

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 DECEMBER 16, 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 16th day of December, 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
Gregory A. "Greg" Fabisiak

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the absence of Catherine "Cici" Kesler 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 November 18, 2015 special meeting.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, carried with Directors Dursey and Zimmerman voting "Yes" and Director Fabisiak abstaining, the minutes of November 18, 2015 special meeting were approved.

RECORD OF PROCEEDINGS

FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims through the period ending December 16, 2015, as follows:

General Fund	\$	34,546.69
Enterprise Fund	\$	<u>62,582.49</u>
Total	\$	<u>97,129.18</u>

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending December 16, 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 November 30, 2015, and the schedule of cash position updated as of December 15, 2015.

Mr. Turtle also reviewed with the Board the reconciliation of collection costs for the Facilities Renovation Service Fee. He noted that the total annual cost is less than the revenue generated by the fees collected.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District setting forth the cash deposits, investments, and budget analysis, and accounts payable vouchers for period ending November 30, 2015, and the schedule of cash position updated as of December 15, 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.: Mr. Beckman reviewed the FirstBank Acknowledgement Form with the Board.

Following review, upon motion duly made by Director Fabisiak, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the execution of the Acknowledgement of Banking Relationship between the District, First Bank and Special District Management Services, Inc.

2016 Meeting Dates: Mr. Beckman reviewed the business to be conducted in 2016 to meet the statutory compliance requirements.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board determined to meet regularly on the fourth Wednesday of every month at 4:00 p.m., at the offices of Martin/Martin, Inc., 12499 W. Colfax Avenue, Lakewood, Colorado.

EXECUTIVE SESSION

Executive Session: Following a brief discussion, at approximately 12:29 p.m., pursuant to Section 24-6-402(4)(b)(e), C.R.S., upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon an affirmative vote of all three Directors present, the Board convened in executive session for the purpose of receiving legal advice on specific legal questions and to instruct negotiators relative to the amount of the District's claimed damages that could be sought against both Ramey Environmental and Reynolds Inliner arising out of the Fehrman liability claim, and to determine the District's position with respect to a scheduled mediation session between the parties to the lawsuit.

Those present during the executive session consisted of Directors Dursey, Zimmerman and Fabisiak; Legal Counsel and the District Manager.

The executive session lasted approximately 15 minutes and was recorded. At approximately 12:44 p.m. the Board returned to open public meeting. The executive session was recorded as required by law, including the attorney/client privileged portion of the executive session. Upon returning to open public meeting, Mr. Flynn reported that he had received directions during the executive session and that he would proceed accordingly.

LEGAL MATTERS

Deane and Alex Fehrman Claim: An update was provided in executive session.

Westridge Sanitation District/Northwest Lakewood Sanitation District Easement: Attorney Flynn reported to the Board that the easement work will be split 50/50 between the District and Westridge Sanitation District. The Agreement, once drafted, will be presented to the Board for approval.

Resolution No. 2015-12-1 Ratifying, Approving, Confirming, and in some Instances, Increasing the Rates, Fees and Charges of the Northwest Lakewood Sanitation District for Calendar Year 2016: Attorney Flynn reviewed Resolution No. 2015-12-1 Ratifying, Approving, Confirming, and in some Instances, Increasing the Rates, Fees and Charges of the Northwest Lakewood Sanitation District for Calendar Year 2016 with the Board.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board adopted

RECORD OF PROCEEDINGS

Resolution No. 2015-12-1 Ratifying, Approving, Confirming, and in some Instances, Increasing the Rates, Fees and Charges of the Northwest Lakewood Sanitation District for Calendar Year 2016. Notice to the public of the Board's intent to increase rates was previously provided as required by law.

Amended and Restated Intergovernmental Agreement with Applewood Water and Sanitation District ("IGA"): Attorney Flynn reviewed with the Board a summary of services to be included in the Agreement. No action was taken by the Board because both Districts are continuing to verify the property addresses that are currently served or will be served under the Agreement, as revised. Once that data has been completed the Amended and Restated IGA will be revised and then presented to the Board for approval.

Resident Letter: Attorney Flynn reported to the Board that a letter was sent to Ms. Pietrafeso regarding her claim that work performed by the District affected the drainage on her property.

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 December 16, 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.

Sump Pump Inspections: Mr. Beckman reported that Martin/Martin Consulting Engineers tested and verified the proper operation of the pump and disconnection from the system.

Tap Fee Calculations: It was noted that discussion of tap fees took place with adoption of the Annual Fee Resolution.

26th Avenue Sewer Line: The Board discussed the property and sewer line on 26th Avenue.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board authorized staff to contribute \$1,000 toward a settlement offer and directed staff to work with the developer to reach a settlement with the owner of the exiting sewer line..

RECORD OF PROCEEDINGS

OTHER BUSINESS

4101 Miller Street Property: Mr. Beckman reported to the Board that the appraisal fee for looking at the property based on the hypothetical condition that is approved for medium to high density multi-family development is \$1,500 with a three week turnaround.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board approved the additional scope of work for an amount not to exceed \$1,500.

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,

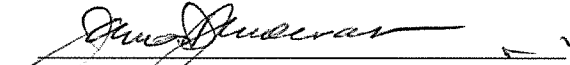
By _____

Secretary for the Meeting


THESE MINUTES APPROVED AS THE OFFICIAL DECEMBER 16, 2015 MINUTES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



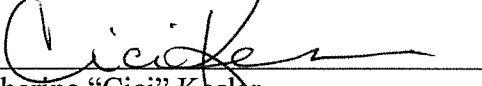
Anthony M. Dursey



James D. "Jim" Zimmerman



Gregory A. Fabisiak



Catherine "Cici" Kesler

RESOLUTION NO. 2015-12-1

NORTHWEST LAKEWOOD SANITATION DISTRICT
JEFFERSON COUNTY, COLORADO

A RESOLUTION RATIFYING, APPROVING, CONFIRMING, AND IN SOME INSTANCES, INCREASING THE RATES, FEES AND CHARGES OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT FOR CALENDAR YEAR 2016

WHEREAS, pursuant to Section 32-1-1001(1)(j)(I), C.R.S., the Board of Directors (“Board”) of the Northwest Lakewood Sanitation District (“District”) has the authority to fix and from time to time increase or decrease rates, fees, tolls, penalties, or charges for services, programs, or facilities furnished by the District; and

WHEREAS, the District operates a sanitary sewer collection system (“System”) that was initially constructed in the 1950’s; and

WHEREAS, it is in the interest of the public health, welfare and safety of the District and of the District’s inhabitants that the District collect adequate revenues to pay ongoing operation and maintenance costs and generate sufficient reserves to replace the System as and when needed; and

WHEREAS, in connection with the preparation and adoption of the District’s 2016 Budget the Board reviewed the District’s rates, fees, tolls and charges and determined it was necessary to increase certain rates and leave other rates at their present levels; and

WHEREAS, with regard to the District’s sanitary sewer connection fees the Board, based upon information provided by Martin/Martin Consulting Engineers, determined to not increase the District’s sanitary sewer connection fee for 2016; and

WHEREAS, the Board did determine, however, that it was appropriate and necessary to increase the District’s Facility Renovation and Service Fee for 2016; and

WHEREAS, the Board desires to set forth by Resolution the Board’s determination regarding the District’s 2016 rates, fees, tolls and related charges.

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

Section 1. Increase in Connection Fee. As of January 1, 2016 the District's sanitary sewer connection fee shall increase from \$3,960 per single family residential equivalent tap to \$4,220, and the District's sanitary sewer connection fee for a qualifying multiple dwelling unit shall also increase from \$3,960 per dwelling unit to \$4,220.

Section 2. Metro Wastewater Reclamation District Fee. In addition to the District's \$3,960 connection fee per single family residential equivalent tap the District shall also collect the Metro Wastewater connection fee as adopted by Metro for calendar year 2016. By way of explanation and not limitation, the Metro Wastewater Reclamation District connection fee for 2016 per single family residential equivalent tap is \$4,220.

Section 3. Increase in Facilities Renovation and Service Fee. Effective January 1, 2016 the District's Facilities Renovation and Service Fee shall increase from \$225.00 per single family equivalent tap per year to \$250.00 per single family equivalent tap per year. The Facilities Renovation and Service Fee shall be collected and utilized as previously approved by the Board pursuant to Resolution 08-12-1 and Resolution 09-12-1 and the late fee shall remain at \$15.00 and shall be imposed on the 16th day after the Facilities Renovation and Service Fee is considered due, i.e. April 1 of the calendar year for which the Fee is imposed.

Section 4. Grease Trap Inspection Fee. For calendar year 2016 the District's Grease Trap Inspection Fee established by Resolution 08-1-3 at \$100.00 for each grease trap and grease interceptor (collectively "Grease Trap") inspected or re-inspected by the District shall remain at \$100.00; provided, however, with respect to any re-inspection the District's Manager may waive the re-inspection fee if the Grease Trap passes inspection and has corrected all previously noted deficiencies. The late fee for non-payment of the Grease Trap Inspection Fee shall remain at \$15.00, which fee shall become delinquent 30 days after the date of the bill for the inspection for which the fee is imposed pursuant to Resolution 08-8-1.

Section 5. Miscellaneous Charges. The District's miscellaneous charges for 2016 shall be as follows:

<u>Description</u>	<u>Amount</u>
Late Fee	\$15.00 per delinquent amount assessed only one time. Said late fee shall be imposed with regard to any fee that is not paid when due.
Return Check Fee	\$30.00 per occurrence
Transfer Fee	Customer Account Transfer Fee shall be \$50.00 per transfer.
Plumber, Drain Layer, Contractor License Fee	\$50.00 per year or part thereof. The renewal fee for any license shall be \$10.00 after the original issuance of the license.

Inspection Fee for Stub-Ins	\$150.00 per inspection
Inspection Fee for Disconnection	\$150.00 per disconnection
Inclusion Fee	\$2,500.00 per acre or part thereof
Service Charges for Tax Exempt Contributors and Excess Contributors	The service charge for tax exempt contributors and excess contributors shall continue to be calculated in accordance with the previously approved formula.
Sewer Extension Fee	\$100.00
Public Records Research Fee	\$30.00 after the first hour of research

Section 6. Public Health and Safety. The adoption of and/or re-affirmance rates as set forth above is necessary for and promotes the public health, welfare and safety of the District's inhabitants. It is hereby re-affirmed that all rates as set forth herein are effective as of January 1, 2016 and shall remain in effect until changed by the Board.


Section 7. Section Amendment. The aforementioned rates, fees and charges shall remain in effect until further action by the Board of Directors.

Section 8. Rules and Regulations. This Resolution shall supersede any contrary provision contained in the District's Rules and Regulations, which shall be modified as soon as reasonably practical to conform to the provisions set forth in this Resolution.

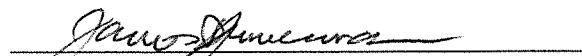
APPROVED AND ADOPTED on the 16th day of December, 2015.

NORTHWEST LAKEWOOD SANITATION DISTRICT

By:


Anthony M. Dursey, Chair

Attest:


James D. Zimmerman, Secretary



**Northwest Lakewood Sanitation District
Monthly Report
November 1 – 30, 2015**

Mon 11/2 Processed 8 locates. Easement jetted 1,929 feet of the scheduled 2015 footage.
Tue 11/3 Processed 3 locates. Completed a tap inspection at 2962 Oak St.
Wed 11/4 Processed 7 locates.
Thurs 11/5 Processed 16 locates. Completed a tap inspection at 1710 Arbutus St.
Fri 11/6 Processed 7 locates.
Mon 11/9 Processed 3 locates.
Tue 11/10 Processed 4 locates.
Wed 11/11 Processed 0 locates.
Thurs 11/12 Processed 9 locates.
Fri 11/13 Processed 8 locates.
Mon 11/16 Processed 9 locates. Jetted 1,986 feet of the scheduled 2015 footage.

Completed 2 grease trap inspections:

Abrusci's Italian Restaurant	3244 Youngfield St.	Pass
Davie's Chuck Wagon Diner#2	10151 W. 26 th Ave.	Pass

Tue 11/17 Processed 5 locates. Jetted 3,435 feet of the scheduled 2015 footage.

Wed 11/18 Processed 4 locates. Download the Denver Water Moffat October flows and onsite for Mountain Peak controls to calibrate the flow meter. Completed the quarterly jetting of the shared College Park line for a total of 768ft.

Completed 12 grease trap inspections:

Chili's	3240 Youngfield St.	Pass
Chipotle Mexican Grill	3294 Youngfield St.	Pass
Goodtimes Burgers & Frozen Custard	3230 Youngfield Service Rd.	Fail
Jimmy's Wings	2050 Youngfield St.	Pass
King Soopers Trap #1	3400 Youngfield St.	Pass
King Soopers Trap #2	3400 Youngfield St.	Fail
Lu House	2098 Youngfield St.	Pass
Noodles and Company	3294 Youngfield St., Suite F	Pass
Pizza Hut/Wing Street	3352 Youngfield St.	Pass
Taco Bell	3050 Youngfield St.	Fail
Teller's Taproom & Kitchen	1990 Youngfield St.	Fail
Thai Green & Sushi	3300 Youngfield St.	Pass

Thurs 11/19 Processed 2 locates. Jetted 1,205 feet and easement jetted 712 feet of the scheduled 2015 footage.

Fri 11/20 Processed 15 locates.

Completed 5 grease trap inspections:

Conoco Break Place	12851 W. 32 nd Ave.	Pass
Goodtimes Burgers & Frozen Custard	3230 Youngfield Service Rd.	Pass
Mountain Tap Bar & Grill	1901 Youngfield St.	Fail
Purple Ginger Asian Fusion	2610 Youngfield St.	Pass
Tafolino's Mexican	2001 Youngfield St.	Pass

Mon 11/23 Processed 6 locates.

Tue 11/24 Processed 7 locates. Jetted 3,092 feet of the 2015 scheduled footage.

Completed 9 grease trap inspections:

Applewood Auto Body, Inc.	2595 Youngfield St.	Pass
Atria Applewood Senior Living	2800 Youngfield St.	Pass
Denny's	3291 Youngfield Service Rd.	Pass
Lakewood Rentals, Inc.	2520 Kipling St.	Pass
Lube & Latte	2595 Kipling St.	Pass
McDonalds	2881 Youngfield St.	Pass
Paramount Lanes	2625 Kipling St.	Pass
Señor Burritos	2553 Kipling St.	Pass
Smashburgers	3356 Youngfield St.	Pass

Wed 11/25 Processed 5 locates.

Completed 8 grease trap locates:

Little Brazil	10081 W. 26 th Ave.	Pass
Manning School	13200 W. 32 nd Ave.	Fail
Maple Grove Elementary	3085 Alkire St.	Fail
Prospect Valley Elementary School	3400 Pierson St.	Pass
Stober Elementary School	2300 Urban St.	Fail
Sundance Automotive	10110 W. 226 th Ave.	Pass
Vivian Elementary School	10500 W. 25 th Ave.	Pass
Welchester Elementary School	13000 W. 10 th Ave.	Pass

Fri 11/27 Processed 6 locates.

Mon 11/30 Processed 3 locates.

2015 Jetting Footage

<u>Date</u>	<u>Section(s)</u>	<u># of Line(s)</u>	<u>Total ft.</u>
11/16	10, 16	11	1,986.00
11/17	16	13	3,435.00
11/19	16	5	1,205.00
11/24	16	15	3,092.00

2015 EASEMENT Jetting Footage

<u>Date</u>	<u>Section(s)</u>	<u># of Line(s)</u>	<u>Total ft.</u>
11/2	10	13	1,929.00
11/19	16	3	712.00

	Estimated 2015 Footage	YTD Actual 2015 Footage	Current Footage	YTD %
Cleaning (Jetting)	119,243.9	110,275.00	12,359.00	92.00%
14" less	89,720.9	89,553.00	9,718.00	100.00%
15" more	19,228	18,081.00	0.0	94.00%
Easement	N/A	2,938.00	2,641.00	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	86,784.30	0.0	80.00%
Hot Spots(<i>TV Root Cutting/Mineral</i>)	10,295	10,797.50	0	105%
Total Task #4	229,362.80	198,440.30	26,004.50	87.0%

Northwest Lakewood Sanitation District
Summary for November 1 - 30, 2015

November 5, 2015

9400 W. 26th Ave.; Inspect 6" PVC Line for District Sewer Main

Martin/Martin

On Thursday, November 5, 2015, Ismael Gomez and Sandy Scheibeler, of REC, Inc., were dispatched to inspect a 6" PVC line for the District sewer main. Patrick Roberts, of Martin/Martin, requested the inspection during a phone conference. Ismael and Sandy left the Arvada office and met Mr. Roberts on site and reviewed his expectation of the inspection at 9400 W. 26th Ave.

Ismael used the push camera, he inspected through two clean outs and inspected 149ft. upstream and 107.5ft. downstream, for a total of 256.5ft. Ismael did not find any structure defects and he marked the sewer main with paint and flags. Ismael and Sandy completed the inspection, burned Mr. Roberts a DVD and departed the site. The DVD was delivered to Mr. Roberts at Martin/Martin. No further action was required.

Total time on this issue: 4hrs. Camera Truck
Total footage: 256.5ft.

November 11, 2015

Possible Backup

3100 Youngfield St.

On Wednesday, November 11, 2015, at 1:45pm, Darrin Dill, of REC, Inc., received a call from the after hours service regarding a possible backup at 3100 Youngfield St. Darrin dispatched Mark Doody and Sandy Scheibeler, of REC, Inc., to follow up on the possible backup. Mark and Sandy proceeded to 3100 Youngfield St., but could not locate the address. Mark called the contact provided to him, Steve Brown, and was told that the address was 4100 Youngfield St., which is not in District. Mark informed Mr. Brown that the address was not District. Mr. Brown inquired what District he was in, Mark stated that he was not sure, but the City of Wheat Ridge had a map on their website showing all seven possible districts. Mr. Brown thanked Mark for the information. Mark and Sandy departed 3100 Youngfield St. No further action was required.

Total time on this issue: 0.75hrs. each

November 17, 2015
Electric Main Repair
13149 W. 33rd Ave.

On Tuesday, November 17, 2015, at 6:30am, Ismael Gomez, of REC, Inc., received a call from the after hours services regarding an emergency locate at 13149 W. 33rd Ave. After receiving the call, Ismael immediately followed up and contacted Dennis Obregon, of Sturgeon Electric. Mr. Obregon told Ismael that they were setting up the dig site in an open area at W. 33rd, northwest of the Denny's restaurant, and were going to repair an electrical main located there. Ismael let Mr. Obregon know he was on his way because there's a 12" District main right within their dig spot. Once Ismael arrived on site, he marked and flagged where the main was located then departed. No further action was required.

Total time on this issue: 0.75hrs.

November 20, 2015
Dye Test to Confirm Tap Connection
2590 Hoyt St.
Martin & Martin

On Friday, November 20, 2015, Ismael Gomez, of REC, Inc., was dispatched to 2590 Hoyt St. in order to perform a dye test on a service lateral. Patrick Roberts, of Martin & Martin, requested the dye test in order to confirm a connection. Ismael set up on the upstream manhole E-6 and began his inspection; he stationed the camera where the tap connection was suspected to have been. Ismael needed to speak with the homeowners of 2590 Hoyt St. in order to complete the test, however he was not able to contact them. Though he was not able to complete the dye test, he was able to finish the inspection of 357.4 feet. Once he'd completed gathering the 357.4 feet of footage, Ismael left the site and no further action was taken. Issue in ongoing.

Total time on this issue: Camera Truck - 1.75hrs.

November 27, 2015
Emergency Locate
11650 W. 26th Ave.

On Friday, November 27, 2015, Mark Doody, of REC Inc., received an emergency locate for a water main repair for the NWLSD sent through the WebTMS online notification system. Mark pulled the associated top card from the office catalog of district addresses for 11650 W. 26th Ave., and then verified the address was in the NWL District. The address was in district; Mark responded accordingly to the site where he marked the mains and tap, then departed. No further actions required.

Total time on this issue: 1.0hr.

**Northwest Lakewood Sanitation District
Engineering Report
December 16, 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.

UPDATE: The review is underway. The Capital Improvements Plan will be ready for the Board's review at February's meeting.

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. 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.

UPDATE: The revised as-built was provided to the District. The slope of the most northern segment is out of compliance with District standards. It was noted to the developer that the segment could not be accepted by the District. A remove/replace recommendation was provided to the Developer. Coordination is ongoing.

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

UPDATE: Calls and emails have been made to Sherlock Homes with no response. Mr. Russ at 2931 Oak Street, who was found to have a sump pump connected to the District main, removed the sump from the main. District representatives made a site visit to verify, however Mr. Russ would not allow the representatives to kick the pump on. Visual inspection occurred but is inconclusive.

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. 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.

UPDATE: Coordination is ongoing with Westridge regarding the easement agreement.

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. 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. An agreement to transfer ownership of the line was provided to Ms. Hood on November 16 for review.

UPDATE: A bill of sale was provided to Ms. Hood. Ms. Hood responded stating that she was seeking advice on whether or not she should be compensated for transferring her 6" service line to the District. The District responded saying that ownership and maintenance of the 6" would increase the value of her property. Coordination is ongoing.

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.

2915 Ward Court – Lot Consolidation – COW Referral

On November 17, the City of Wheat Ridge requested a referral response for a lot consolidation at the above address. The lot consolidation will enable the property owner to add-on to the existing home. A referral response including conditions for sanitary sewer service was provided to the City on November 18.

2480 Iris Street – Single Family Home – Patrick

On November 23, Patrick contacted the District requesting information for tap fee payments. The existing lot is planned to be subdivided in order to build a single family home. The tap fee costs were provided.

13905 W. 26th Avenue – Single Family Home – Jamie Ivarson

On November 25, Mr. Ivarson contacted the District to discuss tap fee payment and inspection for a new service connection. The tap fee payment had been made along with the inspection fee. The contact info for REC was given to Mr. Ivarson.

12122 W. 32nd Avenue – Complaint – Dorothy Petrafso

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

UPDATE: NONE

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.

UPDATE: NONE

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 Routt Street – Mainline Extension – Gene Fitzgerald

On September 1, Mr. Fitzgerald contacted the District to discuss the requirements for service at 2075 Routt 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 not 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 16650 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

- 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.
- Tap Fee Study is attached for the Board’s review.