

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 23, 2008

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 23rd day of January, 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
Catherine "CiCi" Kesler
Anthony M. Dursey

Upon motion duly made and seconded 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.

Bill Willis; Martin & Martin

Wayne Ramey; Ramey Environmental Compliance

See attached sheet for others in attendance.

PUBLIC COMMENTS

Members of the public addressed the Board.

Mr. Hanne addressed the Board with questions about why the District has not tried to negotiate with another entity to combine services for efficiency. He also expressed concerns that the fee is a tax and wanted to know how the District has the authority to impose the fee.

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Ms. Bardwell informed the Board that she would prefer to see an increase to the mill levy rather than the fee.

Ms. Barry asked why the District has not issued bonds to fund the costs of the rehabilitation and repairs.

The Board directed staff to invite Jim Manire, James Capital Investments, to the next meeting to discuss bond options.

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the December 19, 2007 reconvened special meeting.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the minutes of the December 19, 2007 reconvened special meeting were approved.

Resolution No. 2008-01-01 regarding 24-hour posting place: The Board considered Resolution No. 2008-01-01 designating 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 2008-01-01 as presented. A copy of the Resolution is attached hereto and incorporated herein by this reference.

It was noted that the Lakewood Realty office will be closing and a new location for posting will be needed.

District Manager role: Discussion was deferred.

Facilities Renovation Fee: Ms. Johnson presented a summary of the survey responses.

FINANCIAL MATTERS

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

General Fund	\$ 6,575.41
Enterprise Fund	104,435.78
Metro Wastewater Connection Fees	<u>63,360.00</u>
Total	<u>\$174,371.19</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 January 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 December 31, 2007 and the schedule of cash position as of January 17, 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 December 31, 2007.

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

LEGAL MATTERS

Public Hearing on Petition for Inclusion of Real Properties: 1) Cryan Property, 2) Polinsky Property and 3) Blessinger Property: President Curran opened the public hearing.

It was noted that publication of Notice stating that the Board would consider the inclusion of the properties 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.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board approved the inclusion of the properties as described in the Petitions. Copies of Resolution Nos. 2008-01-04, -05 and -06 for Inclusion are attached hereto and incorporated herein by this reference.

May 6, 2008 Regular Election: The Board discussed the upcoming election.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board appointed Lisa A. Johnson as the Designated Election Official and authorized her to perform all tasks required for the May 6, 2008 Regular Election of the Board of Directors for the conduct of a polling place or mail ballot election.

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Amendment to the Rules and Regulations: Attorney Flynn presented Resolution No. 2008-01-03 Regarding the Amendment of the District's Rules and Regulations to impose a grease trap inspection fee.

Following review and discussion, Director Dursey moved to adopt Resolution No. 2008-01-03 Regarding the Amendment of the District's Rules and Regulations, Director Kesler seconded the motion and, upon vote, unanimously carried, the Board adopted Resolution No. 2008-10-03 Regarding the Amendment of the District's Rules and Regulations. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

4101 Miller Street: Attorney Flynn reported that he has contacted Jefferson County and they seem to be interested in purchasing the property.

OPERATIONS MATTERS

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

Grease trap inspection fee. Mr. Ramey has delivered letters and is working with the commercial properties that are affected.

Engineer's report: 2008 Sewer System repairs. Mr. Willis reported that he is working on recommendations for the 2008 repairs. The 10th and Alkire easement issue will be addressed during this project.

Denver Water/Moffat Water Treatment Plant. The Board reviewed Mr. Ramey's response letter to Denver Water and authorized transmission.

Main extension from Robb Street to Routt Street. The line has been televised and there are a few areas in need of repair. The Board directed Ramey Environmental Compliance to televise the line during the repairs.

20th Avenue and Quail (Denver Water/former YMCA property): The Board directed Martin/Martin to prepare a response to Denver Water regarding their request for tap credits for the property.

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OTHER BUSINESS

District website: The Board asked staff to prepare a request for proposal and have Community Solutions, Inc., TechSoft, Inc. and Karla K. Hills submit proposals based on the items outlined in the request.

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

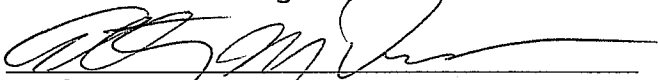


Secretary for the Meeting

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


Michael A. Curran

Richard Billings



Anthony Dursey



Catherine C. Kesler

NORTHWEST LAKEWOOD SANITATION DISTRICT

January 23, 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
ALBERT W HANDEL	3243 SIMMS W.R 80033 WHEAT RIDGE	303-232-3333	Tax INCREASE
COLLEEN BAKES	3263 SIMMS 80033 Wheat Ridge	303-232-6839	Fees & introduction to board members
Sheila BARDWELL	3345 SIMMS 80033 AVA	3-478-5484	
JANNA QUADE-STURN	13200 W. 15th Drive	3-202-1257	FEES-
Barbara Breyer	7013 568 Gosson 80402	3-947-3678	Fees vs Bonds AVA 1990s

RESOLUTION NO. 2008-01-01
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:

Lakewood Realty
13585 W. Colfax Ave.
Golden, Colorado 80401

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 23rd day of January, 2008.

NORTHWEST LAKEWOOD SANITATION DISTRICT


Secretary



Northwest Lakewood Sanitation District Monthly Report

Jan 2008

Plant Activities:

- Dec 10th** Bert and Darrin - Completed locates, and entered UNCC data into data base. Met with Britton Evans and Bill Willis of Martin and Martin, regarding the I-70 sewer line. The concern was where it crosses at Youngfield Street and 33rd Ave.
- Dec 12th** Bert and Darrin - Completed locates, and entered UNCC data into data base. Processed the 2008 holiday closures online. Prepared documentation for Britton Evans of Martin and Martin, concerning the I-70 sewer line. The sewer line was videoed and a copy of the disk was delivered to Britton. Videoed two lines in section 20 for a total of 220.8 feet. Entered video data into the UNCC data base.
- Dec 13th** Bert and Darrin - Jetted in sections 2, 4, 7, and 14 for a total of 3,102 feet. Entered jet and root cut data into NWLSD pipe program.
- Dec 14th** Bert and Darrin – Completed locates, and entered UNCC data into data base.
- Dec 17th** Bert and Darrin - Completed locates, and entered UNCC data into data base.
- Dec 18th** Bert and Darrin – Completed locates, and entered UNCC data into data base. Jetted sections 17 and 18 for a total of 1,340 feet, entered jet data into NWLSD pipe program.
- Dec 19th** Bert and Darrin – Completed locates, and entered UNCC data into data base. Root cut section 2 for a total of 1,275 feet. Received a call from the City of Wheat Ridge Street Department regarding a loose manhole at 32nd and Moore St. After researching NWLSD maps it was determined the address was not in the Northwest Lakewood District. Received a call ten minutes later from the City of Lakewood Street Department claiming it was in Northwest Lakewood's District. Called Martin and Martin, and informed Britton Evans of the calls. Britton researched records and discovered the address had never been in the District. Placed a call to The City of Lakewood and informed them of Britton's results.

Dec 20th Darrin - Received a page after hours for a water main repair at 3084 Routt Cir.

Dec 21st Bert and Darrin – Completed locates, and entered UNCC data into data base.

Dec 23rd Bert - Received a page for a water main repair at 5 Morning Side Dr.

Dec 26th Bert and Darrin – Completed locates, and entered UNCC data into data base.

Dec 27th Bert and Darrin – Completed locates, and entered UNCC data into data base.

Dec 28th Bert and Darrin – Performed one grease trap inspection.

Smash Burger Re-inspect Pass .

Jan 2nd Bert and Darrin – Completed locates, and entered UNCC data into data base. Received a call from Patrick Roberts, with Martin and Martin, he wanted to schedule a videoing session of the sewer line at manhole JC-1 to JC-1-1 for a tie in of a proposed restaurant . Worked on the missing NWLSD accounts list for Community Solutions Inc.

Jan 3rd Bert and Darrin – Completed locates, and entered UNCC data into data base. Worked on the missing NWLSD accounts list for Community Solutions Inc. Printed out year end video for 2007.

Jan 4th Bert and Darrin – Completed locates, and entered UNCC data into data base. Videoed lines in section 10 for a total of 773 feet. This includes the request from Martin and Martin. Received a call from Patrick, of Martin and Martin, to schedule videoing of Routt / Robb Construction extension.

Jan 7th Bert and Darrin – Completed locates, and entered UNCC data into data base. Videoed lines in section 12 for a total of 408 feet, Routt / Robb extension. Placed a call to Josh Hochom, with Community Solutions Inc, to set up a meeting to go over NWLSD missing accounts list.

Jan 8th Bert and Darrin – Completed locates, and entered UNCC data into data base. Received a call from homeowner at 13330 W.15th Ave concerning a back –up in a basement drain. Made a copy of the lateral map for the address, checked upstream and downstream manholes, no problems found in main sewer line. Spoke with homeowner and gave her the lateral map, and recommended she have a video done of her line. Assisted REC personnel with down loading information from Moffat water plant monitoring.

Jan 9th Bert and Darrin - Completed locates, and entered UNCC data into data base. Met with Josh Hockom, of Community Solutions Inc, regarding the NWLSD missing accounts.

Jan 10th Bert and Darrin – Completed locates, and entered UNCC data into data base. Met with Ken Pollock of Denver Water, and the contractor from, Camp, Dresser and McKee, to set up separate flow monitoring equipment at the Moffat discharge point. Received a certified letter from the City of Lakewood for 2008 Street and Road Improvements.

Jan 11th

Beard Darrin – Completed locates, and entered UNCC data into data base.
 Reviewed 2008 Lakewood Street and Road Improvements list for conflicts with
 Utility Improvements list.

Collection System Televising			
Date	Section(s)	No. of Lines	Total Footage
12-12-07	20	2	220.8
1-4-08	10	4	773.0
1-7-08	12	2	408.0

Address	UNCC Time per Locate	Date
12985 W.24 th St.	2	12/06/07
3015 Parfet Dr.	2	12/06/07
1992 Xenon Ct.	2	12/10/07
11820 W.30 th Pl.	2	12/12/07
W32nd & I-70	2	12/12/07
13120 W.9 th Ave	2	12/13/07
13680 Wide Acres Rd.	2	12/17/07
11085 W.26 th Pl.	2	12/17/07
13190 W.10 th Ave.	2	12/18/07
2596 Vivian St.	2	12/19/07
13963 W.20 th Pl.	2	12/19/07
2800 Youngfield St.	2	12/21/07
13095 W.15 th Dr.	2	12/24/07
View Point Rd & Colfax Ave.	1	12/24/07
2005 Nelson St.	2	12/28/07
13680 Wide Acres Rd.	2	12/28/07
I-70 & Highway 58	2	01/02/08
12700 W.27 th St.	2	01/03/08
Applewood Center Dr & Youngfield St.	2	01/03/08
13155 W.32 nd Ave.	2	01/07/08
11304 W.18 th Ave	2	01/08/08
10010 W.29 th St.	2	01/08/08
2253 Braun Ct	2	01/08/08
13426 W.22 nd Pl	2	01/08/08
13406 W.22 nd Pl	2	01/08/08
2615 Oak Dr	2	01/09/08
11340 W.18 th Ave	2	01/09/08

NWLS
 Jan - Dec
 YTD.2007

Contract Operations		Actual YTD 07	2007	% YTD
			Budget	
Operator Services	YTD Qty			
Task #1				
Daily Operations				
Customer Compliants	99	\$ 6,435.00		
Inspections	131	\$ 9,825.00		
Sub Total		\$ 16,260.00	\$ 53,000.00	30.68%
Locates				
Level 1	272	\$ 4,420.00		
Level 2	693	\$ 22,522.50		
Level 3	85	\$ 5,525.00		
Level 4	3	\$ 195.00		
Locates Sub Total		\$ 32,662.50	\$ 33,000.00	98.98%
Grease Trap Sub Total	183	\$ 13,650.00	\$ 13,000.00	105.00%
Total Task #1		\$ 62,572.50	\$ 99,000.00	63.20%
Task #2				
Collection System Oversight				
Managerial Oversight	12	\$ 54,000.00		
Total Task # 2		\$ 54,000.00	\$ 54,000.00	100.00%
Task #3				
Emergency Services				
On call	12	\$ 4,200.00		
Emergency	51	\$ 27,500.00		
Total Task # 3	63	\$ 31,700.00	\$ 15,000.00	211.33%
Task #4				
Maintenance				
Cleaning & Hot Spots	118,828	\$ 50,016.80	\$ 69,490.00	71.98%
14" less				
15" more				
Rooting	90,093	\$ 49,551.15	\$ 48,912.00	101.31%
14" less				
15" more				
Televising	108,838	\$ 52,241.76	\$ 55,567.00	94.02%
Total Task # 4	317,759	\$ 151,809.71	\$ 173,969.00	87.26%
Additional Expenses for 2007		\$ 2,201.12		
Total Operations Services		\$ 302,283.33	\$ 341,969.00	88.39%

RESOLUTION 08-1-3

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

A RESOLUTION AMENDING, AMONG OTHER SECTIONS, SECTION 10 OF ARTICLE III OF THE DISTRICT'S RULES AND REGULATIONS TO PROVIDE FOR THE IMPOSITION OF A GREASE TRAP INSPECTION FEE

WHEREAS, the Northwest Lakewood Sanitation District ("District") has in effect duly adopted Rules and Regulations that provide, among other things, for the imposition of rates, fees, tolls and charges; and

WHEREAS, the District's Rules and Regulations may be modified from time to time by the Board pursuant to Section 16.1 of Article IV; and

WHEREAS, the Board of Directors has recently determined that it is necessary to impose a grease trap inspection fee to defray the cost of the District's grease trap inspection program.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Northwest Lakewood Sanitation District, Jefferson County, Colorado as follows:

Section 1. Section 10 of Article III of the District's Rules and Regulations is hereby amended by adding a new section 10.12 that reads as follows:

Section 10.12 Grease Trap Inspection Fee. Effective January 1, 2008, there shall be assessed a fee of \$100 for each grease trap and each grease interceptor (collectively referred to herein as "grease trap") inspected or reinspected by the District or its maintenance contractor; provided, however, that the reinspection fee may be waived by the District's Manager if, upon reinspection, the grease trap passes and has corrected all deficiencies noted during the initial grease trap inspection.

Section 2. Effective January 1, 2008, Section 12.8 of Article III of the District's Rules and Regulations is hereby repealed in its entirety and readopted as set forth on Exhibit A as attached hereto and incorporated herein by this reference for the purpose of making said Section 12.8 consistent with the grease trap inspection fee imposed hereunder.

Section 3. Should any one or more sections or provisions of this Resolution or of the Rules and Regulations enacted hereby, be judicially invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, or the Rules and Regulations, the intention being that the various sections and provisions thereof are severable.

Section 4. Any and all Resolutions or Rules and Regulations or parts thereof that are in conflict with or inconsistent with the provisions of this Resolution are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Resolution or Rule and Regulation, or part thereof, shall not revive any other section or part of any resolution or rule and regulation heretofore repealed or superseded.

ADOPTED AND APPROVED this 23rd day of January, 2008

NORTHWEST LAKEWOOD SANITATION
DISTRICT

By: Michael A. Curran
Michael A. Curran, President

Attest:

Anthony M. Dursey
Anthony M. Dursey, Secretary

RESOLUTION 2008-01-2

NORTHWEST LAKEWOOD SANITATION DISTRICT
JEFFERSON COUNTY, COLORADO

A RESOLUTION CALLING FOR THE DISTRICT'S MAY 6, 2008 REGULAR BOARD OF DIRECTORS ELECTION TO BE CONDUCTED AS A POLLING PLACE ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL

WHEREAS, the terms of office of Directors Catherine C. ("CiCi") Kesler, and Richard A. Billings, together with the term of office of one Director seat that is currently vacant will expire after the successors thereto are elected at the next regular special district election to be held on May 6, 2008 ("Election") and take office; and

WHEREAS, in accordance with the provisions of the Special District Act ("Act") and the Uniform Election Code of 1992 ("Code"), the Election must be conducted to elect two (2) Directors to each serve for a term of four (4) years and one Director to serve for a term of two (2) years; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Northwest Lakewood Sanitation District in Jefferson County, State of Colorado, that:

Section 1. The regular election of eligible electors of the District shall be held on May 6, 2008, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Act, Code, and other applicable laws. At that time, three (3) Directors will be elected to each serve a four (4) year term of office.

Section 2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one polling place which shall be at the following location:

Special District Management Services Office
141 Union Boulevard, Suite 150
Lakewood, Colorado 80228

located in the County of Jefferson, State of Colorado. The polling place located at 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228, shall also be the polling place for disabled electors and eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the

eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day) the Election may be held jointly with such special districts in accordance with the coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precinct and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the Coordinated Election.

Section 3. The Board of Directors hereby designates Lisa Johnson, Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228-1837, telephone number (303) 987-0835, as the Designated Election Official for the District, and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the Call for Nominations, appoint Election Judges as necessary, appoint the Canvass Board, arrange for the required Notices of Election (either by mail or publication) and printing of ballots, and direct that all other appropriate actions be accomplished.

Section 4. Applications for mail in ballots may be filed with the Designated Election Official at the Special District Management Services, Inc.'s office located at 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228, not earlier than January 1, 2008, nor later than 5:00 p.m. on or before the 7th day prior to the Election (Tuesday, April 29, 2008), if the mail in ballot is to be mailed to the elector, or until the close of business on the Friday immediately preceding the Election (Friday, May 2, 2008) if the mail in ballot will not be mailed to the elector.

Section 5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no later than 5:00 p.m. on Friday, February 29, 2008.

Section 6. If the only matter before the electors is the election of the Directors of the District and, if, at 5:00 p.m. on March 4, 2008, there are no more candidates than offices to be filled at the Election, including candidates timely filing Affidavits of Intent no later than March 3, 2008, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

Section 7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the

remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

Section 8. All acts, orders and resolutions or parts thereof of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

Section 9. Any and all actions previously taken with respect to the District's 2008 regular Election by the Designated Election Official, or the Secretary of the Board of Directors, or any other person acting on behalf of the District pursuant to the Act, the Code or other applicable laws are hereby ratified and confirmed.

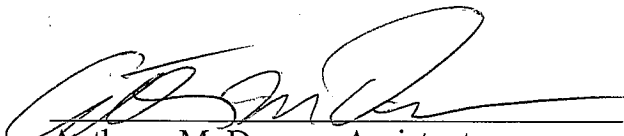
Section 10. The provision of this Resolution shall take effect immediately.

Adopted this 23rd day of January, 2008.

NORTHWEST LAKEWOOD SANITATION
DISTRICT

By: 
Michael A. Corran, President

Attest:


Anthony M. Dursey, Assistant
Secretary