

# NORTHWEST LAKEWOOD SANITATION DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
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## NOTICE OF REGULAR 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 27, 2021  
TIME: 4:00 P.M.  
PLACE: **VIA Zoom**

*If you experience technical difficulties, email Steve Beck at [sbeck@sdmsi.com](mailto:sbeck@sdmsi.com).*

Join Zoom Meeting  
<https://us02web.zoom.us/j/81159178303?pwd=S1BhdUZhOVVldGFvUU9yakVsYUJlUdz09>  
Meeting ID: 811 5917 8303  
Passcode: 268156  
Dial In: 1-253-215-8782  
One tap mobile  
+12532158782,,81159178303# US (Tacoma)

### I. ADMINISTRATIVE MATTERS

- A. Review and approve Minutes of the September 22, 2021 regular meeting (enclosure).
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### II. PUBLIC COMMENT

- A. \_\_\_\_\_

### III. FINANCIAL MATTERS

- A. Review and approve the payment of claims through the period ending October 14, 2021 as follows (enclosure):

General Fund	\$	23,158.64
Enterprise Fund	\$	33,663.62
<b>Total:</b>	<b>\$</b>	<b><u>56,822.26</u></b>

and accept the schedule of cash position as of September 30, 2021 (enclosure); and the unaudited financial statements for the period ending September 30, 2021; 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).

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- B. Discuss and consider adopting a Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer for collection with property taxes collected in 2021 (enclosures).
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- C. Discuss 2022 Budget (enclosure).
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#### IV. LEGAL MATTERS

- A. Update on Applewood Sanitation District Sewer Service Agreement.
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- B. Discuss Moffat TP Sewer Flow meter replacement (enclosure).
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- C. Discuss 2419 Ward agreement and variance request.
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#### V. OPERATIONS MATTERS

- A. Operations Monthly Report (enclosure).

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- B. Engineer's Report (enclosure).

1. Status of 2021 Capital Improvements.
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2. Update on 930 Alkire Street Easement.
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3. Discuss Systemwide Flow Study.
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VI. OTHER BUSINESS

A. Metro Wastewater Update.

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B. Website update.

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VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR  
NOVEMBER 24, 2021.**

## RECORD OF PROCEEDINGS

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### 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 22, 2021

In part due to COVID19 concerns, 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”) was convened by Zoom video conference and teleconference call on Wednesday, September 22, 2021, at 4:00 P.M. The Zoom Meeting and 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  
Jim Zimmerman  
Clark Davenport  
Cici Kesler

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

##### 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

Dawn Schilling; Schilling & Associates, CPA's

#### ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the August 25, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Zimmerman, and upon vote, unanimously carried, the minutes of the August 25, 2021 Regular Meeting were approved, as presented.

## RECORD OF PROCEEDINGS

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### PUBLIC COMMENTS

There were no public comments.

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### FINANCIAL MATTERS

**Claims:** Mr. Beck discussed with the Board the payment of claims for the period ending September 16, 2021, as follows:

General Fund	\$ 17,916.56
Enterprise Fund	\$ 46,064.05
Total	<u><u>\$ 63,980.61</u></u>

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Davenport and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending September 16, 2021.

**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, 2021, the schedule of cash position dated August 31, 2021, and the Accounts Receivable reports on collections of fees, the past due accounts and collection efforts.

Following discussion, upon motion duly made by Director Kesler, 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, 2021, and the schedule of cash position dated August 31, 2021, as presented.

**2020 Audit and Execution of the Management Representation Letter:** Mrs. Schilling discussed the 2020 audit and the unqualified opinion with the Board.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Davenport, and, upon vote, unanimously carried, the Board accepted the 2020 audit, which included the unmodified opinion of the auditor, that the District's 2020 financial statements represent in all material respects the financial condition of the District as of December 31, 2020 and the year then ended in accordance with generally accepted accounting principles. In the same motion, the Board also authorized the execution of the management representation letter which the auditor requires before the audit can be released. The Board authorized the auditor, Schilling & Company to file the 2020 audit with the Office of the State Auditor.

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## RECORD OF PROCEEDINGS

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### **LEGAL MATTERS**

**Update on the Applewood Sanitation District Sewer Service Agreement:** Attorney Flynn discussed the revised agreement and terms with the Board as follows:

1. There will not be a cap on the amounts that can be billed by either District,
2. There will not be a fifteen (15) year term for the agreement, and
3. Each District will invoice the other District for the service provided at the same rate the invoicing District charges its own customers.

Attorney Flynn will send the revised agreement to Attorney Scheuer for review and approval by the Applewood Board.

**Special District Management Services Agreement Review:** Attorney Flynn discussed with the Board the revised Management Agreement between the Northwest Lakewood Sanitation District and Special District Management Services, Inc. and that it had been accepted and signed by SDMS.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved the Management Agreement.

The Board did not convene an Executive Session for purposes of discussing the proposed Agreement.

**JeffCo Schools Waiver Request for Grease Trap Inspections:** Attorney Flynn and Mr. Ramey discussed the District's grease trap inspection program and policies and the request by JeffCo Schools to waive the inspections. The Board recommended that no changes be made to the inspections and that Ramey Environmental continue the semi-annual inspections at a rate of \$100.00 per inspection.

Attorney Flynn updated the Board on the collection of delinquent accounts for grease trap inspections from Chili's and Smashburger. He also reported that Consolidated Mutual Water Company has requested invoices for Consolidated's office building and other facilities which receive sewer service from Northwest.

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### **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 engineering report dated September 21, 2021. A copy of the report is attached hereto and incorporated herein by this reference. Mr. Willis also reported that Insituform has accepted the contract award and is in process of starting the project. Mr. Willis updated the Board on the status of the 930 Alkire St. project and that he is attempting to get a contractor to complete the installation of a new manhole at that location.

## RECORD OF PROCEEDINGS

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### **OTHER BUSINESS**

**Metro Wastewater Update:** Director Davenport updated the Board on the board meetings for Metro Wastewater.

**Website Update:** Mr. Frankland reported on the website update and activity.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Zimmerman, seconded by Director Kesler 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
2465						
10/14/2021	Ambrose, Ernie	10062021	Transfer Service Fee	4-570	50.00	50.00
Total 2465:						50.00
2466						
10/14/2021	Anderson, Amanda	10062021	Transfer Service Fee	4-570	148.30	148.30
Total 2466:						148.30
2467						
10/14/2021	Colorado Special District P&L	POL-0007552	Prepaid Expenditures	1-150	450.00	450.00
Total 2467:						450.00
2468						
10/14/2021	Frankland, Walter	OCT. 2021	Website	1-677	100.00	100.00
Total 2468:						100.00
2469						
10/14/2021	Front Range Real Properties, LL	10062021	Transfer Service Fee	4-570	190.00	190.00
Total 2469:						190.00
2470						
10/14/2021	Martin/Martin	17.0638-00168	Sewer Lines/Eng./Observ.	4-810	110.00	110.00
10/14/2021	Martin/Martin	17.0638-00169	Sewer Lines/Eng./Observ.	4-810	3,302.50	3,302.50
10/14/2021	Martin/Martin	17.0638-00170	2021 CIP	4-883	9,072.50	9,072.50
Total 2470:						12,485.00
2471						
10/14/2021	Metro Wastewater Reclamation	NO. 4663	Tap Fees-Metro's Portion	4-730	4,500.00	4,500.00
Total 2471:						4,500.00
2472						
10/14/2021	Podeyn, John	10062021	Transfer Service Fee	4-570	100.00	100.00
Total 2472:						100.00
2473						
10/14/2021	Ramey Enviromental Compliance	22914	COS-Locates	4-742	5,854.00	5,854.00
10/14/2021	Ramey Enviromental Compliance	22914	COS-Emergency Service	4-748	383.55	383.55
10/14/2021	Ramey Enviromental Compliance	22914	COS-Collection System	4-746	9,347.29	9,347.29
Total 2473:						15,584.84
2474						
10/14/2021	Reynolds, Norman & Christine	10062021	Transfer Service Fee	4-570	190.00	190.00
Total 2474:						190.00
2475						
10/14/2021	Schilling & Company, Inc	13121	Audit	1-615	5,700.00	5,700.00



Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
Total 2475:						5,700.00
2476						
10/14/2021	Special Dist Management Serv	09/2021	Office Supplies	1-690	1,020.14	1,020.14
10/14/2021	Special Dist Management Serv	09/2021	Accounting	1-612	2,912.00	2,912.00
10/14/2021	Special Dist Management Serv	09/2021	Administration	1-614	4,578.00	4,578.00
10/14/2021	Special Dist Management Serv	09/2021	Billing	1-616	8,398.50	8,398.50
Total 2476:						16,908.64
2477						
10/14/2021	The Buy-Out Company, LLP	100620210	Transfer Service Fee	4-570	100.00	100.00
Total 2477:						100.00
2478						
10/14/2021	UNCC	54210-221091005	Repairs & Maintenance-L	4-740	315.48	315.48
Total 2478:						315.48
Grand Totals:						56,822.26

Northwest Lakewood Sanitation District  
October-21

	General	Enterprise	Totals
Disbursements	\$ 23,158.64	\$ 33,663.62	\$ 56,822.26
Payroll			\$ -
			\$ -
Payroll Taxes (Quarterly)	\$ -		\$ -
Direct Pay -- Consolidated Mutual Water	\$ -		\$ -
Total Disbursements from Checking Account	\$ 23,158.64	\$ 33,663.62	\$ 56,822.26

# NORTHWEST LAKEWOOD SANITATION DISTRICT

## Schedule of Cash Position

September 30, 2021

	<u>Rate</u>	<u>Operating</u>	<u>Enterprise</u>	<u>Total</u>
<b>Checking:</b>				
Checking Acct 1st Bank		\$ 814.55	\$ 25,396.02	\$ 26,210.57
<b>Investments:</b>				
Cash in Bank-ColoTrust	0.0262%	1,195,980.92	3,859,452.43	5,055,433.35
1st Bank Liquid Asset Account	0.0500%	4.20	3,328,258.22	3,328,262.42
Xpress Bill Pay		-	51,561.95	51,561.95
<b>TOTAL FUNDS:</b>		<u>\$ 1,196,799.67</u>	<u>\$ 7,264,668.62</u>	<u>\$ 8,461,468.29</u>

### 2021 Mill Levy Information

Certified General Fund Mill Levy	7.696
Refunds/Abatements	0.015
Temporary Mill Levy Reduction	<u>-1.664</u>
Total Certified Mill Levy	<u>6.047</u>

### 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, 2021

NORTHWEST LAKEWOOD SANITATION DISTRICT  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
September 30, 2021

	GENERAL	ENTERPRISE	TOTAL
<b>Assets</b>			
Checking Acct 1st Bank	\$ 814.55	\$ 25,396.02	\$ 26,210.57
1st Bank of Colorado-Lock Box		-	-
1st Bank Liquid Asset Account	4.20	3,328,258.22	3,328,262.42
Xpress Bill Pay	-	51,561.95	51,561.95
Cash in Bank-ColoTrust	1,195,980.92	3,859,452.43	5,055,433.35
Property Taxes Receivable	11,298.35	-	11,298.35
Accounts Rec-Fac Renovtion Fee	-	678,394.44	678,394.44
A/R Fee Cert to Cty Treasurer	-	6,859.10	6,859.10
Account Rec-Grease Trap Insp	-	1,825.00	1,825.00
Prepaid Expenditures	9,510.51	-	9,510.51
<b>Total Current Assets</b>	<u>1,217,608.53</u>	<u>7,951,747.16</u>	<u>9,169,355.69</u>
<b>Capital Assets</b>			
Land	-	7,584.33	7,584.33
Sewer Lines	-	15,894,447.05	15,894,447.05
Accumulated Depreciation	-	(5,036,441.57)	(5,036,441.57)
Construction in Progress	-	51,637.67	51,637.67
<b>Total Capital Assets</b>	<u>-</u>	<u>10,917,227.48</u>	<u>10,917,227.48</u>
<b>Total Assets</b>	<u>\$ 1,217,608.53</u>	<u>\$ 18,868,974.64</u>	<u>\$ 20,086,583.17</u>
<b>Liabilities</b>			
Accounts Payable	\$ 23,158.64	\$ 33,663.62	\$ 56,822.26
Payroll Liabilities	856.80	-	856.80
Expense Reimbursement Deposit	3,340.00	-	3,340.00
Retainage	-	6,694.84	6,694.84
<b>Total Liabilities</b>	<u>27,355.44</u>	<u>40,358.46</u>	<u>67,713.90</u>
<b>Deferred Inflows of Resources</b>			
Deferred Property Taxes	11,298.35	-	11,298.35
<b>Total Deferred Inflows of Resources</b>	<u>11,298.35</u>	<u>-</u>	<u>11,298.35</u>
<b>Fund Balance</b>			
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	852,926.18	8,813,544.38	9,666,470.56
Fund Balance-Restricted	42,100.00	-	42,100.00
Current Year Earnings	283,928.56	2,011,904.42	2,295,832.98
<b>Total Fund Balances</b>	<u>1,178,954.74</u>	<u>18,828,616.18</u>	<u>20,007,570.92</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<u>\$ 1,217,608.53</u>	<u>\$ 18,868,974.64</u>	<u>\$ 20,086,583.17</u>

**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending,**  
**September 30, 2021**  
**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>
<b>Revenues</b>					
Property Tax	\$ (8,613.67)	\$ 1,480,248.42	\$ 1,491,546.00	\$ 11,297.58	99.2%
Specific Ownership Tax	10,816.18	76,546.81	88,000.00	11,453.19	87.0%
Interest & Misc. Income	261.03	9,730.54	24,000.00	14,269.46	40.5%
Permit Revenue	-	-	-	-	0.0%
<b>Total Revenues</b>	<u>2,463.54</u>	<u>1,566,525.77</u>	<u>1,603,546.00</u>	<u>37,020.23</u>	<u>97.7%</u>
<b>Expenditures</b>					
Accounting	2,912.00	22,456.00	27,000.00	4,544.00	83.2%
Administration	4,578.00	40,460.00	38,000.00	(2,460.00)	106.5%
Audit	5,700.00	5,742.00	6,500.00	758.00	88.3%
Billing	8,398.50	25,991.00	32,000.00	6,009.00	81.2%
Bank Charges	3.30	15.80	120.00	104.20	13.2%
Director's Fees	-	5,600.00	6,000.00	400.00	93.3%
Dues & Subscriptions	-	1,237.50	1,250.00	12.50	99.0%
Insurance and Bonds	3,020.17	27,181.49	40,546.00	13,364.51	67.0%
Legal	-	30,131.00	50,000.00	19,869.00	60.3%
Website	100.00	900.00	2,000.00	1,100.00	45.0%
Miscellaneous Expenses	-	232.92	1,000.00	767.08	23.3%
Office Supplies	1,020.14	2,648.20	4,500.00	1,851.80	58.8%
Payroll Taxes-Directors	-	428.40	459.00	30.60	93.3%
Treasurer's Fees	116.02	22,352.15	22,373.00	20.85	99.9%
Treatment Charges	-	1,097,220.75	1,462,961.00	365,740.25	75.0%
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	-	-	48,106.00	48,106.00	0.0%
<b>Total Expenditures</b>	<u>25,848.13</u>	<u>1,282,597.21</u>	<u>1,956,815.00</u>	<u>674,217.79</u>	<u>65.5%</u>
<b>Transfers and Other Sources (Uses)</b>					
Transfer to Enterprise Fund	-	-	-	-	
<b>Total Transfers and Other Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	(23,384.59)	283,928.56	(353,269.00)	(637,197.56)	
Beginning Fund Balance	1,202,339.33	895,026.18	870,415.00	(24,611.18)	
<b>Ending Fund Balance</b>	<u>\$ 1,178,954.74</u>	<u>\$ 1,178,954.74</u>	<u>\$ 517,146.00</u>	<u>\$ (661,808.74)</u>	

**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending,**  
**September 30, 2021**  
**Enterprise 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>
<b>Revenues</b>					
Service Agreement-Westridge	\$ -	\$ 2,274.57	\$ 2,350.00	\$ 75.43	96.8%
Service Agreement-Applewood	-	-	8,000.00	8,000.00	0.0%
Treatment Chgs-College Park	-	129,472.02	258,944.00	129,471.98	50.0%
Facilities Renovation Fees	515,898.13	2,232,124.40	2,212,000.00	(20,124.40)	100.9%
Service Fees-Commercial	-	-	75,000.00	75,000.00	0.0%
Tap Fees	-	156,820.00	27,300.00	(129,520.00)	574.4%
Grease Trap Inspection	-	5,700.00	12,000.00	6,300.00	47.5%
Interest Income	85.36	2,153.82	30,000.00	27,846.18	7.2%
Transfer Service Fee	636.70	3,829.00	12,000.00	8,171.00	31.9%
Inspection Fees	300.00	3,900.00	-	(3,900.00)	0.0%
Permit Fees	100.00	350.00	-	(350.00)	0.0%
Denver Water Service Agreement	-	-	4,000.00	4,000.00	0.0%
Transfer from General Fund	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>517,020.19</b>	<b>2,536,623.81</b>	<b>2,641,594.00</b>	<b>104,970.19</b>	<b>96.0%</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Billing	2,524.32	18,068.54	23,000.00	4,931.46	78.6%
Miscellaneous Expenses	-	-	500.00	500.00	0.0%
Treasurer's Fees	-	-	450.00	450.00	0.0%
<b>Total Administrative</b>	<b>2,524.32</b>	<b>18,068.54</b>	<b>23,950.00</b>	<b>5,881.46</b>	<b>75.4%</b>
<b>Operations and Maintenance</b>					
NWLSD Treatment Chg-College Pk	-	-	258,944.00	258,944.00	0.0%
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	-	10,165.32	16,500.00	6,334.68	61.6%
Treatment Charges-Applewood	-	-	1,200.00	1,200.00	0.0%
Tap Fees-Metro's Portion	4,500.00	82,884.79	13,650.00	(69,234.79)	607.2%
Repairs & Maintenance-Lines	315.48	5,379.52	10,000.00	4,620.48	53.8%
COS-Grease Trap	-	-	9,500.00	9,500.00	0.0%
COS-Locates	5,854.00	46,230.53	50,000.00	3,769.47	92.5%
COS-Collection System Oversight	9,347.29	75,112.33	75,000.00	(112.33)	100.1%
COS-Daily Operations	-	-	16,000.00	16,000.00	0.0%
COS-Emergency Service	383.55	3,814.45	17,500.00	13,685.55	21.8%
COS-Maintenance	-	122,943.72	175,000.00	52,056.28	70.3%
Utilities	-	181.60	-	(181.60)	0.0%
<b>Total Operations and Maintenance</b>	<b>20,400.32</b>	<b>346,712.26</b>	<b>653,644.00</b>	<b>306,931.74</b>	<b>53.0%</b>
<b>Capital Outlay</b>					
Sewer Lines/Eng./Observ.	3,412.50	35,510.27	400,000.00	364,489.73	8.9%
2020 CIP	-	17,447.50	-	(17,447.50)	0.0%
2021 CIP	9,072.50	106,980.82	2,100,000.00	1,993,019.18	5.1%
<b>Total Capital</b>	<b>12,485.00</b>	<b>159,938.59</b>	<b>2,500,000.00</b>	<b>2,340,061.41</b>	<b>6.4%</b>
<b>Total Expenditures</b>	<b>35,409.64</b>	<b>524,719.39</b>	<b>3,177,594.00</b>	<b>2,652,874.61</b>	<b>16.5%</b>
Excess (Deficiency) of Revenues Over Expenditures	481,610.55	2,011,904.42	(536,000.00)	(2,547,904.42)	
Beginning Fund Balance	10,343,838.25	8,813,544.38	6,070,313.00	(2,743,231.38)	
<b>Ending Fund Balance</b>	<b>\$ 10,825,448.80</b>	<b>\$ 10,825,448.80</b>	<b>\$ 5,534,313.00</b>	<b>\$ (5,291,135.80)</b>	



SHAREHOLDERS  
Paul R. Cockrel  
Robert G. Cole  
Timothy J. Flynn  
Evan D. Ela  
Linda M. Glesne  
David A. Greher  
Kathryn G. Winn  
Allison C. Ulmer  
Matthew P. Ruhland

OF COUNSEL  
James P. Collins

ASSOCIATES  
Joseph W. Norris  
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Ayshan E. Ibrahim

303.218.7198  
tflynn@cccfirm.com

## MEMORANDUM

July 15, 2021

TO: Northwest Lakewood Sanitation District

FROM: Collins Cockrel & Cole, P.C.

RE: **Collection of Delinquent Fees and Charges**

Pursuant to §32-1-1101 (1)(e), C.R.S., special districts are authorized to certify delinquent water, sewer, or water and sewer service fees and charges to the County Treasurer. The delinquent fees will be added to the property owner's tax bill in the next tax year collected, and disbursed to the District along with other District property taxes. The fees or charges must be at least six months delinquent, and the delinquent amount must total at least \$150.00 per account.

The deadline for certifying such delinquent fees varies from county to county. In Jefferson\* County the deadline is November 1, 2021.

In order to implement this collection alternative, the District must adopt a Resolution providing for the certification of the delinquent amounts to the County Treasurer at a public hearing. Notice of the public hearing must be provided to the property owner and affected parties (this would include the actual user, such as a tenant). We recommend that such notice be provided by certified mail.

If you require assistance or have any questions, please contact us.

\* County has special requirements. Contact the County Treasurer or our office with questions.



**RESOLUTION NO. 2021-10-1**  
**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**, 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.

**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 27<sup>th</sup> day of October, 2021.

NORTHWEST LAKEWOOD SANITATION  
DISTRICT

By: \_\_\_\_\_  
Anthony M. Dursey, President

Attest:

\_\_\_\_\_  
James D. Zimmerman, Secretary

## **EXHIBIT A**

# NOTICE OF LIEN

TO WHOM IT MAY CONCERN:

The NORTHWEST LAKEWOOD SANITATION DISTRICT (“District”), a quasi-municipal corporation of the State of Colorado, HEREBY GIVES NOTICE of unpaid fees and charges and of the District’s lien pursuant to Section 32-1-1001(1)(j), C.R.S., against the hereinafter described properties to secure payment thereof:

1. The lien is held for and on account of unpaid and delinquent service charges and fees assessed by the District against the properties hereinafter described.
2. The names of the purported owners, the legal descriptions of the properties, and the amounts owed and assessed against the properties as of this date are as shown on Exhibit A attached hereto and incorporated herein by this reference, together with penalties and interest thereon at the rate of twelve percent (12%) per annum.
3. The District's address is 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228.

# NORTHWEST LAKEWOOD SANITATION DISTRICT

By: \_\_\_\_\_  
James Steven Beck, Manager

STATE OF COLORADO )  
 ) ss.  
COUNTY OF JEFFERSON )

I, James Steven Beck, being of lawful age and being first duly sworn upon oath, do say that I am the Manager of the Northwest Lakewood Sanitation District; that I have read the within Notice of Lien and know the contents thereof; and that the same is true and correct to the best of my knowledge, information, and belief, and is made on behalf of and at the direction of the Board of Directors of the District.

James Steven Beck, Manager

Subscribed and sworn to before me this \_\_\_\_ day of October, 2021, by James Steven Beck as Manager for Northwest Lakewood Sanitation District.

My commission expires:

---

Notary Public

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

	2020 Actual	2021 Adopted budget	2022 Preliminary Budget
<b>Assessed Valuation</b>	\$ 246,812,983	\$ 246,658,967	\$ 272,526,049
<b>Mill Levy</b>			
General Fund	7.696	7.696	7.696
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	(1.813)	(1.664)	(1.664)
2017 Refund	-	-	-
2016 Refund	-	-	-
Refunds and Abatements	0.104	0.015	0.023
<b>Total Mill Levy</b>	<u>5.987</u>	<u>6.047</u>	<u>6.055</u>
<b>Property Taxes</b>			
General Fund	\$ 1,899,473	\$ 1,898,287	\$ 2,097,360
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	(447,472)	(410,441)	(453,483)
2016 Refund	-	-	-
Refunds and Abatements	25,669	3,700	6,268
<b>Actual/Budgeted Property Taxes</b>	<u>\$ 1,477,670</u>	<u>\$ 1,491,546</u>	<u>\$ 1,650,145</u>

# NORTHWEST LAKEWOOD SANITATION DISTRICT

## GENERAL FUND 2022 Preliminary Budget with 2020 Actual, 2021 Budget, and 2021 Estimated

	2020 YTD Actual	01/21-09/21 YTD Actual	2021 Adopted Budget	2021 Estimated	2022 Preliminary Budget
1-501 BEGINNING FUND BALANCE	\$ 673,581	895,026	870,415	895,026	\$ 825,748
<b>REVENUE</b>					
1-510 Property Tax	1,498,472	1,480,248	1,491,546	1,491,547	1,650,145
1-515 Specific Ownership Tax	110,651	76,547	88,000	114,000	108,000
1-575 Interest & Misc. Income	16,107	9,731	24,000	12,000	12,000
1577 Permit Revenue	100	-	-	-	-
<b>Total Revenue</b>	<b>1,625,331</b>	<b>1,566,526</b>	<b>1,603,546</b>	<b>1,617,547</b>	<b>1,770,145</b>
<b>Total Funds Available</b>	<b>2,298,912</b>	<b>2,461,552</b>	<b>2,473,961</b>	<b>2,512,573</b>	<b>2,595,893</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
1-612 Accounting	29,220	22,456	27,000	30,000	30,000
1-614 Administration	49,428	40,460	38,000	52,000	48,000
1-615 Audit	6,823	5,742	6,500	5,742	6,500
1-616 Billing	34,366	25,991	32,000	32,000	32,000
1-618 Bank Charges	20	16	120	25	120
1-620 Director's Fees	2,400	5,600	6,000	5,600	6,000
1-630 Dues & Subscriptions	1,238	1,238	1,250	1,238	1,250
1-635 Election and Publication	1,284	-	-	-	5,000
1-670 Insurance and Bonds	37,840	27,181	40,546	27,181	45,000
1-675 Legal	42,537	30,131	50,000	42,000	48,000
1-677 Website	1,624	900	2,000	1,200	2,000
1-685 Miscellaneous Expenses	628	233	1,000	250	1,000
1-690 Office Supplies	4,887	2,648	4,500	3,500	5,000
1-693 Payroll Taxes-Directors	184	428	459	428	459
1-700 Treasurer's Fees	22,369	22,352	22,373	22,700	24,752
<b>Total Administrative</b>	<b>234,847</b>	<b>185,376</b>	<b>231,748</b>	<b>223,864</b>	<b>255,081</b>

# NORTHWEST LAKEWOOD SANITATION DISTRICT

## GENERAL FUND 2022 Preliminary Budget with 2020 Actual, 2021 Budget, and 2021 Estimated

	2020 YTD Actual	01/21-09/21 YTD Actual	2021 Adopted Budget	2021 Estimated	2022 Preliminary Budget
<b>Operations and Maintenance</b>					
1-720 Treatment Charges	1,169,039	1,097,221	1,462,961	1,462,961	1,183,233
1-745 Engineering	-	-	60,000	-	60,000
1-765 Utilities	-	-	4,000	-	4,000
1-795 Contingency	-	-	150,000	-	150,000
<b>Total Operations and Maintenance</b>	<u>1,169,039</u>	<u>1,097,221</u>	<u>1,676,961</u>	<u>1,462,961</u>	<u>1,397,233</u>
<b>Total Expenditures</b>	<u>1,403,886</u>	<u>1,282,597</u>	<u>1,908,709</u>	<u>1,686,825</u>	<u>1,652,314</u>
<b>Transfers and Other Uses</b>					
1-895 Emergency Reserve	-	-	48,106	-	53,104
1-897 Transfer to Enterprise Fund	-	-	-	-	-
<b>Total Transfers and Other (Uses)</b>	<u>-</u>	<u>-</u>	<u>48,106</u>	<u>-</u>	<u>53,104</u>
<b>Total Expenditures Requiring Appropriation</b>	<u>1,403,886</u>	<u>1,282,597</u>	<u>1,956,815</u>	<u>1,686,825</u>	<u>1,705,419</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 895,026</u>	<u>\$ 1,178,955</u>	<u>517,146</u>	<u>\$ 825,748</u>	<u>\$ 890,475</u>

NOTES TO GENERAL FUND

# NORTHWEST LAKEWOOD SANITATION DISTRICT

## ENTERPRISE FUND 2022 Preliminary Budget with 2020 Actual, 2021 Adopted Budget, and 2021 Estimated

	2020 Actual	01/21-09/21 YTD Actual	2021 Adopted Budget	2021 Estimated	2022 Preliminary Budget
4-501 BEGINNING FUND BALANCE	\$ 7,283,505	\$ 8,813,544	\$ 6,070,313	\$ 8,813,544	\$ 8,989,123
<b>REVENUE</b>					
4-520 Service Agreement-Westridge	2,208	2,275	2,350	2,275	2,350
4-525 Service Agreement-Applewood	16,822	-	8,000	8,000	8,000
4-535 Treatment Chgs-College Park	251,422	129,472	258,944	258,944	209,432
4-536 Maintenance-College Park	-	-	-	-	-
4-539 Facilities Renovation Fees	2,225,114	2,232,124	2,212,000	2,240,000	2,250,000
4-540 Service Fees-Commercial	42,064	-	75,000	-	-
4-545 Connection Fee	-	-	-	-	-
4-550 Inclusion Fees	-	-	-	-	-
4-555 Tap Fees	26,040	156,820	27,300	175,020	38,000
4-557 Grease Trap Inspection	6,365	5,700	12,000	7,500	12,000
4-560 Interest Income	31,235	2,154	30,000	2,500	4,000
4-568 Sale of Assets	-	-	-	-	-
4-570 Transfer Service Fee	5,536	3,829	12,000	4,800	6,000
4-575 Miscellaneous Income	-	-	-	-	-
4-576 Legal Settlements	-	-	-	-	-
4-577 Insurance Reimbursements	-	-	-	-	-
4-580 Payment for Services	-	-	-	-	-
4-590 Denver Water Service Agreement	-	-	4,000	37,119	37,000
4-596 Inspection Fees	-	3,900	-	5,400	6,000
4-598 Permit Fees	-	350	-	400	400
4-597 Transfer from General Fund	-	-	-	-	-
<b>Total Revenue</b>	<b>2,606,805</b>	<b>2,536,624</b>	<b>2,641,594</b>	<b>2,741,958</b>	<b>2,573,182</b>
<b>Total Funds Available</b>	<b>9,890,310</b>	<b>11,350,168</b>	<b>8,711,907</b>	<b>11,555,502</b>	<b>11,562,305</b>
<b>EXPENDITURES</b>					
<b>Administrative</b>					
4-616 Billing	28,601	18,069	23,000	24,000	24,000
4-675 Legal	710	-	-	-	500
4-685 Miscellaneous Expenses	409	-	500	-	500
4-700 Treasurer's Fees	-	-	450	355	450
<b>Total Administrative</b>	<b>29,721</b>	<b>18,069</b>	<b>23,950</b>	<b>24,355</b>	<b>25,450</b>
<b>Operations and Maintenance</b>					
4-721 NWLSD Treatment Chg-College Pk	251,422	-	258,944	-	-
4-722 NWLSD Treatment Chgs-Westridge	-	-	2,350	-	-
4-723 NWLSD Treatment Chgs-Applewood	-	-	8,000	-	-
4-725 Treatment Charges-Westridge	11,589	10,165	16,500	10,165	16,500
4-726 Treatment Charges-Applewood	2,336	-	1,200	-	-
4-730 Tap Fees-Metro's Portion	13,020	82,885	13,650	91,985	18,500
4-735 Landscaping-Plant Site	-	-	-	-	-
4-736 Depreciation	349,232	-	-	400,000	-
4-740 Repairs & Maintenance-Lines	8,341	5,380	10,000	7,500	10,000
4-741 COS-Grease Trap	-	-	9,500	-	9,500
4-742 COS-Locates	72,846	46,231	50,000	60,000	60,000
4-746 COS-Collection System Oversight	99,493	75,112	75,000	95,000	95,000
4-747 COS-Daily Operations	-	-	16,000	-	16,000



**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**ENTERPRISE FUND**  
**2022 Preliminary Budget**  
**with 2020 Actual, 2021 Adopted Budget, and 2021 Estimated**

	<b>2020 Actual</b>	<b>01/21-09/21 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 Estimated</b>	<b>2022 Preliminary Budget</b>
4-748 COS-Emergency Service	6,074	3,814	17,500	5,000	12,000
4-749 COS-Maintenance	129,974	122,944	175,000	165,000	175,000
4-750 COS-Mineral Removal	-	-	-	-	-
4-765 Utilities	282	182	-	250	250
4-770 Telephone	-	-	-	-	-
4-774 Backup Clean & Sanitize	-	-	-	-	-
4-778 Sump Pump Inspections	-	-	-	-	-
<b>Total Operations and Maintenance</b>	<b>944,608</b>	<b>346,712</b>	<b>653,644</b>	<b>834,900</b>	<b>412,750</b>
<b>Capital Outlay</b>					
4-810 Sewer Lines/Eng./Observ.	42,092	35,510	400,000	48,000	400,000
4-831 Weaver Bridge Project	35,650	-	-	-	-
4-832 W32nd & Parfet Emergency Rep	24,696	-	-	-	-
4-826 Northwest Interceptor	-	-	-	-	-
4-830 2018 CIP	-	-	-	-	-
4-880 2019 CIP	-	-	-	-	-
4-882 2020 CIP	-	17,448	-	-	-
4-883 2021 CIP	-	106,981	2,100,000	1,659,124	-
2022 CIP	-	-	-	-	2,100,000
<b>Total Capital Outlay</b>	<b>102,438</b>	<b>159,939</b>	<b>2,500,000</b>	<b>1,707,124</b>	<b>2,500,000</b>
<b>Total Expenditures Requiring Appropriation</b>	<b>1,076,766</b>	<b>524,719</b>	<b>3,177,594</b>	<b>2,566,379</b>	<b>2,938,200</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 8,813,544</b>	<b>\$ 10,825,448</b>	<b>\$ 5,534,313</b>	<b>\$ 8,989,123</b>	<b>\$ 8,624,105</b>



**JEFFERSON**  
COUNTY COLORADO  
Assessor

SCOT KERSGAARD

Assessor

August 24, 2021

OFFICE OF THE ASSESSOR  
100 Jefferson County Parkway  
Golden, CO 80419-2500  
Phone: 303-271-8600  
Fax: 303-271-8616  
Website: <http://assessor.jeffco.us>  
E-mail Address: [assessor@jeffco.us](mailto:assessor@jeffco.us)

N W LAKEWOOD SAN DIST  
JAMES STEVEN BECK  
141 UNION BLVD 150  
LAKEWOOD CO 80228

AUG 27 2021

Code # 4720

### CERTIFICATION OF VALUATION

The Jefferson County Assessor reports a taxable assessed valuation for your taxing entity for 2021 of:

• \$273,773,594

The breakdown of the taxable valuation of your property is enclosed.

As further required by CRS 39-5-128(1), you are hereby notified to officially certify your levy to the Board of County Commissioners no later than December 15.

CRS 39-1-111(5) requires that this office transmit a notification by December 10 of any changes to valuation made after the original certification.

SCOT KERSGAARD  
Jefferson County Assessor

enc

**IN ACCORDANCE WITH 39-5-128(1.5), C.R.S.  
HOUSE BILL 21-1312 INFORMATION**

**N W LAKEWOOD SAN DIST**

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\*      \$ 467,837

\*\*The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

House Bill 21-1312 passed in June 2021 increased the business and state assessed personal property threshold exemption from \$7,901 to \$50,000 for the 2021 and 2022 tax years. The tax revenue lost due to this exemption will be reimbursed to the tax entity by the County Treasurer in accordance with 39-5-128(1.5), C.R.S.,

The Assessor is required to provide the Assessed Value of Exempt Business Personal and State Assessed Properties in the Certification of Valuation by Authority Letter. Due to time constraints the DLG 57 form revisions with our Software Vendor was not completed in time for August Certification of Valuation.

# CERTIFICATION OF VALUATION BY JEFFERSON COUNTY ASSESSOR

New Tax Entity

☐ YES ☒ NO

Date: August 24, 2021

NAME OF TAX ENTITY: N W LAKEWOOD SAN DIST

## USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2021:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1. \$	247,399,299
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2. \$	273,773,594
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$	1,247,545
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$	272,526,049
5. NEW CONSTRUCTION: *	5. \$	566,183
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6. \$	0
7. ANNEXATIONS/INCLUSIONS:	7. \$	0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8. \$	0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Φ	9. \$	0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). Includes all revenue collected on valuation not previously certified:	10. \$	0
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(I)(B), C.R.S.):	11. \$	6,476

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec 20(8)(b), Colo. Constitution

\* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

## USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART X, SEC.20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2021:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$	2,857,872,837
<b>ADDITIONS TO TAXABLE REAL PROPERTY</b>		
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2. \$	7,918,666
3. ANNEXATIONS/INCLUSIONS:	3. \$	0
4. INCREASED MINING PRODUCTION: §	4. \$	0
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$	0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$	0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$	0

### DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$	0
9. DISCONNECTIONS/EXCLUSIONS:	9. \$	0
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$	0

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

\* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1. \$	2,900,258,700
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NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

# JEFFERSON



## COUNTY COLORADO

Mill levy certifications will only be accepted via e-mail: [MillLevyCertify@jeffco.us](mailto:MillLevyCertify@jeffco.us).

### **TO ALL TAXING JURISDICTIONS:**

Pursuant to section 39-5-128, you are hereby notified that, as the clerk of a municipality or secretary of a special district, you must officially certify your agency's mill levy with Jefferson County. To ensure your agency meets the statutory deadline of December 15<sup>th</sup>, **your agency's certification must be submitted via email to [MillLevyCertify@jeffco.us](mailto:MillLevyCertify@jeffco.us) on or before Friday, December 10, 2021.**

Please remember that prior to submitting your agency's mill levy for certification, you are required by statute to formally adopt your annual budget. The necessary forms, along with instructions as to completion, are provided by the Colorado Division of Local Government (DOLA) and can be found on their website ([www.dola.state.co.us](http://www.dola.state.co.us)). Using these forms will expedite the process to ensure that your agency's mill levy is certified in time for the billing of 2020 property taxes by the Jefferson County Treasurer's office. **As an added safeguard to ensure accurate mill levies are certified, resolution(s) authorizing mill levy amounts must be included with your submission.**

Each taxing authority is responsible for ensuring that the mill levy submitted for certification complies with all applicable state statutes. You are encouraged to utilize the resources made available by DOLA to gain a thorough understanding of the statutes that apply to your agency.

The statutory "5.5% Property Tax Revenue Limit," also known as the "Annual Levy Law" (Section 29-1-301, et seq., C.R.S.), applies to most statutory local governments that levy property taxes, and it restricts the amount of property tax revenue that may be collected each year. This does not apply to home-rule entities unless their charters specify this limit. The local government's limit is calculated by using the information on the Certification of Valuation (CV) sent by the County Assessor each year.

Your agency may also be subject to the provisions specified under Article X, Section 20 of the Colorado State Constitution (Taxpayer's Bill of Rights Amendment). Each agency will be mailed a worksheet prepared by DOLA that shows their calculation for the agency's "5.5% limit." For other worksheets and additional guidance, please refer to DOLA's website or contact their staff at any time for assistance.

The county is required by law to certify the mill levies for all taxing authorities located within its boundaries. We ask for your help in ensuring that your mill levy information is both accurate and timely so that we can efficiently begin compiling the mill levy information.

If your district will not levy property taxes, we ask that you notify the county in writing of this intent. Failure to submit the required information by the established statutory deadline may result in a delay in the billing of your entity's property taxes.

Please contact the Jefferson County Assessor, Data Control Department at 303-271-8628 for valuation or district information questions.

Please submit your mill levy certification and resolution no later than December 10 via e-mail to [MillLevyCertify@jeffco.us](mailto:MillLevyCertify@jeffco.us). To ensure reliable and timely delivery and processing of certifications, **submissions will not be accepted in-person or via postal delivery.**

We appreciate your assistance with this process. If you have any questions, please contact the Jefferson County Strategy, Planning & Analysis Division at 303-271-8520.

**From:** [Karen Steggs](#)  
**To:** [Karen Steggs](#)  
**Subject:** FW: Moffat TP Sewer Flow meter  
**Date:** Friday, October 15, 2021 8:44:23 AM  
**Attachments:** [image002.png](#)

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**From:** Joseph, Alix [<mailto:Alix.Joseph@denverwater.org>]  
**Sent:** Wednesday, October 13, 2021 7:24 AM  
**To:** Borroel, Brook <[Brook.Borroel@denverwater.org](mailto:Brook.Borroel@denverwater.org)>; Poncelet, Nicole <[Nicole.Poncelet@denverwater.org](mailto:Nicole.Poncelet@denverwater.org)>; Bill Willis <[BWILLIS@martinmartin.com](mailto:BWILLIS@martinmartin.com)>; [tflynn@cccfirm.com](mailto:tflynn@cccfirm.com); Dennert, Drake W. <[Drake.Dennert@denverwater.org](mailto:Drake.Dennert@denverwater.org)>; Walsh, Kevin J. <[Kevin.Walsh@denverwater.org](mailto:Kevin.Walsh@denverwater.org)>; Steve Beck <[sbeck@sdmsi.com](mailto:sbeck@sdmsi.com)>; 'Wayne Ramey' <[wayner@recinc.net](mailto:wayner@recinc.net)>  
**Subject:** RE: Moffat TP Sewer Flow meter

Tim,

Thanks for taking the time to meet with us last week. As we discussed, Denver Water is looking at improving efficiencies at Moffat and wanted to make sure that Northwest Lakewood was okay with some improvements that we were proposing. Denver Water will pay for all of these proposed improvements. To recap, Denver Water's proposal is to:

1. Replace the flow meter. Kevin Walsh sent you the data sheet about the proposed flow meter.
2. Denver Water will connect the data transmitter to its SCADA system.
3. While Denver Water cannot allow North Lakewood to connect directly to the SCADA system due to cybersecurity concerns, we will provide the data from the SCADA system electronically on a monthly basis.
4. North Lakewood would be invited to participate in the annual calibration of the flow meter.

The goal is modernize the data collection process to save everyone time and money. I understand that you are going to discuss this proposal with Northwest Lakewood's Board and will get back to us by the end of October. Please let me know if there is anything in here that you would like to discuss in further detail.

In addition, we also wanted to let you know that Denver Water's current SCADA system has an alarm set for high flows and a q-bit alarm, which will let us know if there is a loss of signal. Please let me know if there are any other questions about this proposal. We would be happy to discuss further.

Thanks!

Alix

[denverwater.org](https://denverwater.org) | [denverwater.org/TAP](https://denverwater.org/TAP)





## **Northwest Lakewood Sanitation District**

### **Monthly Report**

### **September 1-30, 2021**

Wed	9/1	Performed 1 work order.
Thurs	9/2	Performed Moffat reads. Performed 3 work orders. Performed 2 locates.
Fri	9/3	Performed 3 locates. Performed 1 bore meet locate.
Mon	9/6	Responded to an emergency locate outside of normal business hours, at 2080 Miller St. for H2O main repair. Responded to a call for a manhole leaking/possible back-up at 2410 Lee St.
Tues	9/7	Performed 1 locate.
Wed	9/8	Performed 6 locates. Performed 1 bore meet locate.
Fri	9/10	Performed 5 locates.
Mon	9/13	Performed a special request by Martin and Martin to video lines post water line replacement by Denver Water. Performed 3 locates.
Tues	9/14	Performed a special request by Martin and Martin to video lines post water line replacement by Denver Water. Responded to an emergency locate at 3327 Pierson St. during normal business hours.
Wed	9/15	Performed 1 locate.
Thurs	9/16	Performed a special request by Steve Beck to measure manholes at 2105 Linda Vista Dr. Performed 1 locate.
Fri	9/17	Performed 1 bore meet locate.
Tues	9/21	Performed 2 locate. Performed 5 bore meet locates.
Wed	9/22	Performed 1 tap inspection at 11794 Applewood Knolls Dr. Performed 1 bore meet locate. Performed 4 locates.
Thurs	9/23	Responded to 1 emergency locate during normal business hours, at 1390 Hawthorne Rd. Performed 1 tap replacement inspection at 2105 Linda Vista Dr. Performed 4 locates.



Fri 9/24 Responded to 1 emergency locate during normal business hours, at 1305 Overhill Rd.  
Performed 1 tap replacement inspection at 12242 W. 16<sup>th</sup> Dr.  
Responded onsite to 1 emergency locate at 3258 Swadley St. outside of normal business hours.

Mon 9/27 Performed 2 bore meet locates.

Tues 9/28 Performed 2 locates.  
Performed 2 bore meet locates.  
Responded on site to 1 emergency locate at 2595 Quail St. during normal business hours.

Thurs 9/30 Performed 1 tap inspection at 13065 W. 15<sup>th</sup> Dr.  
Performed 1 locate.  
Responded to 1 emergency locate at 13596 W. 22<sup>nd</sup> Pl. during normal business hours.

<b>Task #3 - Maintenance Services</b>				
	<b>Projected 2021 Footage</b>	<b>YTD Actual 2021 Footage</b>	<b>Current Monthly 2021 Footage</b>	<b>YTD Percentage 2021</b>
	<b>Zone C</b>			
<b>Jetting</b>				
14" or Less		75,000.0		
15 or More"		5,476.0		
Easement				
<b>Total Jetting</b>	<b>104,684.0</b>	<b>80,476.0</b>	<b>0.0</b>	<b>77%</b>
<b>Televising</b>				
14" or Less		66,879.4		
15 or More"		2,273.6		
<b>Total Televising</b>	<b>104,684.0</b>	<b>69,153.0</b>	<b>0.0</b>	<b>66%</b>
<b>Accelerated Maintenance</b>				
Non-Routine Jetting		<b>2,869.0</b>		
Non-Routine Televising		<b>2,180.1</b>	<b>2,180.1</b>	
Hot Spot Jetting	<b>19,493.0</b>	<b>13,144.0</b>	<b>758.0</b>	<b>67%</b>
Hot Spot Televising		<b>11,169.2</b>		<b>0%</b>
Accelerated Jetting				<b>0%</b>
Annual Root Televising		<b>5,817.9</b>		<b>0%</b>
Annual Root Cut	<b>10,030.0</b>	<b>4,275.0</b>		<b>43%</b>
Annual Mineral Cleaning	<b>7,823.0</b>	<b>1,741.0</b>		<b>22%</b>
Annual Mineral Televising		<b>4,006.6</b>		<b>0%</b>
<b>Total Accelerated Maintenance</b>	<b>37,346.0</b>	<b>45,202.8</b>	<b>2,938.1</b>	<b>121%</b>
<b>Total Length of Cleaning</b>	<b>142,030.0</b>	<b>99,636.0</b>	<b>0.0</b>	<b>70%</b>
<b>Total Length of Televising</b>	<b>104,684.0</b>	<b>92,326.8</b>	<b>2,180.1</b>	<b>88%</b>
<b>Total Task #3</b>	<b>284,060.0</b>	<b>237,165.6</b>	<b>5,118.2</b>	<b>83%</b>

**Northwest Lakewood Sanitation District**  
**Summary for September 1-30, 2021**

**September 6, 2021**  
**2080 Miller St.**  
**Emergency Locate**

On Monday, September 6, 2021, at 5:50pm, Jeff LeBeck of REC. Inc. was contacted by the After-Hours Service regarding an emergency locate at 2080 Miller St. for an H2O main repair. Jeff contacted Tom Fredrickson of Consolidated Mutual Water Company to get more information and Tom stated he wanted the sanitary sewer line and service lateral located. Jeff arrived on site, marked the District main and the service lateral, and departed the site. No further action is needed at this time.

**Total time on this issue: Jeff LeBeck – 2.0hrs.**

**September 6, 2021**  
**2410 Lee St.**  
**Manhole Leaking**

On Monday, September 6, 2021, at 10:00pm, Jeff LeBeck of REC. Inc. was contacted by the After-Hours Service, who was contacted by John Woodham 303-980-7300, regarding a manhole leaking at 2410 Lee St. Jeff arrived on site and observed no issues with the sanitary sewer line or manholes but did see a storm grate nearby that was overflowing. Jeff informed John of his findings and John stated he was going to reach out to the city to handle the issue. Jeff departed the site. No further action is needed at this time.

**Total time on this issue: Jeff LeBeck – 1.5hrs.**

**September 13 and 14, 2021**

**Various Locations**

**Video Lines – Special Request**

On Monday, September 13, 2021, and Tuesday, September 14, 2021, David Moore and Mark Doody both of REC. Inc. were dispatched by Ismael Gomez also of REC. Inc., at the request of Martin and Martin, to various locations in Northwest Lakewood Sanitation District to video the District mains in these locations. When Denver Water replaced their water mains, they crossed the Northwest Lakewood District main several times and Martin and Martin wanted to have the main in these areas videoed to verify nothing was damaged. David and Mark observed no damage in their investigations and had a two-day total of 2180ft. videoed. No further action is needed at this time.

**Total time on this issue: David Moore – Two-day total - 14.0hrs.**

**Mark Doody – Two-day total – 10.25hrs.**

**September 16, 2021**

**2105 Linda Vista Dr.**

**Measure Manholes**

On Thursday, September 16, 2021, at 2:30pm, Ismael Gomez of REC. Inc. received an email from Steve Beck of Northwest Lakewood Sanitation District regarding Jeff Morehouse, the homeowner at 2105 Linda Vista Dr., asking about the depth of the District main and the material it is made of because he was planning to have his service lateral replaced. Ismael arrived on site and opened the manhole in front of the residence, MH GF-2A-5, and measured it to have a depth of 15ft. and saw it was made of a 12in. PVC pipe. Ismael closed the manhole and departed the site. Ismael emailed Mr. Beck with his findings. No further action is needed at this time.

**Total time on this issue: Ismael Gomez -- .50hrs.**

**September 24, 2021**

**3258 Swadley St.**

**Emergency Locate**

On Friday, September 24, 2021, at 6:30pm, Mark Doody of REC. Inc. was contacted by the After-Hours Service regarding an emergency locate at 3258 Swadley St. for an H2O main repair called in by Gary Eddy, (303) 238-0453 of Consolidated Mutual Water Company. Due to the description of the area to be located, Mark determined a site visit was necessary. Mark arrived onsite, marked the District main, and departed the site. No further action is needed at this time.

**Total time on this issue: Mark Doody – 2hrs.**

**Northwest Lakewood Sanitation District  
Engineering Report  
October 19, 2021**

**2021 - Approximate Linear Footage**

- 151,393 LF total
- 110,286 LF in Zone C (jetting/Televising) Excludes footages for Accel maint. **6,783 LF** Roots, minerals.
- 36,469 LF of accelerated maintenance outside Zone C (Jet and CCTV)
- 3,341 LF of root cuts with CCTV outside Zone C
- 1,297 LF of mineral cleaning with CCTV outside Zone C

Signed contracts were received from Insituform on September 9, 2021, and the District has execute them. A scheduling a pre-construction meeting and Notice to Proceed are in process.

**UPDATE: 1) Signed contracts were received from Insituform on September 22, 2021. 2) REC Moffat reads were received on October 4, 2021. 3) A pre-con meeting is tentatively scheduled the week of October 26<sup>th</sup> with NTP on November 1<sup>st</sup>. Insituform is aware of the need for three lines to be completed by December 29, 2021, and then they expect to start the rest of the lining in January of 2022. 4) Martin/Martin has followed up with CDOT but still do not have an update on the permits that were applied for on September 8<sup>th</sup>. Comments from City of Lakewood were finally received Oct. 20 and simply a re-arrangement of City projects separated from Wheat Ridge and JeffCo has been requested.**

**1325 Normandy – Jim Skeen (303-809-0027) ADU addition to Single Family**

Coordination took place as to needed plan review and ADU requiring an additional tap connection fee.

**2419 Ward – Dave Coggeshall (303) 917-5230 (cell) or (303) 777-0894 (office)**

Coordination took place as to plan review and ADU requiring an additional tap connection fee was coordinated by District manager.

**3400 Pierson St. – Prospect Valley Elementary**

The District's 10" mainline that runs across the School's property within and easement, needs to be relocated to accommodate plans for a new school. The line appears to have an option to relocate west along the south roadway to Quail and replace Quail north to the end of the cul-de-sac. Survey by the School is underway and M/M is to coordinate understanding flow values anticipated down the new line in Quail. The site planning for the replacement school is beginning and Martin/Martin is reviewing this effort. A meeting was held on November 13<sup>th</sup> to discuss sanitary re-alignment that crosses the school parcel to Quail St. An agreement from District's Attorney was reviewed. Provided information to the design/JeffCo schools related to need for equivalent ability to transmit flow as exists with the two lines that exist (8" within School property and 10" down Quail). A 12" will be required from the point of intercept north on Quail to the end of the Cul-de Sac. We have addressed all questions to date asked by the School with exception of existing taps which we have the information available. District Details were also provided to the School's Engineer. 100% CDs were received on January 29, 2021 and are under review. Questions about the necessary requirements were received and answered on February 8, 2021. We understand that the deposit has not yet been received and thus response to the CD's will be held up until received. The



agreement has been executed and MOA Architecture paid the deposit. A full review of plans was provided, and further coordination being provided. The plans should be fairly easy to complete. A question related to allowing more than one connection from the school needs to be considered. They currently show three individual 6" connections. Typically, only a single connection is allowed. The access gate on Amanda Weaver's property needs to be modified to accommodate changes to the School's fence and ROW. Revised plans were received and most modification are complete and ready to go in terms of the new sanitary within Quail Street. The shifting of Amanda Weaver's Gate was reviewed and accepted as it should not affect the sanitary main. Contractor needs to schedule a precon meeting with all Authorities before construction can begin. An acceptance letter was sent to JVA on July 8, 2021. A pre-con meeting was held on September 2, 2021. A relocation agreement was also sent to the Developer for this effort. Coordination related to temp service for the School is being coordinated.

**UPDATE: 1) There are concerns about the temporary bypass that the school is proposing. There has been discussion with the District's Attorney as to what is needed for this approach. This approach was not included in the original plans that were approved in May. 2) RFI #19's response was received on October 8, 2021, and Martin/Martin informed the Developer that 25' easements need to be shown. The contractor will need to supply legal descriptions and exhibits for this temporary easement and an agreement is required between the District and JeffCo Schools.**

**Paramount Heights Shopping Center (10027 & 10033 W. 26th Ave.) – NWC 26<sup>th</sup> & 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 13<sup>th</sup>. 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 pre-construction 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. The developer and



contractor contacted M/M related to grading operations on the site that would result in adding a foot of elevation to existing Mh's adjacent to Kipling St. M/M informed them that the top barrel will need to be removed and a new 4' diameter 2' barrel added. This will replace current 18" riser and the new 12". The District's Attorney is working on a deposit agreement with OK 26 LLC. As this project is advancing to the next stage of construction and the Developer is trying to get all fees paid before January 2021. Coordination on tap sizes and connection fees is on-going. An additional \$2,500 in review fees is being requested by the District for any additional plan reviews that are needed for this project. Construction of Grease interceptors is about to begin this month. A concern over tap fees was brought to light by the Developer as they had estimated costs using an old 1993 version of fees on the web site. The District is working to update. RD Pipeline was on-site to excavate and shore for the grease interceptors as well as pour concrete for the MH connection. This was performed the week of January 25, 2021, and MM observed the construction. Tap fees are anticipated to be paid in the next couple weeks. MM created a summary of costs. REC has had issue with locates in this area by Bore Contractor that will not sign the acknowledgment notice. REC will make a note of this for the record. Because of the age of the building, some connections cannot be placed as planned and REC/MM will check to make sure that all connections are tied into the grease interceptor. The addresses for this subdivision have been consolidated to 10027 and 10033 West 26<sup>th</sup> Avenue.

**UPDATE: A grease questionnaire was sent to the Developer's engineer on October 7, 2021 so they can verify if the original 5,000 gallon Interceptor is actually needed for the tenant currently slated for one of the units.**

#### **930 Alkire St. – Jetter Head Removal – Various Homeowners**

On September 25<sup>th</sup>, 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. 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. Martin/Martin is arranging to try and locate the position of the MH



beneath the Garage. A new Owner has moved into 930 Alkire. Martin/Martin's Structural department tried to locate the MH with GPR but was unsuccessful. The District's attorney is now coordinating to get on site to excavate the line. Prelim easement language was sent to the new Owner by the District's Attorney. GPR was performed by Martin/Martin on December 4, 2020, to find the MH and service. However, we were unable to locate the structure. In discussion with the new Owner, construction of the MH between garages or simply open the pipe and then repair after pulling the hose needs to progress. M/M has created an easement land description and exhibit that was suggested by M/M. However, this may need to be modified to an acceptable width per the Owners if negotiated. Lucy Devitt is at 905 Zinnia and has asked about the project. T. Lowell has the availability to work on this project (as of January 26, 2021). M/M provided an initial easement for the property. A revision is being provided to accommodate desires of the landowner at 930 Alkire. M/M is modifying the easement for the landowner. 1) The JeffCo Cert. form of Water and Sewer Availability was requested by the Developer (South) on April 7<sup>th</sup>, the form along with an availability letter was returned on April 9, 2021. 2) On April 14, 2021, Lucy Devitt at 905 Zinnia was having potential backing up issues. While there was concern about the Jet Head, it was found that paper towels were hung up on roots causing the plug. REC went out within a couple of hours to CCTV the service line using Elite. The easements for 930 Alkire and the property to the south have been modified by Martin/Martin for the Owner to work with District's Attorney for execution to construct the MH and extract the jet head. The service for Lucy Devitt had to be cleaned due to paper towels being flushed down the pipes. However, the issues have been resolved. The District assisted (manager/REC) in order to have the line televised. The blockage prevented the full line televising, but Ms. Devitt indicated she will allow another televising so we might find the connection point to the mainline. Also, she is willing to grant a temporary and full easement to her property for access to construct the new MH. 1) REC and the District Manager met Elite Pipe at Lucy's house on May 25, 2021 and identified the line REC put flags on the line and Elite painted the ground. The lateral actually goes toward the NW corner of her lot and then veers underneath her fence and is underneath the corner of her neighbor's yard before connecting to the main right between the two garages at 930 Alkire at about the spot we anticipate the new manhole. 2) The revised sewer line easement was received on May 24, 2021. An easement and easement agreement were prepared by MM and sent by the District's Attorney to Angela Roya and Daniel Hosler for execution on May 24, 2021. T. Lowell is ready to perform a field visit to verify construction of the MH. A field visit was performed on July 16, 2021 to schedule a locate finding the main. MM and T. Lowell received the easement was received on June 30, 2021. As the duplex construction delayed the locates by 2 weeks, T. Lowell has limited time to try and help on the project. M/M has met with Diamond Contracting to see if they could get into the main sooner. Diamond is pushed out until early to mid-August for this work but did meet with MM on site on July 22<sup>nd</sup> to discuss the project. We are checking with other potential contractors to get this work complete.

**UPDATE: 5280 Pipeline was contacted to propose on this project. This is the utility contractor for the Duplex. When costs are received and if acceptable, MM will coordinate with Tim for a contractor agreement to proceed.**

#### **Denver Water Conduit Replacement**

A meeting was attended on July 17<sup>th</sup>, 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 6<sup>th</sup> and 8<sup>th</sup> to determine the location of the existing mainlines within the Applewood Shopping Center as well as 32<sup>nd</sup> 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 10<sup>th</sup>, 2014 concerning the as-constructed documents of the mainlines located within the Applewood Shopping Center. 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 32<sup>nd</sup> 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 32<sup>nd</sup>. 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. Work has started back up and we have sent links to information for the project from DWD. This work will progress for over a year. MM will be on-site during significant crossings.

<https://mplshdrshared.com/denverwatersreast/>. Follow up is being provided with DWD progress.

Martin/Martin has been providing observation of construction in areas that cross District mains. Work appears to be going well and there are 3 – 5 crews working throughout the alignment. A CCTV of the crossings should take place after construction. Martin/Martin continues to monitor progress. MM has requested additional CCTV by REC now that the new lines are in place.

**UPDATE: There is a significant (70%) sag in the line that appears to have been caused by the excavation. Garney will excavate test holes the week of October 11<sup>th</sup> and are to coordinate these with Martin/Martin to observe. Corrective action was taken for repair of the sag and REC was asked to CCTV this line on October 12, 2021 to verify adequacy.**

#### **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. The contractor notified MM that they found a MH in the middle of their parcel. Research confirmed this to be a MH on the segment to the East roadway. The solution is that they will cap the main at the property line so if a service is live on the line it will not be affected. The one service on the line does not appear live and we will ultimately verify no connection. Plans were received on January 15, 2021 for review. The Contractor was informed that they will also need to hold a pre-construction meeting before work begins and after plans are reviewed and appear acceptable. Utility submittals were received on January 19, 2021 and are under review. Work has progressed. Comments were received from the submittal and there were issues with the grading, this has been resolved. The Contract estimates that the sanitary work will begin in early May 2021. Coordination with the developer on timing and review of the mainline extension was provided. A list of all required items for conditional approval was conveyed to the Developer on May 13, 2021. MM visited the sight





and spoke with the Superintendent on June 2, 2021 reminding them about the need to abandon the center MH and cap the abandoned service line at the property line. MM inspected the air testing on July 9, 2021. Construction continues. Work has picked back up and air testing is being re-tested and connections are being completed.

**UPDATE: The site passed air testing on September 17, 2021. Outstanding items include: PLS stamped as-built drawings, tracer wire testing, M/M to witness the abandonment of existing lines, and CCTV of the sanitary lines after jetting. Taps should not be sold until conditional acceptance of the sanitary extension.**

**2105 Linda Vista Drive – Replace Lateral – Jeff Morehouse**

The owner needs to replace his lateral as it is backing up. Based on the tap card and REC's measurements: "Their tap connection looks like it is connected to a factory wye all PVC at about a 10 o'clock position. It comes into the District main from the side and we cannot see how far the PVC is connected to the clay service. According to the tap card, he is tapped in between MH G-14 and GF-2A-5 and about 41 ft. upstream from MH GF-2A-5. He does have a very long service so he might be around 160 ft. from the house to the tap." The service is private and the responsibility of the Owner.

**9775 West 25<sup>th</sup> Avenue – New Single-Family Home – Ron Martinez**

The owner plans on building a new, single-family home on this property.

**UPDATE: A letter of availability was sent on October 4, 2021. May need to run service in street or create an easement from the next door lot for his service.**

**2149 Ward Dr. – New Single-Family Home – Michael Beasley**

The Owner is demolishing an existing home and rebuilding a new single-family home on the property. An availability letter was sent on August 30, 2021.

**12601 W. 32<sup>nd</sup> Ave. (Applewood Shopping Center) – New Oil Change Facility**

The City received an application for an SDP of this site to become a new oil change facility. An availability letter was sent on September 2, 2021.

**UPDATE: None**

**I-70 and Clear Creek Drive – Grease Trap - Dutch Brothers Coffee (Barghausen Consulting Engineers)**

Inquiry on grease interceptor. The preliminary trap questionnaire was received on August 2, 2021, MM just received mechanical calculations indicating a 50 gallon under sink trap sizing. The calculations are in review. With a more definite address this project is located in the Applewood District. Nothing further is needed at this time.

**UPDATE: None**

**3357 Ward Road - Vic Tranberg (Tranberg & Co.)**

The builder was looking to start construction on August 6, 2021. They were informed that the need to purchase the tap, pay all fees, and have plans reviewed before any form of acceptance would be granted. Ready to begin by paying tap and connecting.

**UPDATE: None**

**3015 Youngfield Street – Ice Cream Shop - Diana Mendez (Old Dairy Queen)**

The property, which is an old Dairy Queen, and is being converted into a new bakery ice cream shop. The new owner has reached out to the District for the rules and regulations in place. She was informed that the site will require a grease trap and the questionnaire for grease interceptor was sent. The Owner does not plan on having the ice cream made on-site, the dishes will be disposable, and they plan on having 50-100 customers per day. An under sink trap is anticipated and they will submit a calculation for review.



**UPDATE: None**

**12599 W 27<sup>th</sup> 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. 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. Flow data and lab results were received from REC on July 29, 2021. M/M is in process of evaluating the data to translate the information into a single family equivalent SFE in order for billing to take place. MM has evaluated flows and have a couple alternatives of calculation for the finalizing of SFRE for the facility. This will be coordinated with Consolidated, and a final recommendation made. Thanks

**UPDATE: None**

**2419 Ward Drive – Scrape and Rebuild Single Family home.**

Coordination was provided related to needed submittal materials.

**UPDATE: None**

**2650 Simms Street – Single Family with desire to add an ADU on the property – John Bauer**

M/M provided Mr. Bauer with the process to accommodate an ADU. GIS mapping was provided to show potential mains they can connect to.

**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. The Developer is going to tie into the existing mainline within Kipling and plans are being updated to reflect this change. REC checked depths of MH's to verify if this is feasible. The decision is based on a lack of easement area to the west for a mainline extension. REC created a map showing the depths of the MHs on May 13, 2021. This information was shown to the developer.

**UPDATE: None**

**Miscellaneous**

- 2022 Flow Projections were sent to Metro 4/19/21. Metro 2022 budget was received on May 4, 2021.
- REC has found several MH's in Jefferson County streets that have been buried. This is around Quarter Section Sheet D1. M/M is checking into this.
- **M/M Finalized the past two 6-month periods for billing Moffat Treatment Facility**
- **A meeting is being coordinated with Denver Water to discuss the Moffat Meter "becoming obsolete." The meeting took place October 7, 2021, and the concept appears reasonable to replace the meter. DWD will provide monthly readings to the District from SCADA data. Calibration can be coordinated once per year with REC and DWD. With Board approval, DWD will proceed at their cost. A minor amendment to the IGA will be needed per Tim.**