

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTHWEST LAKEWOOD SANITATION DISTRICT
AND THE BOARD OF DIRECTORS OF THE
WASTEWATER UTILITY ENTERPRISE
HELD
NOVEMBER 18, 2015**

A special 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 18th day of November, 2015, at 12:00 P.M., at the offices of Martin/Martin, Inc., 12499 W. Colfax Avenue, Lakewood, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Anthony M. Dursey, President
James D. "Jim" Zimmerman
Catherine "Cici" Kesler

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the absence of Gregory A. "Greg" Fabisiak was excused.

Also In Attendance Were:

AJ Beckman and George Turtle; Special District Management Services, Inc.

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

Darren Dill; Ramey Environmental Compliance

Bill Willis; Martin/Martin Consulting Engineers

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the October 28, 2015 regular meeting.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the minutes of October 28, 2015 regular meeting were approved.

FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims through the period ending November 18, 2015, as follows:

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General Fund	\$ 274,428.38
Enterprise Fund	\$ 85,941.38
Total	\$ <u>360,369.76</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending November 18, 2015, as presented.

Unaudited Financial Statement: 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 October 31, 2015, and the schedule of cash position updated as of November 16, 2015.

Mr. Turtle also, noted that the billing for commercial properties was recently sent.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District setting forth the cash deposits, investments, and budget analysis, and accounts payable vouchers for period ending October 31, 2015, and the schedule of cash position updated as of November 16, 2015, as presented.

Status of Investments: Mr. Turtle reviewed the status of investments with the Board.

Banking relationship between the District, FirstBank and Special District Management Services, Inc.: Attorney Flynn discussed the form with the Board. He recommended that the Board consider approval at the December meeting.

2015 Audit: The Board reviewed the proposal from Schilling & Company, Inc. to perform the 2015 audit.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the engagement of Schilling & Company, Inc. to perform the 2015 Audit, for an amount not to exceed \$5,200.

2016 Budget: The Board opened the public hearing to consider the proposed 2016 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2016 Budget and the date, time and place of the public hearing was

RECORD OF PROCEEDINGS

made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing and the public hearing was closed.

Mr. Turtle reviewed the estimated 2015 expenditures and the proposed 2016 expenditures.

Following discussion, the Board considered the adoption of Resolutions 2015-11-1, 2015-11-2 and 2015-11-3 to Adopt the 2016 Budget, Appropriate for Expenditure during calendar year 2016 the monies contemplated for expenditure by the Adopted Budget, and to Set Mill Levies for the General Fund at 6.858 mills, plus a mill levy for refund and abatements of 0.876, for a total mill levy of 7.734 mills. Upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Resolutions were adopted and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2015. Mr. Beckman was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Jefferson County and the Division of Local Government, not later than December 15, 2015. Mr. Beckman was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2016. Copies of the adopted Resolutions are attached to these minutes and incorporated herein by this reference.

DLG-70 Mill Levy Certification: Mr. Beckman discussed with the Board the DLG-70 Mill Levy Certification form.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 mill levy certification form, for certification to the Board of County Commissioners and other interested parties

LEGAL MATTERS

Deane and Alex Fehrman Claim: Attorney Flynn reported to the Board that no agreement was reached through recent mediation. Attorney Flynn reported that Layne Inliner recently filed a motion to dismiss the claim against them, based on the assertion that their work could not have caused the back up and subsequent damages to the Fehrman property and that Layne Inliner owed no duty of care to the Fehrman's. He further reported that the District's insurance carrier is still actively involved in defending the District, despite the fact that the insurance carrier has demanded that both Ramey Environmental and Layne Inliner assume that defense per provisions in their contracts with the District. Layne Inliner continues to assert that the device found in the pipe by Ramey Environmental is not one that Layne Inliner has or ever used.

RECORD OF PROCEEDINGS

November 2015 Election: Attorney Flynn reported to the Board on the status of the Election. He noted that the ballot issue that would have allowed the District to retain tax revenue from increased valuation failed. Mr. Beckman reported that the votes cast were approximately 60% against. Attorney Flynn also noted that the official results are not yet available.

Westridge Sanitation District/Northwest Lakewood Sanitation District Easement: Attorney Flynn reported to the Board that the various easements on the affected property are now known. He noted that he will prepare the District/Westridge easement such that the easement will be granted via one document. He will present it at the December 2015 meeting.

2016 Facilities Renovation and Service Fee: It was noted that the Facilities renovation Service Fee will go up from \$225.00 to \$250.00 for 2016. The Board deferred discussion.

Amended and Restated Intergovernmental Agreement with Applewood Water and Sanitation District ("IGA"): Attorney Flynn reported to the Board that the Applewood Water and Sanitation District is unsure of which properties are served by the District. Additional investigation is necessary. Attorney Flynn will work with Mr. Willis to review once the exhibit is complete and present it to the Board for execution.

OPERATIONS MATTERS

Operations Monthly Report: Mr. Dill from Ramey Environmental Compliance, Inc. briefed the Board on the monthly report. A copy of the report is attached hereto and incorporated herein by this reference.

Engineer's report: Mr. Willis from Martin/Martin presented his report dated November 18, 2015 to the Board. A copy of the report is attached hereto and incorporated herein by this reference.

2015 Capital Improvements Project: Mr. Willis reviewed the 2015 Capital Improvements report with the Board.

Final Payment: Mr. Willis reviewed with the final retainage payment to T. Lowell Construction for the NWLSD 2015 Sanitary Sewer Improvements.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved final payment to T. Lowell Construction for NWLSD 2015 Sanitary Sewer Improvements, in the amount of \$38,007.56.

RECORD OF PROCEEDINGS

Tap Fee Calculations: Mr. Willis distributed and reviewed with the Board a letter dated November 18, 2015 regarding tap fee calculations. The Board determined to discuss further at the December meeting.

26th Avenue Sewer Line: Mr. Willis reported to the Board that the District can accept ownership of the sewer line in 26th Avenue that was previously constructed and at the present time is owned by Margaret Hood, who owns a property on 26th Avenue that receives service through that line. Attorney Flynn noted that a Bill of Sale is a sufficient instrument of conveyance. He will prepare the necessary conveyance documentation and present it to the District for acceptance after it has been executed by Mrs. Hood and her husband.

Resident Letter: The Board reviewed and discussed the letter received from Ms. Pietrafeso regarding her claim that work performed by the District affected the drainage on her property. Mr. Dill noted that he has been in touch with her regarding her concerns. The Board directed Attorney Flynn to respond to the letter clarifying that the District has not contributed to any of the drainage issues as she is acerting.

OTHER BUSINESS

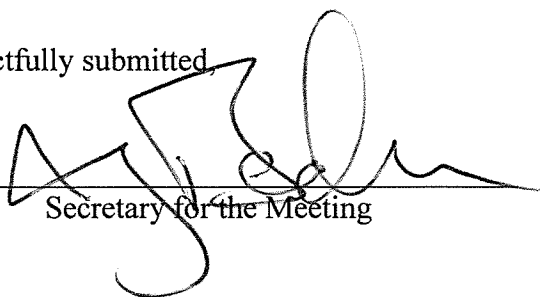
4101 Miller Street Property: Mr. Beckman reported to the Board that the appraiser considered multi-family development of property in his analysis and concluded that the District most likely would not receive zoning approval for multi-family development. The Board directed Mr. Beckman to request that the appraiser include a valuation which assumes zoning approval for multi-family development of the property.

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



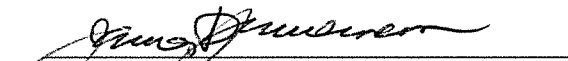
Secretary for the Meeting

RECORD OF PROCEEDINGS

THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 18, 2015
MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY
THE BOARD OF DIRECTORS SIGNING BELOW:



Anthony M. Dursey



James D. "Jim" Zimmerman

Gregory A. Fabisiak

Catherine "Cici" Kesler

RESOLUTION 2015-11-1

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

A RESOLUTION SUMMARIZING THE EXPENDITURES AND REVENUES AND ADOPTING A BUDGET FOR THE NORTHWEST LAKEWOOD SANITATION DISTRICT, JEFFERSON COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2016 AND ENDING ON THE LAST DAY OF DECEMBER 2016

WHEREAS, the Northwest Lakewood Sanitation District and its water activity enterprise (collectively the "District") appointed the District's Accountant to prepare and submit a proposed 2016 budget to the Board at the proper time; and

WHEREAS, the District Accountant submitted a proposed budget to the Board on or before October 15, 2015, for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, said proposed budget was open for inspection by the public at a designated place and a public hearing was held on Wednesday, November 18, 2015, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the proposed budget has been prepared to comply with all terms, limitations, and exemptions, including but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains balanced, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northwest Lakewood Sanitation District:

Section 1. That the estimated expenditures for each fund for the calendar year beginning on the first day of January 2016, and ending on the last day of December 2016, are as follows:

Government Fund	\$1,288,358
Enterprise Fund	<u>\$1,734,518</u>
Total Expenditures	\$3,022,876

Section 2. That the estimated revenues for each of the District’s funds for the calendar year beginning on the first day of January 2016 and ending on the last day of December 2016 are as follows:

<u>Government Fund</u>	
From 2015 year-end fund balance	\$ 0
From sources other than general property tax	\$ 92,000
From the general property tax revenue	<u>\$1,310,158</u>
Total General Fund	\$1,402,158

<u>Enterprise Fund</u>	
From 2015 year-end fund balance	\$ 170,008
From general property taxes	\$ 0
From operating revenues and sources other than taxes	<u>\$1,564,510</u>
Total Revenues	\$1,734,518

Total Revenue – Government Fund and Enterprise Fund	\$3,136,676
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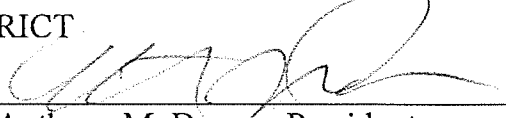
Section 3. That the budget, as submitted, amended, and herein summarized, is hereby approved and adopted as the budget of the Northwest Lakewood Sanitation District for the calendar year beginning on the first day of January 2016 and ending on the last day December 2016.

Section 4. That the budget, hereby approved and adopted, shall be a part of the public record of the Northwest Lakewood Sanitation District.


Section 5. That the budget, is hereby approved and adopted, shall be certified by the Treasurer, Secretary, and/or President of the District to all appropriate agencies and is made a part of the public records of the District.

ADOPTED on the 18th day of November, 2015.

NORTHWEST LAKEWOOD SANITATION
DISTRICT

By: 
Anthony M. Dursey, President

Attest:


James D. Zimmerman, Secretary

NORTHWEST LAKEWOOD SANITATION DISTRICT

2016 Budget Message

Introduction

Northwest Lakewood Sanitation District, the “District” provides sewage collection and transmission services to approximately 4,400 connecting taps in the service area which is located in Jefferson County. The District discontinued operation of its sewage treatment facility on September 30, 2004, with Metro Wastewater Reclamation District providing treatment.

The District has entered into Intergovernmental Agreements with College Park Water and Sanitation District, Applewood Sanitation District and Westridge Sanitation District to provide collection and transmission services to approximately 500 connecting taps within the service area of College Park Water and Sanitation District, Applewood Sanitation District, and Westridge Sanitation District.

The 2016 budget was prepared in accordance with the Local Budget Law of Colorado. The budget reflects the projected spending plan for the 2016 fiscal year based on available revenues. This budget provides for the general operation of the District, and a business like enterprise for the collection of sewage, and capital repair to the collection system.

The District’s assessed value increased 16% to \$190,485,375 in 2015 for the 2016 budget year. The District’s mill levy decreased 0.825 mills due to the limitations of the TABOR amendment to the Colorado Constitution.

Budgetary Basis of Accounting

The District uses funds to budget and report on its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain functions. The various funds determine the total District budget. The District’s General Fund is considered a Governmental Fund and is reported using the economic resources focus and the accrual basis of accounting. The District’s Sanitation Enterprise Fund is also reported using the economic resources focus and the accrual basis of accounting. Revenues are recorded when earned and expenses recorded when the liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

Fund Summaries

General Fund is used to account for resources traditionally associated with government such as property taxes, specific ownership tax and expenditures which include district administration, legal services, treatment charges and other expenses related to statutory operations of a local government. The General Fund’s primary sources of revenue are property taxes and specific ownership taxes.

Sanitation Enterprise Fund accounts for the operations that are financed and operated in a manner similar to private business enterprise, where the intent is that costs of providing services to the public on a continuing basis be financed primarily through a combination user charges. The District contracts for repair and maintenance services. Maintenance and repairs have been estimated by the District's engineer. The estimated expenditures include periodic cleaning of certain mains. Capital outlay expenditures in the enterprise fund include repairs to the system which was constructed approximately 40 years ago. In 2009, the District initiated an annual Facilities Renovation and Services Fee which is expected to result in \$1,288,800 in revenue in 2016. In 2016 this fee has been increased to \$250 per single family residential equivalent unit from \$225. The majority of the proceeds from this fee will be used to continue to repair older infrastructure.

Emergency Reserve

As required by Section 20 of Article X of the Colorado Constitution ("TABOR"), the District has provided for an Emergency Reserve in the amount of 3% of the total fiscal year revenue in the General Fund.

NORTHWEST LAKEWOOD SANITATION DISTRICT
Assessed Value, Property Tax and Mill Levy Information

	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Assessed Valuation	\$ 165,527,807	\$ 164,757,771	\$ 190,485,375
Mill Levy			
General Fund	7.696	7.696	7.696
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	(0.449)	-	(0.856)
Refunds and Abatements	0.038	0.007	0.038
Total Mill Levy	<u>7.285</u>	<u>7.703</u>	<u>6.878</u>
Property Taxes			
General Fund	\$ 1,273,902	\$ 1,267,976	\$ 1,465,975
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	(74,322)	-	(163,055)
Refunds and Abatements	6,290	1,153	7,238
Actual/Budgeted Property Taxes	<u>\$ 1,205,870</u>	<u>\$ 1,269,129</u>	<u>\$ 1,310,158</u>

NORTHWEST LAKEWOOD SANITATION DISTRICT

GENERAL FUND

2016 Adopted Budget

with 2014 Actual, 2015 Budget, and 2015 Estimated Budget

	2014 YTD Actual	2015 Adopted Budget	2015 Estimated Budget	2016 Adopted Budget
1-501 BEGINNING FUND BALANCE	\$ 582,619	\$ 607,944	\$ 630,664	\$ 736,488
REVENUE				
1-510 Property Tax	1,197,171	1,269,129	1,265,000	1,310,158
1-515 Specific Ownership Tax	93,889	85,000	90,069	92,000
Total Revenue	1,291,060	1,354,129	1,355,069	1,402,158
Total Funds Available	1,873,679	1,962,073	1,985,733	2,138,646
EXPENDITURES				
Administration				
1-612 Accounting	20,749	26,000	24,000	26,520
1-614 Administration	34,013	27,000	29,000	29,580
1-615 Audit	5,363	5,500	6,084	6,000
1-616 Billing	23,218	33,200	35,000	35,700
1-618 Bank Charges	0	125	75	125
1-620 Director's Fees	5,800	6,000	4,300	6,000
1-630 Dues & Subscriptions	1,136	1,200	1,238	1,250
1-635 Election and Publication	512	0	950	5,000
1-670 Insurance and Bonds	14,140	15,000	24,120	26,532
1-675 Legal	16,006	25,000	25,000	25,000
1-677 Website	0	6,000	2,500	5,000
1-679 Statutory Compliance	425	500	400	500
1-685 Miscellaneous Expenses	200	500	2,000	500
1-690 Office Supplies	8,646	7,500	7,500	7,500
1-693 Payroll Taxes-Directors	521	459	456	456
1-700 Treasurer's Fees	17,972	19,037	18,975	19,652
Total Administrative	148,701	173,021	181,598	195,315
Operations and Maintenance				
1-720 Treatment Charges	1,020,934	1,012,046	1,012,047	935,378
1-745 Engineering	68,217	50,000	50,000	50,000
1-765 Utilities	4,448	5,600	5,600	5,600
1-795 Contingency	0	55,963	-	60,000
Total Operations and Maintenance	1,094,314	1,123,609	1,067,647	1,050,978
Total Expenditures	1,243,015	1,296,630	1,249,245	1,246,293
Transfers and Other (Uses)				
1-895 Emergency Reserve	-	39,470	-	42,065
Total Expenditures Requiring Appropriation	1,243,015	1,336,100	1,249,245	1,288,358

NORTHWEST LAKEWOOD SANITATION DISTRICT

GENERAL FUND

2016 Adopted Budget

with 2014 Actual, 2015 Budget, and 2015 Estimated Budget

	2014 YTD Actual	2015 Adopted Budget	2015 Estimated Budget	2016 Adopted Budget
ENDING FUND BALANCE	\$ 630,664	\$ 625,973	\$ 736,488	\$ 850,288

NORTHWEST LAKEWOOD SANITATION DISTRICT

ENTERPRISE FUND

2016 Adopted Budget

with 2014 Actual, 2015 Adopted Budget, and 2015 Estimated Budget

	2014 Actual	2015 Adopted Budget	2015 Estimated Actual	2016 Adopted Budget
4-501 BEGINNING FUND BALANCE	\$ 320,749	\$ 1,749,772	\$ 915,710	\$ 170,008
REVENUE				
4-520 Service Agreement-Westridge	2,458	2,058	2,058	1,902
4-525 Service Agreement-Applewood	7,776	7,774	7,774	7,185
4-535 Treatment Chgs-College Park	219,820	219,772	219,772	203,123
4-536 Maintenance-College Park	0	0	-	-
4-539 Facilities Renovation Fees	1,110,876	1,216,260	1,200,000	1,288,800
4-540 Service Fees-Commercial	20,888	24,000	24,000	24,000
4-545 Connection Fee	164,510	0	15,990	-
4-557 Grease Trap Inspection	11,361	18,100	16,500	17,000
4-560 Interest Income	7,430	6,500	4,500	4,500
4-570 Transfer Service Fee	12,571	7,500	11,000	14,000
4-575 Miscellaneous Income	-215	0	215	-
4-590 Denver Water Service Agreement	2,540	7,000	5,000	4,000
Total Revenue	1,560,015	1,508,964	1,506,809	1,564,510
Total Funds Available	1,880,764	3,258,736	2,422,519	1,734,518
EXPENDITURES				
Administrative				
4-675 Legal	43,605	36,000	36,000	36,000
4-685 Miscellaneous Expenses	0	500	500	500
4-700 Treasurer's Fees	454	-	450	450
Total Administrative	44,059	36,500	36,950	36,950
Operations and Maintenance				
4-721 NWLSD Treatment Chg-College Pk	211,127	219,772	219,772	203,123
4-722 NWSD Treatment Chgs-Westridge	2,064	2,058	2,058	1,902
4-723 NWSD Treatment Chgs-Applewood	7,797	7,774	7,774	7,185
4-725 Treatment Charges-Westridge	10,762	10,800	11,325	11,000
4-726 Treatment Charges-Applewood	1,144	1,200	1,200	1,200
4-730 Tap Fees-Metro's Portion	89,120	-	15,840	-
4-735 Landscaping-Plant Site	1,400	7,000	2,500	2,500
4-736 Depreciation	227,786	-	-	-
4-740 Repairs & Maintenance-Lines	17,206	12,000	5,870	7,000
4-741 COS-Grease Trap	6,878	8,000	9,000	9,500
4-742 COS-Locates	44,216	60,000	60,000	65,000
4-746 COS-Collection System Oversight	57,000	57,000	58,425	60,000
4-747 COS-Daily Operations	19,210	16,000	12,000	16,000
4-748 COS-Emergency Service	6,293	10,000	10,000	10,000
4-749 COS-Maintenance	132,944	170,000	165,000	95,000
4-750 COS-Mineral Removal	0	75,000	-	75,000
4-774 Backup Clean & Sanitize	1,620	-	2,531	-
4-778 Sump Pump Inspections	2,325	60,000	4,500	-
Total Operations and Maintenance	838,892	716,604	587,795	564,410

NORTHWEST LAKEWOOD SANITATION DISTRICT

ENTERPRISE FUND

2016 Adopted Budget

with 2014 Actual, 2015 Adopted Budget, and 2015 Estimated Budget

Capital Outlay					
4-810	Sewer Lines/Eng./Observ.	6,101	400,000	581,050	400,000
4-825	Quail Street Parallel Line	0	150,000	281,730	-
4-826	Northwest Interceptor	0	64,986	64,986	77,986
4-827	Kipling Street Project C	76,002	700,000	471,220	21,000
	Overhills Road Full Lining/Remove & Replace			228,780	
4-880	Other Capital Projects	0	1,190,646	-	634,172
	Total Capital Outlay	82,103	2,505,632	1,627,766	1,133,158
Total Expenditures Requiring Appropriation		965,054	3,258,736	2,252,511	1,734,518
ENDING FUND BALANCE		\$ 915,710	\$ -	\$ 170,008	\$ -

RESOLUTION 2015-11-2

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

**A RESOLUTION APPROPRIATING SUMS OF MONEY FOR THE
NORTHWEST LAKEWOOD SANITATION DISTRICT, IN THE AMOUNT AND
FOR THE PURPOSES SET FORTH BELOW FOR THE 2016 BUDGET**

WHEREAS, the Board of Directors of the Northwest Lakewood Sanitation District and its water activity enterprise (collectively the "District") adopted the annual budget for 2016 in accordance with the Local Government Budget Law on November 18, 2015; and

WHEREAS, the Board of Directors of the District has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operation of the District for 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northwest Lakewood Sanitation District and its water activity enterprise, Jefferson County, Colorado:

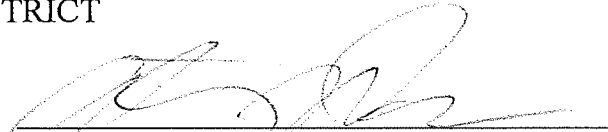
Section 1. That the following sums of money are hereby appropriated from the revenue of the District's Enterprise Fund for the purposes stated:

Government Fund	\$1,288,358
Enterprise Fund	<u>\$1,734,518</u>
Total Expenditures	\$3,022,876

ADOPTED the 18th day of November, 2015.


NORTHWEST LAKEWOOD SANITATION
DISTRICT

By:



Anthony M. Dursey, President

Attest:



James D. Zimmerman, Secretary

RESOLUTION 2015-11-3

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

A RESOLUTION LEVYING PROPERTY TAXES FOR YEAR 2015 FOR COLLECTION IN 2016, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE NORTHWEST LAKEWOOD SANITATION DISTRICT, FOR THE 2016 BUDGET YEAR

WHEREAS, the Board of Directors of the Northwest Lakewood Sanitation District (“District”) adopted its 2016 Budget in accordance with the Local Government Budget Law of Colorado on Wednesday, November 18, 2015; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenues is \$1,310,158; and

WHEREAS, the District has no outstanding bonded indebtedness; and

WHEREAS, the 2015 valuation for assessment for the District, as certified by the Jefferson County Assessor is \$190,485,375; and

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

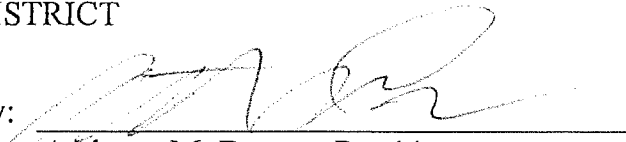
Section 1. That for the purpose of meeting all general operating expenses in the District’s General Fund, including permitted transfers to the Enterprise Fund during the 2016 Budget year, there is hereby levied a property tax of 6.878 mills (after a temporary mill levy reduction of 0.856 mills and an addition of 0.038 mills for refunds and abatements) upon each dollar of the total valuation for assessment of all taxable property within the District to raise \$1,310,158 in revenue.

Section 2. That the District’s manager, accountant, Secretary, Treasurer or Chair is hereby authorized and directed to immediately certify to the Board of County Commissioners of Jefferson County, Colorado, the mill levies for the District as hereinabove determined and set, but as recalculated as needed based upon the final (December) certification of valuation from the Jefferson County Assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED on the 18th day of November, 2015.

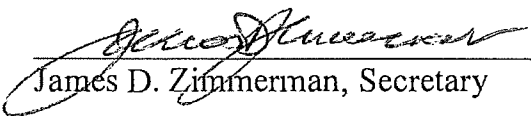
NORTHWEST LAKEWOOD SANITATION
DISTRICT

By:



Anthony M. Dursey, President

Attest:



James D. Zimmerman, Secretary

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Jefferson County, Colorado.

On behalf of the NORTHWEST LAKEWOOD SANITATION DISTRICT,

(taxing entity)^A

the Board of Directors

(governing body)^B

of the NORTHWEST LAKEWOOD SANITATION DISTRICT

(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 190,485,375 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 190,485,375 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/15/2015 for budget/fiscal year 2016
 (not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>7.696</u> mills	\$ <u>1,465,975</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< <u>0.856</u> > mills	\$ < <u>163,055</u> >
SUBTOTAL FOR GENERAL OPERATING:	<u>6.840</u> mills	\$ <u>1,302,920</u>
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	<u>0.038</u> mills	\$ <u>7,238</u>
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>6.878</u> mills	\$ <u>1,310,158</u>

Contact person: AJ Beckman Daytime phone: (303) 987-0835
 (print)
 Signed: [Signature] Title: District Accountant

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).



CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

- 1. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

- 2. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

CONTRACTS^K:

- 3. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

- 4. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.



**Northwest Lakewood Sanitation District
Monthly Report
October 1 – 31, 2015**

Tue 10/1	Processed 19 locates.
Wed 10/2	Processed 10 locates.
Mon 10/5	Processed 9 locates.
Tue 10/6	Processed 10 locates.
Wed 10/7	Processed 16 locates.
Thu 10/8	Processed 8 locates. Completed a tap inspection at: 13539 W 23 rd Pl.
Fri 10/9	Processed 4 locates.
Mon 10/12	Processed 1 locate.
Tue 10/13	Processed 9 locates.
Wed 10/14	Processed 6 locates. Download the Denver Water Moffat September flow.
Thu 10/15	Processed 6 locates.
Fri 10/16	Processed 4 locates. Televised 1,142.90 feet of the 2014 Warranty Lines.
Mon 10/19	Processed 5 locates.
Tue 10/20	Processed 3 locates.
Wed 10/21	Processed 5 locates.
Thu 10/22	Processed 1 locates.
Fri 10/23	Processed 2 locates.
Mon 10/26	Processed 4 locates. Televised 1,248.40 feet of the 2014 Warranty Lines.
Tue 10/27	Processed 2 locates.

Wed 10/28 Processed 8 locates. Televised 809.2 feet of the scheduled 2015 footage. Televised 1,951.10 feet of the 2014 Warranty Lines.

Thu 10/29 Processed 11 locates. Televised 3,380.40 feet of the scheduled 2015 footage.

Fri 10/30 Processed 11 locates. Completed a tap inspection at: 12790 W 19th Pl. Televised 1,500.90 feet of the scheduled 2015 footage.

Televising 2014 Warranty Lines

<u>Date</u>	<u>Section(s)</u>	<u># of Line(s)</u>	<u>Total ft.</u>
10/16	16,17	4	1,142.90
10/26	17	4	1,248.40
10/28	11,17	8	1,951.10

2015 Televising Footage

<u>Date</u>	<u>Section(s)</u>	<u># of Line(s)</u>	<u>Total ft.</u>
10/28	10	4	809.20
10/29	10,16	14	3,380.40
10/30	16	5	1,500.90

	Estimated 2015 Footage	YTD Actual 2015 Footage	Current Footage	YTD %
Cleaning (Jetting)	119,243.9	97,916.00	0.0	82.00%
14" less	89,720.9	79,835.00	0.0	89.00%
15" more	19,228	18,081.00	0.0	94.00%
Easement	N/A	297.00	0.00	N/A
Hot Spots	10,295			
Root Cutting/ Mineral	11,270.00	13,740.00	0.0	122.00%
14" less	N/A	0.00	0.00	0.00%
15" more	N/A	0.00	0.00	0.00%
Root Cutting	N/A	680.00	0.0	
14" less	N/A	0.00	0.00	
15" more	N/A	0.00	0.00	
Televising	108,948.9	92,474.80	5,690.50	85.00%
Hot Spots(<i>TV Root Cutting/Mineral</i>)	10,295	10,797.50	0	105%
Total Task #4	229,362.80	204,130.80	5,690.50	89.0%

Northwest Lakewood Sanitation District
Summary for October 1 - 31, 2015

October 10, 2015

Water Repair – Emergency Locate

12995 W. 15th Dr.

Darrin Dill, of REC, Inc., received a call from the after hours service on Saturday, October 10, 2015, at 10:00 am requesting an emergency locate for 12995 W. 15th Dr., for water repair. Darrin contacted Rachel Michener, of Stone and Concrete, and cleared the work area. No further actions required.

Total time on this issue: 0.25hrs.

**Northwest Lakewood Sanitation District
Engineering Report
November 18, 2015**

2016 Video Review and CIP

Videos were received from REC. The video review and prioritization is underway. The following is a breakdown of maintenance from 2015:

- **Zone C: Cleaned and Televised – 108,949 LF**
- **Hot Spot Recommendations: Cleaned and Televised – 10,295 LF**
- **Annual Root Cut: Cleaned and Televised – 11,270 LF**
- **Total Cleaned and Televised – 130,514 LF**

The following is planned maintenance for 2016:

- **Zone A: Cleaned – 87,729 LF**
- **Hot Spot Recommendations: Cleaned and Televised – Estimated* 12,354 LF**
- **Annual Root Cut: Cleaned and Televised – Estimated* 13,524 LF**
- **Total Cleaned – 87,729 LF**
- **Total Cleaned and Televised – Estimated* 25,878 LF**

***Estimated is dependent on 2016 Video Review which is underway.**

2015 Sanitary Sewer Improvements

Attached is a copy of the 2015 Northwest Lakewood Sanitation District Capital Improvements Plan. The plan highlights the status of existing lines, maintenance for 2015 and potential Capital Improvements Project candidates in 2015. A letter to residents who appear to have roots in service lines is attached for your review. (The information regarding the attached picture can be removed if this is unavailable.) A request for locates and survey has been made. The design of the full line remove/replaces can be completed once the survey is complete. Following the completion of the design, the plans will be submitted to the appropriate jurisdictions for approval and advertisement for bid will occur at the same time. The surveys for the Lewis Street and W. 14th Place upsizing have occurred. However, locates have not been completed. We are moving forward with design of the full line remove/replaces and will submit the plans to City of Lakewood the week of April 13. Invitation to bid is scheduled for April 30, May 7 and May 14 with the bid opening scheduled for May 18th. Invitation to bid will run in Daily Journal and Golden Transcript April 30, May 7 and May 14. Plans have been submitted to Lakewood, Wheat Ridge and Jeff Co. for approval. The submitted bids were opened at 11:00 am at Martin/Martin on May 18. A total of 4 bids were submitted, see attached contractor recommend letter. T. Lowell Construction is the apparent low bidder with a total cost of \$590,000. City of Wheat Ridge and City of Lakewood comments have been received. They are both minor. Waiting on Board's decision regarding the addition of 480 LF of 8-inch main upsizing to 12-inch to complete the Kipling Phase C Improvements to resubmit to City of Lakewood. The pre-construction meeting occurred on June 2 with representatives from Martin/Martin, AG Wassenaar, T. Lowell Construction, City of Wheat Ridge and City of Lakewood. The plans for the added upsizing along W. 23rd Avenue were submitted to the City of Lakewood for review on June 8. Permits for the original work have been provided from City of Lakewood, City of Wheat

Ridge and Jefferson County. Pre-televising for the point repairs has occurred. Construction is set to begin the week of June 15 on the Lewis Street upsizing. Approved plans and permit have been received from the City of Lakewood for the W. 23rd Avenue extension. Pay application 1 and change order 1 (Board approved addition of work with Westridge 8" CIPP, W. 23rd Ave. (Kipling) upsizing, Parfet and W. 38th street depression) is attached for the Board's review. To date 40% of Bid Schedule D (Lewis Street Upsizing from W. 23rd Avenue to W. 25th Avenue) has been completed. During installation of the 12-inch main, the service to 10330 W. 25th Avenue was not reconnected. As a result, a back-up occurred. Ramey and Martin/martin arrived to site to discuss options with the resident. Belfor was called out to site to complete restoration. The existing condition of the service line is a flat line. In order to re-connect the service to the larger 12-inch main, T. Lowell had to temporarily install the service at a negative grade for approximately 3'. Martin/martin has received written permission (attached) from the home owner to re-install the service from a bend in the yard to the main with 4-inch PVC to help facilitate flow at a positive grade into the main. Bid Schedule A (point repairs) began in early July. Pay application 2 and change order 2 are attached for the Board's review. To date 63% of the project is complete. Asphalt paving for Lewis Street, W. 23rd Avenue and W. 14th Place have not yet occurred. Full lining (Bid Schedule B) is underway and not included in this request. City of Lakewood notified T. Lowell and Martin/Martin to inform that temporary street patching along W. 23rd Avenue and Lewis Street has failed in multiple areas. The area is temporarily patched as the City determines the extent that T. Lowell and the District will need to rotomill/overlay the street. The sanitary sewer service repair for 10330 W. 25th Avenue appeared to have settled in the lawn of the resident. T. Lowell re-compacted the area to fix the settlement. The City of Lakewood noted that they could complete the mill and overlay associated with W. 23rd Avenue and Lewis Street for \$21,000. T. Lowell could complete the mill and overlay for \$63,220. It is our recommendation to the Board to allow City of Lakewood to complete the mill and overlay. Further, City of Lakewood is requiring T. Lowell to maintain traffic control along the site until full restoration is complete. T. Lowell would like City of Lakewood to take over traffic control when completing mill and overlay. Coordination is ongoing between the City and T. Lowell. Pay Request 3 is attached for the Board's review. T. Lowell and City of Lakewood provided completed costs including additional mill and overlay for patches and asphalt ramps. The total costs come to: City of Lakewood \$48,742.40 and T. Lowell \$63,200.00. City of Lakewood has now stated that they would not be able to complete asphalt until beginning of next year, while T. Lowell would be able to complete in October. Pay Request 4 is attached for the Board's review. The temporary asphalt patch on W. 23rd Avenue occurred the week of October 12th. The City of Lakewood is planning to complete the mill and overlay in early 2016. A final walk through will be scheduled with T. Lowell. If acceptable, then the notice for contractor settlement and retainage release will be provided. Closeout Ad is running in the Daily Journal and Golden Transcript on November 5 and 12. Retainage release will be recommended at next month's Board meeting. The \$21,000 check for mill and overlay is recommended to be provided to Lakewood.

UPDATE: Retainage Release is attached for the Board's review.

Quail Hollow – 33rd and Quail Street Development – Jehn Engineering

The development contains 12 lots and will include sanitary sewer extensions. A meeting was held with Jehn Engineering and Creekside Community developers on April 7th, 2014 to discuss

the process of extending the main lines to service the new development. May 15th, 2014 Patrick Roberts sent an Application Agreement for the Extension of Sewer Mains to the developer's representative, Steve Wilson. This agreement was signed and returned to Martin/Martin on May 19th, 2014. On May 5th, 2014 Patrick Roberts sent an EOPC to Tim Flynn for the project with an amount of \$124,146.00. Coordination concerning the HOA agreement requirements and easement requirements occurred on June 10th, 2014. On June 26th, Jehn Engineering provided M/M with the completed legal descriptions for the sanitary sewer easements. On August 28th, the District's attorney provided a proposed form of easement deed for the sanitary sewer line to Mark Bishop of Jehn Engineering. On September 3rd, coordination between Mike Thomas of Creekside Homes and M/M occurred to discuss contracts and agreements that need to be completed prior to construction. On September 15th, a tap fee document was provided to Mike Thomas. On September 26, 2014 an execution copy of the easement deed was provided to the owner. On January 30, the Attorney for the District provided the recorded easement and easement agreement for the sanitary sewer main extension. The Agreement for the Sanitary Sewer Main Extension has also been signed. On February 5th, a preconstruction meeting occurred on site. The Letter of Credit had not been received, so the Developer had not been approved to begin construction. The developer had already started digging the trench, but ceased once the information was passed along. On February 6th, the Letter of Credit was provided to the District. On February 11, the construction on the sanitary main began. The Attorney for the District provided the developer with an option of the District to record a lien against the properties for the amount of the unpaid tap fees. The lien would be released once the fees had been paid. The Attorney for the District has recorded a lien against the property for the amount of unpaid tap fees. Once the tap fees have been paid then the lien will be released. On March 14, the new sanitary extension was connected to the District main with a cast-in-place manhole. From the CCTV videos, it appeared that there were two sags in the new mains. American West was notified of these sags and plans to repair. New CCTV will be provided to the District for review. The storm outfall into the gulch, which crosses over the District main, could not get minimum 18" vertical separation. Martin/Martin is working with Jehn Engineering for a solution. Martin/Martin has requested additional funds be deposited to the District, as the initial deposit has been exhausted. Variance request has been submitted to pay tap fees with issuance of individual building permits. The two sags that were identified in the primary review of the new mains at Quail Hollow have been re-installed with no sags. The current plan brought forth by the developer is to install a crest wall and reinforced slab over the existing NWLSD main to protect the main. Coordination and review is ongoing with Jehn Engineering and Tim Flynn to draft an agreement between the District and the HOA stating that the District will not be responsible for possible damage to the drainage outfall, including crest wall and reinforced slab, which extends into the existing District easement during repairs/maintenance operations. The current lien on the overall property will be lifted from each individual lot as tap fees are paid. Quail Hollow representatives had proposed a plan to install a crest wall with a reinforced concrete slab around the existing NWLSD main. Modifications to the plan at the meeting include extending the back end of the crest wall down to below the NWLSD main and installing a 30-inch steel casing pipe parallel to the existing NWLSD main for future capacity issues. The license agreement has been approved by the City and District Board. Coordination with Mike Thomas has been ongoing regarding construction timing for the crest wall, reinforced slab and parallel casing pipe. Upon initial excavation it was verified that the parallel sanitary sewer main

to the north of the NWLSD main is only 6' away. The minimum separation would not allow the steel casing to be installed to the north of the existing NWLSD main, so a new design has been proposed to install the parallel steel casing to the south of the existing NWLSD main. Construction should begin shortly. On September 1, the developer attempted to pay tap fees for 2 lots at the District office. Coordination occurred to let Mike Thomas know that legal descriptions of the lots would need to be provided with the fees, so the partial lien can be released for paid lots. The steel casing was installed on September 4 with District observation occurring periodically during the day. A final walk through occurred with American West on Tuesday October 6th. The sewer construction appeared acceptable except for one manhole had not been grouted and the benching in the downstream manhole needed to be re-worked to facilitate a better transition into the District main. These issues were resolved by American West. AS-built documents were provided by the engineer. As-built documents were provided on October 22. District map was updated accordingly. There is only .07' drop from new invert to invert out. Exhibit is attached. Reworking of benching may be required to better facilitate flow through the manhole.

UPDATE: Coordination is ongoing with Jehn Engineering, American West and Creekside Homes to establish a plan to bring the new main into District standards. Jehn Engineering is planning to re-shoot the new main for the as-built document since there appeared to be several errors on the original document.

30th and Quail Street Backup

Coordination with Rich Phillips occurred concerning a District Map of the area where 8 homes were flooded due to the rainstorm that Lakewood received on Saturday July 13th, 2013. Ramey Environmental provided a written record of the emergency calls. It didn't appear from the record that there were any obstructions in the sewer system and determination of storm source contributing to the sanitary lines are currently being reviewed. Videos of all mains within the Sanitary Sewer Basin were received and reviewed on August 3rd, 2013. Metering installation occurred within two manholes on Quail Street from July 31st to August 21st, 2013 and records were received on August 23rd, 2013. Field Survey information was completed over a week's time from August 7th to August 14th, 2013 and records were received on August 16th, 2013. Based on additional metering during the significant week of rainfall of September 9th. A revised report has been provided that has addressed comments received from the draft report on October 4th, 2013. MM was contacted by the Owner at 2580 Parfet Street related to the property sump pumps discharging to grass. The Owner indicated that his pump has been running even though the irrigation ditch is turned off. We understand that the City has constructed a small PVC pipe to pick up the nuisance flows from the sumps. An EOPC is attached for Board review concerning the repairs that were determined for the Quail Street Sewer Basin in regards to infiltration concerns. The spreadsheet with all owner's addresses was reduced to the initial Parfet area along with mapping and provided to the District Office for distribution. A meeting was held with District representatives, Agricultural Ditch Co, City of Lakewood and Rocky Mountain Ditch Co. to discuss the pending letter to residents. March 14, 2014 - we understand that only one of the four potential inspectors is interested. An agreement has been reached with Sherlock's Home Inspection, LLC to inspect sump pumps for approximately 60 homes in the Quail Street and Parfet Court vicinity within the district. We have received executed contracts from Sherlock Home Inspection, LLC and are going through the background checks. A kickoff meeting was

held on May 26th, 2014 to discuss the project with Sherlock Home Inspection. On July 3rd, Sherlock Homes inspected 11 homes. Two of these homes have sump pumps, but neither home pumps discharge into the sanitary sewer main. Sherlock Homes anticipates inspecting 12 or more weekly based on Resident Availability. Of the residents who have responded to the letter 12 of the 59 residents have denied access to their home for an inspection. 7 of the 27 homes which have not been inspected have consented to an inspection. 4 of the 27 have denied permission and 16 of the 27 have not replied. From the completed inspections it appears that at least 2 sump pumps are connected to the sanitary sewer system. Phase 2 has been discussed including additional addresses be included in the survey (17 new addresses). On October 23, 8 addresses consented to inspection as part of phase 1b. A letter has been drafted to residents in the Quail Street Basin with a notification of potential smoke tests to be completed by the District. A letter has been drafted to notify residents who are identified as having sump pump or foundation drain connections to the District's Collection System. Also attached is a map showing homes who reported back-ups and those who have accepted/denied inspections. REC has monitored the area due to the heavy rainfall. It appears that the system is running at approximately ½ full with no reported damages. Plans were submitted to the City of Lakewood on June 2. The plans and specs were provided to 3 contractors. T. Lowell Construction provided a cost for \$273,000.00. Approved plans and permit have been received from the City of Lakewood. The Board approved T. Lowell's bid. A notice of award and project manuals were provided to T. Lowell on July 8th. Contact from Sherlock Homes has still not been made. A pre-construction meeting with the City of Lakewood, T. Lowell, and AG Wassenaar occurred on July 28th. The City requested construction work within W. 32nd Avenue be completed in a one week time period prior to August 17th due to school traffic. Construction began on Monday August 10th. The two manholes to be poured in W. 32nd Avenue were completed and asphalt was poured to re-open W. 32nd Avenue as soon as possible as requested by the City of Lakewood. A pay request has not been received for work completed to date. Construction began on August 10th and was completed on September 4. Pay application is attached for the Board's review. There was one complaint received during the project from the homeowner at 3030 Quail Street regarding cleanliness of the site. T. Lowell responded the day of the complaint to complete a street sweep, then periodically completing the sweeps throughout the project. The post video review shows that the line is acceptable. Retainage Release is attached for the Board's review. Retainage release will be prepared for next month's Board meeting. The notice for contractor settlement ran in the Golden Transcript on October 15th and October 22nd. Contact has been made with Richard of Sherlock Homes. A meeting is tentatively being scheduled for the week of October 19th to discuss invoices for work completed and possible phase II inspections. Direction by Board as to desire to continue sump pump investigations.

UPDATE: Coordination is ongoing with Sherlock Homes to schedule a meeting to discuss invoices for work completed and continuing Phase 2 work.

11100 W. 38th Avenue – Easements – Amanda Weaver

On March 4, the Attorney for the District provided M/M with a schematic showing the District's mainline extending over and across an open space area believed to be owned by Amanda Weaver. Westridge Sanitation also has a sanitary main extending over and across the property. It is believed that the existing easements along the property currently do not meet District standards. Westridge and the District are working together to provide a more encompassing

easement legal to be executed and recorded. Coordination has been ongoing for Martin/Martin's survey team to survey the site in order to develop the easements. On July 1, Martin/Martin provided a proposal for the work to be completed including the cost sharing between Westridge and NWLSD. The proposal will be presented to the Westridge Board on July 21. The property is planned to be surveyed the week of August 17th. Contact information for Amanda Weaver was provided to the survey team to coordinate schedules. Once the survey has been processed, the land description and exhibit will be provided to Westridge for review. The survey was completed on September 1. Attached is the easement exhibit and land description for review. The documents have also been provided to Westridge for their review. Comments were received by Westridge Sanitation District on Friday October 16. The comments have been addressed. The easement appears ready to be recorded at Jefferson County.

UPDATE: The easement documents were revised and provided to Westridge on November 2. Minor comments have been received and addressed. Once approval from Westridge is given the agreement with Ms. Weaver can be signed and recorded with the County.

12122 W. 32nd Avenue – Complaint – Dorothy Petrafsa

On Friday September 18, the District Manager contacted M/M to request information regarding potential excavation in the above area. The resident had contacted the District stating that the property was having concerns with a drainage line on the property. The resident further claimed that the issues were a result of District repairs in the area. The District conducted sanitary improvements near the property in 2011, however the repairs were not in the area of the described drainage line. A letter has been written for review by the Attorney and Manager prior to sending.

UPDATE: The letter to the resident was sent out via mail on October 30th. No further coordination has occurred.

9350 W. 26th Avenue- City of Lakewood

Coordination with V. Castille at the City of Lakewood occurred on the information provided to GJ Gardner Homes for sanitary sewer availability for the above referenced property. In this availability letter, information concerning the required extension, inclusion, and an EOPC were included. This letter was from May 2014, Mr. Castille was made aware that the EOPC may need to be updated to show the increase construction costs. On August 7, JL Melton Construction contacted the District to discuss review development and tap fees. A review fee document was provided on August 10. The property is not included in the District, so will need to be included. The developer has contracted M/M to complete the sanitary sewer mainline extension. The survey is underway. An extension agreement will be provided to the developer. Survey is complete. There is not enough available space within W. 26th Avenue to extend a sanitary sewer main due to 3 water mains in the street. An 8-inch extension could occur on the shoulder south of W. 26th Avenue. Or an existing 6" shared service line could be extended with a manhole at the end and converted to a District main to provide service.

UPDATE: The service line extension option has been decided upon by all parties. Plans reflecting the extension were provided to City of Lakewood on November 11. The extension agreement was provided to the resident on November 9. An agreement for the District to

take over the existing 6" main in W. 26th Avenue from 9400 W. 26th Avenue and 2590 Hoyt Street needs to be prepared by District's Attorney. Video of the line indicates adequate condition.

1490 Overhill Drive – Open Records Request – Fehrman

On March 4, the Fehrman's attorney provided the Attorney for the District with an open records request. Correspondence, videos and pictures related to the incident were gathered together and provided to the District's Attorney.

UPDATE: Ongoing.

2005 Tabor Drive – Single Family Home Remodel – Steve Hill

On November 2, Mr. Hill contacted the District to request information regarding possible service charge and tap fee changes due to adding an additional kitchen and bathroom to the home. Mr. Hill eventually stated that the addition wouldn't be occurring. A letter was still provided to Mr. Hill stating conditions for the new service.

W. 32nd Ave. and Youngfield – Starbucks – COW Referral

On April 9, the District provided a referral response to the City of Wheat Ridge for a specific development plan and two-lot consolidation plat. The letter expressed the District's ability to service the property. The sanitary sewer service will connect into the District main within W. 32nd Avenue. An updated plan set was provided. A review is underway. It appears a 4" service will connect into the 8" District main. No review fee has been requested. A tap fee document will be issued shortly based on water meter size. On August 31, the plan review document was provided to the developer. A request for water meter size was made to provide a tap fee document. Coordination occurred with the developer as personnel had changed on the job. The tap ticket was provided to the developer showing the District's record of approximate tap location. It was noted to the developer that the District is not responsible for location of service line. No further coordination has occurred.

UPDATE: NONE

11011 Linda Vista Drive – Single Family Home – Terry Kunz

On October 22, Mr. Kunz contacted the District requesting an availability letter for sanitary sewer service at the above address. The letter was provided to Mr. Kunz stating conditions for service including all fees.

UPDATE: NONE

King Soopers Fueling Station – Applewood Shopping Center – 12525 W. 32nd Avenue

On October 28, the City of Wheat Ridge provided the District with a referral for a specific development plan to allow construction of a fueling center at 12525 W. 32nd Avenue. The plan will call for water and sanitary sewer service as well as compliance with Metro's Pre-treatment/Industrial Waste Control Program. On October 31, a referral response was provided to the City of Wheat Ridge requesting revised plans for the District's review. The developer provided the District with a utility plan for the new fueling station at Applewood Shopping Center. On June

24, the District provided an availability letter requesting that the water meter size for the kiosk be provided. Updated plans were requested but have not been submitted. Coordination is ongoing with Consolidated Mutual to determine if a new tap will be issued as part of construction. As of now, it appears that an existing tap will be used so no tap fees will be required. Consolidated Mutual has confirmed that the existing tap will be re-used for the new fueling station. Information regarding payment of observation fee and contact info for Ramey was provided to the developer.

UPDATE: NONE

10993 W. 38th Place (Parfet and W. 38th Place) – Main Crossing with Westridge Sanitation

On December 19, the Attorney for Westridge Sanitation District (WSD) contacted Northwest Lakewood notifying the District that a District main crosses and cuts into a WSD main. The District responded to WSD requesting further information into the cross and cut of the mains. On January 28, the Engineer provided a video showing the pipe intrusion into the WSD main. On March 10, the Engineer for Westridge provided the District with a schematic of the sanitary mains in the area of the pipe intrusion. Martin/Martin will use the survey to explore options for rehabilitation of the Westridge main. At the last Board meeting, it was preferred to move forward with suggesting to Westridge that the full lining procedure be used, and to include in the NWLSD 2015 Sanitary Sewer Improvements project. The Westridge Sanitation Board approved the repair. The repair will be completed as a part of the 2015 Improvements project. Westridge and their engineer will be informed of schedule for observation purposes. The repair occurred on Friday August 14. The engineer for Westridge was notified to observe the process. Post-CIPP videos have not yet been received for review. The post CIPP video has been received and reviewed. It appears acceptable and has been provided to Westridge.

UPDATE: NONE

2075 Rouff Street – Mainline Extension – Gene Fitzgerald

On September 1, Mr. Fitzgerald contacted the District to discuss the requirements for service at 2075 Rouff Street. Currently, there is no mainline fronting the property. The house is on septic. Information regarding service for this property has been requested before in 2012. The availability letter and EOPC for the extension from 2012 was provided to Mr. Fitzgerald noting that costs would not be accurate. The EOPC was updated and further coordination on desired approach is taking place with the District's Attorney. The District's Attorney and Engineer met to discuss. Apparently, Mr. Fitzgerald's property is not within the District, so the District can no compel him to connect to a District main. However, it was strongly suggested to Mr. Fitzgerald that he go through the inclusion process and connect to a District main.

UPDATE: NONE

10750 W. 26th Avenue – Jesse

A meeting took place on Monday, July 20th, 2015 with Jesse Walden to understand the redevelopment planned for 10750 W. 26th Avenue. An extension of a mainline is planned from MH D-19-1 located within Oak Street and extending along Oak Street, W. 26th Avenue and then south on the eastern side of the 7 properties to be served. Coordination is ongoing.

UPDATE: NONE

2200 Youngfield Avenue – Abrusci's - City of Lakewood

The District received a request for comment concerning a formal land development application and construction plans for an Abrusci's restaurant at the above address. A sanitary sewer availability letter was provided to the City on July 27th stating conditions for sanitary service including fees and possible grease interceptor.

UPDATE: NONE

2900 Youngfield Avenue – Human Bean Coffee Shop – City of Lakewood

The District received a request for comment concerning a site plan and special use permit for a coffee shop at the above address. A sanitary sewer availability letter was provided to the City of July 27th stating conditions for sanitary service including fees and possible grease interceptor.

UPDATE: NONE

11325 W. 32nd Avenue – Mainline Extension – Travis Gamber

On July 31, the developer contacted the District requesting information on mainline extension to provide service to seven lots at the above address. A sanitary sewer availability letter was provided to Mr. Gamber stating conditions for sewer service including fees, extension requirements and easements.

UPDATE: NONE

2100 Robb Street – Residential Development – David

On May 12, the property owner at 2100 Robb Street contacted the District to understand the estimated costs for connecting to the District main. NWLSD has an 8-inch main fronting the property within Robb Street. A schematic was provided to David. David mentioned that he is considering two structures on the property both requiring service. David was notified that two structures would require two connections. The 2015 tap fee costs were provided to David for the District and Metro. When a site plan is available, it will be provided to the District. On June 25, information regarding the main and manhole depth were provided to the developer. On June 29, it was confirmed to the developer that no cost-recovery agreement is in place at this address.

UPDATE: NONE

2201 Kipling Street – Re-development – Tom Fazio

Mr. Fazio contacted the District stating that he was interested in demolishing the existing commercial building at the above address to build multi-family. He specifically asked about connection location, mapping and fees. This information was provided to Mr. Fazio and it was requested that Mr. Fazio provide a site plan when available. Coordination with Mr. Fazio occurred. It appears a 24 unit building with single bedroom and studio apartments. A 2" waterline and 4" Fireline are planned. Tap fees and plan review requirements were provided to Mr. Fazio.

UPDATE: NONE

23rd and Kipling St. Apartments – Bill Weiskopf

On July 29th, an engineering review fee document was provided to Mr. Weiskopf in regards to the review of sanitary sewer plans for the 23rd and Kipling Street Apartment project. The review fee amount is \$2000.00. On August 25th, a plan review document was provided to the City of Lakewood. Review fee was received on April 10. Plan review is underway for the proposed 4-unit apartment building. Plan review was provided to the developer on April 23. Updated signed and sealed plans were provided to the District on April 30. Tap fee document was provided to the developer on May 7 for the total amount of \$38,166.00. The 1-inch water meter size was verified by Wheat Ridge Water District.

UPDATE: NONE

2872 Xenon Street – Connection/Abandonment – Mike

On May 15, Mike contacted the District to discuss District procedures for a new connection and abandoning an existing connection. A detail showing a saddle wye connection was provided to Mike along with inspection fee costs and Ramey's contact information for inspection.

UPDATE: NONE

16650 W. 20th Avenue (W. of Simms – Tabor) – Anthony Malensek (303-601-3185)

Inquiring about sanitary sewer service for a single family home. Potential main extension from easement in back of lot. Otherwise, service may be provided from main in W. 20th Avenue. On February 25, the tap ticket for 11660 W. 20th Avenue was provided to Mr. Malensek for his use. No further coordination has occurred.

UPDATE: NONE

W. 32nd Ave. and Youngfield – Owen Keenan – Sterling Design

Mr. Keenan requested information from the District regarding mainlines within W. 32nd Avenue. A District schematic was provided of the existing mainlines in the area.

UPDATE: NONE

Denver Water Conduit Replacement

A meeting was attended on July 17th, 2013 to discuss the Denver Water replacement that will begin at the Applewood Shops and extend towards the Moffat Treatment Plant within the District. The 84" waterline installation will cross multiple district lines and is the early stages of design. Coordination between Dewberry and REC has occurred for locating existing sanitary sewer lines and potholing will commence on certain areas that design feels is necessary for conflicts with the new waterline. Meetings with HDR and Dewberry survey representatives occurred on November 6th and 8th to determine the location of the existing mainlines within the Applewood Shopping Center as well as 32nd Avenue and Ward Road to allow design to continue on the 84" waterline. Discussions concerning possible conflicts of the waterline with existing sanitary mainline occurred – Location: Applewood Knolls Drive and Benthaven Drive.

Coordination with K. Bushdiecker from HDR occurred on April 10th, 2014 concerning the as-constructed documents of the mainlines located within the Applewood Shopping Center. HDR was interested in the depths of the District mainline and horizontal location as the new conduit may need to include a bore of the new 84” waterline. A meeting occurred on December 5 between Denver Water Department and the District. DWD stated in the meeting that the installation is slated to occur in 2019. The installation is planned to be an 84” diameter water conduit. There are likely areas where conflicts will occur with District sanitary mains.

UPDATE: NONE

2180 Union Street – Service Line – Sherlock Homes

A sanitary sewer video was provided to the District for inspection. It appears that a connection occurs to the sanitary sewer service with a high flow. It is possible that the connection to the service is from a sump pump or foundation drain. Sherlock Homes will inspect the service line and property as part of Phase 2 of the Quail Street Back-ups.

UPDATE: NONE

Miscellaneous

- 2015 Video, Root Cut and Jetting Approximate Schedule of Lengths – Information is provided in the Improvements Plan. Lengths are shown below:
 - Root Cut/ Mineral – 11,270 LF
 - Jetting and Televising (Zone C) – 108,949 LF
 - Hot Spot Recommendations (Jetting and Televising) – 10,295LF
 - Televising of Annual Root/Mineral Cutting (Optional) – 11,270 LF
 - Coordination occurred with Metro to determine the approximate amount of sanitary sewer pipeline in NWLSD. This number is approximated at 355,000 feet or 67.23 miles.
 - Videos have been provided for review. The review is underway.
- Moffat billing was provided to the District to be provided to Denver Water. The current contact at Denver Water, Ken Pollack, no longer works with Denver Water. A new contact was made in order to coordinate the high flows that were seen over the first 6 months of this year likely cause by unusually high rainfall.
- 4101 Miller Street – coordination has been ongoing with the District and an appraisal officer to determine the value of the 4101 Miller Street property. Appraisal has been given on the property at \$600,000.00.