

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 26, 2011

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 27th day of January, 2011, 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, President
Catherine "CiCi" Kesler
James D. "Jim" Zimmerman
Gregory A. "Greg" Fabisiak
Robert J. "Bob" Burm

Also In Attendance Were:

Lisa A. Johnson and George Turtle; Special District Management Services, Inc.

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

Wayne Ramey; Ramey Environmental Compliance

Bill Willis; Martin/Martin Consulting Engineers

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the December 15, 2010 special meeting.

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Burm and, upon vote, unanimously carried, the minutes of the December 15, 2010 special meeting were approved.

Resolution regarding 24-hour posting place: The Board considered adopting the Resolution designating the place at which notice will be posted at least 24 hours prior to each meeting.

RECORD OF PROCEEDINGS

Following review, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board adopted the Resolution designating the place at which notice will be posted at least 24 hours prior to each meeting, as presented. A copy of the Resolution is attached hereto and incorporated herein by this reference.

FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims through the period ending January 26, 2011, as follows:

General Fund	\$	9065.49
Enterprise Fund		<u>106,189.38</u>
Total	\$	<u>115,254.87</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending January 26, 2011.

Financial Statements: Mr. Turtle reviewed with the Board 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, 2010 and the schedule of cash position as of January 26, 2010.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending December 31, 2010 and the schedule of cash position as of January 26, 2010.

Electronic Account with Applicable State and Federal Authorities for Submitting Payroll Withholding Payments: The Board discussed authorizing Special District Management Services, Inc. to establish an electronic account with applicable State and Federal authorities for submitting payroll withholding payments.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board authorized Special District Management Services, Inc. to establish an electronic account with applicable State and Federal authorities for submitting payroll withholding payments.

Investments: Mr. Turtle reported to the Board that two certificates of deposit will mature in February and to renew at 6 months the interest rate would be at .50% and at one year it would renew at .70%. Mr. Turtle will work with Director Kesler after acquiring the certificate of deposit rates from Bank of the West to determine how to invest the maturing certificates of deposit

RECORD OF PROCEEDINGS

LEGAL MATTERS

Sewer Service Agreement with College Park Water and Sanitation District:

Attorney Flynn distributed the revised copy of the draft agreement to the Board. Attorney Flynn noted one change from the previous draft. The percentage of responsibility in the northwest interceptor for Northwest Lakewood Sanitation District is 34% and the percentage of responsibility in the northwest interceptor for College Park Water and Sanitation District is 66%.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried with Directors Zimmerman, Kesler, Fabisiak and Burm voting "Yes" and Director Dursey abstaining, the Board approved the Sewer Service Agreement with College Park Water and Sanitation District.

31st Avenue Easements: Attorney Flynn presented to the Board the easement from Keene Daiss Trust at 12182 W. 32nd Avenue.

Following discussion, upon motion duly made by Director Burm, seconded by Director Kesler and, upon vote, unanimously carried, the Board accepted the easement from the Keene Daiss Trust at 12182 W. 32nd Avenue. Attorney Flynn reported that he continues to meet with the other property owners from which easements are needed to secure executed easements.

Westridge Sanitation District Claim for Sewage Treatment Costs: Attorney Flynn reported to the Board that the costs associated with the by-pass pumping into the Westridge Sanitation District's line by Insituform was \$870.00.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board authorized the reimbursement of \$870.00 to Westridge Sanitation District for treatment costs related to the 2010 sewer improvements by pass pumping.

OPERATIONS MATTERS

Operations Monthly Report:

Mr. Ramey presented the December 2010 monthly report. A copy of the report is attached hereto and incorporated herein by this reference. The Board directed staff to provide the necessary paperwork to UNCC to register the District for UNCC WEBTMS which is an enhanced locate service provided by UNCC. Mr. Ramey reported that he has purchased a laptop and other equipment to be used with this enhanced service.

Engineer's report:

Insituform Repairs: Mr. Willis reported that Parfet Street has been repaired. The Ficco brothers have requested a License Agreement fee of \$10,000. T. Lowell Construction is

RECORD OF PROCEEDINGS

requesting that the District share in the cost of the License Agreement in an amount of \$5,000. Attorney Flynn noted that he will negotiate the remaining terms of the License Agreement, and in connection therewith attempt to obtain a wider permanent easement from the Ficco brothers.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the cost share of \$5,000 for the License Agreement noting that it would in part compensate the Ficco brothers for granting a wider permanent easement to the District. If the Ficco brothers will not grant a widened easement, Mr. Flynn was authorized to pay the funds and finalize the terms of the License Agreement so that the sewer repair project can proceed.

Kipling Street Project: Mr. Willis discussed with the Board the status of the design of Phase B improvements. Mr. Willis reported that the survey is complete and the design is underway. He anticipates he will submit the design to the City of Lakewood, City of Wheat Ridge and the Colorado Department of Transportation within the next two weeks.

Mr. Willis requested that the Board consider approving the contract with AG Wassenaar for Geo Technical Services for the Kipling Street Phase B Project for an amount not to exceed \$3,350.00.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board approved the contract with AG Wassenaar for Geo Technical Services for the Kipling Street Phase B Project, for an amount not to exceed \$3,350.00.

2011 Sewer Improvement Project:

Mr. Willis presented his recommendations for the 2011 sewer improvements to the Board. The total cost for recommended improvements including the work on W. 31st Avenue is \$233,000.

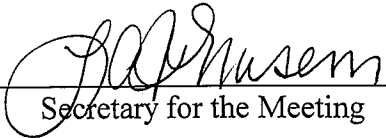
Following discussion, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board directed staff to prepare bid documents and bid the project.

ADJOURNMENT


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

RECORD OF PROCEEDINGS

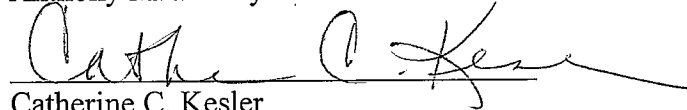
Respectfully submitted,

By  _____
Secretary for the Meeting

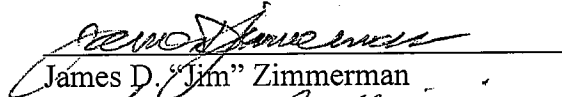
THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 26, 2011 MINUTES
OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE BOARD
OF DIRECTORS SIGNING BELOW:



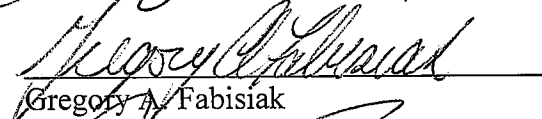
Anthony M. Dursey



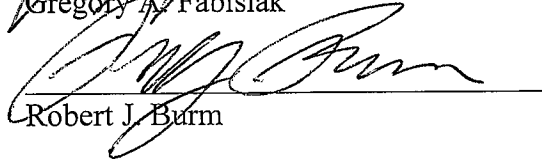
Catherine C. Kesler



James D. "Jim" Zimmerman



Gregory A. Fabisiak



Robert J. Burn

RESOLUTION NO. 2011-1-1

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

A RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT AND DESIGNATING THE LOCATION FOR POSTING NOTICE OF DISTRICT MEETINGS IN COMPLIANCE WITH THE OPEN MEETINGS LAW AND SPECIAL DISTRICT ACT

WHEREAS, pursuant to Section 32-1-903 C.R.S., the Board of Directors (“Board”) of the Northwest Lakewood Sanitation District (“District”) is required to meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, Section 24-6-402(2)(c) C.R.S., requires that the Board annually designate one or more places within the boundaries of the District as the place where notice of Board meetings, together with a meeting agenda, when available, shall be posted at least 24 hours prior to the convening of such meeting for the purpose of complying with the notice provisions of the Colorado Open Meetings Law; and

WHEREAS, pursuant to Section 32-1-903(2) C.R.S., the District is required to post in at least three public places within the limits of the District, and in addition, in the office of the Clerk and Recorder of Jefferson County, Colorado notice of the time, place and location of the District’s regular and special Board meetings; and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., all regular and special meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT OF JEFFERSON COUNTY, COLORADO AS FOLLOWS:

Section 1. Regular Meetings. That the Board shall meet regularly during calendar year 2011 on the fourth Wednesday of each month at 4:00 p.m. at the offices of Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, CO 80228, or at such other location as may from time to time be designated by the Board.

Section 2. Special Meetings. Special meeting may be called by any director by informing the other directors of the date, time and place of such special meeting, and the purpose

for which it is called, and by posting notice as provided herein at least 72 hours prior to said meeting.

Section 3. Change of Meeting Dates. That until circumstances change and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda of said special and regular meetings.

Section 4. Location for Open Meeting Law Postings. The Gold's Corner Grocery, 10021 West 26th Avenue, Wheat Ridge, Colorado 80215 is hereby designated as the location for posting notice of District Board of Directors meetings for purposes of complying with the notice provisions of the Open Meetings Law, Section 24-6-401, *et seq.*, C.R.S.

Section 5. Posting Locations for Regular Meetings. Notices of the Board's regular meetings for 2011 shall be posted in the Jefferson County Clerk and Recorder's Office pursuant to Section 32-1-903, C.R.S. and at the following three locations within the District's boundaries:


- (a) Gold's Corner Grocery, 10021 West 26th Avenue, Wheat Ridge, Colorado 80215; and
- (b) Welchester Elementary School, 13000 W. 10th Avenue, Golden, Colorado 80401 ; and
- (c) Stober Elementary School, 2300 Urban Street, Lakewood, Colorado 80215.

Section 6. Representative Authorized to Post. Any member of the District's Board of Directors or any designee of the Board is hereby authorized to post notice of the District's meetings as required by statute.

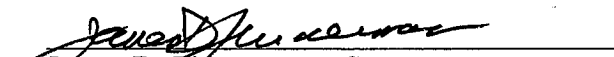
APPROVED AND ADOPTED on the 26th day of January, 2011.

NORTHWEST LAKEWOOD SANITATION
DISTRICT

By:


Anthony M. Dursey, President

Attest:


James D. Zimmerman, Secretary



Northwest Lakewood Sanitation District Monthly Report December 2010

- Wed 12/1 - Processed 3 locates. Followed up with restaurants regarding grease traps (Chili's, Old Chicago, and Abrusci's) with phone calls and reviewed files. Followed up with Lisa at SDMS on verifying addresses in the District.
- Thu 12/2 - Processed 15 locates.
- Fri 12/3 - Processed 1 locate. Root cut section 2; 3 runs for a total of 354 ft. Had to enter manhole #B-82-1-2A and remove 12 buckets of roots that were growing in and around the shelves and down the walls.
- Mon 12/6 - Processed 1 locate.
- Tue 12/7 - Processed 3 locates. John met with Jeffco School District regarding what maintenance needs to be done for them to receive a reduction in grease trap inspections for all schools within the District.
- Wed 12/8 - Processed 2 locates.
- Thu 12/9 - Processed 4 locates. Jetted sections 1, 2, 9, & 20; 6 runs for a total of 1309 ft. Also jetted College Park section 20; 2 runs for a total of 575 ft.
- Fri 12/10 - Processed 3 locates. Met with Chuck from Marina Carwash regarding his pumping schedule and grease trap inspections. Root cut sections 19 & 21; 10 runs for a total of 1524 ft.
- Sat 12/11 - Received emergency locate for a water main repair at 13185 W. 16th Dr. The area was marked and drawings of the tap map were given to the excavator.
- Mon 12/13 - Processed 4 locates. Received an emergency locate at 5:40 p.m. for a water main break at 2560 Nelson St. The area was marked and all District lines were cleared.
- Tue 12/14 - Processed 11 locates. Jetted section 13; 9 runs for a total of 1859 ft. Met with Smash Burger to follow up and make sure everything was o.k. with their grease interceptor.
- Wed 12/15 - Processed 1 locate. Jetted sections 10, 16, 20 & 21; 6 runs for a total of 1345 ft. Also jetted College Park section 20; 2 runs for a total of 429 ft.
- Thu 12/16 - Processed 1 locate. Jetted sections 13 & 14; 9 runs for a total of 1916 ft.

- Fri 12/17 - Processed 2 locates. John reviewed grease trap spreadsheet and files and visited Conoco, Glen's Garage, Good Times, La Fonda de Acebo, Lube & Latte, McDonald's, Sundance Auto, and Taco Bell to make sure everything was going well with their interceptors/traps.
- Mon 12/20 - Processed 3 locates. Root cut sections 8, 13, & 17; 7 runs for a total of 1860 ft.
- Tue 12/21 - Processed 2 locates. Performed a sewer tap inspection at 1435 Kingsbury Ct. after a sewer repair.
- Wed 12/22 - Processed 12 locates. Received a call from SDMS regarding 3291 Youngfield St. (Denny's). Checked up and downstream manholes and all was normal. Bert let SDMS and Denny's know the findings. Also received a call from Patrick with Martin & Martin regarding assistance to open a manhole lid at 38th Ave. & Robb St. for transmission line easement access in College Park.
- Thu 12/23 - Received an emergency locate for 2565 Quail St. for a water main break. Andy arrived on site to find a hole had already been dug. He went back to the shop to get a copy of the lateral for Consolidated Mutual's foreman.
- Sun 12/26 - Received an emergency locate for 12311 W. 16th Dr. for a water main break. John arrived on site with a copy of the tap card for Consolidated Mutual's foreman. He painted all the District mains, took pictures and discussed the locate with site personnel.
- Mon 12/27 - Processed 5 locates. Jetted section 5; 6 runs for a total of 1588 ft.
- Tue 12/28 - Processed 3 locates. Jetted sections 1, 3, 10, 13, 17 & 21; 9 runs for a total of 1123 ft. John followed up with Applewood Auto, Morning Star, Purple Ginger, N.Y. Pizza, Gold's Market, Paramount Lanes, Subway, and Starbucks on their grease traps/interceptors. Subway and Starbucks are still exempt.
- Wed. 12/29 - Processed 3 locates.
- Thu 12/30 - Processed 4 locates.
- Fri 12/31- Darrin responded to an after-hours emergency call out at 8:30 PM for 12122 W. 32nd Ave. Homeowner having a problem with lateral to house. After inspecting up and downstream manholes, it was assessed that it was the homeowner's lateral. Darrin gave them several companies they could contact to have it root cut.

	Projected ft. - 2010	YTD actual ft. - 2010	Current 2010 ft.	%YTD - 2010
Cleaning & Hot Spots	100,000	110,960		124%
14" less			8,439	
15" more		13,040	1,705	
Root Cutting	55,000	61,869	3,738	113.6%
14" less				
15" more		620		
Televising	10,000	2,287	0	22.87%
Total	165,000	188,776	13,882	114%

Jetting			
Date	Section	# of Lines	Total Ft.
12/9/10	1, 2, 9, 20	6	1309 ft.
12/9/10	20	2	575 ft. (College Park)
12/14/10	13	9	1859 ft.
12/15/10	10, 16, 20, 21	6	1345 ft.
12/15/10	20	2	429 ft. (College Park)
12/16/10	13, 14	9	1916 ft.
12/27/10	2	6	1588 ft.
12/28/10	1, 3, 10, 13, 17, 21	9	1123 ft.
Root Cutting			
Date	Section	# of Lines	Total Ft.
12/3/10	2	3	354 ft. (plus 3 hrs. truck time)
12/10/10	19, 21	10	1524 ft.
12/20/10	8, 13, 17	7	1860 ft.

3070 Oak St.	2	12/1/10
2965 Parfet Dr.	2	12/1/10
2290 Willow Ln.	2	12/1/10
3831 Miller St.	1	12/2/10
3945 Miller St.	1	12/2/10
W. 20 th Ave. & Ellis St.	1	12/2/10
10750 W. 36 th Ave.	1	12/2/10
10725 W. 36 th Ave.	1	12/2/10
4095 Lee Cir.	1	12/2/10
4085 Lee Cir.	1	12/2/10
4072 Lee Cir.	1	12/2/10
4032 Lee Cir.	1	12/2/10
10390 W. 38 th Ave.	1	12/2/10
4066 Lee Cir.	1	12/2/10
3972 Lee Cir.	1	12/2/10
3872 Lee Cir.	1	12/2/10
4035 Lee Cir.	1	12/2/10
1900 Tabor St.	3	12/2/10
12226 W. 34 th Pl.	2	12/3/10
2170 Union Dr.	3	12/6/10
1726 Cole Blvd.	1	12/7/10
3070 Oak St.	3	12/7/10
2673 Taft St.	3	12/7/10
11283 W. 18 th Ave.	2	12/8/10
3520 Owens St.	1	12/8/10
1625 Quail St.	1	12/9/10
2090 Willow Ln.	3	12/9/10
2000 Willow Ln.	3	12/9/10
2050 Willow Ln.	3	12/9/10
1865 Tabor St.	3	12/10/10
10900 W. 30 th Ave.	3	12/10/10

1525 Arbutus Ct.	3	12/10/10
11153 W. 17 th Ave.	1	12/13/10
12460 W. Colfax Ave.	1	12/13/10
11155 W. 17 th Ave.	1	12/13/10
12700 W. 27 th Ave.	3	12/13/10
15301 Denver West Pkwy.	1	12/14/10
2595 Garland St.	1	12/14/10
8400 E. Crescent Pkwy.	1	12/14/10
8 Rangeview Dr.	2	12/14/10
6 Rangeview Dr.	2	12/14/10
3 Circle Dr.	2	12/14/10
1 Circle Dr.	2	12/14/10
3445 Simms St.	2	12/14/10
2440 Hoyt St.	3	12/14/10
3832 Parfet St.	3	12/14/10
10025 W. 23 rd Ave.	3	12/14/10
2300 Urban St.	1	12/15/10
11161 W. 17 th Ave.	1	12/16/10
2562 Taft Ct.	2	12/17/10
11161 W. 17 th Ave.	1	12/17/10
3415 Alkire Way	1	12/20/10
12915 W. 20 th Ave.	1	12/20/10
3085 Alkire St.	2	12/20/10
13029 W. 20 th Ave.	1	12/21/10
1435 Kingsbury Ct.	3	12/21/10
11153 W. 17 th Ave.	1	12/22/10
2069 Garland St.	1	12/22/10
11800 W. 38 th Ave.	1	12/22/10
12773 W. 32 nd Ave.	1	12/22/10
12773 W. 32 nd Ave.	1	12/22/10
3145 Xenon St.	1	12/22/10
3145 Xenon St.	1	12/22/10
3155 Xenon St.	1	12/22/10
3155 Xenon St.	1	12/22/10
3900 Kipling St.	1	12/23/10
11800 W. 38 th Ave.	1	12/23/10
3445 Simms St.	2	12/23/10
11155 W. 17 th Ave.	1	12/27/10
11161 W. 17 th Ave.	1	12/27/10
3145 Xenon St.	3	12/27/10
12773 W. 32 nd Ave.	3	12/27/10
3155 Xenon St.	3	12/27/10
2877 Xenon St.	2	12/28/10
2120 Miller Ct.	2	12/28/10
2110 Miller Ct.	1	12/28/10
19 Paramount Pkwy.	2	12/29/10
11153 W. 17 th Ave.	1	12/29/10
11155 W. 17 th Ave.	1	12/29/10
11570 W. 38 th Ave.	1	12/30/10
12300 W. 17 th Ave.	3	12/30/10
3127 Owens Ct.	3	12/30/10
3490 Youngfield St.	3	12/30/10