

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
MARCH 26, 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 26th day of March, 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 by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the absence of Richard Billings was excused.

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

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

Wayne Ramey; Ramey Environmental Compliance

Bill Willis; Martin/Martin

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the February 27, 2008 regular meeting, the March 5, 2008 reconvened regular meeting and the March 12, 2008 reconvened regular meeting.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the minutes of the February 27, 2008 regular meeting, the March 5, 2008 reconvened regular meeting and the March 12, 2008 reconvened regular meeting were approved.

District website: Mr. Willis presented a history for the Board's review. Mr. Ramey will transmit information regarding photos and tips and tricks to Techsoft in the next few days.

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Facilities Renovation Fee: Survey results. The Board confirmed that it will implement a Facilities Renovation Fee only in the event the District's proposed mill levy tax increase is not approved at the November 2008 election. The Board deferred a decision on the amount and other particulars relating to the fee until after the November election results are known.

Reschedule regular meeting: It was noted that there will not be a quorum available for the April 23, 2008 regular meeting. This meeting will be continued to April 30, 2008 at 4:30 p.m. at the regular meeting place.

2008 Sewer System improvements and five-year capital replacement plan: Mr. Willis presented a summary of the anticipated estimated potential short term District wide infrastructure rehabilitation/replacement costs.

District newsletter: Director Kesler will work with Ms. Johnson on drafting the newsletter.

Press relations policy: Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board established a policy that all press calls will be referred to the attorney for the District.

FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending March 26, 2008, as follows:

General Fund	\$ 5,586.58
Enterprise Fund	67,610.72
Total	\$ <u>73,197.30</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending March 26, 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 February 29, 2008 and the schedule of cash position as of March 26, 2008.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending February 29, 2008.

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Investments: No action is required at this time.

Financial advisor: Discussion was deferred.

LEGAL MATTERS

Public Hearing on the Petition for Inclusion (Cryan Property):
The Chairman opened the public hearing.

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

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey, and upon vote, unanimously carried, the Board approved the petition for inclusion of the Cryan Property and adopted Resolution 08-3-1. A copy of the Resolution is attached hereto and incorporated herein by this reference.

Public Hearing on the Petition for Inclusion (Polinsky Property): The Chairman opened the public hearing.

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

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey, and upon vote, unanimously carried, the Board approved the petition for inclusion of the Polinsky Property and adopted Resolution 08-3-2. A copy of the Resolution is attached hereto and incorporated herein by this reference.

Public Hearing on the Petition for Inclusion (Blessinger Property): The Chairman opened the public hearing.

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

Following discussion, upon motion duly made by Director Kesler, seconded by Director Dursey, and upon vote, unanimously carried, the Board approved the petition for inclusion of the Blessinger Property and adopted Resolution 08-3-3. A copy of the Resolution is attached hereto and incorporated herein by this reference.

Amendment to Rules and Regulations: The Board discussed the need to amend the Rules and Regulations regarding tap fee credits. The Board directed Attorney Flynn to draft language to amend the Rules and Regulations to allow five years of disconnected service and then the service will be considered abandoned.

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4101 Miller Street: Attorney Flynn presented a report from ERM. The Board directed Attorney Flynn to draft a letter to the City of Wheat Ridge requesting a fence to be installed along the road to the property.

Exclusion of 10001 W. 32nd Avenue and 3380 and 3400 Parfet Street properties at District expense: Attorney Flynn was directed to publish for the exclusion hearings to be held at the April meeting for the properties on Parfet Street.

Attorney Flynn has not had a response from the owner of the 10001 W. 32nd Avenue property.

May 6, 2008 election: Ms. Johnson reported that the election was cancelled. Oaths of Office will be administered at the May meeting.

OPERATIONS MATTERS

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

Grease trap inspections. Mr. Ramey reported that four or five commercial properties do not have traps or interceptors. The Board directed Mr. Ramey to contact the property owners and give them 90 days to correct the issue and inform them that a fine will be imposed if the corrections are not completed.

Engineer's report: Denver Water/Moffat Water Treatment Plant. Mr. Willis reported that Denver Water has completed their flow monitoring.

Main extension from Robb Street to Routt Street. Mr. Willis reported that the project has been completed and a punchlist has been created.

20th Avenue and Quail (Denver Water/former YMCA property). Mr. Willis reported that Denver Water has not responded to the letter that was sent on March 3, 2008.

25th Avenue Sanitary Sewer Extension: Mr. Willis reported that groundwater issues have been encountered and the estimated cost increase is approximately \$20,000.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board gave Director Curran the authority to review the bids and make a final decision.

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OTHER BUSINESS

Newsletter printing: Ms. McCoy presented a proposal from CSI in the amount of \$10,221.40. Director Kesler presented a proposal from Colorado Print & Digital in the amount of \$3,500.

The Board directed staff to solicit one or two additional proposals and transmit a summary of the proposals to Director Curran for review.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Kesler and, upon vote, unanimously carried, the Board gave Director Curran the authority to review the bids and make a final decision.

Billing services: No action was taken.

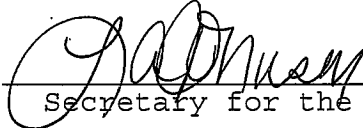
Requests to staff from Board members: No action was taken.

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 continued to Wednesday, April 30, 2008 at 4:30 p.m. at the regular meeting place.

Respectfully submitted,

By


Secretary for the Meeting


THESE MINUTES APPROVED AS THE OFFICIAL MARCH 26, 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 Monthly Report

March 2008

Plant Activities:

- Feb 16th** Bert— Received a page for an emergency locate at 12255 Applewood Knolls. Water line repair performed by Diamond Excavating.
- Feb 18th** Completed locates, and entered UNCC data into data base. Videoed in sections 16 and 21, for a total of 4 lines and 1,302 feet. Took final repair recommendations 2007/2008 to Martin and Martin for review.
John – Completed one grease trap inspection.
- Grease Trap Inspection
- | | | |
|---------------|---------|------|
| Accurate Auto | 2/18/08 | Pass |
|---------------|---------|------|
- Feb 19th** Completed locates, and entered UNCC data into data base. Videoed in section 12 for a total of 13 lines and 2131 feet.
- Feb 20th** Completed locates, and entered UNCC data into the data base. Videoed in sections 12 and 6, for a total of 7 lines and 1352 feet. Picked up permit card from Crystal at SDM. Conference call with Tim Flynn concerning the NWLSD treatment plant.
- Feb 21st** Completed locates, and entered UNCC data into data base. Videoed in sections 11 and 16, for a total of 10 lines and 1218 feet. Went to SDM to pick up paperwork. Received a call from a contractor asking about tap fees, we referred them to SDM. Posted district meeting notice at Gold's Market.
- Feb 22nd** Completed locates, and entered UNCC data into data base. Jetted in sections 2, 11, and 12 for a total of 7 lines and 1750 feet (Jet Only); 275 feet (Root Cut). Check for water leak at the NWLSD Treatment Plant. Look at all possible pipes, buildings, meter, etc., seems to be a leak under ground between meter pit and building. Will shut water off at meter pit when not in use.
- Feb 25th** Completed locates, and entered UNCC data into data base. Videoed in section 4 for a total of 5 lines and 800 feet.

Feb 26th Completed locates, and entered UNCC data into data base. Met with Britton and Patrick, of Martin and Martin, concerning Morning Star project, the 25th Ave. extension, and manhole cleaning request.

Feb 27th Completed locates, and entered UNCC data into data base.
John – Completed 3 grease trap inspections.

Grease Trap Inspections

Abrusci's (2 nd Inspection)	2/27/08	Pass
Goodtime's (2 nd Inspection)	2/27/08	Pass
Marina Carwash (2 nd Inspection)	2/27/08	Pass

Feb 28th Completed locates, and entered UNCC data into data base. Videoed in section 4 for a total of 4 lines and 727.50 feet. Jetted in sections 1, 2, and 16 for a total of 16 lines and 1615 feet (Jet Only); 1290 feet (Root Cut). Clean 4 manholes at the request of Martin & Martin.

Feb 29th Completed locates, and entered UNCC data into data base. Posted the District meeting notice at Gold's Market for the continued meeting.

March 3rd Completed locates, and entered UNCC data into data base. Completed tap inspection for 12940 Willow Way. Called and received fence and gate estimates for NWLSD Plant. (Will go over it at the Board Meeting) Run a query on 2008 Jetting maintenance, and print maps. Met with Britton Evans and Patrick Roberts of Martin & Martin, for follow up on manhole maintenance.

March 4th Completed locates, and entered UNCC data into data base. Jetted in sections 5 and 6 for a total of 20 lines and 1288 feet (Jet Only); 1372 feet (Root Cut). Completed tap inspection for 26 Skyline Dr.
John – Completed 5 grease trap inspections.

Grease Trap Inspections

Food Concepts	3/4/08	Pass
Senior Burritos	3/4/08	Pass
Gold's Grocery	3/4/08	Pass
Smash Burger	3/4/08	Pass
Pizza Hut	3/4/08	Fail

March 5th Completed locates, and entered UNCC data into data base. Met with Fence Company to get a bid for fence at the NWLSD treatment plant. Research laterals on Carmel Dr. All of them run all the way out to 22nd Pl.

March 6th Completed locates, and entered UNCC data into data base. Work on / create new spreadsheets for NWLSD grease traps. Spoke with Martin & Martin concerning the 25th Ave. extension as well as the Routh and Robb St. extension. Soils samples were being cored in the field at treatment plant. Picked up continuation of Board meeting and post at Gold's Market.

March 7th Completed locates, and entered UNCC data into data base.

- March 10th** Completed locates, and entered UNCC data into data base. Completed emergency locate at 10245 Twilight Dr. (3:30am).
- March 11th** Completed locates, and entered UNCC data into data base. Videoed in sections 1 and 2 for a total of 7 lines and 1940 feet. Jetted in section 6 for a total of 17 lines and 2037 feet (Jet Only); 1280 feet (Root Cut). Copied and delivered maps for 2525 and 2545 Youngfield St. to Martin & Martin. Had a conference call with SDM concerning a lateral problem at 12820 W. 18th Dr.
- March 12th** Completed locates, and entered UNCC data into the data base. Assisted a contractor working at 3190 Youngfield St. to determine if capped tap is on site or in the right of way in 32nd Ave. Jetted in section 6 for a total of 1,928 feet. (Root Cut)
John – Visited all establishments that have requested a reduction in the frequency of grease trap inspections. Requested and viewed pumping records to help determine the waivers that need to be issued.
- March 13th** Completed locates, and entered UNCC data into the data base. Be on-site for the download at the Moffat Treatment Facility (Denver Water). Completed tap inspection at 12 Hillside St. Completed tap inspection at 9750 W. 25th Ave.
- March 14th** Completed locates, and entered UNCC data into the data base. Complete tap inspection at 11690 W. 22nd Pl.

Collection System Televising			
Date	Section(s)	No. of Lines	Total Footage
2/18/08	16, 21	4	1302
2/19/08	12	13	2131
2/20/08	12, 6	7	1352
2/21/08	11, 16	10	1218
2/25/08	4	5	800
2/28/08	4	4	722
3/11/08	1, 2	7	1940

Address	UNCC Time per Locate	Date
10865 Linda Vista Dr.	2	2/15/08
11145 Linda Vista Dr.	2	2/15/08
11025 Linda Vista Dr.	2	2/15/08
Linda Vista Dr. & W 23 rd Ave.	3	2/15/08
2800 Youngfield St.	3	2/18/08
I-70 & 32 nd Ave	3	2/18/08
Youngfield St. & 38 th Ave.	3	2/19/08
10950 W. 26 th Ave.	2	2/20/08
2595 Youngfield St	2	2/21/08
2575 Youngfield St	3	2/21/08
2545 Youngfield St	2	2/21/08
Youngfield St & 27 th Ave	3	2/21/08
Youngfield St & W.27 th Ave	2	2/22/08

13058 W.27 th LN	1	2/25/08
13650 W.10 th Ave	1	2/25/08
2490 Hoyt St	2	2/25/08
10530 W.23 rd Pl	2	2/25/08
1667 Cole Blvd	1	2/26/08
11880 Swadley Dr	2	2/27/08
10865 Linda Vista Dr	2	2/28/08
11690 W.22 nd Pl	2	2/27/08
Iris St & W.25 th Ave	2	2/27/08
12342 W.32 nd Ave	2	2/27/08
12342 W.32 nd Ave	1	2/27/08
12342 W.32 nd Ave	1	2/27/08
12342 W.32 nd Ave	1	2/27/08
12342 W.32 nd St	1	2/27/08
11604 Applewood Knolls Dr	1	2/28/08
13290 W.15 th Dr	2	2/28/08
W.25 th Ave & Iris St	2	2/28/08
Youngfield St & W.27 th Ave	3	2/28/08
W.32 nd Ave & Zinnia St	3	2/28/08
W.32 nd Ave & Youngfield St	3	2/28/08
12940 Willow Way	2	3/03/08
1220 Hawthorne St	1	3/03/08
21 Skyline Dr	2	3/03/08
2689 Quail Dr	2	3/04/08
11380 W.25 th Pl	2	3/04/08
26 Skyline Dr	2	3/04/08
2871 Oak St	2	3/04/08
12 Hillside Dr	2	3/04/08
3301 Youngfield Service Road	3	3/05/08
2460 Urban St	2	3/05/08
2105 Union Dr	2	3/05/08
2960 Simms St	2	3/05/08
W.26 th Ave & Youngfield St	2	3/05/08
1325 Normandy Rd	2	3/05/08
W.23 rd Ave & Linda Vista Dr	3	3/05/08
W.32 nd Ave & Linda Vista Dr	2	3/05/08
11025 Linda Vista Dr	1	3/05/08
10865 Linda Vista Dr	2	3/05/08
11145 Linda Vista Dr	2	3/05/08
1220 Hawthorne Rd	3	3/06/08
3190 Youngfield St	3	3/06/08
1531 Youngfield St	2	3/06/08
13030 W.15 th Dr	2	3/06/08
13000 W.15 th Dr	2	3/06/08
W.27 th Ave 7 Youngfield	3	3/06/08
2360 Braun Dr	3	3/06/08
3275 Quail St	2	3/07/08
3190 Youngfield St	2	3/07/08
3190 Youngfield St	2	3/07/08
W.40 th Ave & Youngfield Service Road	1	3/07/08
Wright St & Ward Rd	1	3/07/08
3415 Alkire Way	3	3/07/08
2545 Youngfield St	2	3/10/08
2591 Simms St	2	3/10/08
2510 Miller St	2	3/10/08
2420 Hoyt St	2	3/10/08
3190 Youngfield St	3	3/10/08
2575 Youngfield St	1	3/10/08
2800 Youngfield St	2	3/10/08



12455 W.27 th St	2	3/11/08
W.27 th Ave & Youngfield	2	3/11/08
3415 Alkire St	1	3/11/08
W.26 th Ave & Youngfield St	2	3/12/08
2571 Hoyt St	2	3/12/08
W.20 th Ave & Miller St	3	3/12/08





March 20, 2008

Northwest Lakewood Sanitation District
 141 Union Boulevard STE 150
 Lakewood, Colorado 80228
 Attn: Board of Directors

Re: Summary of anticipated short term Infrastructure Rehabilitation/Replacement for NWLSD

Dear Board,

At the Board's request, Martin/Martin (MM) has estimated potential anticipated short term District wide infrastructure rehabilitation/replacement costs based on review of recent televising reports. In this letter, we will discuss what has been accomplished from the start of 2007 and what might be anticipated in the near future (1-5 years). We understand that the ultimate goal of the District is to understand what revenues will be needed to offset future infrastructure replacement costs. A previous study titled, "NWLSD 2006 Tap Fee/Service Fee Evaluation" discussed the procedure used to evaluate the estimated long term costs and potential fee structure. Please refer to this study for more information concerning long term anticipated infrastructure rehabilitation/replacement.

Summary of potential short term estimated expenditure:

Year	Complete As Identified*	Possible Priority Base Phasing*
2008	\$700,000	\$400,000
2009	\$700,000	\$500,000
2010	\$200,000	\$500,000-\$600,000
2011	\$200,000	\$200,000-\$300,000
2012	\$200,000	\$200,000-\$300,000

* Approximate costs are in "today" dollars without inflation

In 2006, Ramey Environmental Compliance (REC) televised approximately one-third of the District's infrastructure. In January, 2007, M/M reviewed these televising reports and prepared a categorized list of replacement/rehabilitation recommendations with estimated costs. Each category was prioritized based on pipe age, material, known maintenance issues and existing physical attributes. Physical attributes included severe pipe cracks that appeared to jeopardize the pipe structural stability, pipe sags, offset joints/cracks that allowed infiltration/exfiltration, multiple offset joints with heavy and frequent roots intrusions, heavy/frequent mineral buildup, etc. The Board elected to proceed with all the recommendations presented based on proactively mitigating backups, maintenance costs and treatment fees. The bid proposal for the 2007 Improvements was \$634,313.50 with an additional rehabilitation contract awarded to REC in the amount of \$47,395.70. Final project cost was 637,954.88 and \$55,283.40 respectively for a total 2007 capital improvement cost of \$693,238.28.

During 2007, REC televised approximately the second-third of the District's infrastructure. MM has reviewed these televising reports and is preparing a categorized list of replacement/rehabilitation recommendations with estimated costs. Each category will be prioritized based on pipe age, material, known maintenance issues and

existing physical attributes as previously discussed. M/M estimate of 2008 Improvements is approximately \$700,000.

With the first-third of the District recommended improvements (2007 Improvements) being \$635,000 and the second-third of the District recommended improvements (2008 Improvements) estimate of \$700,000, it appears that the final-third of the District recommended improvements (2009 Improvements) will be approximately \$700,000. Upon completion of the 2009 Improvements, an approximate estimate of yearly improvements for the following 3-5 years could be \$150,000 to \$300,000. These costs would be associated with certain trouble areas discovered by District staff or emergencies that occurred in the District during the course of a year. However, this number could be affected by several factors including but not limited to weather tendencies, installation reliability and piping material (clay infrastructure within the District). A good portion of the clay piping in the District is in excess of or approaching 50 years in age. As the clay pipe ages, the District may see more failures occur in this pipe.

The recommended improvements have been and will continue to be prioritized based on aforementioned conditions/attributes. In order to reduce the amount of capital expenditure over the next few years, less critical items such as minor pipe sags, frequent root intrusions, minor cracks with infiltration/exfiltration can be omitted from the recommended improvements with the understanding of the need for additional and continued maintenance, charges for infiltration and some additional risk. The high risk items such and structurally unsafe piping and heavy/frequent roots that may fail and cause a backup will remain as an immediate priority.

Reducing the scope and quantity of the recommended 2008 Improvements to the most critical items will require that the remaining items be completed over the following years. For instance, instead of completing \$700,000 of recommended improvements, of varying severity, over the next two years for an approximate total of \$1.4M, the improvements could be prioritized and completed over a longer period of time based on capital expenditure budgets that the District can afford (see the Summary table with priority based phasing estimates above). As a part of the prioritization of line rehabilitation/replacement, and based on yearly televising reports, new recommendations will be incorporated and reprioritized into the master improvements study. This allows for the most critical needs to be rehabilitated/replaced each year.

At the Boards discretion, Martin/Martin has already prioritized 2008 improvements and can refine our recommendations to accommodate an approximate budget that is affordable to the District over the next few years. However, as has been the strategy of the District in the past, long term benefits exist (lower maintenance, mitigate backups, reduce treatment costs) to completing the majority of improvements as they are defined. Regardless of the amount of improvements pursued annually, we will continue to add and prioritize the master improvements list on a yearly basis to ensure the highest priority items are rehabilitated/replaced each year.

If the Board has any questions or comments, please call our office.

Sincerely,

Britton Evans, P.E.
Project Engineer

Cc: Bill Willis, P.E. - Martin/Martin Inc.
Lisa Johnson - SDMS, Inc. FAX: (303) 987-2032
Tim Flynn - Collins, Cockrel and Cole, P.C. FAX: (303) 986-1755

middle sections did not look any worse than top section at this time