

NORTHWEST LAKEWOOD SANITATION DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
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NOTICE OF SPECIAL MEETING AND AGENDA OF THE BOARD OF DIRECTORS OF THE DISTRICT AND OF THE WASTE WATER UTILITY ENTERPRISE

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Anthony M. Dursey	President	2022/May 2022
James D. "Jim" Zimmerman	Secretary	2022/May 2022
Gregory A. "Greg" Fabisiak	Treasurer	2023/May 2023
Catherine "CiCi" Kesler	Assistant Secretary	2023/May 2023
George C. Davenport		2022/May 2022

DATE: October 28, 2020

TIME: 4:00 P.M.

PLACE: **VIA Conference Call**

DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONAVIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WILL BE HELD BY CONFERENCE CALL WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON. IF YOU WOULD LIKE TO ATTEND THIS MEETING, PLEASE CALL IN TO THE CONFERENCE BRIDGE AT 1-877-261-8991 AND WHEN PROMPTED, DIAL IN THE PASSCODE OF 6964594.

I. ADMINISTRATIVE MATTERS

- A. Review and approve Minutes of the September 23, 2020 regular meeting (enclosure).
-

II. PUBLIC COMMENT

- A. _____

III. FINANCIAL MATTERS

- A. Review and approve the payment of claims through the period ending October 20, 2020 as follows (enclosure):

General Fund	\$	31,392.61
Enterprise Fund	\$	28,572.17
Total:	\$	<u>59,964.78</u>

and accept the schedule of cash position as of September 30, 2020 (enclosure); and the unaudited financial statements for the period ending September 30, 2020; and a report on collections for the facilities renovation fees, grease trap inspection fee collections, commercial billing and any other fees imposed and collected by the District (enclosure).

- B. Discuss and consider adopting a Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer for collection with property taxes collected in 2019 (enclosure).
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- C. Status of Wells Fargo Safe Deposit Box.
-

IV. LEGAL MATTERS

- A. Update on 930 Alkire Street Easements.
-

- B. Update on proposed Third Restated and Amended Sewer Service Agreement with Applewood Sanitation District.
-

- C. Update on Amanda Weaver Project Cost Allocation.
-

- D. Gold Market Easements.
-

V. OPERATIONS MATTERS

- A. Operations Monthly Report (enclosure).

1. _____

B. Engineer's Report (enclosure).

1. Status of 2020 Capital Improvements.

2. _____

VI. OTHER BUSINESS

A. Discuss rescheduling November 25, 2020 meeting.

B. Website update.

VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
NOVEMBER 25, 2020.**

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
SEPTEMBER 23, 2020**

Due to the COVID19 pandemic, the regular monthly meeting of the Board of Directors of the Northwest Lakewood Sanitation District and the Board of Directors of its Wastewater Utility Enterprise (collectively referred to hereafter as “Board”) convened, by telephone conference call on Wednesday, September 23, 2020, at 4:00 P.M. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting by telephone, if they so desired.

ATTENDANCE

Directors In Attendance Were:

Anthony M. Dursey
Greg Fabisiak
Jim Zimmerman
Cici Kesler
George C. Davenport

Also In Attendance Were:

Steve Beck; Special District Management Services, Inc.

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

Bill Willis; Martin/Martin Consulting Engineers

Wayne Ramey; Ramey Environmental Compliance

Walt Frankland; the District’s website consultant

Dawn Schilling; Schilling and Associates

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the August 26, 2020, Regular Meeting.

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Davenport, and upon vote, unanimously carried, the minutes of the August 26, 2020 Regular Meeting were approved, as presented.

RECORD OF PROCEEDINGS

**PUBLIC
COMMENTS**

There were no public comments.

**FINANCIAL
MATTERS**

Claims: Mr. Beck reported to the Board that the claims statement has been revised to include any additional invoices received from Martin/Martin and Diamond Contracting. The Board considered approval and ratification of the revised payment of claims through the period ending September 23, 2020, as follows:

General Fund	\$ 15,452.62
Enterprise Fund	\$ 98,597.14
Total	<u>\$ 114,817.16</u>

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler and, upon vote, unanimously carried, the Board approved the revised payment of claims for the period ending September 23, 2020.

Unaudited Financial Statement: Mr. Beck reviewed with the Board the unaudited financial statements of the District setting forth the cash deposits, investments, and budget analysis, accounts payable vouchers for the period ending August 31, 2020, the schedule of cash position dated August 31, 2020, and the Accounts Receivable reports on collections of fees, the past due accounts and collection efforts.

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Davenport, and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District setting forth the cash deposits, investments, budget analysis, accounts payable vouchers and accounts receivables reports for the period ending August 31, 2020, and the schedule of cash position dated August 31, 2020, as presented.

Consider approval of the 2019 Audit: Ms. Schilling discussed with the Board the 2019 audit. She noted that the Audit Report contained a clean or unmodified opinion meaning that in Shilling & Company's opinion, the District's financial statements presented fairly in all material respects the financial condition of the District as of December 31, 2019, and for the year then ended.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and, upon vote, unanimously carried, the Board accepted the audited financial statements of the District as of December 31, 2019 and authorized the execution, signing and filing of the Management Representation Letter by Director Dursey and Mr. Beck.

Confirmation of Hearing Date for Certifying Delinquent Accounts. Mr. Beck and Attorney Flynn discussed the delinquent accounts with the Board. It was noted that the letter to the customers whose accounts are delinquent states that October 28, 2020 is

RECORD OF PROCEEDINGS

the date the Court will conduct a public hearing and consider certifying those delinquent accounts for collection by the Jefferson County Treasurer with the 2020 real property taxes. Following a brief discussion, the Board confirmed that this date is an appropriate date to conduct the hearing. Attorney Flynn will prepare the appropriate Resolution to certify the delinquent accounts for collection.

Wells Fargo Safe Deposit Box: Mr. Beck updated the Board on the status of the safe deposit box and the effort to open and then close the box.

LEGAL MATTERS

Update on 930 Alkire Street Easement: Attorney Flynn, Mr. Willis and Mr. Beck discussed with the Board the pending and/or completed sale of the property owned by the Willbanks' Family Trust at 930 Alkire Street. The property has been divided into two lots and one of the lots is closed. The owner of the lot that has closed originally thought he would demolish the garages, but now has indicated he will not. He provided Mr. Flynn with an improvement survey plat that shows potentially enough room to relocate the sewer line behind the garage structures. This information has either been or is in the process of being communicated to Martin/Martin so they can evaluate it for consideration by the Board.

The discussions on the other property have been suspended pending closing of the transaction. It is a different buyer than the one that purchased 930 Alkire.

Third Restated and Amended Sewer Service Agreement with Applewood Sanitation District: Attorney Flynn reported to the Board that the legal counsel for Applewood Sanitation District has been contacted and that he was in the process of scheduling a meeting to discuss the proposed changes to the agreement between the Districts.

Update on the Amanda Weaver Project Cost Allocation: Attorney Flynn, Mr. Ramey and Mr. Willis discussed with the Board the finalization of the bridge and access project with Ms. Weaver and Westridge Sanitation and the 50/50 cost share portions with Westridge Sanitation District as agreed between the Districts. It was noted that some additional improvements needed to be provided by the Westridge Sanitation District to accommodate the heavy equipment that Ramey Environmental uses to access the sewer lines. Westridge is in the process of arranging for that work to be done. Westridge will pay for that work. Once that is done, it is believed that the costs shared by the two Districts for this improvement will be close to 50/50.

November Ballot Issues: Attorney Flynn discussed the proposed amendment to eliminate the Gallagher Amendment and the potential effects on the District.

RECORD OF PROCEEDINGS

OPERATIONS MATTERS

Operations Monthly Report: Mr. Ramey reviewed the monthly report (August 1-31) with the Board. A copy of the report is attached hereto and incorporated herein by this reference.

Engineer's Report: Mr. Willis reviewed with the Board the report dated September 23, 2020. A copy of the report is attached hereto and incorporated herein by this reference.

Mr. Willis discussed the invoice from Diamond Contracting for excess downtime costs in the amount of \$1,535.00 incurred on the emergency repair project on W 32nd Avenue due to Xcel Energy not marking a line that was severed.

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved the invoice for additional downtime costs, in the amount of \$1,535.00.

Mr. Willis discussed the proposed 2020 CIP which has Category 3 costs estimated to be approximately \$2.1M. He will send to the Board the proposed projects and plan for review and discussion at the October meeting. The 2020 budgeted amount for capital projects is \$1.5M.

OTHER BUSINESS

Website Upgrade: Mr. Frankland reported on the status of the District's website updates and activities.

ADJOURNMENT

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

Respectfully submitted,

By _____
Secretary for the Meeting

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
2324						
10/20/2020	Collins Cockrel & Cole	5029M 8/20	Legal	1-675	3,458.50	3,458.50
10/20/2020	Collins Cockrel & Cole	5029M 9/20	Legal	1-675	6,435.00	6,435.00
Total 2324:						9,893.50
2325						
10/20/2020	Colorado Special District P&L	POL-0003825	Prepaid Expenditures	1-150	450.00	450.00
Total 2325:						450.00
2326						
10/20/2020	Consolidated Mutual Water Co	3174 10.2.20	Utilities	4-765	21.70	21.70
10/20/2020	Consolidated Mutual Water Co	6116	Repairs & Maintenance-L	4-740	260.00	260.00
Total 2326:						281.70
2327						
10/20/2020	Deslauriers, Richard	10082020	Transfer Service Fee	4-570	100.00	100.00
Total 2327:						100.00
2328						
10/20/2020	Frankland, Walter	OCT. 2020	Website	1-677	100.00	100.00
10/20/2020	Frankland, Walter	REINBURSESMEN	Website	1-677	223.87	223.87
Total 2328:						323.87
2329						
10/20/2020	Metro Wastewater Reclamation	4657	Tap Fees-Metro's Portion	4-730	8,680.00	8,680.00
Total 2329:						8,680.00
2330						
10/20/2020	Ramey Enviromental Compliance	21281	COS-Locates	4-742	5,819.75	5,819.75
10/20/2020	Ramey Enviromental Compliance	21281	COS-Collection System	4-746	10,546.48	10,546.48
10/20/2020	Ramey Enviromental Compliance	21281	COS-Emergency Service	4-748	383.55	383.55
10/20/2020	Ramey Enviromental Compliance	21281	COS-Maintenance	4-749	2,396.64	2,396.64
Total 2330:						19,146.42
2331						
10/20/2020	Schilling & Company, Inc	12795	Audit	1-615	5,500.00	5,500.00
Total 2331:						5,500.00
2332						
10/20/2020	Special Dist Management Serv	77501	Office Supplies	1-690	384.74	384.74
10/20/2020	Special Dist Management Serv	77501	Accounting	1-612	3,920.00	3,920.00
10/20/2020	Special Dist Management Serv	77501	Billing	1-616	4,998.50	4,998.50
10/20/2020	Special Dist Management Serv	77501	Administration	1-614	5,026.00	5,026.00
10/20/2020	Special Dist Management Serv	77501	Audit	1-615	896.00	896.00
Total 2332:						15,225.24
2333						
10/20/2020	UNCC	220090870	Repairs & Maintenance-L	4-740	326.31	326.31

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
Total 2333:						<u>326.31</u>
20201001						
10/20/2020	Xpress Bill Pay	51661	Billing	4-616	37.74	<u>37.74</u>
Total 20201001:						<u>37.74</u>
Grand Totals:						<u><u>59,964.78</u></u>

Northwest Lakewood Sanitation District
October-20

	General	Enterprise	Totals
Disbursements	\$ 31,392.61	\$ 28,534.43	\$ 59,927.04
Payroll			
Xpress Bill Pay		\$ 37.74	\$ 37.74
			\$ -
Payroll Taxes (Quarterly)	\$ -		\$ -
Direct Pay -- Consolidated Mutual Water	\$ -		\$ -
Total Disbursements from Checking Account	\$ 31,392.61	\$ 28,572.17	\$ 59,964.78

NORTHWEST LAKEWOOD SANITATION DISTRICT
Schedule of Cash Position
September 30, 2020

	Rate	Operating	Enterprise	Total
Checking:				
Checking Acct 1st Bank		\$ 398.36	\$ 19,660.49	\$ 20,058.85
Investments:				
Cash in Bank-ColoTrust	0.2364%	1,267,948.06	3,889,640.12	5,157,588.18
1st Bank Liquid Asset Account	0.0500%	5.45	1,287,531.11	1,287,536.56
Xpress Bill Pay		-	27,170.00	27,170.00
TOTAL FUNDS:		\$ 1,268,351.87	\$ 5,224,001.72	\$ 6,492,353.59

2020 Mill Levy Information

Certified General Fund Mill Levy	7.696
Refunds/Abatements	0.104
Temporary Mill Levy Reduction	-1.813
Total Certified Mill Levy	5.987

Board of Directors

- * Anthony Dursey
- * Gregory Fabisiak
- * James Zimmerman
- * Catherine Kesler
- George Clark Davenport

* Authorized signer on the Checking Account

NORTHWEST LAKEWOOD SANITATION DISTRICT

FINANCIAL STATEMENTS

September 30, 2020

NORTHWEST LAKEWOOD SANITATION DISTRICT
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 September 30, 2020

	GENERAL	ENTERPRISE	TOTAL
Assets			
Checking Acct 1st Bank	\$ 398.36	\$ 19,660.49	\$ 20,058.85
1st Bank Liquid Asset Account	5.45	1,287,531.11	1,287,536.56
Xpress Bill Pay	-	27,170.00	27,170.00
Cash in Bank-ColoTrust	1,267,948.06	3,889,640.12	5,157,588.18
Property Taxes Receivable	-	-	-
Accounts Receivable-Commercial	-	26,511.95	26,511.95
Accounts Rec-Fac Renovation Fee	-	677,585.33	677,585.33
Account Rec-Grease Trap Insp	-	2,335.00	2,335.00
Prepaid Expenditures	9,910.03	-	9,910.03
Total Current Assets	1,278,261.90	5,930,434.00	7,208,695.90
Capital Assets			
Land	-	7,584.33	7,584.33
Sewer Lines	-	13,068,785.64	13,068,785.64
Accumulated Depreciation	-	(4,371,902.43)	(4,371,902.43)
Construction in Progress	-	889,881.00	889,881.00
Total Capital Assets	-	9,594,348.54	9,594,348.54
Total Assets	\$ 1,278,261.90	\$ 15,524,782.54	\$ 16,803,044.44
Liabilities			
Accounts Payable	\$ 31,392.61	\$ 28,602.17	\$ 59,994.78
Payroll Taxes Payable	673.20	-	673.20
Deferred Revenues	10,684.50	-	10,684.50
Retainage	-	7,852.89	7,852.89
Prepaid FRF/Commercial Fees	-	10,629.69	10,629.69
Total Liabilities	42,750.31	47,084.75	89,835.06
Deferred Inflows of Resources			
Deferred Property Taxes	-	-	-
Total Deferred Inflows of Resources	-	-	-
Fund Balance			
Contributed Capital-Sewer Line	-	6,250,713.25	6,250,713.25
Contributed Capital-Inclusions	-	1,752,454.13	1,752,454.13
Fund Balance	757,117.41	6,885,740.99	7,642,858.40
Fund Balance-Restricted	42,100.00	-	42,100.00
Current Year Earnings	436,294.18	588,789.42	1,025,083.60
Total Fund Balances	1,235,511.59	15,477,697.79	16,713,209.38
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 1,278,261.90	\$ 15,524,782.54	\$ 16,803,044.44

NORTHWEST LAKEWOOD SANITATION DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 9 Months Ending,
September 30, 2020
General Fund

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over)</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
Revenues					
Property Tax	\$ 16,037.05	\$ 1,484,897.09	\$ 1,477,670.00	\$ (7,227.09)	100.5%
Specific Ownership Tax	8,852.74	70,798.69	88,660.00	17,861.31	79.9%
Interest & Misc. Income	421.80	6,994.75	24,000.00	17,005.25	29.1%
Permit Revenue	-	100.00	-	(100.00)	0.0%
Total Revenues	<u>25,311.59</u>	<u>1,562,790.53</u>	<u>1,590,330.00</u>	<u>27,539.47</u>	<u>98.3%</u>
Expenditures					
Accounting	3,920.00	21,607.75	27,000.00	5,392.25	80.0%
Administration	5,026.00	35,602.00	36,000.00	398.00	98.9%
Audit	6,396.00	6,767.25	6,000.00	(767.25)	112.8%
Billing	4,998.50	26,683.25	31,000.00	4,316.75	86.1%
Bank Charges	3.20	13.20	125.00	111.80	10.6%
Director's Fees	-	2,400.00	6,000.00	3,600.00	40.0%
Dues & Subscriptions	-	1,237.50	1,250.00	12.50	99.0%
Election and Publication	-	1,283.84	2,000.00	716.16	64.2%
Insurance and Bonds	3,153.33	28,379.97	40,546.00	12,166.03	70.0%
Legal	9,893.50	36,197.14	50,000.00	13,802.86	72.4%
Website	323.87	1,323.87	2,000.00	676.13	66.2%
Miscellaneous Expenses	-	100.00	1,000.00	900.00	10.0%
Office Supplies	384.74	2,913.84	4,500.00	1,586.16	64.8%
Payroll Taxes	-	183.60	459.00	275.40	40.0%
Treasurer's Fees	232.74	22,168.19	22,165.00	(3.19)	100.0%
Treatment Charges	-	939,634.95	1,420,461.00	480,826.05	66.1%
Engineering	-	-	60,000.00	60,000.00	0.0%
Utilities	-	-	4,000.00	4,000.00	0.0%
Contingency	-	-	150,000.00	150,000.00	0.0%
Emergency Reserve	-	-	47,710.00	47,710.00	0.0%
Total Expenditures	<u>34,331.88</u>	<u>1,126,496.35</u>	<u>1,912,216.00</u>	<u>785,719.65</u>	<u>58.9%</u>
Transfers and Other Sources (Uses)					
Transfer to Enterprise Fund	-	-	-	-	
Total Transfers and Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	(9,020.29)	436,294.18	(321,886.00)	(758,180.18)	
Beginning Fund Balance	1,244,531.88	799,217.41	870,415.00	71,197.59	
Ending Fund Balance	<u>\$ 1,235,511.59</u>	<u>\$ 1,235,511.59</u>	<u>\$ 548,529.00</u>	<u>\$ (686,982.59)</u>	

NORTHWEST LAKEWOOD SANITATION DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 9 Months Ending,
September 30, 2020
Enterprise Fund

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over) Budget</u>	<u>% of Budget</u>
Revenues					
Service Agreement-Westridge	\$ -	\$ -	\$ 2,350.00	\$ 2,350.00	0.0%
Service Agreement-Applewood	-	-	8,000.00	8,000.00	0.0%
Treatment Chgs-College Park	62,855.40	188,566.20	251,422.00	62,855.80	75.0%
Facilities Renovation Fees	545,982.00	2,202,522.26	2,212,000.00	9,477.74	99.6%
Service Fees-Commercial	26,393.05	70,895.45	50,000.00	(20,895.45)	141.8%
Connection Fee	-	-	17,180.00	17,180.00	0.0%
Tap Fees	-	17,360.00	-	(17,360.00)	0.0%
Grease Trap Inspection	-	5,765.00	12,000.00	6,235.00	48.0%
Interest Income	808.59	29,600.05	60,000.00	30,399.95	49.3%
Transfer Service Fee	1,450.00	4,425.74	12,000.00	7,574.26	36.9%
Denver Water Service Agreement	-	-	4,000.00	4,000.00	0.0%
Transfer from General Fund	-	-	190,000.00	190,000.00	0.0%
Total Revenues	637,489.04	2,519,134.70	2,818,952.00	299,817.30	89.4%
Expenditures					
Administrative					
Billing	2,352.03	18,357.76	20,000.00	1,642.24	91.8%
Miscellaneous Expenses	-	409.26	-	(409.26)	0.0%
Treasurer's Fees	-	-	450.00	450.00	0.0%
Total Administrative	2,352.03	18,767.02	20,450.00	1,682.98	91.8%
Operations and Maintenance					
NWLSD Treatment Chg-College PK	-	125,710.80	251,422.00	125,711.20	50.0%
NWLSD Treatment Chgs-Westridge	-	-	2,350.00	2,350.00	0.0%
NWLSD Treatment Chgs-Applewood	-	-	8,000.00	8,000.00	0.0%
Treatment Charges-Westridge	-	11,589.24	16,500.00	4,910.76	70.2%
Treatment Charges-Applewood	-	-	1,200.00	1,200.00	0.0%
Tap Fees-Metro's Portion	8,680.00	8,680.00	8,590.00	(90.00)	101.0%
Landscaping-Plant Site	-	-	2,500.00	2,500.00	0.0%
Repairs & Maintenance-Lines	586.31	6,484.28	7,000.00	515.72	92.6%
COS-Grease Trap	-	-	9,500.00	9,500.00	0.0%
COS-Locates	5,819.75	57,991.53	50,000.00	(7,991.53)	116.0%
COS-Collection System Oversight	10,546.48	75,772.05	75,000.00	(772.05)	101.0%
COS-Daily Operations	-	-	16,000.00	16,000.00	0.0%
COS-Emergency Service	383.55	4,923.00	17,500.00	12,577.00	28.1%
COS-Maintenance	2,396.64	83,784.32	175,000.00	91,215.68	47.9%
Utilities	21.70	216.55	-	(216.55)	0.0%
Total Operations and Maintenance	28,434.43	375,151.77	640,562.00	265,410.23	58.6%
Capital Outlay					
Sewer Lines/Eng./Observ.	4,920.00	35,602.40	400,000.00	364,397.60	8.9%
Weaver Bridge Project	-	35,650.00	-	(35,650.00)	0.0%
W32nd & Parfet Emergency Rep	24,696.00	24,696.00	-	(24,696.00)	0.0%
2019 CIP	420.00	1,417,721.67	1,500,000.00	82,278.33	94.5%
2020 CIP	15,572.50	22,756.42	-	(22,756.42)	0.0%
Total Capital	45,608.50	1,536,426.49	1,900,000.00	363,573.51	80.9%
Total Expenditures	76,394.96	1,930,345.28	2,561,012.00	630,666.72	75.4%
Excess (Deficiency) of Revenues Over Expenditures	561,094.08	588,789.42	257,940.00	(330,849.42)	
Beginning Fund Balance	6,913,436.33	6,885,740.99	6,070,313.00	(815,427.99)	
Ending Fund Balance	\$ 7,474,530.41	\$ 7,474,530.41	\$ 6,328,253.00	\$ (1,146,277.41)	

RESOLUTION NO. 2020-10-1

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

**A RESOLUTION CERTIFYING DELINQUENT ACCOUNTS FOR
COLLECTION BY THE COUNTY TREASURER**

WHEREAS, the Northwest Lakewood Sanitation District (“District”) operates pursuant to the Special District Act, § 32-1-101, C.R.S., et. seq. within a part of Jefferson County, Colorado; and

WHEREAS, the District has adopted rates, fees, tolls, penalties, assessments and charges for sanitary sewer services furnished, or to be furnished by the District, including but not limited to charges for availability of such service; and

WHEREAS, the District is authorized by Section 32-1-1101(1)(e), C.R.S., and the District’s Rules and Regulations to collect such delinquent fees and charges by certification to the County Treasurer; and

WHEREAS, due to the COVID pandemic and in accordance with the Governor’s Executive Orders, these amounts do not include late fees or charges since March 21, 2020; and

WHEREAS, proper notice of the public meeting at which this Resolution is being adopted has been given to the property owner or owners and all affected parties; and

WHEREAS, the adoption of this Resolution will serve a public purpose and promote the health, safety and general welfare of the inhabitants of the District and the people of the State of Colorado.

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

Section 1. The District hereby certifies to the Jefferson County Treasurer that the delinquent accounts listed on Exhibit A (as attached hereto and incorporated herein by this reference) are fees, rates, tolls, penalties, charges or assessments levied solely for sanitary sewer service, including availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account. In addition, these delinquent amounts do not include late fees from March 21, 2020.

Section 2. That the District hereby requests that the Jefferson County Treasurer collect the delinquent accounts at the earliest possible date in the same manner as property taxes pursuant to Section 32-1-1101(1)(e), C.R.S., and add to such amount an additional penalty to be paid by such property owner or affected party to defray the costs of collection.

DATED this 28th day of October, 2020.

NORTHWEST LAKEWOOD SANITATION
DISTRICT

By: _____
Anthony M. Dursey, President

Attest:

James D. Zimmerman, Secretary

EXHIBIT A

EXHIBIT A

Northwest Lakewood Sanitation District
 141 Union Blvd., Ste. 150, Lakewood, CO 80228
 Steve Beck 303-987-0835

PIN/Schedule	Parcel ID	Customer Number	Balance	Owners Name	Service Address	City	State	Zip
		530.02	\$330.00	Kimsey, Paul	12 TWILIGHT DR	WHEAT RIDGE	CO	80215
		1900.02	\$650.00	Mackey, John Joseph	935 ZINNIA ST	GOLDEN	CO	80401
		2230.01	\$560.00	Fasick, Karl E. & Pamela Y. S.	1030 ALKIRE ST	GOLDEN	CO	80401
		3880.01	\$670.00	Carlisle, Jason and Kelly	1440 KINGSBURY CT	GOLDEN	CO	80401
		4010.01	\$650.00	Jones, Rodney M	1480 ORCHARD DR	GOLDEN	CO	80401
		4070.01	\$560.00	Stiner, Roger Glenn	1495 KINGSBURY CT	GOLDEN	CO	80401
		4350.01	\$560.00	O'Brien, Daniel	1610 WINFIELD DR	LAKEWOOD	CO	80215
		6620.02	\$560.00	Heon, Cameron Fuertes-Heon & David	1950 TAFT DR	LAKEWOOD	CO	80215
		7610.01	\$650.00	Anaya, Becky Bogart & William	2003 BEECH CT	GOLDEN	CO	80401
		7700.01	\$560.00	Dokken, Joni	2010 LEWIS ST	LAKEWOOD	CO	80215
		8040.01	\$650.00	Campbell, Beau Allen	2030 ALKIRE ST	GOLDEN	CO	80401
		8300.01	\$650.00	Taylor, Ryan	2042 COORS DR	GOLDEN	CO	80401
		8400.03	\$330.00	Zarlengo, Michael and Hilary	2050 MILLER ST	LAKEWOOD	CO	80215
		8710.01	\$560.00	Gibbons, Shea Lynn	2064 CREIGHTON DR	GOLDEN	CO	80401
		9400.01	\$560.00	Steele, Karl	2100 LINDA VISTA DR	LAKEWOOD	CO	80215
		9410.03	\$560.00	Espinosa, Edward	2100 MILLER CT	LAKEWOOD	CO	80215
		9660.01	\$370.00	Reynolds, Randy S & Margaret L	2110 BRAUN DR	GOLDEN	CO	80401
		10120.01	\$560.00	Diegel, Siegfried & Annette	2135 URBAN DR	LAKEWOOD	CO	80215
		10620.01	\$560.00	Brunot, Daniel	2170 BRAUN DR	GOLDEN	CO	80401
		10730.01	\$560.00	Pine, Lance & Nicki	2175 WILLOW LN	LAKEWOOD	CO	80215
		10750.01	\$560.00	Horton, Michelle	2180 MYRTLEWOOD LN	LAKEWOOD	CO	80215
		11360.01	\$560.00	McKay, Troy & Jesse	2223 BEECH CT	GOLDEN	CO	80401
		11420.02	\$650.00	Swanson Family Trust, Beth & Wil	2230 BRAUN DR	GOLDEN	CO	80401

11660.03	\$560.00 Sanders, Maggie	2252 BRAUN CT	GOLDEN	CO	80401
11760.01	\$315.00 RH Partners Ownerco LLC	2260 LEWIS ST	LAKEWOOD	CO	80215
11870.03	\$445.00 Scotland, Garrett	2266 ZINNIA ST	GOLDEN	CO	80401
12200.01	\$445.00 Abbott, Robert B	2300 LEE ST	LAKEWOOD	CO	80215
12630.01	\$560.00 Johnson, Marcia	2344 W 23RD CIR	GOLDEN	CO	80401
12970.01	\$560.00 Farmer, Colleen M	2372 BEECH CT	GOLDEN	CO	80401
13070.02	\$560.00 Glasscock, David and Paula	2382 BRAUN CT	GOLDEN	CO	80401
13310.01	\$560.00 Nestor, Irene A	2400 WILLOW LN	LAKEWOOD	CO	80215
14940.01	\$283.00 Spreier, Dwain & Mary	2522 BEECH CT	GOLDEN	CO	80401
15050.01	\$660.00 Nanney, Nyla Kay	2525 WILLOW LN	LAKEWOOD	CO	80215
15080.01	\$445.00 Coulson, Richard A & Sandra R	2528 WARD DR	LAKEWOOD	CO	80215
15130.01	\$560.00 Thompson, Kirby D	2533 MOORE ST	LAKEWOOD	CO	80215
15190.01	\$560.00 Brown, Shannon	2538 ALKIRE ST	GOLDEN	CO	80401
18340.01	\$740.00 DeRose, Louis & Susan	2965 PARFET DR	LAKEWOOD	CO	80215
18960.05	\$560.00 El Merendero LLC	3040 OAK ST	LAKEWOOD	CO	80215
22140.02	\$330.00 Home Sale Advantage LLC	3400 VIVIAN CT	WHEAT RIDGE	CO	80033
22800.02	\$330.00 Goodside, Brittany and Geoffrey	3780 TABOR CT	WHEAT RIDGE	CO	80033
23960.01	\$560.00 Daley Residuary Trust, Lisa	10718 W 31ST PL	LAKEWOOD	CO	80215
25650.01	\$470.00 TOD Properties	11257 W 26TH PL	LAKEWOOD	CO	80215
25790.02	\$560.00 Linn-Jeffrey, Sharon	11288 W 27TH AVE	LAKEWOOD	CO	80215
25800.01	\$560.00 Storm, Russell Scott	11288 W 29TH AVE	LAKEWOOD	CO	80215
27950.01	\$330.00 Diegel, Kurt C	11762 W 34TH AVE	WHEAT RIDGE	CO	80033
28550.02	\$560.00 Evangelista, Victoria	11835 W 37TH PL	WHEAT RIDGE	CO	80033
28980.01	\$650.00 Clark, Laura	11870 TABOR DR	LAKEWOOD	CO	80215
29090.02	\$560.00 Apicella, Candice	11880 W 30TH PL	LAKEWOOD	CO	80215
29720.03	\$430.00 Wells, Jonathan	12044 W 31ST PL	WHEAT RIDGE	CO	80215
30010.01	\$560.00 Litz, William & Sarah	12110 W 26TH AVE	LAKEWOOD	CO	80215
30080.01	\$560.00 Trujillo, Felicia	12125 W 34TH PL	WHEAT RIDGE	CO	80033
30200.01	\$560.00 Skrbina, Cassidy	12146 W 34TH PL	WHEAT RIDGE	CO	80033
30350.03	\$650.00 Reseigh, Rosemary C	12182 W 32ND AVE	WHEAT RIDGE	CO	80033
30570.01	\$310.00 Wynar, Tatianna G	12242 W 16TH DR	LAKEWOOD	CO	80215
31740.01	\$650.00 Herrera, Michael & Catherine	12590 W 29TH AVE	LAKEWOOD	CO	80215
31750.03	\$555.00 Reble, Darrell and Victoria	12590 W 32ND AVE	WHEAT RIDGE	CO	80033
32250.01	\$560.00 Raye, Alvin B & Maria X	12835 W 23RD AVE	GOLDEN	CO	80401

32890.02	\$650.00	Jespersen, Joseph	13177 W 33RD AVE	GOLDEN	CO	80401
33250.03	\$560.00	Patel, Ashish Kantilal	13265 W 15TH DR	GOLDEN	CO	80401
34640.01	\$330.00	Dewoody, Jason	13548 W 23RD PL	GOLDEN	CO	80401
35500.01	\$445.00	Baxter, David	13846 W 22ND AVE	GOLDEN	CO	80401
35580.01	\$315.00	Berger, Jennifer A	13893 W 20TH PL	GOLDEN	CO	80401
36310.03	\$560.00	Moore, Kenneth Christopher & Kelsi	2944 ROUTT CIR	LAKEWOOD	CO	80215
37650.02	\$575.00	Clark, John and Kim	2650 VAN GORDON DR	LAKEWOOD	CO	80215
37910.02	\$320.00	Messick, Beulah	9750 W 23RD AVE	LAKEWOOD	CO	80215
40500.01	\$560.00	Ammon, Michael & Carol	1225 MEADOWSWEET RD	GOLDEN	CO	80401
40560.01	\$560.00	Herron, Dorothy T	1255 MEADOWSWEET RD	GOLDEN	CO	80401
40860.01	\$702.50	Volzke, Carolyn	1560-62 YOUNGFIELD ST	LAKEWOOD	CO	80215
43110.01	\$445.00	Pyke, Wendy	13905 W 26th Ave	Golden	CO	80401
80360.02	\$513.17	Streamline Management LLC	10030 W. 27th Avenue	Lakewood	CO	80215
80820.01	\$610.39	Atria Applewood Senior Living	2800 Youngfield St	Lakewood	CO	80215

\$37,584.06



Northwest Lakewood Sanitation District

Monthly Report

September 1-30, 2020

Tues	9/1	Performed 1 tap inspection at 13005 W. 15 th Dr.
Wed	9/2	Performed 1 locate. Performed 1 emergency locate at 2072 Beech Ct. during normal business hours. Performed 1 tap inspection at 2934 Routt Cir.
Thurs	9/3	Performed 1 work order. Performed 1 tap inspection at 11630 W. 32 nd Ave.
Fri	9/4	Performed 1 work order. Performed 1 bore meet locate. Performed 2 tap inspections at 2880 Simms St. and 10500 Applewood Knolls.
Tues	9/8	Performed 8 work orders. Performed 1 locate. Performed 1 emergency locate at 35 th & Wright St. during normal business hours.
Wed	9/9	Performed 11 locates. Performed 1 emergency locate at W. 20 th Ave. & Beech Ct. during normal business hours. Performed 1 tap replacement inspection at 13440 Wide Acres Rd.
Thurs	9/10	Performed 3 locates.
Mon	9/14	Performed 5 locates.
Wed	9/16	Performed 2 locates. Performed 1 emergency locate at 11762 W. 34 th Ave. during normal business hours. Performed 1 tap inspection at 3205 Robb St.
Thurs	9/17	Performed 2 locates. Performed a video inspection at W. 32 nd Ave. & Parfet St. at the request of Martin and Martin Engineering.
Sat	9/19	Responded to an emergency customer concern at 3335 Wright St.
Mon	9/21	Performed 8 bore meet locates.
Tues	9/22	Performed 1 tap inspection at 11777 W. 18 th Ave. Performed 1 locate.
Wed	9/23	Performed warranty jetting, videoing, and grease trap inspection at 3298 Youngfield St., Hacienda Colorado, at the request of Martin & Martin. Responded to an after-hours emergency locate at 10527 W. 31 st Ave.

Thurs 9/24 Performed 3 locates.
 Performed 1 tap inspection at 3491 Union St.
 Fri 9/25 Performed 5 locates.
 Mon 9/28 Performed 2 locates.
 Tues 9/29 Performed 3 locates.

Task #3 - Maintenance Services				
	Projected 2020 Footage	YTD Actual 2020 Footage	Current Monthly 2020 Footage	YTD Percentage 2020
	Zone B			
Jetting				
14" or Less		99,867.0	4,993.0	
15 or More"		8,280.0		
Easement				
Total Jetting	98,602.0	108,147.0	4,993.0	110%
Televising				
14" or Less				
15 or More"				
Total Televising	51,953.0	0.0	0.0	0%
Accelerated Maintenance				
Non-Routine Jetting		950.5	302.0	
Non-Routine Televising		291.0	291.0	
Hot Spot Jetting		1,908.0	758.0	0%
Hot Spot Televising		768.0	0.0	0%
Accelerated Jetting	43,260.0			0%
Annual Root Televising	7,396.0			0%
Annual Root Cut	7,396.0			0%
Annual Mineral Cleaning	1,297.0			0%
Annual Mineral Televising				0%
Total Accelerated Maintenance	59,349.0	3,917.5	1,351.0	7%
Total Length of Cleaning	150,555.0	110,055.0	4,993.0	73%
Total Length of Televising	59,349.0	1,059.0	291.0	2%
Total Task #3	269,253.0	115,031.5	6,635.0	43%

Northwest Lakewood Sanitation District
Summary for September 1-30, 2020

September 17, 2020

W. 32nd Ave. & Parfet St.

Video Inspection – Special Request

On Thursday, September 17, 2020, at 7:30 am, Ismael Gomez and David Moore both of REC. Inc. were scheduled to perform a video inspection of a section of District main at the intersection of W. 32nd Ave. & Parfet St., at the request of Bill Willis of Martin and Martin Engineering. Bill requested the inspection of this section of the district main due to Diamond Contracting replacing this section of the pipe that was broken, and now an inspection from inside the pipe is needed. Ismael and David arrived on-site and met Dave Hinrich of Diamond Contracting who had the Right of Way permit. Ismael and David performed the video inspection for a total of 140ft. videoed, and they showed Dave their findings. Ismael and David then departed the site, and upon arrival at the Arvada office for REC. Inc., the video was uploaded in Dropbox and emailed to Bill and Dave. No further action is needed at this time.

Total time on this issue: Ismael Gomez – 2.25hrs.

David Moore – 2.25hrs.

September 19, 2020

3335 Wright St.

Running Water in Backyard

On Saturday, September 19, 2020, at 10:30 am, Ismael Gomez of REC. Inc., was contacted by the After-Hours Service regarding Allison Jones, the homeowner at 3335 Wright St. reporting running water in her backyard. Ismael contacted Allison to obtain more information and she reported water coming out behind her fence line. As described, this is where Denver Water has water lines going to the Moffat plant. Ismael informed her the sewer comes out of the front of the property and Northwest Lakewood Sanitation District does not have manholes or easements behind her property. He informed her for this current issue she needed to contact either Denver Water or Consolidated Mutual Water. Ismael cleared Northwest Lakewood Sanitation District. No further action is needed at this time.

Total time on this issue: Ismael Gomez -- .25hrs.

September 23, 2020
3298 Youngfield St.
Warranty Inspection

On Wednesday, September 23, 2020, at 7:00 am, Ismael Gomez, Mark Doody, Jeff LeBeck, David Moore, Andrew Stephens, Xavier Jones, Stephen Weber, and Rob Connell, all of REC. Inc. were scheduled, at the request of Bill Willis of Martin & Martin, to jet and video the new main that was replaced behind the Hacienda Colorado Restaurant, as well as perform an additional grease interceptor inspection after the line was jetted and videoed. Bill Willis wanted to have this District main looked at again along with another grease interceptor inspection because the warranty was about to expire, and they needed to know the condition of the line and the effects on the interceptor after a year's time. Ismael dispatched Jeff and Stephen on the jet truck, Mark and Xavier for traffic control, David, Andrew, and Ismael on the video van, and Rob to perform the interceptor inspection. The jet truck arrived on site and began jetting the main. Ismael followed the jetting with video inspection and did not find any issues. Rob then performed the interceptor inspection and it was passing at 19%. At this point, everyone departed the site. No further action is needed at this time.

Total time on this issue: Ismael Gomez – 2.5hrs.
David Moore – 3.0hrs.
Andrew Stephens – 3.0hrs.
Jeff LeBeck – 1.25hrs.
Stephen Weber – 1.25hrs.
Mark Doody – 1.25hrs.
Xavier Jones – 1.25hrs.
Rob Connell – 2.0hrs.

September 23, 2020
10527 W. 31st Ave.
Emergency Locate

On Wednesday, September 23, 2020, at 6:45 pm, Andrew Stephens of REC. Inc., received a call from the After-Hours Service regarding an emergency locate at 10527 W. 31st Ave. Andrew called Tom with Consolidated Mutual Water, who informed him the H2O main replacement they were performing would require them to work in the streets. Andrew informed Tom he would be on site shortly. Andrew arrived on site and proceeded to mark the main and the tap at 10527 W. 31st Ave. and proceeded to mark the main in the nearby intersection of W. 31st Ave. & Nelson Dr. Andrew then departed the site. No further action is needed at this time.

Total time on this issue: Andrew Stephens – 2.25hrs.

**Northwest Lakewood Sanitation District
Engineering Report
October 28, 2020**

2020 - Approximate Linear Footage

150,555 LF total

- 110,286 LF in Zone B (jetting Only) Excludes footages for Accel maint. Roots, minerals.
- 43,260 LF of accelerated maintenance (Jet and CCTV)
- 7,396 LF of root cuts with CCTV
- 1,297 LF of mineral cleaning with CCTV

TCP plans have been completed and were sent to REC on July 13, and July 17, 2020. M/M is in process of submission of the entire Zone B to be jetted as well as the specialty areas for City permits. The CIP report and videos are being completed and we anticipate a report at the September Board meeting. Construction contractors still appear to be very busy.

UPDATE: A permit for this work was received on October 8, 2020 from CDOT. CDOT has requested the standard Traffic Control Plans be modified for CDOT streets to be specific to the area being worked on. We are in process of completing for resubmission

3205, 3275 Robb St. (Quail Creek Estates) - Rafael Mendoza - Mendoza Water & Sewer

3325 Robb St. – LOT 7 into 3 single family lots. An inquiry from TJC – Jim Allen (unknown location) was made related to process. We provided this with an understanding that we may be speaking about a 3-unit building.

UPDATE: The Developer has requested that the taps for these new homes be inspected. The Developer needs to complete the application and pay the necessary fees. REC observed during observation that dirt has been added within District MH's and they required the developer to clean the lines and MH's

3239 Robb St.

Plans were received for review on September 18, 2020 and an availability letter with proof of submission was sent on September 22, 2020.

W. 32nd Ave. and Parfet St. – Emergency Repairs

12" VCP Pipe broken at bottom of pipe at a joint approximately 7 ft east of the downstream MH A-35. Diamond Contracting will be performing the repairs the week of September 7, 2020. The proposal, signed addendum, and certificate of insurance was received from Diamond on September 4, 2020. The contract was executed on September 4, 2020 for an estimated fee of \$24,000. An electric line was hit during construction that had not been located. A slight delay took place while repairs were taking place.



UPDATE: The invoice for this work was received on September 18, 2020, this has been verified and is requested to be paid by the District in the amount of \$23,161.00 (without the 5% Retainage in the amount of \$1,158.05). Retainage should be paid.

Hacienda Restaurant – Final CCTV and walkthrough

REC will provide CCTV and MM will perform a final walkthrough of the main extension.

UPDATE: The restaurant was inspected by REC on September 23, 2020. The grease interceptor was at 18% but everything appeared acceptable and almost ready to be given final acceptance with exception of final MH and line cleaning that is being coordinated

12700 Colfax Ave - Harris Kocher Smith

150 apartments at a 4.9-acre site has been proposed and Martin/Martin has provided a conditional will serve letter.

UPDATE: None

2259 Kipling St. – 3-unit Townhome referral

City of Lakewood sent a referral letter request September 15, 2020. M/M will address following review.

UPDATE: None

Paramount Heights Shopping Center – NWC 26th & Kipling – Golds Grocery

Second ALTA survey provided by Adam Radcliffe did not show the District's line along Kipling. M/M reviewed District's mainline video north of the site from 2017 on September 16, 2019, and the line appears to be operating normally. There are a few minor cracks and fractures. A meeting was held introducing the project to the District on Sept. 17, 2019. Requirements were outlined during the meeting. M/M and MEP are coordinating on sizing requirements for grease interceptor. The District has been contacted by the Developer indicating that the purchase of the center is close at hand and they want to understand process. M/M has coordinated with the Developer in relation to a Will Serve Letter based on a concept plan. The intent is a renovation of the existing building to which they anticipate 3- Grease interceptors being needed. Service lines are anticipated to extend and connect to the existing District mainline north of the property. A normal review process will take place. An availability letter was sent to City Feb. 10, 2020 per request Feb. 3, 2020. Additional coordination related to anticipated grease interceptor sizing has been on-going. They also desire to provide a private collector main from individual units then connect to the District Main to the east of the property. This needs to be considered. \$5K deposit has been received by District for reviews. Plans are in review and comments are anticipated to be provided the week of the 13th. Grease interceptor letter was sent to the Developer on April 22, 2020. Comments on the 100% drawings were sent on April 23, 2020, and the Developer sent updated drawings that addressed the comments along with a variance request letter on May 5, 2020. The variance request is attached asking to combine several services into a private collection line then connect to the District main at one location. A request to vacate the existing easement for the District main is also being requested in exchange for a new easement being Deeded to the District along the actual sanitary alignment (north of the previous easement). Received a letter from Consolidated Mutual regarding meter sizes on May 28, 2020. A conditional acceptance letter for the private main system to which the Board conditionally



allowed has been provided. Completion of dedicated easement and vacation of NWLSD rights associated with the existing easement are underway. Ownership information has been requested. An acceptance letter was sent with conditional acceptance on June 17, 2020. There is a discrepancy with the benchmarks used in the survey which have been coordinated and completed for the vacation/dedication easements. There has been ongoing coordination with the District's attorney on the easement documents for the Developer. Vacation and final easement documents appear acceptable and just need to be executed and recorded. A preconstruction meeting is set up to begin installation of the private main. There has been ongoing coordination for the preconstruction meeting. The Developer is hoping to sign tenants and use existing sanitary services until spring when they would like to construct the private main. MM has asked that the developer provide fixture information to see if grease interceptors are needed prior to accepting reuse of existing connections. Also water meter sizing will be required to verify connection fees.

UPDATE: None

930 Alkire St. – Jetter Head Removal – Various Homeowners

On September 25th, 2018, the District's Attorney reached out to the homeowner at 930 Alkire St. for permanent sanitary sewer easement within the property. This easement along with temporary access/construction easements are being coordinated through the District's Attorney. M/M performed survey on the property on March 27, 2019. Laying out the requested easement and new manhole location. The idea moving forward is to leave the main and manhole in the garage, and to leave the service as is. A point excavation is required to put in the manhole and remove the hose. The easement needs are being coordinated by the attorney. The Board agreed to leave the manhole under the shed in place and functioning. The attorney is working on updating the easement. Proposed form of Easement Agreement was sent June 26, 2019 to M/M. It appears that there will not be any construction on Lucy Davitt's property. The District is going to leave the manhole in place that she currently discharges into. It appears the work will be done on the Willbanks' property and perhaps the property behind the Willbanks'. Entry was planned from what appears to be the North side of the Willbanks' property, farthest away from Lucy Davitt's property. M/M sent revised stamped easement to District's Attorney on August 1, 2019. M/M sent revised stamped easement to District's Attorney on August 28, 2019. District's attorney sent revised easement agreement to Chris Willbanks, the homeowner on September 4, 2019. M/M and Tim Flynn met with the current Owners (Trust) to discuss completion of an easement and location of the desired MH that must be constructed allowing removal of the Jet Nozzle. The owner also desires the line remain extended beneath the garage as they believe the new owners will eventually remove the garage allowing access. Revised sanitary sewer line easement agreement was sent on April 1, 2020 by Attorney. Estimate for new location of MH was provided that is below \$20,000 – T. Lowell. T. Lowell is prepared to accommodate installation of the MH between the two garages. The easement has been presented by the District and we are awaiting execution. There has been ongoing coordination regarding the easement agreement. The realtor/Owner does not want a permanent easement through the garages of the property but they are willing to have a manhole between the garages. No tap will be permitted until the manhole work and easement have been completed and the realtor has been made aware of this. A letter from the District's Attorney has been prepared to the Owner/Trust to try and get the construction underway. It appears the property is about to sell. Coordination is being accomplished by the District's Attorney to get the new MH access constructed. There has been ongoing coordination for the new MH; however, the Owner has not made a conclusion to date.



UPDATE: An alternate concept for re-alignment is being requested to behind the garage. This concept will be difficult to accommodate as we prefer not to create a “kink” in the main and we still need an access to the end of the mainline

11100 W. 38th Avenue – Easements – Amanda Weaver Bridge - Levi Contractors, Inc.

Following completion of the project, a meeting with Westridge and NWLSD to get the lines cleaned is being coordinated. An on-site meeting is set to review access for maintaining the sanitary mains.

UPDATE: The on-site meeting took place and with exception of a couple minor modifications to erosion control rip rap to allow access (coordinated by Westridge) all is complete. A combination lock has been added to the main access gate and the combination provided to REC.

2100 Youngfield – Land Use

M/M received plans for a proposed Long-Term Temporary Use for surface parking development on December 7, 2018. An acceptance letter was sent to the City of Lakewood on December 17, 2018. M/M received proposal on June 26, 2019 and provided response on June 27, 2019. There appears to be a MH in the middle of the site but it doesn't appear they are planning to use it. TJC contacted M/M to get info on review process and get checklists, details, and paperwork. Developer is working on agreements. M/M requested a \$15,000 deposit, provided TJC with details and most of the District common notes, and stated that an easement agreement, extension agreement and locates will be required. TJC Limited requested the necessary paperwork to set up escrow and agreements and they are ready to start submitting design plans. M/M sent the Developer an invoice for the required deposit on December 12, 2019. Sanitary utilities map was sent to the contractor and suggested that they verify line sizes. A flow study is being required based on volume anticipated to be contributed and potential of 6" line existing. Legal exhibit, easement, title commitment, and plat were sent to the Attorney on June 9, 2020. Sanitary plans were received and appear acceptable. The developer has also requested a vacation of existing easement as it no longer is necessary to serve the District. A stamped easement and exhibit were received from the Developer on July 9, 2020. A flow study has been completed and is acceptable. The Attorney has prepared a sewer line easement and extension agreement and we are awaiting Developer. An availability letter was provided for each building (5) for submission to the City.

UPDATE: None

Merkwood Estates – W. 32nd Ave. and Routt St.

CCTV has been reviewed and approved. Coordination is ongoing concerning as-builts. M/M provided tap and service fees to the developer. As-builts were received March 19, 2019. The slopes for the last two legs of the sanitary main extension didn't meet design slope requirements. Contractor to provide potential solution to attain design slopes. M/M surveyed the non-conforming pipe and confirmed it does not meet design slope requirements. Contractor to remedy situation and provide as-built drawings once completed. M/M resurveyed the pipes and MH's and although slightly below minimum slopes required, survey accuracy with the short segment could be the cause, and it was decided that they appeared to be acceptable as long as the manhole troughs are lined with epoxy. Contractor submitted epoxy and is looking at an extended warranty. Elevated Excavating supplied letter to M/M on July 16, 2019 stating they were willing



to warranty MH #2 and #3 as well as line going between for 3 years from date of installation, July 1, 2018. This needs to be 3 years following final acceptance as EE is on conditional acceptance, slope appear to be less than minimum and reconstruction is limited by utility conflicts, and drop within MH is less than standard (but are epoxy lined). Once acknowledged, District's attorney will be able to define the method to establish the extended warranty. District's Attorney is creating agreement for extended 3-year warranty beyond the final acceptance. Bond is needed to extend the added three years past the one-year warranty. M/M is waiting for paperwork. Date of Conditional Acceptance is June Board Meeting (June 24, 2019). M/M forwarded copies of deposit for the 25% amount and a copy of the agreement from Developer to District's Attorney. M/M's suggestion of a 3- year warranty period is acceptable to District's Attorney, who sent draft of First Amendment to Application and Agreement for Extension of Sewer Mains on August 2, 2019 which M/M is reviewing. Awaiting extended 3-year warranty for the line segment that was constructed flatter than normal. Contractor would like to know if the District can grant conditional acceptance and they would like their deposit back as soon as possible. Proof of submission was sent on May 26, 2020.

UPDATE: None

EXTENSION AGREEMENT: The extension agreement has been signed and received by the District.

EASEMENT DOCUMENTS: Approved easement legal description and exhibit have been received and forwarded to the District's attorney for finalization of the easement agreement. The District is awaiting receipt of the signed agreement.

Hillside Estates Lots 1 & 2 - Laudick & Laudick Engineering

Two lots are proposed for development. Westridge services part of these lots and the Developer would need to gain exclusion approval from Westridge before the District would review their plans. Additionally, a preliminary look at submitted plans, indicates most of the development would require pumping to connect to NWLSD.

UPDATE: NONE

12905 W. 24th Pl – 6 Condo Units – Tim Frasier

A submission of concept plans showing six units facing the street was submitted and availability letter provided to City of Lakewood. The Owner/Developer was informed that this configuration is acceptable with individual tap connections to the District Main.

UPDATE: NONE

11500 Blk Benthaven Phase 1, 2 26th ave.

A referral letter was provided for the consolidated mutual work in the area of Benthaven and 26th Ave.

UPDATE: NONE

12599 W 27th Ave – New Dewatering Building – Consolidated Mutual Water

M/M received plans for a new proposed dewatering building on November 15, 2018. M/M received the plumbing plans for a new proposed dewatering building on November 21, 2018. M/M coordinating with engineer to clarify drawings. M/M provided a sanitary sewer availability letter on December 5, 2018. A meeting is being set up to discuss current tap fees and service fees



for each building associated with CMWC. Received flow data from Consolidated Mutual. Tap fees appear to be up to date as long as a single service to their treatment and maintenance buildings is ok. Service fees are more difficult to identify. A metering manhole could be installed in the future. Has requested tap application for ¾" service to new solids building. On-going coordination is taking place for flow values contributed over the years without service fees. M/M received interceptor sizing calculations and design drawings for the Consolidated Mutual sanitary service lines on August 19, 2019 and corrected documents were received August 20, 2019. M/M is reviewing. M/M provided review letter for sand interceptor on September 9, 2019. M/M provided review letter for service lines on September 11, 2019. Consolidated Mutual sent response letter to M/M. M/M is to review. CMWC is resuming this project and is working with Ramey for the required flow rates and water quality tests.

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. Conduit No. 16 Project was put on hold in 2015 due to budgeting. Construction is expected to re-start in 2017. Construction of the bore across I-70 at approximately 40th Ave. (to the South) is almost ready to begin. Based on inquiry by M/M, on February 28th, 2018, the DWD engineer reached out inquiring about District facilities along the path of the conduit replacement. Sanitary maps were provided and it was requested that the District be contacted regarding design plans for waterline replacement. M/M provided the DWD Engineer with mapping and CCTV information so they could identify potential sanitary service conflicts. A meeting is set for October 1st to discuss utility conflicts with the proposed pipeline. Coordination is ongoing to identify potential sanitary service conflicts. M/M has coordinated with DWD's engineer on which sanitary lines have been previously lined. A 60" steel casing has been constructed across 32nd Av at Ward. DWD decided to proceed with this while COVID had traffic reduced and the City would allow a temporary shut-down of the Street. M/M observed and coordinate the crossing of the District's two sanitary mains in 32nd. It appears that adequate bracing was provided as they constructed the casing beneath the sanitary. We suggest a CCTV of the line upon construction completion to verify no damage is present.



UPDATE: NONE

Manning School Addition Sanitary Sewer Service

Martin/Martin sent an availability letter on May 11, 2020.

UPDATE: NONE

11645 W. 32nd Avenue - GK Builders Group, LLC

GK Builders contacted Martin/Martin on May 1, 2020 about the completion of building a house on this property. GK Builders is working with the District for the tap fees and looking for a contractor to complete the work.

UPDATE: NONE

10750 W. 26th Avenue (Paramount Park, 26th and Oak) – 7 Lot Development – Lucid-Studio

On April 11, 2016 Jesse Walden with Lucid-Studio contacted the District to discuss a provided site plan for a proposed seven lot single family development. It was noted to Mr. Walden that the development would require a sanitary sewer extension and associated easement and that M/M designs extensions in the District. Currently, the alignment of the sanitary sewer is being discussed. The site plan is showing the extension going through a drainage pond, M/M is requiring that the alignment is moved to around the drainage pond into W. 26th Avenue then to east to an easement to the east of the drainage pond. A design fee document was provided to the developer on July 5. A referral response to City of Lakewood was provided on July 12. Deposit and AutoCAD files have not yet been received. On February 3rd, 2017, the developer contacted M/M stating that they are beginning utility design and asked if M/M could meet February 8th to go over sanitary design. M/M discussed alignment options and requirements for sanitary service at the meeting. The proposed alignment shows a mainline extending down W. 26th Ave. and heading into the property bypassing the drainage easement on site. On July 13th, 2017, the District received a \$15,000 check for design services for the sanitation extension within W. 26th Ave. M/M is coordinating on base files to begin the design. The District's attorney has been provided a vesting deed and title insurance commitment for easement and extension agreements. The initial plan set has been provided to the City of Lakewood for review. M/M met on site with the developer and Consolidated Mutual to discuss the proposed sanitary alignment. The developer is providing updated survey showing locates at the intersection of Oak St. and W. 26th Ave. The sanitary sewer extension is being extended to service two additional lots to the southeast (9 lots total). Sanitary sewer extension plans were resubmitted to the City of Lakewood on October 25th, 2017. M/M has reached out to the developer for execution of the extension agreement. Coordination is ongoing. Comments were received from the City of Lakewood on the plan set. M/M is awaiting an approval letter from Consolidated Mutual on the proposed waterline offset. Consolidated Mutual is realigning their waterline within Oak St. to increase the offset from sanitary sewer. Once finalized, plans will be resubmitted to the City of Lakewood for approval. Update base files have been received from Consolidate Mutual concerning the site water design. Sanitary sewer extension design is preliminarily complete and under review with City of Wheat Ridge and City of Lakewood. Plans have been revised and submitted to the City of Lakewood and City of Wheat Ridge for final review. M/M has reached out to Wheat Ridge and Lakewood concerning final plan review. No comments have been received. Martin/Martin has reached out to the City of Wheat Ridge and City of Lakewood for final plan review. The



developer wishes to construct the sanitary sewer extension in two phases (site phase and street phase). M/M is coordinating with the developer concerning preferred contractors and project timing. M/M is coordinating with the developer on a pre-con meeting for the on-site portion of project. M/M has reviewed product submittal documents for manhole details. The City of Lakewood is awaiting final approval of the sanitary alignment in relation to the water main alignment from the Consolidated Water Mutual Company. Consolidated Mutual will be returning an approval letter shortly. M/M met on site (September 25th, 2018) with the contractor to discuss District construction requirements for the on-site portion of the project. M/M is currently reviewing submittals. Coordination is ongoing. The contractor has started laying pipe and completed the section between sta. 18+00 and 19+50. M/M and Consolidated Mutual coordinated on the sanitary alignment approval. Plans have been approved by the City of Lakewood and City of Wheat Ridge. It was decided by the developer to bid the project separately. Coordination with Consolidated Mutual and the developer is ongoing for timing of the project between water and sewer construction. City paving is causing a timing constraint. M/M received, reviewed, and returned submittals to the contractor. T. Lowell Construction is indicating that if Consolidated Mutual keeps delaying that they will not be able to complete the work by the end of May. M/M received, reviewed, and returned submittals for this project. T. Lowell started construction on June 3, 2019. There have been residents' complaints at the jobsite. T. Lowell repaired the asphalt recently and will check the jobsite today. There have been multiple contractors in the area, and it seems most equipment is now off-site. Sanitary line is complete as of July 9, 2019. Televising is developer's/contractor's responsibility. A CO PLS stamped survey will be required for as-builts including inverts, pipe lengths, slopes, etc. Air testing occurred on July 10, 2019 for all sanitary mains between MH D-19-1-7 and D-19-1A and all lines tested passed. Significant infiltration was present at MH 19-1A and was pumped out. Sides of MH will be grouted or sealed. CCTV will be provided for mainline between MH D-19-1-8 to D-19-1-7 in place of air testing because service lines are already in place (but not active). CCTV of all mains will be required to be sent to M/M. Developer will be providing as-builts. Lube/buildup appeared between joints in CCTV. No MH trough invert appeared in CCTV so M/M is awaiting video/photo of trough. Most downstream MH that appeared to have infiltration problems was claimed by T Lowell to have been grouted. Coordination is occurring on these issues. M/M contacted Excavators LLC for copy of CCTV showing the lines post-jetted and with the manhole trough in place. T Lowell scheduled potholing with traffic control for \$3,300 for September 19, 2019. Potholing operations on September 19, 2019 found high groundwater levels all across Oak Street, indicating cause may be high ground water and not necessarily flowing down the District or Consolidated's waterline. T. Lowell is to submit a summary of their findings. M/M sent the District, the City of Wheat Ridge, the City of Lakewood and Consolidated Mutual a map on October 1, 2019 of the potholing that took place regarding the groundwater issue. Consolidated Mutual is coordinating with the City of Wheat Ridge to construct a cut-off wall and an underdrain pipe near the problem near area close to the District's manholes, and connect it to the Lakewood Storm Drain. Lucid Studio sent M/M sanitary as-builts on October 16, 2019 and they appeared good. M/M has not seen updated CCTV. M/M has been instructed not to approve the mainline in Oak due to the costs with the on-going ground water issue. The City has contacted Consolidated and apparently does not like the temporary drain solution. As soon as the ditch turns back on it is anticipated that water will continue to seep. Consolidated continues to work with M/M for the final solution. Coordination with Consolidated is taking place. One possible solution to minimize the path of flow is to construct two new cut off walls. However, it is anticipated that ground water will continue to try and surface. Martin/Martin checked in on the progress of this project on April 20, 2020. Further



contact with Consolidated is taking place. As a mitigation measure, additional cut-off walls can be placed along the sanitary main within Oak. An estimated cost for this is approximately \$60,000 for 2-4 cut-offs. The developer has not responded to inquiries for pending conditional approval of the main. Consolidated is still catching water in their perforated pipe and diverting it into the drainage ditch to the west. They will be improving that system June 9 and/or 10th. The COWR is still expecting existing permitted entities to repave Oak Street. This work was going to be done under a COWR contract along with other roads that the COWR was planning to repave but would have been funded by those who had open permits that “caused the issue.” The COWR is undecided how/when this work must be done. Consolidated completed the overall drain line connection into the City of Lakewood Storm drain on the west side of the road. This seems to have solved the Wheat Ridge roadway seepage issue. No word from the City related to roadway paving.

UPDATE: NONE

EXTENSION AGREEMENT: The extension agreement has been signed and received by the District.

EASEMENT AGREEMENT: The easement agreement was completed, signed, and returned to the developer for recordation.

1991 Youngfiled – Beer Garden

M/M received plans for a new beer garden concept restaurant development on February 11, 2019. An availability letter was sent to the developer on February 18, 2019. M/M provided a plan review letter on March 28, 2019. M/M received a 1st referral for the property on May 23, 2019. M/M provided a response on June 4, 2019. M/M received a 2nd referral for the property on May 30, 2019. M/M provided a response on June 13, 2019. Scott Cox & Associates was able to locate two manholes to the north of the site but not the manhole to the south. A monitoring manhole will be required. Access must be provided every 100 feet and MH will help serve in place of a cleanout. Monitor MH details and service tracer wire details were sent to the developer. M/M must receive grease interceptor certified sizing and revised plans prior to applying for tap fee.

UPDATE: NONE

Miscellaneous

- 3325 Robb St. – LOT 7 into 3 single family lots. An inquiry from TJC – Jim Allen (unknown location) was made related to process. We provided this with an understanding that we may be speaking about a 3-unit building.