

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 MAY 25, 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 25th day of May, 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

Dawn Schilling; Schilling & Company, Inc.

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the April 27, 2011 regular meeting.

Following discussion, upon motion duly made by Director Burm, seconded by Director Kesler and, upon vote, unanimously carried, the minutes of the April 27, 2011 regular meeting were approved, as amended.

FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims through the period ending May 25, 2011, as follows:

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General Fund	\$ 5,636.69
Enterprise Fund	<u>348,864.23</u>
Total	\$ <u>354,500.92</u>

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending May 25, 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 April 30, 2011 and the schedule of cash position as of May 24, 2011.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending April 30, 2011 and the schedule of cash position as of May 24, 2011.

The Board directed staff to offer Auto Pay to the Facilities Renovation Fee customers now and with the 2012 bills.

Investments: The Board reviewed the status of investments. There was no action taken by the Board.

2010 Audit: Ms. Schilling reviewed the 2010 draft Audit with the Board.

Following review and discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board accepted the 2010 Audit, subject to revisions made and final review by Counsel, and authorized execution of the Client Representations Letter.

LEGAL MATTERS

31st Avenue Easements: Attorney Flynn reported that he is contacting three owners of property that are significant in obtaining easements in order to move forward with the project. The properties are 3131 Union Street, 3101 Union Street, and 12063 W. 31st Place.

4101 Miller Street Property:

Proposal from ERM: Attorney Flynn presented to the Board a proposal from ERM for additional site characterization, preparing a remedial volume estimate and submitting a NO Action Determination (NAD) petition for the eastern portion of the property at 4101 Miller Street.

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Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved ERM's proposal and authorized legal counsel to prepare an appropriate agreement; provided, however, that without further express written authorization from the Board, ERM is limited to performing Task #1 (Limited Subsurface Investigation), and Task # 2 (Volume Estimate and Mapping) in accordance with ERM's standard hourly rates and for an aggregate amount not to exceed \$13,100.

OPERATIONS MATTERS

Operations Monthly Report: Mr. Ramey presented the April, 2011 monthly report. A copy of the report is attached hereto and incorporated herein by this reference.

Engineer's report:

Insituform Repairs: Mr. Willis requested that the Board consider approval of a Change Order from T. Lowell Construction, Inc., for \$28,200. Mr. Willis recommended that the Board consider payment of \$6,500 of the \$28,200 for additional easements required for access and landscape protection. The Board took no action on the Change Order and requested the contractor to communicate to the Board on the status of payment they receive from Insituform.

Kipling Street Project-Phase B: Mr. Willis presented to the Board a comment letter from the City of Wheat Ridge. The project is scheduled to start within thirty days.

2011 Sewer Improvement Project: Mr. Willis reported to the Board that the bid opening is scheduled for June 6, 2011. The award of contract will be considered at the June meeting.

Service Line Repairs on Braun Drive: Mr. Willis reported to the Board that the project is included in the 2011 Sewer Improvements Project bid.

Manhole Risers per Jefferson County Requirements: The Board discussed the manhole risers that are required by Jefferson County.


Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board ratified approval of the purchase of 27 manhole risers, at a cost of \$65.00 each, for a total cost of \$1,755.00.

ADJOURNMENT

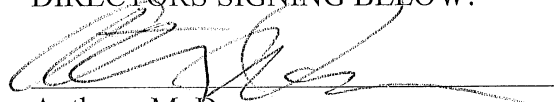
There being no further business to come before the Board at this time, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the meeting was adjourned.

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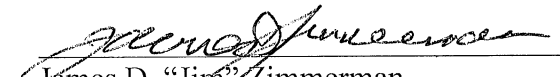
Respectfully submitted,

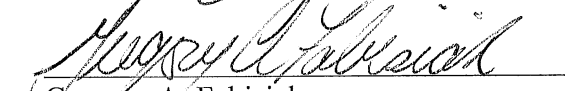
By 
Secretary for the Meeting


THESE MINUTES APPROVED AS THE OFFICIAL MAY 25, 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



Northwest Lakewood Sanitation District Monthly Report April 2011

Fri 4/1 - Processed 19 locates. Performed a sewer tap inspection from a sewer lateral repair at 1390 Normandy.

Mon 4/4 - Processed 2 locates. Televised section 2; 10 runs for a total of 2667.5 ft. Performed 1 grease trap inspection.

Abrusci's	3244 Youngfield St.	Pass
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Tue 4/5 - Processed 1 locate.

Wed 4/6 - Processed 2 locates. Jetted section 16; 6 runs for a total of 1749 ft. Performed a sewer tap inspection at 12665 W. 31st Ave. from a lateral replacement.

Thu 4/7 - Processed 4 locates.

Fri 4/8 - Processed 5 locates.

Mon 4/11 - Processed 3 locates.

Tue 4/12 - Processed 2 locates. Performed 7 grease trap inspections.

La Fonda de Acebo	3490 Youngfield St.	Pass
King Soopers Trap #1-Meat	3400 Youngfield St.	Pass
King Soopers Trap #2-Deli	3400 Youngfield St.	Pass
Chipotle	3294 Youngfield St.	Pass
McDonald's	2881 Youngfield St.	Pass
Old Chicago	3250 Youngfield St.	Pass
Noodles & Co.	3294 Youngfield St.	Pass

Wed 4/13 - Processed 3 locates.

Thu 4/14 - Processed 6 locates. Performed 11 grease trap inspections.

Papa John's	1921 Youngfield St.	Fail. Re-inspect 4/25
Paramount Lanes	10021 W. 26 th Ave.	Pass
Pizza Hut	33521 Youngfield St.	Pass
China Garden	2098 Youngfield St.	Pass
Tafolino's	2001 Youngfield St.	Pass
Tafolino's Too	1901 Youngfield St.	Pass
Smash Burger	3356 Youngfield St.	Pass
Cupcakes Galore	2575 Youngfield St.	Pass
N.Y. Pizza	10081 W. 26 th Ave.	Pass
Gold's Grocery	10021 W. 26 th Ave.	Pass
Senor Burritos	2553 Kipling St.	Pass

Fri 4/15 - Processed 6 locates. Root cut sections 18 & 19; 14 runs for a total of 2819 ft. Darrin received an emergency locate at 9:00 p.m. for a water main break for Consolidate Mutual Water for W. 20th Ave. & Beech Ct. This is out of District boundaries.

Mon 4/18 - Processed 3 locates. Andy received a call from Martin & Martin to check on a repair at 1080 Zang St. Repair was already backfilled.

Tue 4/19 - Processed 1 locate.

Wed 4/20 - Processed 5 locates. Root cut section 19; 5 runs for a total of 1021 ft.

Thu 4/21 - Processed 6 locates. Root cut sections 12 & 18; 9 runs for a total of 1647 ft. Posted board packet at Gold's Market.

Fri 4/22 - Processed 3 locates. Andy met with Chuck, the owner of Marina Car Wash, regarding his annual grease trap inspection.

Mon 4/25 - Processed 7 locates. Performed 8 grease trap inspections.

Papa John's	1921 Youngfield St.	Pass
Lakewood Rentals	2505 Kipling St.	Pass
Lube & Latte	2595 Kipling St.	Pass
Taco Bell	3050 Youngfield St.	Pass
Sundance Auto	10110 W. 26 th Ave.	Pass
Morning Star	2800 Youngfield St.	Pass
Conoco	12851 W. 32 nd Ave.	Pass
Food Concepts	2545 Kipling St.	Pass

Tue 4/26 - Processed 5 locates. Root cut sections 1, 2 & 7; 8 runs for a total of 1577 ft.

Wed 4/27 - Processed 12 locates. Performed 4 grease trap inspections.

Glenn's Garage	2500 Kipling St.	Pass
Jimmy's Wings	2050 Youngfield St.	Pass
Hawaiian BBQ	1961 Youngfield St.	Pass
Good Times	3230 Youngfield St.	Pass

Thu 4/28 - Processed 6 locates. Televised section 6; 4 runs for a total of 1416.5 ft.

Fri 4/29 - Processed 7 locates.

	Projected ft. - 2011	YTD actual ft. - 2011	Current 20101ft.	%YTD - 2011
Cleaning & Hot Spots	85,482			
14" less		17,714	1,749	20.72%
15" more				
Root Cutting	72,350			
14" less		37,153	7,064	51.35%
15" more				
Televising	65,000	36,718	4,084	56.49%
Total	222,832	91,585	12,897	41%

Root Cutting				
Date	Section	# of Lines	Total Ft.	
4/6/11	16	6	1749 ft.	
Jetting				
Date	Section	# of Lines	Total Ft.	
4/15/11	18 & 19	14	2819 ft.	
4/20/11	19	5	1021 ft.	
4/21/11	12 & 18	9	1647 ft.	
4/26/11	1, 2, 7	8	1577 ft.	
Televising				
Date	Section	# of Lines	Total Ft.	
4/4/11	2	10	2667.5 ft.	
4/28/11	6	4	1416.5 ft.	

11852 W. 18 th Ave.	1	4/1/11
11850 W. 18 th Ave.	1	4/1/11
11802 W. 18 th Ave.	1	4/1/11
11800 W. 18 th Ave.	1	4/1/11
11772 W. 18 th Ave.	1	4/1/11
11770 W. 18 th Ave.	1	4/1/11
11710 W. 18 th Ave.	1	4/1/11
11710 W. 18 th Ave.	1	4/1/11
1765 Swadley St.	1	4/1/11
1763 Swadley St.	1	4/1/11
1755 Swadley St.	1	4/1/11
1753 Swadley St.	1	4/1/11
1765 Swadley St.	1	4/1/11
11315 W. 38 th Ave.	1	4/1/11
3270 Oak St.	1	4/1/11
10650 W. 32 nd Pl.	1	4/1/11
W. 23 rd Ave. & Lewis St.	2	4/1/11
W. Colfax Ave. & Welch St.	2	4/1/11
W. 20 th Ave. & Miller St.	2	4/1/11
1124 Yank St.	2	4/1/11
14055 W. 20 th Ave.	1	4/4/11
12655 W. 31 st Ave.	2	4/4/11
13200 W. 32 nd Ave.	2	4/5/11
12655 W. 31 st Ave.	2	4/6/11
1525 Arbutus Ct.	2	4/6/11
10020 W. 21 st Ave.	1	4/7/11
1080 Zang St.	2	4/7/11

11640 W. 29 th Pl.	2	4/7/11
3185 Ward Ct.	2	4/7/11
12180 W. 18 th Dr.	2	4/8/11
10527 W. 31 st Ave.	2	4/8/11
13100 Willow Ln.	2	4/8/11
11890 W. 21 st Way	2	4/8/11
13295 W. 33 rd Pl.	1	4/8/11
14055 W. 20 th Ave.	1	4/11/11
2040 Nelson St.	2	4/11/11
W. 20 th Ave. & Beech Ct.	2	4/11/11
W. Colfax Dr. & Colorado Mills Pkwy.	1	4/12/11
3490 Youngfield St.	2	4/12/11
11700 Carmel Dr.	2	4/13/11
3345 Alkire Way	2	4/13/11
2570 Quail St.	2	4/13/11
12930 W. 32 nd Ave.	1	4/14/11
11815 W. 17 th Ave.	1	4/14/11
923 Alkire Ct.	2	4/14/11
11092 W. 27 th Pl.	2	4/14/11
11122 W. 27 th Pl.	2	4/14/11
11142 W. 27 th Pl.	2	4/14/11
W. 20 th Ave. & Beech Ct.	1	4/15/11
14500 Colfax Ave.	1	4/15/11
10210 W. 26 th Ave.	2	4/15/11
2022 Coors Dr.	2	4/15/11
26 Morningside Dr.	2	4/15/11
11755 Carmel Dr.	2	4/15/11
44 Morningside Dr.	2	4/18/11
4101 Miller St.	2	4/18/11
2400 Simms St.	2	4/18/11
923 Alkire Ct.	2	4/19/11
14055 W. 20 th Ave.	1	4/20/11
1845 Simms St.	1	4/20/11
12095 W. 18 th Dr.	2	4/20/11
13100 Willow Ln.	2	4/20/11
2440 Willow Ln.	2	4/20/11
3210 Oak St.	1	4/21/11
10330 W. 34 th Pl.	1	4/21/11
3735 Lewis St.	1	4/21/11
2010 Garland St.	1	4/21/11
1520 Cole Blvd.	2	4/21/11
1051 Xenophon St.	2	4/21/11
3462 Moore Ct.	1	4/22/11
11422 W. 28 th Ave.	2	4/22/11
2650 Simms St.	2	4/22/11
12210 W. 26 th Ave.	2	4/25/11
9766 W. 22 nd Pl.	2	4/25/11
11182 W. 27 th Pl.	2	4/25/11
3870 Oak St.	1	4/25/11
11683 W. 36 th Ave.	1	4/25/11
W. Collins Ave. & Simms St.	1	4/25/11
W. Colfax Ave. & Oak St.	1	4/25/11
3911 Simms Ct.	1	4/26/11
10200 W. 26 th Ave.	1	4/26/11
13605 Wide Acres Rd.	2	4/26/11
12680 W. 16 th Pl.	2	4/26/11
10 Skyline Dr.	2	4/26/11
3972 Lee Cir.	1	4/27/11
10405 W. 36 th Ave.	1	4/27/11
W. 6 th Ave. Service Rd. & Arbutus St.	1	4/27/11
3115 Mountain Shadows Dr.	1	4/27/11
12153 W. 30 th Pl.	1	4/27/11
11182 W. 27 th Pl.	2	4/27/11

12172 W. 30 th Pl.	2	4/27/11
1892 Robb St.	2	4/27/11
11422 W. 28 th Ave.	2	4/27/11
3115 Mountain Shadows Dr.	2	4/27/11
2140 Routt St.	2	4/27/11
11111 W. 38 th Ave.	2	4/27/11
12345 W. Colfax Ave.	2	4/28/11
11386 W. 26 th Pl.	2	4/28/11
12272 W. 32 nd Ave.	2	4/28/11
11000 W. 23 rd Ave. Dr.	2	4/28/11
1825 Applewood Dr.	2	4/28/11
11182 W. 27 th Pl.	2	4/28/11
2570 Tabor St.	2	4/29/11
12 Skyline Dr.	2	4/29/11
12469 W. 17 th Ave.	2	4/29/11
2670 Simms St.	2	4/29/11
12153 W. 30 th Pl.	2	4/29/11
W. 20 th Ave. & Beech Ct.	1	4/29/11
W. 37 th Ave. & Johnson St.	1	4/29/11