<sup>nd</sup> Place. Arrived on site, checked main flows, and found no problems. The lateral sewage that was coming from the ground, was actually coming from 11780 Carmel Drive. John spoke to homeowner, and she stated that the problem was being addressed and all discharges to lateral would stop. John then informed home owner at 11835 W. 22<sup>nd</sup> Pl. that the neighboring sewage would be taken care of as soon as possible.
- June 30<sup>th</sup>** Completed locates, and entered UNCC data into data base. Jet in sections 13, 17 and 18 for a total of 3,813 feet and Root cut for a total of 405 feet, entered data into NWLSD pipe program.  
John—Performed 4 Grease trap inspections:
- July 1<sup>st</sup>** Completed locates, and entered UNCC data into data base. Jet in sections 3, 6, 7, and 14 for a total of 4,277 feet and Root cut for a total of 375 feet, entered data into NWLSD pipe program. Call in load count to Consolidated Mutual Water.  
John—Performed 8 Grease trap inspections:
- July 2<sup>nd</sup>** Darrin—Received a page at 6:03 am for a water main repair at 15<sup>th</sup> Pl. and Youngfield. Completed locates, and entered UNCC data into data base.  
John—Created new Grease trap spread sheets for tracking monthly and quarterly inspections.
- July 3<sup>rd</sup>** Completed locates, and entered UNCC data into the data base. Received a call from Patrick, of Martin and Martin, concerning a final repair inspection at Morning Star Retirement Village. An Inspection was set for Monday.  
Also, Patrick is working on construction drawings for two main lines in the District and needs lateral maps and tap placement for homes on the main line. REC will get addresses of homes in question and copy lateral maps and bring to Martin and Martin.

- July 7<sup>th</sup>** Completed locates, and entered UNCC data into data base. Videoed in sections 7 and 10 for a total of 3,590 feet. Entered video data into NWLSD pipe program. John—Performed 8 Grease trap inspections:
- July 8<sup>th</sup>** Completed locates, and entered UNCC data into data base. Received a call from Patrick, of Martin and Martin, asking if REC could get measurements, invert to ring depth at manhole # B-62 for construction drawings to relocate the manhole at Youngfield Street and Lena Gulch.
- July 9<sup>th</sup>** Completed locates, and entered UNCC data into data base. Videoed in section 7 for a total of 1399 feet. Entered data into NWLSD pipe program. Measured depth of line at M/H # B-62, delivered measurement and also lateral and tap placement maps to Martin and Martin for construction drawings. John— Performed 2 Grease trap inspections:
- July 10<sup>th</sup>** Completed locates, and entered UNCC data into the data base. Jet in section 13 and 19 for a total of 2,413 feet and Root cut for a total of 526 feet. 3 manholes in this area had broken rings and dirt piles from street resurfacing by the City of Wheat Ridge. Several lines were found backing up due to debris. This required additional work to clear the lines. Two (2) loads of debris were removed from the area. Entered jet and cut data into NWLSD pipe program. John—Performed 2 Grease trap inspections:
- July 11<sup>th</sup>** Completed locates and entered UNCC data into data base. Finalized monthly report and billing for the District and REC. John—Performed 5 Grease trap inspections:

Collection System Televising			
Date	Section(s)	No. of Lines	Total Footage
6-16-08	13,16	11	1596
6-19-08	3,7	12	2112
6-23-08	1,2,7,17	10	2026
6-26-08	7,9,17	10	1372
7-7-08	7,10	21	3590
7-9-08	7	8	1400

Address	UNCC Time per Locate	Date
W. Colfax & View Point Rd	1	6/16/08
W.Colfax & View Point Rd	1	6/16/08
2090 Tabor St	1	6/23/08
W.26 <sup>th</sup> Ave & Skyline Dr	1	6/25/08
1420 Kingsbury Ct	1	7/01/08
2060 Robb St	1	7/01/08
9990 W.26 <sup>th</sup> Ave	1	7/09/08
13950 W.20 <sup>th</sup> Ave	1	7/09/08
W.20 <sup>th</sup> Ave & Youngfield St	2	6/12/08
2300 Urban St	2	6/12/08
2300 Urban St	2	6/12/08
11259 W.27 <sup>th</sup> Ave	2	6/16/08
2095 Applewood Dr	2	6/16/08

2095 Applewood Dr	2	6/16/08
2339 Van Gordon St	2	6/16/08
3301 Youngfield Service Rd	2	6/16/08
3005 Ward Ct	2	6/16/08
12 Morningside Dr	2	6/17/08
W.23 <sup>rd</sup> & Urban St	2	6/17/08
1530 Arbutus Ct	2	6/17/08
11511 W.20 <sup>th</sup> Ave	2	6/18/08
12447 W.16 <sup>th</sup> Pl	2	6/18/08
2240 Lewis St	2	6/18/08
1950 Taft Dr	2	6/19/08
2488 Alkire St	2	6/20/08
1536 Cole Blvd	2	6/20/08
3190 Youngfield St	2	6/23/08
3250 Ward Rd	2	6/23/08
12175 Applewood Knolls Dr	2	6/23/08
19 Rangeview Dr	2	6/23/08
3345 Quail St	2	6/23/08
11760 W. 30 <sup>th</sup> St	2	6/23/08
19 Twilight Dr	2	6/24/08
2615 Oak St	2	6/24/08
3026 Parfet Dr	2	6/24/08
11200 W.32 <sup>nd</sup> Ave	2	6/24/08
3190 Youngfield St	2	6/24/08
2559 Ward Rd	2	6/24/08
11057 W.31 <sup>st</sup> Ave	2	6/25/08
3210 Youngfield St	2	6/25/08
13433 W.24 <sup>th</sup> Pl	2	6/25/08
2370 Eldridge St	2	6/26/08
3070 Oak St	2	6/27/08
10608 W.31 <sup>st</sup> St	2	6/30/08
10900 W.29 <sup>th</sup> Ave	2	6/30/08
3080 Ward Ct	2	6/30/08
13580 Wide Acres Rd	2	6/30/08
2180 Myrtlewood Ln	2	6/30/08
3190 Youngfield St	2	7/01/08
10520 W.22 <sup>nd</sup> Pl	2	7/01/08
12121 W.32 <sup>nd</sup> Ave	2	7/01/08
30 Hillside Dr	2	7/02/08
1531 Youngfield St	2	7/02/08
12290 W.35 <sup>th</sup> Ave	2	7/03/08
2060 Robb St	2	7/03/08
12345 W17th Ave	2	7/07/08
2585 Parfet St	2	7/07/08
13556 W.22 <sup>nd</sup> Place	2	7/08/08
12345 W. Colfax St	2	7/08/08
24 Rangeview Dr	2	7/09/08
12172 W.30 <sup>th</sup> St	3	6/16/08
W.26 <sup>th</sup> Ave & Skyline Dr	3	6/20/08
12929 W.26 <sup>th</sup> Ave	3	6/25/08
12759 W.32 <sup>nd</sup> Ave	3	6/25/08
9990 W.26 <sup>th</sup> Ave	3	6/30/08
12 Morningside Dr	3	6/30/08
2684 Taft Ct	3	6/30/08
3125 Kipling St	3	7/01/08
2505 Kipling St	3	7/03/08
2800 Youngfield St	3	7/07/08
12142 W.32 <sup>nd</sup> Ave	3	7/09/08