

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
FEBRUARY 23, 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 23rd day of February, 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 January 26, 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 January 26, 2011 regular meeting were approved, as amended.

Fidelity Insurance Coverage: Ms. Johnson reviewed the Memorandum from Special District Management Services, Inc. regarding fidelity insurance coverage with the Board. Attorney Flynn will research additional insurance coverage and report back to the Board in March, including the feasibility of the District obtaining its own Fidelity or crime insurance coverage.

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FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims through the period ending February 23, 2011, as follows:

General Fund	\$ 5,146.11
Enterprise Fund	<u>261,531.20</u>
Total	\$ <u>266,677.31</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 February 23, 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 January 31, 2011 and the schedule of cash position as of February 22, 2011.

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 January 31, 2011 and the schedule of cash position as of February 22, 2011.

Investments: Mr. Turtle reported to the Board that two certificates of deposit at 1st Bank were rolled over for 6 months at .50%.

2011 Facilities Renovation Fee Billing: Ms. Johnson reported that the annual billing was mailed to customers by February 7, 2011 and payments are being received by lockbox.

Internet Cash Management Service and Agreement: Ms. Johnson reviewed the correspondence from 1st Bank regarding the internet cash management service and agreement with the Board, which eliminates the need for all Board members to sign account agreements anytime a new account is opened or a new vendor designated for payment electronically such as by a ACH transaction.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board determined not to opt out and directed Attorney Flynn to prepare a Resolution outlining the Board's policy related to opening new accounts especially designating vendors for payment by ACH transfer.

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LEGAL MATTERS

31st Avenue Easements: Attorney Flynn presented to the Board the easement from Robert and Mary Burns at 12022 West 32nd Avenue.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board accepted the easement from Robert and Mary Burns at 12022 West 32nd Avenue. Attorney Flynn reported that he continues to meet with the other property owners from which easements are needed to secure executed easements.

V-Cup Project: Attorney Flynn reported to the Board that the most recent proposal to complete the work was \$80,000 to clean to a residential standard. The Board directed staff to request an updated proposal to include testing and analysis of the waste water treatment plant building site.

Non-Exclusive Temporary License Agreement: Attorney Flynn reviewed the Non-Exclusive Temporary License Agreement with Louis J. Ficco and Anthony M. Ficco with the Board.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board approved the Non-Exclusive Temporary License Agreement with Louis J. Ficco and Anthony M. Ficco.

OPERATIONS MATTERS

Operations Monthly Report:

Mr. Ramey presented the January 11, 2011 monthly report. A copy of the report is attached hereto and incorporated herein by this reference.

Engineer's report:

Insituform Repairs: Mr. Willis reported that work is in progress.

Kipling Street Project: Mr. Willis reported that the design is complete and will be submitted to the City of Lakewood, City of Wheat Ridge and the Colorado Department of Transportation on Friday. He also noted that publication to solicit bids will occur in two weeks.

Mr. Willis requested that the Board consider approving a proposal from AG Wassenaar to include geotechnical construction services, for an amount not to exceed \$18,177.00 under AG Wassenaar's existing contract with the District for geotechnical design services for the 2011 Kipling Street Sewer Line Improvement Project.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Burm and, upon vote, unanimously carried, the Board approved the proposal

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from AG Wassenaar and directed legal counsel to prepare an appropriate amendment to AG Wassenaar's existing agreement.

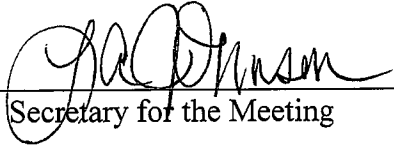
2011 Sewer Improvement Project: Mr. Willis reported that the survey is almost complete, design specifications are complete and work is in progress.

ADJOURNMENT

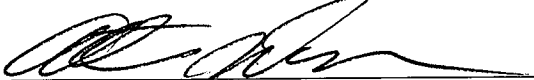
There being no further business to come before the Board at this time, upon motion duly made by Director Fabisiak, seconded by Director Zimmerman and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By


Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL FEBRUARY 23, 2011
MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY
THE BOARD OF DIRECTORS SIGNING BELOW:



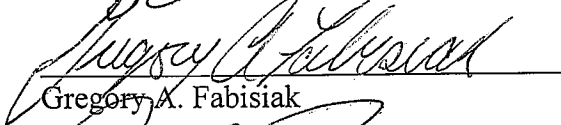
Anthony M. Dursey



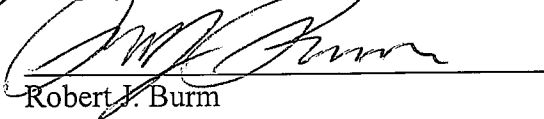
Catherine C. Kesler



James D. "Jim" Zimmerman



Gregory A. Fabisiak



Robert J. Burm



Northwest Lakewood Sanitation District Monthly Report January 2011

Mon 1/3 - Processed 1 locate. Performed 1 grease trap inspection.

Abrusci's	3244 Youngfield St.	Pass
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Tue 1/4 - Processed 2 locates.

Wed 1/5 - Processed 3 locates.

Thu 1/6 - Processed 2 locate.

Fri 1/7 - Processed 1 locate.

Mon 1/10 - Processed 2 locates.

Tue 1/11 - Processed 2 locates. Received an emergency locate at 4:36 a.m. for 3068 Parfet Dr. for a water main break. Bert called Consolidated Mutual directly after not being able to get through to the answering service. He arrived on site, after confirmation of a break, and marked the main line and lateral. Bert also observed 2 other addresses that may possibly have a problem from the break, 3040 and 3050 Quail. Bert went to the office and looked up the tap cards. They were not an issue.

Wed 1/12 - Processed 1 locate. Performed tap inspection at 2266 Zinnia St.

Thu 1/13 - Processed 2 locates. Televised section 2; 11 lines for a total of 2406.1 ft.

Fri 1/14 - Processed 1 locate.

Mon 1/17 - Processed 1 locate. Root cut section 2; 6 runs for a total of 1890 ft. Televised section 2; 12 runs for a total of 3052 ft. Performed 11 grease trap inspections.

Smash Burger	3356 Youngfield St.	Pass
Pizza Hut	3352 Youngfield St.	Pass
Tafolino's Too	1901 Youngfield St.	Pass
Tafolino's	2001 Youngfield St.	Pass
Jimmy's Wings	3050 Youngfield St.	Pass
China Garden	2098 Youngfield St.	Pass
Food Concepts	2545 Kipling St.	Pass
Senor Burritos	2553 Kipling St.	Pass
Gold's Grocery	10021 W. 26 th Ave.	Pass
Papa John's Pizza	1921 Youngfield St.	Fail. Re-insp. 1/27/11
Hawaiian BBQ	1961 Youngfield St.	No Trap. Sent to Will.

Tue 1/18 - Root cut section 2; 5 runs for a total of 1470 ft. Needed to cut out a large mass of roots. Televised section 2; 6 runs for a total of 1678.9 ft.

Wed 1/19 - Processed 3 locates.

Thu 1/20 - Processed 1 locate. Performed 9 grease trap inspections.

Good Times	3230 Youngfield St.	Pass
Denny's	3200 Youngfield St.	Pass
Taco Bell	3050 Youngfield St.	Pass
Morning Star	2800 Youngfield St.	Pass
Purple Ginger	2610 Youngfield St.	Pass
Cupcakes Galore	2575 Youngfield St.	Pass
Applewood Auto	2595 Youngfield St.	Pass
Rocky Mtn. Deaf School	1961 Youngfield St.	Pass
McDonald's	2881 Youngfield St.	Fail. Re-insp. 1/31/11

Fri 1/21 - Processed 5 locates. Televised section 2; 5 runs for a total of 1269 ft. Performed 11 grease trap inspections.

Vivian Elementary	10500 W. 25 th Ave.	Pass
Stober Elementary	2300 Urban St.	Pass
Paramount Lanes	10021 W. 26 th Ave.	Pass
N.Y. Pizza	10081 W. 26 th Ave.	Pass
Noodles & Co.	3294 Youngfield St.	Pass
Chipotle	3294 Youngfield St.	Pass
Chili's	3240 Youngfield St.	Pass
King Soopers Trap #1	3400 Youngfield St.	Pass
King Soopers Trap #2	3400 Youngfield St.	Pass
La Fonda de Acebo	3490 Youngfield St.	Pass
Old Chicago	3250 Youngfield St.	Pass

Mon 1/24 - Processed 2 locates. Received customer concern for 12256 W. 34th Pl. Homeowner had lateral televised and there is a sag in the lateral. Bert reviewed their tape and the 2007 tape of the main. Bert found no problems with the main. He then gave a copy of the tap card and lateral permit along with a list of reputable contractors.

Tue 1/25 - Processed 2 locates. Performed 7 grease trap inspections.

Welchster Elementary	13000 W. 10 th St.	Pass
Maple Grove Elementary	3085 Alkire St.	Pass
Manning School	13200 W. 32 nd Ave.	Pass
Lube & Latte	2595 Kipling St.	Fail. Re-insp. 2/4/11
Glenn's Garage	2500 Kipling St.	Pass
Lakewood Rentals	2505 Kipling St.	Pass
Prospect Valley Elementary	3400 Pierson St.	Pass

Wed 1/26 - Processed 5 locates. Performed a sewer tap inspection from a repair at 2755 Taft Ct.

Thu 1/27 - Processed 4 locates. Televised section 6; 13 runs for a total of 2510.1 ft. Root cut sections 3, 4, 6 & 7; 22 runs for a total of 3967 ft.

Fri 1/28 - Processed 1 locate. Jetted section 4; 7 runs for a total of 1441 ft. Televised sections 2 & 6; 8 runs for a total of 1619.6 ft. Performed 1 grease trap inspection. Bert received an emergency page at 9:45 p.m. for 5645 W. 5th Ave. This is out of District, so Bert called the plumber and let him know to call the City of Lakewood.

Papa John's Pizza	1921 Youngfield St.	Pass (no charge)
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Mon 1/31 - Performed 2 grease trap inspections.

Conoco	12851 W. 32 nd Ave.	Pass
McDonald's	2881 Youngfield St.	Pass (no charge)

	Projected ft. - 2010	YTD actual ft. - 2010	Current 2010 ft.	%YTD - 2010
Cleaning & Hot Spots				
14" less		1,441	1,441	
15" more				
Root Cutting				
14" less		7,327	7,327	
15" more				
Televising		12,536	12,536	
Total		21,304	21,304	

Jetting				
Date	Section	# of Lines	Total Ft.	
1/28/11	4	7	1441 ft.	
Root Cutting				
Date	Section	# of Lines	Total Ft.	
1/17/11	2	6	1890 ft.	
1/18/11	2	5	1470 ft.	
1/27/11	3, 4, 6, 7	22	3967 ft.	
Televising				
Date	Section	# of Lines	Total Ft.	
1/13/11	2	11	2406.1 ft.	
1/17/11	2	12	3052.0 ft.	
1/18/11	2	6	1678.9 ft.	
1/21/11	2	5	1269.0 ft.	
1/27/11	6	13	2510.1 ft.	
1/28/11	2, 6	8	1619.6 ft.	

1895 Tabor St.	2	1/3/11
1895 Tabor St.	2	1/4/11
3400 Pierson St.	2	1/4/11
12143 W. 31 st Pl.	2	1/5/11
1155 Youngfield St.	2	1/5/11
W. Colfax Ave. & Denver West Marriott Blvd.	1	1/5/11
15301 Denver West Pkwy.	1	1/6/11
13161 W. 29 th Ave.	1	1/6/11
2081 Alkire St.	2	1/7/11
2266 Zinnia St.	2	1/10/11
10500 W. 25 th Ave.	2	1/10/11
13029 W. 20 th Ave.	1	1/11/11
3490 Youngfield St.	2	1/11/11
1707 Cole Blvd.	1	1/12/11
W. Colfax Ave. & Denver West Marriott Blvd.	1	1/13/11
W. 38 th Ave. & Lee St.	3	1/13/11
42 Hillside Dr.	2	1/14/11
W. 38 th Ave. & Lee St.	1	1/17/11
13033 W. 20 th Ave.	1	1/19/11
13075 W. 20 th Ave.	1	1/19/11
13030 W. 20 th Ave.	1	1/19/11

1710 View Point Rd.	2	1/20/11
4240 Kipling St.	1	1/21/11
3661 Parfet St.	1	1/21/11
3490 Youngfield St.	2	1/21/11
23 Rangeview Dr.	2	1/21/11
1771 Quail St.	2	1/21/11
3680 Lee St.	1	1/24/11
2755 Taft Ct.	2	1/24/11
11610 W. 29 th Pl.	2	1/25/11
11133 W. 17 th Ave.	1	1/25/11
2490 Garland St.	1	1/26/11
2595 Garland St.	1	1/26/11
2525 Garland St.	1	1/26/11
1817 Quail St.	2	1/26/11
2755 Taft Ct.	2	1/26/11
1832 Simms St.	1	1/27/11
13285 Willow Ln.	2	1/27/11
1950 Taft Dr.	2	1/27/11
11065 Linda Vista Dr.	2	1/27/11
2110 Applewood Dr.	2	1/28/11