

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTHWEST LAKEWOOD SANITATION DISTRICT
AND THE BOARD OF DIRECTORS OF THE
WASTEWATER UTILITY ENTERPRISE
HELD
FEBRUARY 24, 2016**

A regular meeting of the Board of Directors of the Northwest Lakewood Sanitation District and the Board of Directors of the Wastewater Utility Enterprise (referred to hereafter as "Board") was convened on Wednesday, the 24th day of February, 2016, at 4:00 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:

James D. "Jim" Zimmerman
Gregory A. "Greg" Fabisiak
Catherine "Cici" Kesler

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the absence of Anthony M. Dursey was excused.

Also In Attendance Were:

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

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

Wayne Ramey; Ramey Environmental Compliance

Bill Willis; Martin/Martin Consulting Engineers

See attached list for additional attendees

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the January 27, 2016 regular meeting.

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Zimmerman, and upon vote, unanimously carried, the minutes of January 27, 2016 regular meeting were approved.

RECORD OF PROCEEDINGS

PUBLIC COMMENT

Ms. Melton addressed the Board explaining that she is the Architect for homeowners Bob and Cheryl Blahnik who are requesting a variance for the sewer line serving their property. The homeowners attempted to connect with another private line but the owner of the private line is not willing to dedicate the line to the District, and negotiations have broken down. The homeowners are requesting a variance to allow for a service line and force main approximately 340 feet long. The Board discussed the risks associated with lift stations and septic systems and asked the homeowners if they understand the risks. Both Bob and Cheryl Blahnik acknowledged the risks. Ms. Melton explained that her clients would prefer to work with Martin/Martin on the design for the service line, force main and lift station.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak, and upon vote, unanimously carried, the Board granted the variance upon the condition that: (i) the lift station and related service line appurtenances be reviewed and approved by the District's engineer to assure that the District's sanitary sewer collection system can adequately handle the volume of sewage that will be discharged by the force main; (ii) the cost of designing and installing the service line and related appurtenances will be paid by the homeowner; and (iii) a variance or other written document reflecting the terms and conditions upon which the Board approval was granted be prepared by the District's legal counsel in a form that can be recorded upon the public records of Jefferson County, Colorado against the property that is being served.

The above-referenced motion also contained a waiver by the District of any conflict that Martin/Martin may have in working with the homeowners and, at the same time, also representing the District for purposes of inspecting the installation and the design of the service line. It was felt that Martin/Martin was more familiar with the District's requirements and could most economically design the service line, force main, and lift station, and that allowing them to do so in this situation would be in the best interests of both the homeowners and the District.

FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims through the period ending February 24, 2016, as follows:

General Fund	\$	20,754.42
Enterprise Fund	\$	<u>22,658.08</u>
Total	\$	<u>43,412.50</u>

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending February 24, 2016, as presented.

RECORD OF PROCEEDINGS

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 January 30, 2016, and the schedule of cash position updated as of February 22, 2016. He also noted that the District will need a 2015 budget amendment.

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 January 30, 2016, and the schedule of cash position updated as of February 22, 2016, as presented.

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

LEGAL MATTERS

May 2016 Election: Attorney Flynn reported to the Board that Directors Fabisiak and Kesler have filed self-nomination and acceptance forms. One individual did request a self-nomination and acceptance form. Mr. Beckman noted however that he has not received any completed forms other than those submitted by the Board members who are currently up for re-election.

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

Executive Session: Following a brief discussion, at approximately 4:26 p.m., pursuant to Section 24-6-402(4)(b), C.R.S., upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon an affirmative vote of all Directors present, the Board convened in executive session for the purpose of receiving legal advice on specific legal questions.

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

The executive session lasted approximately 14 minutes and was not recorded because it constituted a privileged attorney-client communication for which no electronic recording is required. At approximately 4:40 p.m. the Board returned to open public meeting.

Westridge Sanitation District/Northwest Lakewood Sanitation District Easement: Attorney Flynn reported to the Board that a draft easement deed and

RECORD OF PROCEEDINGS

appropriate exhibits have been provided to Amanda Weaver by the Westridge Sanitation District. Representatives of Westridge have offered to meet with Mrs. Weaver to explain what it is Westridge and Northwest are requesting. To date, Mrs. Weaver has not contacted either the Westridge engineer or the Westridge manager.

Amended and Restated Intergovernmental Agreement with Applewood Water and Sanitation District ("IGA"): Attorney Flynn reported that inspections have revealed that there is one additional property that is being serviced by the Applewood Water and Sanitation District which was not previously identified in the Intergovernmental Agreement. Legal counsel for Applewood Water and Sanitation District is in the process of preparing a new Restated and Amended IGA which will be submitted to Northwest Lakewood for approval at a future Board meeting.

Resident Drainage Issues: Attorney Flynn reported to the Board that he and Mr. Willis inspected the property owned by Dorothy Pietrafesco at 12122 West 32nd Avenue and found no evidence that the District caused any drainage problems to the property. Attorney Flynn will send a letter to the homeowner explaining the position that the District has not caused any drainage issues and that it is a private drainage matter that must be addressed by Mrs. Pietrafesco herself and at her cost and expense.

OPERATIONS MATTERS

Operations Monthly Report: Mr. Ramey 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 February 24, 2016 to the Board. A copy of the report is attached hereto and incorporated herein by this reference.

Mr. Willis reviewed with the Board the 2016 Capital Improvement Project report.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak and, upon vote, unanimously carried, the Board authorized moving forward with the design and bidding for the work noted by Martin/Martin as high priority work and some medium priority work to target the total project at approximately \$800,000.

OTHER BUSINESS

4101 Miller Street Property: Mr. Beckman reviewed with the Board the appraisal report on the 4101 Miller Street property. No action was taken by the Board.

RECORD OF PROCEEDINGS

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,

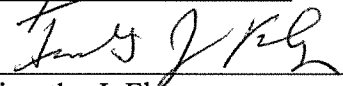
By _____


Secretary for the Meeting

ATTORNEY STATEMENT


Pursuant to Section 24-6-402(2)(d.5)(I)(B), C.R.S., I, Timothy J. Flynn, state that I am general counsel for the Northwest Lakewood Sanitation District and that I was present at the time the Board convened in Executive Session on Wednesday, February 24, 2016 at approximately 4:26 p.m. I further state that the Executive Session was not recorded because it constituted a privileged attorney-client communication, and that no electronic recording thereof was necessary. The Board did not adopt any proposed policy, position, rule, regulation or take any formal action during the Executive Session.

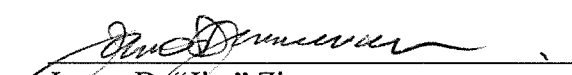
Date: 4/7/2016


Signature: 

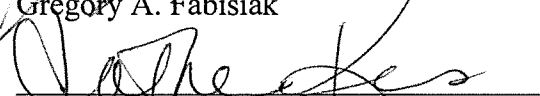
Timothy J. Flynn

THESE MINUTES APPROVED AS THE OFFICIAL FEBRUARY 24, 2016 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

NORTHWEST LAKEWOOD SANITATION DISTRICT

_____, 2015

Please *print* your name, address and phone number and the issue(s) you are interested in addressing at this meeting.

NAME	ADDRESS	TELEPHONE/EMAIL	ISSUE(S) TO BE ADDRESSED
Bob Blahnik	1075 ZIMMER ST Golden Co 80411	7-3010025 Bob@bbblending.com	9350 W. 26th Ave Sewer Extension
Cheryl Blahnik	11		11
Jerry Melton & Jessica Melton	JL Melton Construction	303.428.8383	



Northwest Lakewood Sanitation District Monthly Report January 1-31, 2016

Mon 1/4	Processed 6 locates. Televised 1,442.80 feet of the 2015 scheduled footage.
Tue 1/5	Processed 3 locates.
Wed 1/6	Processed 6 locates.
Thu 1/7	Processed 2 locates.
Fri 1/8	Processed 5 locates.
Mon 1/11	Processed 4 locates. Televised 1,686.50 of the 2015 scheduled footage.
Tue 1/12	Processed 5 locates. Televised 725.50 and jetted 992.00 of the 2015 scheduled footage.
Wed 1/13	Processed 6 locates.
Thu 1/14	Processed 5 locates.
Fri 1/15	Processed 4 locates.
Tue 1/19	Processed 6 locates.
Wed 1/20	Processed 4 locates.
Thu 1/21	Processed 10 locates.
Fri 1/22	Processed 7 locates.
Mon 1/25	Processed 3 locates. Completed tap inspection at 11925 W 18 th Ave.
Tue 1/26	Processed 5 locates.
Wed 1/27	Processed 7 locates.
Thu 1/28	Processed 5 locates.
Fri 1/29	Processed 4 locates.

<u>2015 Jetting Footage</u>				
	<u>Date</u>	<u>Section(s)</u>	<u># of Line(s)</u>	<u>Total ft.</u>
	1/12/16	10, 16	4	992.00

<u>2015 Televising Footage</u>				
	<u>Date</u>	<u>Section(s)</u>	<u># of Line(s)</u>	<u>Total ft.</u>
	1/4/16	20	7	1,442.80
	1/11/16	16, 20	10	1,686.50
	1/12/16	10, 16	3	725.50

	Estimated 2015 Footage	YTD Actual 2015 Footage	Current Footage	YTD %
Cleaning (Jetting)	119,243.9	116,104.00	992.00	97.00%
14" less	89,720.9	92,426.00	0.00	103.00%
15" more	19,228	20,045.00	0.00	104.00%
Easement	N/A	2,938.00	0.00	N/A
Hot Spots	10,295			
Root Cutting/ Mineral	11,270.00	13,740.00	0.00	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	0.00	
14" less	N/A	0.00	0.00	
15" more	N/A	0.00	0.00	
Televising	108,948.9	106,439.30	3,854.80	98.00%
Hot Spots (TV Root Cutting/Mineral)	10,295	10,797.50	0	105%
Total Task #4	229,362.80	223,925.30	4,846.80	98.0%

Northwest Lakewood Sanitation District Summary for January 1-31, 2016

January 1, 2016

Emergency Locate - Water Main Repair

W. 30th Ave. & Kipling St.

On Friday, January 1, 2016, Ismael Gomez, of REC, Inc, received a call from the after hours answering service for an emergency locate at W. 30th Ave. and Kipling St., for a water main repair. Ismael contacted Jay Salas, of Consolidated Mutual Water. Mr. Salas informed Ismael that they were going to be digging in the middle of Kipling St. on the yellow lanes. Ismael looked at the map and informed Mr. Salas that the site was clear due to the District Main being under the sidewalk on the west side of the road and the District Main was not in the dig spot. No further action required.

Total time on this issue: 0.25hrs.

January 8, 2016

Emergency Locate - Possible Gas Leak

W. 23rd Ave. & Linda Vista Dr.

On Friday, January 8, 2016 at 6:00 pm, Mark Doody, of REC, Inc, received a call from the after hours answering service for an emergency locate at W. 23rd Ave. and Linda Vista Dr., for a possible gas leak. Mark called the listed contact, Kathlene McCartney. Ms. McCartney stated that she smelled gas at the intersection and that Xcel was onsite but couldn't locate a leak. Mark thanked Ms. McCartney for the call. No further action required.

Total time on this issue: 0.25hrs.

January 11, 2016

Follow-up Video Inspection

11720 W. 30th Pl.

On Monday, January 11, 2016, Ismael Gomez and Sandy Scheibeler, of REC, Inc, were dispatched by Darrin Dill, of REC, Inc, to conduct a follow-up video inspection of the sewer main to confirm a plumber's snake had been removed from a line. During the inspection, Ismael and Sandy did not find the plumber's snake but did locate a chunk off a manhole lid. They inspected the line from both sides and confirmed the snake was out and the tap connection was normal. They inspected for a total of 249 feet. No further action was needed.

Total Camera Truck time: 1.25hrs.

Total Footage 249ft.

Addendum:
January 12, 2016
Broken Manhole Lid
W. 30th Ave. & Simms St.

On Monday, January 11, 2016, while Ismael Gomez, of REC, Inc, was conducting the video inspection for the plumber's snake he discovered a broken manhole lid at W. 30th Ave. and Simms St. Darrin Dill, of REC, Inc, dispatched Mark Doody and Sandy Scheibeler, of REC, Inc, to replace the manhole lid. Upon arrival onsite, Mark and Sandy replaced the 24" manhole lid for manhole ACC-1. No further action required.

Total time on this issue: 1hr.

January 12, 2016
Stuck Manhole Rings in Line
Consolidated Mutual Easement

On Tuesday, January 12, 2016, Ismael Gomez and David Moore, of REC, Inc, were videoing an easement line in the property of Consolidated Mutual Water Company. After the video showed a lot of debris in the line from Manhole B-28 to Manhole B-29, Ismael called Mark Doody and Sandy Scheibeler, of REC, Inc, to have them come to the site with the jet truck. Mark and Sandy arrived onsite and jetted for Manhole B-24, this was the only access they had. Mark and Sandy jetted for 750 feet and were unable to go any further. As they were pulling back the nozzle, they brought two large pieces of pipe back. They changed nozzles and jetted again, for 800 feet this time. While pulling back the jet hose it got stuck and would not move. Ismael, David, and Sandy went to see if the jetter was stuck in a manhole. They found the jetter hose stuck in a manhole with two pieces of manhole ring that had been pulled out of the line. They freed the jet nozzle and removed the pieces of manhole ring. Mark was able to bring the jet hose back at this time. Darrin Dill, of REC, Inc, contacted Patrick Roberts, of Martin/Martin, via email to inform him of the situation. This issue is ongoing.

Total time on this issue: Jet Truck - 4.25hrs.
Total footage 992ft.

January 12, 2016
Emergency Locate – Water Main Break
11647 W. 37th Pl.

On Tuesday, January 12, 2016 at 6:45 pm, Mark Doody, of REC, Inc, received a call from the after hours answering service for an emergency locate at 11647 W. 37th Pl., for a water main break. Mark contacted David Schairer, of Consolidated Mutual Water Company, to inform him that the location was out of District. No further action required.

Total time on this issue: 0.25hrs.

January 14, 2016

Emergency Locate – Electric Main Repair
Youngfield St. & Applewood Dr.

On Thursday, January 14, 2016 at 7:15 pm, Mark Doody, of REC, Inc, received a call from the after hours service regarding an emergency locate at Youngfield St. and Applewood Dr., for an electric main repair. Mark contacted Nick Lawson, of Hooper Corporation, and informed him that there were no District lines in the locate description and gave him the all clear. No further action required.

Total time on this issue: 0.25hrs.

January 18, 2016

Locate Buried Manholes
Consolidated Mutual Water/Maple Grove

On Monday, January 18, 2016 at 7:15 pm, Ismael Gomez and David Moore, of REC, Inc, were scheduled to meet Consolidated Mutual Water Company's personnel onsite at Maple Grove Reservoir to locate the manholes, buried by gravel, in order to complete the 2015 Jetting and Televising program. Upon locating the manholes, Consolidated Mutual Water Company's personnel dug them up. After locating and confirming the 12" main (manhole B-27) and 24" main (manhole B-27-1), Ismael and David departed the site. No further action required.

Total time on this issue: 1hr each.

**Northwest Lakewood Sanitation District
Engineering Report
February 24, 2016**

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

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.

The Capital Improvements Plan will be made available to the Board at least one week before the February Board meeting.

UPDATE: The 2016 Capital Improvements Plan Report 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. 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. 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. An updated as-built document was provided showing all mainline segments within conformance. M/M has scheduled in house survey team to take as-built shots to verify the provided as-built due to the discrepancy between as-builts. The Martin/Martin survey team completed an as-built survey of the new mainline extension. The results of the survey show that the new mainline is within compliance of District and design standards. It is recommended that conditional acceptance for the extension agreement is signed.

UPDATE: Coordination is ongoing with the developer as to the nature of the lien on each individual property and when those liens will be removed based on tap fee payments.

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. 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. Plans were received from City of Lakewood on January 7. The comments were addressed and provided back to City of Lakewood on January 8. Plans were approved by City of Lakewood on January 12. Coordination with Ms. Hood is ongoing. The District has offered \$2,000 in compensation for the service line. Ms. Hood has not yet responded to the offer.

UPDATE: Last month, the Board requested that JL Melton make an additional attempt to contact Ms. Hood regarding the offer to extend the existing 6-inch sanitary sewer service and convert it to District ownership. The resident at 9350 W. 26th Avenue has contacted

Ms. Hood to determine if an agreement can be made. Ms. Hood has noted that they will respond by Friday. A secondary option has been considered regarding a private lift station and force main for the resident at 9350 W. 26th Avenue if the service cannot be extended. If the force main is required, a variance will be required.

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.

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: The developer has noted that he does not plan to move forward with the project. The project may be re-visited in the future.

3072 Nelson Dr. – Service Line Review – Kevin France

On February 2, Mr. France contacted the District requesting review of his sanitary sewer service CCTV. Mr. France is in the process of selling his home. During the review of the sanitary sewer service video, a break was found near connection to the District main. From review of the video, it appeared that the break in the service line occurs upstream of the wye joint. Based on District standards, the break is the homeowner's responsibility. The results of the review were provided to Mr. France. Mr. France contested that this and maintains it is the District's responsibility. In order to further inspect the connection, REC televised the mainline. The results of the mainline CCTV show that the condition of the District main and wye connection is acceptable and therefore is the homeowner's responsibility.

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. Coordination is ongoing with Westridge regarding the easement agreement. The Attorney provided a draft easement agreement for both District's to review. Review of the easement agreement is underway between the District and Westridge. When finalized, the agreement will be provided to Ms. Weaver for review.

UPDATE: NONE

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. Ms. Pietrafeso provided a letter to the District stating that a contractor working for the District removed a drainage pipe that is causing flooding on her property. Coordination is ongoing.

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. A tap fee document was provided on January 7th for one single family home.

UPDATE: NONE

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.

UPDATE: NONE

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.

UPDATE: NONE

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.

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

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

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

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

Miscellaneous

- 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. **The District received a proposal to assess the value of the property based on an assumption that the property were zoned for multi-family.**
- Letter stating no changes were made to the District boundary were provided to DOLA and Jefferson County.
- **Moffat Billing was provided to Denver Water for the second half of 2015. Per the original agreement, Denver Water should provide sampling data from the plant this year. This data has not yet been provided to the District. The new contact with Denver Water is Zeke Campbell.**