

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
OCTOBER 22, 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 22nd day of October, 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 Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the absence of Richard Billings was excused.

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

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

Wayne Ramey; Ramey Environmental Compliance

Bill Willis; Martin/Martin

See attached list for others in attendance

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the September 24, 2008 regular meeting.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the minutes of the September 24, 2008 regular meeting were approved.

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Meeting schedule: The Board determined to hold a special meeting on Wednesday, November 19, 2008 at 9:00 a.m. at the regular meeting place. The regular meeting scheduled for Wednesday, November 26, 2008 was cancelled.

"Liquid Assets": It was reported that due to copyright issues, the District will not be able to post the program on its website.

FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending October 22, 2008, as follows:

General Fund	\$	6,717.53
Enterprise Fund		<u>156,749.13</u>
Total	\$	<u>163,466.66</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 October 22, 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 September 30, 2008 and the schedule of cash position as of October 22, 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 September 30, 2008.

Investments: The Board directed staff to contact Wells Fargo regarding investment options through December 31, 2008.

2009 Budget: The President opened the public hearing to consider the proposed 2009 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

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

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Ms. Johnson reviewed the estimated 2008 expenditures and the proposed 2009 expenditures.

The Board discussed the impact the outcome of the November 4, 2008 election will have on the 2009 Budget.

Following discussion, the Board considered the adoption of the Resolutions to Adopt the 2009 Budget, Set Mill Levies, and Appropriate Sums of Money. Upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2008 and subject to the outcome of the November 4, 2008 election. Ms. Johnson was authorized to transmit the Certification of Mill Levy to the Board of County Commissioners of Jefferson County, the Division of Local Government and the Division of Property Taxation, not later than December 15, 2008. Ms. Johnson was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 31, 2009. Copies of the adopted Resolutions are attached to these minutes and incorporated herein by this reference.

LEGAL MATTERS

Denver Water/Moffat Water Treatment Plant issues: Attorney Flynn reported that Denver Water has requested additional information and he and Mr. Willis are working on gathering the information.

Attorney's report: Inclusion of 2615 Oak Drive, Units 19-25. Attorney Flynn discussed the need to include these properties into the District.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board directed Attorney Flynn to write letters to the property owners requesting them to include into the District.

4101 Miller Street: VCUP application. Attorney Flynn reported that the City of Wheat Ridge has requested a copy of the entire VCUP application.

Fence. Attorney Flynn reported that Mr. Ramey met with the City to review the design and the City is moving forward with the installation of the fence.

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Legal description of the District: Attorney Flynn reported that he filed the motion requesting an amendment to the organizational decree to correct the error in the legal description.

Sewer Service Agreement: Attorney Flynn reported that he and Mr. Willis are working on the amendment to the Sewer Service Agreement with College Park Water and Sanitation District.

Identity Theft Prevention Program: Attorney Flynn distributed a draft resolution to establish a program. The Board deferred action to the next meeting.

OPERATIONS MATTERS

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

Grease trap inspections. Mr. Ramey presented the October 2008 report.

Johnny's New York Pizza and Paramount Lanes. Mr. Ramey reported that the installation of grease trap/interceptor for Johnny's New York Pizza and Paramount Lanes should be completed today.

Youngfield Gas Express. Mr. Ramey reported that it has been determined that the grease interceptor at Youngfield Gas Express is no longer needed.

2008 televising and jetting program. Mr. Ramey reported that the program is approximately 70% complete.

Engineer's report: Main extension from Robb Street to Routt Street. Attorney Flynn reported that he met with Mr. Webster and Mr. Webster's representatives. Mr. Webster will not allow Robert Currie to enter his property to complete the sewer line repairs. Attorney Flynn stated that he believes the District's contract with the property owners obligates those owners to share in the cost of repairing the sewer line; however, he felt that pursuing that right may require litigation and incurring costs in excess of the amount sought to be recovered.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board authorized Martin/Martin to solicit three bids for the repairs to the sewer service line

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and further authorized Martin/Martin to award the contract to the lowest qualified bidder.

2008 Improvements: Mr. Willis distributed a report and requested that the Board consider approval of the requests from C&L Backhoe Excavating, Inc. as follows: Application for Payment Number One in the amount of \$106,600.27, minus retainage of \$11,844.48; Change Order Number One in the amount of \$5,853.75 for additional costs and \$1,500.00 credit, net of \$4,853.75 and emergency repair work on W 32nd Avenue totaling \$6,720.00.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried the Board approved the following requests for C&L Backhoe Excavating, Inc.:

- Application for Payment Number One in the amount of \$106,600.27, minus retainage of \$11,844.48
- Change Order Number One in the amount of \$5,853.75 for additional costs and \$1,500.00 credit, net of \$4,853.75
- Emergency repair work on W 32nd Avenue totaling \$6,720.00


City of Wheat Ridge permitting requirements: Mr. Willis reported that he is continuing to negotiate with the City.

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

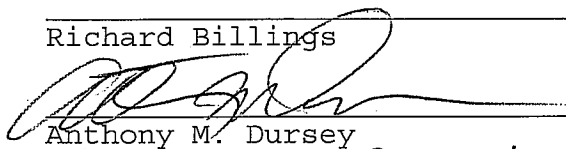

Secretary for the Meeting

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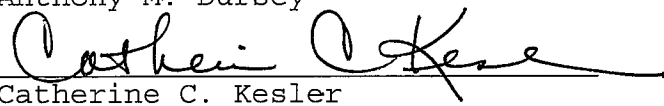
THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 22, 2008
MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE
BOARD OF DIRECTORS SIGNING BELOW:

Michael A. Curran

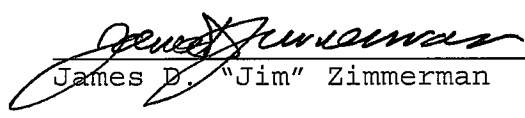
Richard Billings



Anthony M. Dursey



Catherine C. Kesler



James D. "Jim" Zimmerman

NORTHWEST LAKEWOOD SANITATION DISTRICT

October 22, 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
<i>Christa D. J...</i>	<i>2112 Root St.</i>	<i>303.941.2999</i>	<i>Sewer line</i>
<i>Carol Blum...</i>	<i>2136 Ravitt St</i>	<i>303-234-0330</i>	<i>Sewer line</i>



Northwest Lakewood Sanitation District Monthly Report

Oct 2008

Plant Activities:

- Sept 15th** Completed locates, and entered UNCC data into data base. Jet and root cut in sections 2 & 3. Jet for 675 feet. Root cut for 2,317 feet. Entered jet and cut data into NWLSD pipe program. Met with both, Applewood Auto Body and King Soopers concerning needed repairs for their interceptors.
- Sept 16th** Completed locates, and entered UNCC data into data base.
- Sept 17th** Completed locates, and entered UNCC data into data base. Jet and root cut in sections 3 & 19. Jet for 675 feet. Root cut for 1,238 feet. Entered jet and cut data into NWLSD pipe program. Met with Will Raatz, and Patrick Roberts from Martin & Martin about the 2008 repairs made by C&L Backhoe.
- Sept 18th** Completed locates, and entered UNCC data into data base. Received a call from SDMS to pick up the board packet and posting.
- Sept 19th** Completed locates, and entered UNCC data into data base. Responded to a call from SDMS for a homeowner having a problem at 12500 W. 29th Place. Checked downstream manhole, flows were normal. The upstream manhole was paved over resulting in the need to Jet the pipe at 12500 W.29th Place, for 230 feet. Met with business owners at the Paramount Shopping Center, to see if the required grease trap improvements had been made. Some of the required repairs were found to be completed.
Bert—Received an after hours page from SDMS with contact number for the home owner at 2585 Simms. A sewer backup was suspected. It was determined that a sump pump was discharging storm water from a newly constructed basement located at 2591 Simms. Checked the flows in the main, everything appeared to be normal. Bert will follow up with the investigation on Monday morning.
- Sept 22nd** Completed locates, and entered UNCC data into data base. Placed a call to SDMS about the water discharge from 2591 Simms. A call to the builder will need to be made to register the complaint from 2585 Simms regarding the sump pump discharge.

- Sept 23rd** Grease trap follow – up day. Met with failed grease trap businesses to see if repairs had been completed or interceptors had been pumped.
- Sept 24th** Completed locates and entered UNCC data into data base. Received a call from City of Lakewood Water and Sewer, requesting that we trace a sewer lateral leak on 24th Circle Place. The problem turned out to be a lateral problem from a home on Carmel Drive.
- Sept 25th** Completed locates, and entered UNCC data into data base.
- Sept 26th** Completed locates, and entered UNCC data into data base.
- Sept 28th** Bert—Received a page for a sewer backup at 10400 W. Colfax. (Goodtimes) This address is not in the District. Informed the restaurant manager they are on City of Lakewood's system. One hour later, received another page from non-emergency police dispatch for the same problem, at the same address. Informed the Police of the same information.
- Sept 29th** Completed locates, and entered UNCC data into data base. Jet and root cut in sections 7, 8, 17 & 18. Jet for a total of 1,313 feet. Root cut for a total of 717 feet. Entered jet and cut data into NWLSD pipe program.
- Sept 30th** Completed locates, and entered UNCC data into data base.
- Oct 1st** Completed locates, and entered UNCC data into data base. Call in load count to Consolidated Mutual Water.
- Oct 2nd** Completed locates, and entered UNCC data into the data base.
- Oct 3rd** Completed locates, and entered UNCC data into data base. Jet in sections 16 & 17 for a total of 1,500 feet. Entered jet data into NWLSD pipe program. Performed a sewer line repair inspection at 11288 W. 27th Place.
- Oct 6th** Completed locates, and entered UNCC data into data base. Received a call from SDMS requesting a lateral map for homeowner at 12083 W. 31st Place. Copied lateral map and took to site. The homeowner was happy with our service. John— Spoke with owner of Marina Car Wash on concerns with his interceptor.
- Oct 7th** Completed locates, and entered UNCC data into data base. Received a call and E-mail from Patrick Roberts, of Martin & Martin, authorizing the cut and video of the line on Routt Circle, manholes AB-2 to AB-1. Received a call from SDMS with thanks from homeowner at 12083 W. 31st Place for REC help.
- Oct 8th** Completed locates, and entered UNCC data into the data base. Root cut line on Routt Circle for a total of 230 feet. Video lines in section 17, for a total of 2,643 feet including line on Routt Circle. Informed Patrick Roberts, of Martin & Martin, that point repair would not be needed for this line. However, a collapsing line was found on 32nd Ave. during videoing that needs repair ASAP. Patrick Roberts came on-site to see the damage. Enter cut and video data into NWLSD pipe program. Received an E-mail from SDMS about grease trap at Copperfield's, located at 4901 Marshall Street. This address is located in the Wheatridge Sanitation District.

Oct 9th Completed locates and entered UNCC data into data base. Jet in sections 17, & 18, for a total of 1,629 feet. Video lines in sections 17, & 21, for a total of 2,812 feet. Enter jet and video data into NWLSD pipe program.

Oct 10th Completed locates and entered UNCC data into data base. Finished monthly report and billing for October 2008. Assist Clearwater in locating manholes in easements for point repairs in District.

Collection System Televising			
Date	Section(s)	No. of Lines	Total Footage
10-8-08	17,18,21	14	2643
10-9-08	17,21	9	2812

Address	UNCC Time per Locate	Date
W.20 th Ave & Moore St	1	9/11/08
3274 Quail St	1	9/16/08
W.16 th Dr & Zinnia St	1	9/18/08
1597 Cole Blvd	1	10/01/08
13205 Willow Lane	2	9/11/08
3435 Wright St	2	9/12/08
10025 W.23 rd Ave	2	9/15/08
Hillside & Twilight	2	9/16/08
W.29 th Place	2	9/16/08
10111 W.26 th Ave	2	9/16/08
1847 Quail St	2	9/16/08
11323 W.18 th Ave	2	9/16/08
W.23 rd St & Yellowstone	2	9/17/08
11900 W.22 nd Pl	2	9/17/08
13552 W.21 st Ave	2	9/18/08
11818 W.36 th Ave	2	9/22/08
11818 W.36 th St	2	9/22/08
12395 W.35 th Ave	2	9/22/08
12111 W.23 rd Pl	2	9/22/08
13519 W.23 rd Pl	2	9/22/08
12860 Willow Way	2	9/24/08
9 Morningside Dr	2	9/24/08
2690 Oak St	2	9/25/08
2501 Beech Ct	2	9/25/08
12684 Willow Ln	2	9/25/08
12680 Willow Ln	2	9/25/08
12600 W.Colfax Ave	2	9/25/08
11461 W.29 th Pl	2	9/26/08
3043 Hayre Ct	2	9/29/08
3210 Youngsfield St	2	9/29/08
12929 W.29 th Ave	2	9/29/08
11288 W.27 th Ave	2	9/29/08
2615 Oak St	2	9/30/08
11145 W.26 th Pl	2	10/01/08

2290 Alkire St	2	10/01/08
3333 Simms St	2	10/01/08
13000 W.10 th Ave	2	10/02/08
1800 Zang St	2	10/02/08
2300 Urban St	2	10/02/08
2595 Kipling St	2	10/02/08
1860 Ward Ct	2	10/06/08
28 th PI & Oak St	2	10/06/08
3415 Quail St	2	10/07/08
10500 W.25 th Ave	2	10/07/08
3252 Vivian St	2	10/08/08
2200 Alkire St	2	10/08/08
Morningside Dr & Rangeview	3	9/12/08
Morningside & Oak St	3	9/12/08
W.28 th Ave & Oak	3	9/12/08
Urban St & W.35 th Ave	3	9/12/08
Hillside Dr & Twilight	3	9/12/08
W.29 th PI & Simms St	3	9/15/08
3085 Alkire St	3	9/23/08
I-70	3	9/23/08
11650 W.24 th Place Circle	3	9/24/08
I-70 & Highway 58	3	9/24/08
2483 Coors Dr	3	10/01/08
W.29 th PI	3	10/02/08
14 Hillside Dr	3	10/02/08
985 Beech St	3	10/06/08
Youngsfield & W.16th Dr	3	10/06/08
W.32 nd & Tabor	3	10/06/08
W.30 th PI & Simms	3	10/06/08
Simms St & W.29 th PI	3	10/06/08
1536 Cole Blvd	3	10/07/08
Miller St & 26 th Ave	3	10/08/08
Routt St & Benthaven Dr	3	10/08/08
W.32 nd Ave & Tabor Dr	3	10/08/08
3250 Youngsfield St	3	10/08/08