

NORTHWEST LAKEWOOD SANITATION DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
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NOTICE OF A 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: December 22, 2021

TIME: 1:00 P.M.

PLACE: VIA Zoom

If you experience technical difficulties, email Steve Beck at sbeck@sdmsi.com.

Join Zoom Meeting

<https://us02web.zoom.us/j/89703956848?pwd=akk2VXZlckdQVjBMM2RWRUk0WWdXdz09>

Meeting ID: 897 0395 6848

Passcode: 360166

Dial In: 1-253-215-8782

One tap mobile

+12532158782,,89703956848# US (Tacoma)

I. ADMINISTRATIVE MATTERS

- A. Review and approve Minutes of the November 24, 2021 regular meeting (enclosure).
-

II. PUBLIC COMMENT

- A. _____
-

III. FINANCIAL MATTERS

- A. Review and approve the payment of claims through the period ending December 17, 2021 as follows (enclosure):

General Fund	\$	12,598.82
Enterprise Fund	\$	45,546.48
Total:	\$	<u>58,145.30</u>

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

IV. LEGAL MATTERS

A. Update on the Roybal Complaint.

B. Update on Applewood Agreement.

V. OPERATIONS MATTERS

A. Operations Monthly Report (enclosure).

1. _____

B. Engineer's Report (enclosure).

1. Status of 2021 Capital Improvements.

2. Discuss Systemwide Flow Study.

3. Update on 930 Alkire Street Easement.

4. Consider approval of Pay Application No. 1, in the amount of \$13,343, from Highland Siteworks, LLC, for the 930 Alkire Street Sanitary Sewer Improvements (enclosure).

VI. OTHER BUSINESS

A. Metro Water Recovery Update.

B. Website update.

VII. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2021.**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT AND THE BOARD OF DIRECTORS OF THE WASTEWATER UTILITY ENTERPRISE HELD NOVEMBER 24, 2021

In part due to COVID-19 concerns, the Special 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, November 24, 2021, at 12:00 Noon. 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
Greg Fabisiak
Jim Zimmerman
Cici Kesler
Clark 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

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the October 27, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Fabisiak, and upon vote, unanimously carried, the minutes of the October 27, 2021 Regular Meeting were approved, as presented.

2022 Meeting Dates: Attorney Flynn and Mr. Beck discussed the meeting dates with the Board.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved holding

RECORD OF PROCEEDINGS

the Regular Meetings for 2022 on the 4th Wednesday of every month at 4:00 p.m. via Zoom until further notice.

Discuss §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2022: Attorney Flynn discussed the notice to electors required under Section 32-1-809, C.R.S. (“Transparency Notice”) for 2022. He noted that the District’s Transparency Notice for 2021 was posted on the SDA website and the District’s website.

Following discussion, the Board authorized posting the District’s Transparency Notice for 2022 on the SDA website and on the District’s website.

**PUBLIC
COMMENTS**

None.

**FINANCIAL
MATTERS**

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

General Fund	\$ 391,367.72
Enterprise Fund	\$ 28,196.41
Total	<u>\$ 419,564.13</u>

Following discussion, upon motion duly made by Director Fabisiak, seconded by Director Kesler and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending November 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 October 31, 2021, the schedule of cash position dated October 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 Zimmerman, 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 October 31, 2021, and the schedule of cash position dated October 31, 2021, as presented.

2021 Audit: Mr. Beck discussed the scheduling of the 2021 audit with the Board.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved the engagement of Schilling & Company, Inc. to perform the 2021 audit, for an amount not to exceed \$5,700.00.

RECORD OF PROCEEDINGS

2021 Budget Amendment Hearing: The President opened the public hearing to consider the Resolution to Amend the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2021 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Following discussion, the Board determined that a 2021 Budget Amendment was not needed.

2022 Budget: President Dursey opened the Public Hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing and the public hearing was closed.

Mr. Beck discussed the proposed budget, changes made per prior Board discussions and that the final mill levies and revenues were subject to change based on the Final Assessed Valuation to be received from Jefferson County. Mr. Beck also stated the Schilling & Company would be reviewing the final mill levy to verify the Temporary Reduction required based on TABOR.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Fabisiak, and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01; A Resolution of the Board of Directors of the Northwest Lakewood Sanitation District to Adopt the 2022 Budget and Appropriate Sums of Money, subject to receipt of the Final Assessed Valuation.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler, and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-02; A Resolution of the Board of Directors of the Northwest Lakewood Sanitation District to Set Mill Levies at 7.696 mills, less the temporary mill levy reduction to be verified by Schilling & Company, plus the allowable mill levy for refunds and abatements based on the Final Assessed Valuation.

DLG-70 Mill Levy Certification: Attorney Flynn and Mr. Beck discussed the DLG-70 Mill Levy Certification form with the Board.

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

RECORD OF PROCEEDINGS

Discuss Xpress Bill Pay: Mr. Beck discussed the Xpress Bill Pay service with the Board.

Payment Support Options: Attorney Flynn, Director Davenport and Mr. Beck discussed some payment options for residents and customers who are having problems paying their utility bills.

LEGAL MATTERS **Applewood Sanitation District Sewer Service Agreement:** Attorney Flynn discussed the revised agreement with the Board.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman, and, upon vote, unanimously carried, the Board approved the Applewood Sanitation District Sewer Service Agreement.

Moffat Treatment Plant Sewer Flow Meter Replacement: Attorney Flynn and Mr. Willis discussed with the Board the change in the meter from a manual read meter to a digital remote read meter and the revised Second Amendment to Intergovernmental Agreement with the Board of Water Commissioners for the City and County of Denver.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved the Second Amendment to Intergovernmental Agreement.

2419 Ward Road Agreement and Variance Request: Attorney Flynn and Mr. Willis discussed the agreement and variance request for the new construction at 2419 Ward Road and reported that it had not been finalized and needed to be deferred to the December meeting.

Sewer Main Relocation Agreement between the District and Jefferson County School District No. R-1 and the approval of the Amended and Restated Sewer Main Relocation Agreement between the District and Jefferson County School District No. R-1: Attorney Flynn discussed the original Agreement with the Board and the Amended and Restated Agreement. He noted that in December of 2020, the Board had found the provisions of the original Agreement to be acceptable, but had not formally approved and signed the original Agreement. The project however, proceeded in accordance with the terms and provisions of the original Agreement.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman, and, upon vote, unanimously carried, the Board ratified approval of the Sewer Main Relocation Agreement.

Following further discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman, and, upon vote, unanimously carried, the Board approved the Amended and Restated Sewer Main Relocation Agreement.

RECORD OF PROCEEDINGS

Memo from Collins, Cockrell & Cole, P.C. Regarding the Firm's Transition: Attorney Flynn discussed the transition of the firm into two separate firms and the transfer of District files.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved the retention of the services of Attorney Flynn and the new firm of Collins, Cole, Flynn, Winn & Ulmer, PLLC and the transfer of all District files to the new firm.

Election Resolution: The Board discussed Resolution No. 2021-11-03; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official ("DEO") and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Kesler and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-03, Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

OPERATIONS MATTERS

Operations Monthly Report: Mr. Ramey reviewed the monthly report (October 1-30) 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 November 16, 2021. A copy of the report is attached hereto and incorporated herein by this reference.

Mr. Willis also reported that Insituform will begin work on the transmission line with College Park first so that this will be completed this year. He updated the Board on the status of the 930 Alkire St. project and that the developer's contractor will install the new manhole for an amount not to exceed the quote from T. Lowell. He also discussed the need for a System-wide Flow Study.

OTHER BUSINESS

Metro Wastewater Update: Director Davenport updated the Board on the board meetings for Metro Water Recovery District.

Website Update: Director Fabisiak asked if the website was ADA compliant. Attorney Flynn and Mr. Beck will work with Mr. Frankland to ensure that the website is ADA compliant.

December 22, 2021 Regular Meeting: Attorney Flynn and Mr. Beck discussed the December Meeting with the Board.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman, and, upon vote, unanimously carried, the Board authorized the cancellation of the Regular Meeting on December 22, 2021, and rescheduled a Special Meeting to be held via Zoom at 1:00 PM on Wednesday, December 22, 2021.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Zimmerman, 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
2492						
12/09/2021	Collins Cockrel & Cole	5029M 10/2021	Legal	1-675	3,846.22	3,846.22
Total 2492:						3,846.22
2493						
12/09/2021	Consolidated Mutual Water Co	3174-01 12/2021	Utilities	4-765	22.70	22.70
12/09/2021	Consolidated Mutual Water Co	6727	Utilities	4-765	220.00	220.00
12/09/2021	Consolidated Mutual Water Co	6774	Repairs & Maintenance-L	4-740	270.00	270.00
Total 2493:						512.70
2494						
12/09/2021	Frankland, Walter	DEC. 2021	Website	1-677	100.00	100.00
Total 2494:						100.00
2495						
12/09/2021	Martin/Martin	17.0638-00176	Sewer Lines/Eng./Observ.	4-810	72.50	72.50
12/09/2021	Martin/Martin	17.0638-00177	2020 CIP	4-882	700.00	700.00
12/09/2021	Martin/Martin	17.0638-00178	Sewer Lines/Eng./Observ.	4-810	1,360.00	1,360.00
12/09/2021	Martin/Martin	17.0638-00179	Sewer Lines/Eng./Observ.	4-810	5,032.11	5,032.11
12/09/2021	Martin/Martin	17.0638-00181	2021 CIP	4-883	4,220.00	4,220.00
Total 2495:						11,384.61
2496						
12/09/2021	Ramey Enviromental Compliance	23188	COS-Collection System	4-746	7,004.60	7,004.60
12/09/2021	Ramey Enviromental Compliance	23188	COS-Locates	4-742	4,953.25	4,953.25
12/09/2021	Ramey Enviromental Compliance	23188	COS-Emergency Service	4-748	383.55	383.55
12/09/2021	Ramey Enviromental Compliance	23188	COS-Maintenance	4-749	7,679.65	7,679.65
Total 2496:						20,021.05
2497						
12/09/2021	Special Dist Management Serv	11/2021	Office Supplies	1-690	179.60	179.60
12/09/2021	Special Dist Management Serv	11/2021	Accounting	1-612	2,072.00	2,072.00
12/09/2021	Special Dist Management Serv	11/2021	Billing	1-616	1,991.00	1,991.00
12/09/2021	Special Dist Management Serv	11/2021	Administration	1-614	4,410.00	4,410.00
Total 2497:						8,652.60
2498						
12/09/2021	UNCC	54210-221111007	Repairs & Maintenance-L	4-740	285.12	285.12
Total 2498:						285.12
2499						
12/17/2021	Highland Siteworks, LLC	1016	Repairs & Maintenance-L	4-740	13,343.00	13,343.00
Total 2499:						13,343.00
Grand Totals:						58,145.30

Northwest Lakewood Sanitation District
December-21

	General	Enterprise	Totals
Disbursements	\$ 12,598.82	\$ 45,546.48	\$ 58,145.30
Payroll			\$ -
			\$ -
Payroll Taxes (Quarterly)	\$ -		\$ -
Direct Pay -- Consolidated Mutual Water	\$ -		\$ -
Total Disbursements from Checking Account	\$ 12,598.82	\$ 45,546.48	\$ 58,145.30

NORTHWEST LAKEWOOD SANITATION DISTRICT
Schedule of Cash Position
November 30, 2021

	Rate	Operating	Enterprise	Total
Checking:				
Checking Acct 1st Bank		\$ 329.19	\$ 71,912.01	\$ 72,241.20
Investments:				
Cash in Bank-ColoTrust	0.0266%	819,638.92	3,842,777.21	4,662,416.13
1st Bank Liquid Asset Account	0.0500%	80.50	3,879,639.01	3,879,719.51
Xpress Bill Pay		-	37,998.34	37,998.34
TOTAL FUNDS:		\$ 820,048.61	\$ 7,832,326.57	\$ 8,652,375.18

2021 Mill Levy Information

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

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

November 30, 2021

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

	GENERAL	ENTERPRISE	TOTAL
Assets			
Checking Acct 1st Bank	\$ 329.19	\$ 71,912.01	\$ 72,241.20
1st Bank of Colorado-Lock Box		-	-
1st Bank Liquid Asset Account	80.50	3,879,639.01	3,879,719.51
Xpress Bill Pay	-	37,998.34	37,998.34
Cash in Bank-ColoTrust	819,638.92	3,842,777.21	4,662,416.13
Property Taxes Receivable	11,298.35	-	11,298.35
Accounts Rec-Fac Renovtion Fee	-	123,282.61	123,282.61
A/R Fee Cert to Cty Treasurer	-	23,673.00	23,673.00
Account Rec-Grease Trap Insp	-	-	-
Prepaid Expenditures	3,725.17	-	3,725.17
Total Current Assets	<u>835,072.13</u>	<u>7,979,282.18</u>	<u>8,814,354.31</u>
Capital Assets			
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
Total Capital Assets	<u>-</u>	<u>10,917,227.48</u>	<u>10,917,227.48</u>
Total Assets	<u>\$ 835,072.13</u>	<u>\$ 18,896,509.66</u>	<u>\$ 19,731,581.79</u>
Liabilities			
Accounts Payable	\$ 12,598.82	\$ 32,203.48	\$ 44,802.30
Payroll Liabilities	856.80	-	856.80
Expense Reimbursement Deposit	-	-	-
Retainage	-	6,694.84	6,694.84
Total Liabilities	<u>13,455.62</u>	<u>38,898.32</u>	<u>52,353.94</u>
Deferred Inflows of Resources			
Deferred Property Taxes	11,298.35	-	11,298.35
Total Deferred Inflows of Resources	<u>11,298.35</u>	<u>-</u>	<u>11,298.35</u>
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	869,740.08	8,812,735.83	9,682,475.91
Fund Balance-Restricted	42,100.00	-	42,100.00
Current Year Earnings	(101,521.92)	2,041,708.13	1,940,186.21
Total Fund Balances	<u>810,318.16</u>	<u>18,857,611.34</u>	<u>19,667,929.50</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 835,072.13</u>	<u>\$ 18,896,509.66</u>	<u>\$ 19,731,581.79</u>

NORTHWEST LAKEWOOD SANITATION DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 11 Months Ending,
November 30, 2021
General 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					
Property Tax	\$ (1,115.50)	\$ 1,481,124.82	\$ 1,491,546.00	\$ 10,421.18	99.3%
Specific Ownership Tax	9,998.47	97,375.18	88,000.00	(9,375.18)	110.7%
Interest & Misc. Income	589.84	12,296.26	24,000.00	11,703.74	51.2%
Permit Revenue	-	-	-	-	0.0%
Total Revenues	<u>9,472.81</u>	<u>1,590,796.26</u>	<u>1,603,546.00</u>	<u>12,749.74</u>	<u>99.2%</u>
Expenditures					
Accounting	2,072.00	26,432.00	27,000.00	568.00	97.9%
Administration	4,410.00	55,860.00	38,000.00	(17,860.00)	147.0%
Audit	-	5,742.00	6,500.00	758.00	88.3%
Billing	1,991.00	30,861.50	32,000.00	1,138.50	96.4%
Bank Charges	5.50	63.50	120.00	56.50	52.9%
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	33,221.83	40,546.00	7,324.17	81.9%
Legal	3,846.22	42,786.22	50,000.00	7,213.78	85.6%
Website	100.00	1,243.88	2,000.00	756.12	62.2%
Miscellaneous Expenses	-	157.92	1,000.00	842.08	15.8%
Office Supplies	179.60	3,373.89	4,500.00	1,126.11	75.0%
Payroll Taxes-Directors	-	428.40	459.00	30.60	93.3%
Treasurer's Fees	(30.70)	22,348.54	22,373.00	24.46	99.9%
Treatment Charges	-	1,462,961.00	1,462,961.00	-	100.0%
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%
Total Expenditures	<u>15,593.79</u>	<u>1,692,318.18</u>	<u>1,956,815.00</u>	<u>264,496.82</u>	<u>86.5%</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	(6,120.98)	(101,521.92)	(353,269.00)	(251,747.08)	
Beginning Fund Balance	816,439.14	911,840.08	870,415.00	(41,425.08)	
Ending Fund Balance	<u>\$ 810,318.16</u>	<u>\$ 810,318.16</u>	<u>\$ 517,146.00</u>	<u>\$ (293,172.16)</u>	

NORTHWEST LAKEWOOD SANITATION DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 11 Months Ending,
November 30, 2021
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	\$ -	\$ 2,274.57	\$ 2,350.00	\$ 75.43	96.8%
Service Agreement-Applewood	-	-	8,000.00	8,000.00	0.0%
Treatment Chgs-College Park	64,736.02	194,208.04	258,944.00	64,735.96	75.0%
Facilities Renovation Fees	13,040.00	2,248,212.95	2,212,000.00	(36,212.95)	101.6%
Service Fees-Commercial	-	-	75,000.00	75,000.00	0.0%
Tap Fees	-	165,920.00	27,300.00	(138,620.00)	607.8%
Grease Trap Inspection	-	3,725.00	12,000.00	8,275.00	31.0%
Interest Income	115.93	2,350.78	30,000.00	27,649.22	7.8%
Transfer Service Fee	1,500.00	5,449.00	12,000.00	6,551.00	45.4%
Inspection Fees	300.00	4,500.00	-	(4,500.00)	0.0%
Permit Fees	-	350.00	-	(350.00)	0.0%
Denver Water Service Agreement	-	-	4,000.00	4,000.00	0.0%
Transfer from General Fund	-	-	-	-	0.0%
Total Revenues	79,691.95	2,626,990.34	2,641,594.00	14,603.66	99.4%
Expenditures					
Administrative					
Billing	1,074.30	21,288.04	23,000.00	1,711.96	92.6%
Legal	-	760.00	-	(760.00)	0.0%
Miscellaneous Expenses	-	-	500.00	500.00	0.0%
Treasurer's Fees	-	-	450.00	450.00	0.0%
Total Administrative	1,074.30	22,048.04	23,950.00	1,901.96	92.1%
Operations and Maintenance					
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	-	82,884.79	13,650.00	(69,234.79)	607.2%
Repairs & Maintenance-Lines	555.12	6,432.40	10,000.00	3,567.60	64.3%
COS-Grease Trap	-	-	9,500.00	9,500.00	0.0%
COS-Locates	4,953.25	57,451.53	50,000.00	(7,451.53)	114.9%
COS-Collection System Oversight	7,004.60	88,184.77	75,000.00	(13,184.77)	117.6%
COS-Daily Operations	-	-	16,000.00	16,000.00	0.0%
COS-Emergency Service	383.55	4,581.55	17,500.00	12,918.45	26.2%
COS-Maintenance	7,679.65	130,623.37	175,000.00	44,376.63	74.6%
Utilities	242.70	469.70	-	(469.70)	0.0%
Total Operations and Maintenance	20,818.87	380,793.43	653,644.00	272,850.57	58.3%
Capital Outlay					
Sewer Lines/Eng./Observ.	6,464.61	49,209.92	400,000.00	350,790.08	12.3%
2020 CIP	700.00	18,147.50	-	(18,147.50)	0.0%
2021 CIP	4,220.00	115,083.32	2,100,000.00	1,984,916.68	5.5%
Total Capital	11,384.61	182,440.74	2,500,000.00	2,317,559.26	7.3%
Total Expenditures	33,277.78	585,282.21	3,177,594.00	2,592,311.79	18.4%
Excess (Deficiency) of Revenues Over Expenditures	46,414.17	2,041,708.13	(536,000.00)	(2,577,708.13)	
Beginning Fund Balance	10,808,838.34	8,813,544.38	6,070,313.00	(2,743,231.38)	
Ending Fund Balance	\$ 10,855,252.51	\$ 10,855,252.51	\$ 5,534,313.00	\$ (5,320,939.51)	



Northwest Lakewood Sanitation District

Monthly Report

November 1-30, 2021

Mon	11/1	Performed 3 bore meet locates.
Tues	11/2	Performed 4 locates.
Wed	11/3	Responded onsite to 1 emergency locate for an H2O main repair at W. 20 th Ave. & Oak St. during normal business hours.
Thurs	11/4	Performed 8 work orders. Performed 5 grease trap inspections. Performed 1 locate.
Fri	11/5	Performed 3 locates.
Sun	11/7	Responded via phone to a possible back-up at 5625 W. 2 nd Ave.
Mon	11/8	Performed 1 locate.
Tues	11/9	Performed 14 grease trap inspections.
Wed	11/10	Performed 4 grease trap inspections. Performed 1 tap replacement inspection at 1810 Alkire Ct. Performed 1 locate.
Thurs	11/11	Performed 1 grease trap inspection. Performed 3 bore meet locates. Performed 2 locates. Performed 4 work orders.
Mon	11/15	Performed 2 bore meet locates. Performed 1 locate.
Tues	11/16	Performed 1 bore meet locate. Performed 1 locate.
Wed	11/17	Performed 2 locates. Performed 2 bore meet locates. Performed 1 tap replacement inspection at 2180 Beech Ct.
Thurs	11/18	Performed 1 grease trap reinspection. Performed 1 tap replacement inspection at 2402 Beech Ct.
Tues	11/23	Performed 2 locates. Performed 1 bore meet locate.
Sun	11/28	Responded to 1 emergency locate for an H2O main repair at 2570 Parfet St.
Mon	11/29	Performed 1 grease trap reinspection. Performed 4 locates.
Tues	11/30	Performed 1 tap replacement inspection at 12395 W. 34 th Pl.

Task #3 - Maintenance Services				
	Projected 2021 Footage	YTD Actual 2021 Footage	Current Monthly 2021 Footage	YTD Percentage 2021
	Zone C			
Jetting				
14" or Less		75,000.0		
15 or More"		5,476.0		
Easement				
Total Jetting	104,684.0	80,476.0	0.0	77%
Televising				
14" or Less		66,879.4		
15 or More"		2,273.6		
Total Televising	104,684.0	69,153.0	0.0	66%
Accelerated Maintenance				
Non-Routine Jetting		2,869.0		
Non-Routine Televising		2,197.1		
Hot Spot Jetting	19,493.0	16,929.0	3,785.0	87%
Hot Spot Televising		13,820.2	2,651.0	0%
Accelerated Jetting				0%
Annual Root Televising		6,600.9	783.0	0%
Annual Root Cut	10,030.0	5,395.0	1,120.0	54%
Annual Mineral Cleaning	7,823.0	3,916.0	2,175.0	50%
Annual Mineral Televising		6,438.0	2,431.7	0%
Total Accelerated Maintenance	37,346.0	58,165.2	12,945.7	156%
Total Length of Cleaning	142,030.0	106,716.0	3,295.0	75%
Total Length of Televising	104,684.0	98,209.2	5,865.7	94%
Total Task #3	284,060.0	263,090.4	22,106.4	93%

Northwest Lakewood Sanitation District

Summary for November 1-30, 2021

November 7, 2021

5625 W. 2nd Ave.

Possible Sewer Back-Up

On Sunday, November 7, 2021, at 8:15am, Alan Conrad of REC. Inc. was contacted by the After-Hours Service regarding a possible sewer back-up at 5625 W. 2nd Ave. Alan contacted Ismael Gomez of REC. Inc. and this address was determined to be out of district for Northwest Lakewood Sanitation District. Alan then contacted Mark L. (720-641-7172), the provided contact, and informed him of this. No further action is needed at this time.

Total time on this issue: Alan Conrad – .25hrs.

November 28, 2021

2570 Parfet St.

Emergency Locate

On Sunday, November 28, 2021, at 1:15pm, Jeff LeBeck of REC. Inc. was contacted by the After-Hours Service regarding an emergency locate at 2570 Parfet St. for an H2O main repair. Jeff contacted Scott (720-201-2225) of Consolidated Mutual Water to get more information about the work to be performed and was informed they were repairing a broken water main. Jeff arrived on site, located, and marked the sanitary sewer main, and tap card information was given to Scott. Jeff departed the site. No further action is needed at this time.

Total time on this issue: Jeff LeBeck – 1.0hrs.

**Northwest Lakewood Sanitation District
Engineering Report
December 22, 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. 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 26th with NTP on November 1st. 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 8th. 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. CCTV from REC for the District will be ready by the end of the year. M/M will start reviews in 2022.

UPDATE: Work has begun on projects specific to the combined trunk main with CPWSD and NWLSD. Lakewood approvals have been received.

20th Ave Urban to Union – City of Lakewood Storm and Road Improvements: (Chris Proper)

Update: M/M provide FIR comments in April and they have all been accommodated in the FOR submittal. The City contractor is to provide 72 hour notice prior to crossing and District main. They will also provide pre and post CCTV for review.

2510 Van Gordon Single Family Home (Kelsey Kistler) 11/30/21

UPDATE: A proof of submission was provided for the project.

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. The proof of submission was received on October 22 and was returned to the Owner with an availability letter on October 25th

UPDATE: None

3400 Pierson St. – Prospect Valley Elementary

The Districts 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 13th 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. 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. 1) The temporary easement was sent to the District on October 19th and appears acceptable. The District's Attorney has drafted the easement agreement allowing a temporary line realignment. As part of the temp easement, the vacation of the existing easement will take place. 2) The sewer relocation agreement was received and is under review by the District. 3) A meeting was also held on November 2nd with the School to determine if they were going to use an oil minder monitor or oil interceptor for the bottom of an elevator.

UPDATE: An additional deposit was coordinate by the District. The agreement with JeffCo Schools was completed and sent following review. This allowed the temp sanitary to be constructed.

Paramount Heights Shopping Center (10027 & 10033 W. 26th Ave.) – 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 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 26th Avenue. 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. The grease interceptor questionnaire was received on October 15, and it is their desire to not move forward with the grease interceptor. It appears acceptable for the 'Dog Biscuit' unit to use a grease trap. The District will monitor to verify the larger interceptor is not needed.

UPDATE: A Coffee shop is anticipated to go into the complex and they determined that a mop sink can not be directed to the grease interceptor that had previously been constructed. A variance was granted based on limited grease or debris anticipated within the mop sink.

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. 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 7th, 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 22nd to discuss the project. We are checking with other potential contractors to get this work complete.



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. The proposal from 5280 Pipeline came in on November 1st but came in higher than anticipated (\$38,750) compared to the previous value of \$18,800. The developer has been told that due to their delaying the district access to the MH site, that they would need to either work with their utility contractor to reduce the price or pay the difference. The appeared acceptable but we await final ok to get the District contract going.

UPDATE: The Developer secured a different contractor (Highland Siteworks, LLC). An amended agreement was created by the District's Attorney and executed in the amount to \$18,891.00. The work took place early December and has been completed satisfactorily. During construction the end MH was found under the fence east of the expected location which allowed elimination of the cost of a MH. The existing structure was raised to grade for ease of access, the cleaning hose removed. REC is needing to provide a thorough cleaning of the line at this point. Final cost and request for payment is attached in the amount of \$13,343.00

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. 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. Compaction reports and photos of the abandoned manhole and capped sanitary line still need to be received from the Contractor to initiate conditional acceptance.

UPDATE:



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. 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. 2020 and 2021 fees were invoiced and sent to CMW on October 25, 2021. CMW will be added to the District's regular billing and 2022 will be billed in January. Martn/Martin has evaluated the Water Treatment building and will bring a consensus SFRE value to the Board in January

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. A variance request was accepted by the Board on October 27th and the District's Attorney will prepare a **common service line agreement** for this property.

UPDATE: None

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.

UPDATE: None

9775 West 25th Avenue – New Single-Family Home – Ron Martinez

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

UPDATE: None

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.

UPDATE: None

12601 W. 32nd 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



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

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.
Moffat reads for October were received on November 4th. An IGA amendment between the District and Denver Water was prepared by the District's attorney on November 9th and has been reviewed. The amendment addresses the new Moffat flow meter.
- The City of Lakewood is limiting lane closures for the holiday season from November 19th to January 10th. Major roadways must remain open from 7am to 10pm and permits will not be granted for any work except for emergency repairs on a case-by-case basis.
- **26th and Oak Sanitary: Ongoing conversation about the bike incident has been taking place (Roybal).**
- **9675 W. 22nd Pl. The owner complained about a backup. REC found that this took place awhile ago and the owner's plumber stuck a their snake in the line. CCTV confirmed roots in the service and the snake.**
- **11235 W 25th Place: A backup was reported and they claimed it was from District work. REC checked and Insituform checked that no work has been performed in the area by the District.**

December 9, 2021

Steve Beck
Northwest Lakewood Sanitation District
141 Union Boulevard, Suite 150
Lakewood, Colorado 80228

Re: Northwest Lakewood Sanitation District – 930 Alkire Street Sanitary Sewer Improvements
Martin/Martin, Inc. Project No.: 17.0638.C.01

Dear Mr. Beck,

Attached is the Application for Payment Number One (Final) on the Northwest Lakewood Sanitation District – 930 Alkire Street Sanitary Sewer Improvements project, through December 9, 2021. Highland Siteworks was able to locate the existing manhole/sanitary main, remove a section of the main to remove the stuck jet hose, replace the section of the main with two stub outs for the development at 905/910 Alkire Street, and restore the site. The scope of the project is now complete.

A change order was not created for the project as the spreadsheet indicates new line items and those line items that were removed or reduced. Due to locating/uncovering the existing manhole and the structure still being in acceptable shape, (\$5,548.00) in total was able to be saved from the original contract amount of \$18,891.00. Since the main was further to the east than expected, removal/replacement of the neighboring fence was required.

Martin/Martin recommends approval of Application for Payment Number One (Final) and a check prepared to Highland Siteworks, LLC in the amount of **\$13,343.00**. This amount does not include any retainage, as the project has been completed and the agreement did not require withholding.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,



Bill Willis, P.E.
Principal

Cc: Rick Buckler – Highland Siteworks, LLC



PAY APPLICATION #1

Project:	Northwest Lakewood Sanitation District - 930 Alkire Street Sanitary Sewer Improvements	Date:	December 9, 2021
Owner:	Northwest Lakewood Sanitation District	Job No.	17.0638.C.01
Contractor:	Highland Siteworks, LLC	Prep. By:	MAD
For Period:	Through 12.09.2021	Chkd. By:	BPW

Original Contract Price	\$	<u>18,891.00</u>
Additions to Original Contract Price	\$	<u>(5,548.00)</u>
Revised Contract Price	\$	<u>13,343.00</u>
Total Work Completed to Date	\$	<u>13,343.00</u>
Less Retainage (5% of each pay request of the contract)	\$	<u>0.00</u>
Net Earned	\$	<u>13,343.00</u>
Plus Net Material and Equipment Stored On Site	\$	<u>0.00</u>
Sub Total	\$	<u>13,343.00</u>
Less Previous Payments	\$	<u>0.00</u>
Amount Due This Application	\$	<u>13,343.00</u>

The undersigned Contractor certifies that: the amounts and values contained herein are correct; all work has been performed and/or supplied in accordance with the requirements of the Contract; no part of the Amount Due This Application has been received; title to all work, material, and/or equipment covered by this Application for payment will pass to Owner at time of payment, free and clear of all liens, claims, and encumbrances.

Contractor: Highland Siteworks, LLC

By: (See Attached Invoice) Date: 12.07.2021

This Application for Payment meets the requirements of the Contract and payment of the Amount Due is recommended.

MARTIN/MARTIN, Inc.

By: *Bill Willis* Date: 12.09.2021

MARTIN/MARTIN

PAY REQUEST #1 (FINAL)

PROJ. NAME: NWLSD - 937 Alkire Street Sanitary Sewer Improvements Date: 12.09.2021
 OWNER: Northwest Lakewood Sanitation District Job No.: 17.0638
 ENGINEER: MARTIN/MARTIN, INC. Prep. By: MAD
 CONTRACTOR: Highland Siteworks, LLC Chkd By: BPW
 FOR PERIOD: 12.09.2021 Page 1 of 1

Bid Item	Description	Unit	Orig. Qty.	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous		This Estimate		Total to Date		
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.
Sanitary Sewer Repairs															
1	Mobilization	DAY	2		2	\$250.00	\$500.00	\$500.00	0	0%	2	100%	2	100%	\$ 500.00
2	Manhole	EA	1		0	\$5,124.00	\$0.00	\$5,124.00	0	0%	0	0%	0	100%	\$ -
3	Pipe and Bedding Material	EA	4		4	\$38.00	\$152.00	\$152.00	0	0%	4	100%	4	100%	\$ 152.00
4	Trench Box	DAY	5		0	\$335.00	\$0.00	\$1,675.00	0	0%	0	0%	0	100%	\$ -
5	Excavation Grading	DAY	5		4	\$2,288.00	\$9,152.00	\$11,440.00	0	0%	4	100%	4	100%	\$ 9,152.00
6	Sewer Main	EA	0		1	\$1,723.00	\$0.00	\$0.00	0	0%	1	100%	1	100%	\$ 1,723.00
7	Fence Materials	EA	0		1	\$936.00	\$936.00	\$936.00	0	0%	1	100%	1	100%	\$ 936.00
8	Fence Labor	DAY	0		1	\$880.00	\$880.00	\$880.00	0	0%	1	100%	1	100%	\$ 880.00
	Sub-Total						\$18,891.00	\$13,343.00		0%		100%		100%	\$ 13,343.00
SCHEDULE TOTALS							\$18,891.00	\$13,343.00				100%			\$13,343.00
Retainage (0% of each pay request)															
SCHEDULE TOTALS*							\$18,891.00	\$13,343.00							\$ 13,343.00

* Retainage not subtracted out for Contract Total per cent calculation.

The above pay request is approved:
 ENGINEER: MARTIN/MARTIN, INC.

BY: *B. M. Hill* DATE: 12.09.2021

The above pay request is approved:
 OWNER: Northwest Lakewood Sanitation District

BY: _____ DATE: 12.09.2021

CONTRACTOR: Highland Siteworks, LLC

Highland Siteworks, LLC

306 S Lookout Mountain Rd, Suite C
 Golden, CO 80401 US
 rick@highlandsite.works

**INVOICE**

BILL TO
 5415 W 59th Ave Unit G
 Arvada, CO 80003

INVOICE 1016
 DATE 12/07/2021
 TERMS Net 30
 DUE DATE 01/06/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization Fees	Excavator and Skid Steer.	2	250.00	500.00
	Sewer Main	<ul style="list-style-type: none"> ● One 14ft length 8in SDR 35 pipe ● Two 8x8 Strongback couplers ● One 4x4 Strongback coupler ● Three 8x4 PVC wye saddles ● One 4in length of SDR 35 ● Four 80lbs bags of 4000 psi cement 	1	1,723.00	1,723.00
	Pipe and base bedding material	Squeegee.	4	38.00	152.00
	Excavation Grading	<ul style="list-style-type: none"> ● Remove fence. ● Excavate locate manhole and main. ● Cut and remove section of pipe, remove stuck jetting hose. ● Replace section with 8in SDR 35 pipe including tree new wye saddles and two new stub outs, pour cement, place squeegee, backfill to 95%. ● Clean up and finish grade area. Export 2 loads of fill dirt off site. 	4	2,288.00	9,152.00
	Fence	<ul style="list-style-type: none"> ● Four new treated posts ● Eight 80 lbs. bags of cement. ● Nine Treated 2"x 4"x 8' ● Twenty LF of pickets 	1	936.00	936.00
	Fence Labor	One day labor for fence replacement.	1	880.00	880.00

BALANCE DUE

\$13,343.00

December 9, 2021

Steve Beck
Northwest Lakewood Sanitation District
141 Union Boulevard, Suite 150
Lakewood, Colorado 80228

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Martin/Martin, Inc. Project No.: 17.0638.C.01

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A change order was not created for the project as the spreadsheet indicates new line items and those line items that were removed or reduced. Due to locating/uncovering the existing manhole and the structure still being in acceptable shape, (\$5,548.00) in total was able to be saved from the original contract amount of \$18,891.00. Since the main was further to the east than expected, removal/replacement of the neighboring fence was required.

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If you have any questions, please feel free to contact me at your convenience.

Sincerely,



Bill Willis, P.E.
Principal

Cc: Rick Buckler – Highland Siteworks, LLC



PAY APPLICATION #1

Project:	Northwest Lakewood Sanitation District - 930 Alkire Street Sanitary Sewer Improvements	Date:	December 9, 2021
Owner:	Northwest Lakewood Sanitation District	Job No.	17.0638.C.01
Contractor:	Highland Siteworks, LLC	Prep. By:	MAD
For Period:	Through 12.09.2021	Chkd. By:	BPW

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Contractor: Highland Siteworks, LLC

By: (See Attached Invoice) Date: 12.07.2021

This Application for Payment meets the requirements of the Contract and payment of the Amount Due is recommended.

MARTIN/MARTIN, Inc.

By: *Bill Willis* Date: 12.09.2021

MARTIN/MARTIN

PAY REQUEST #1 (FINAL)

PROJ. NAME: NWLSD - 937 Alkire Street Sanitary Sewer Improvements
 Date: 12.09.2021
 Job No.: 17.0638
 OWNER: Northwest Lakewood Sanitation District
 ENGINEER: MARTIN/MARTIN, INC.
 CONTRACTOR: Highland Siteworks, LLC
 FOR PERIOD: 12.09.2021
 Prep. By: MAD
 Chkd By: BPW
 Page 1 of 1

Bid Item	Description	Unit	Orig. Qty.	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous		This Estimate		Total to Date		
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The above pay request is approved:
 OWNER: Northwest Lakewood Sanitation District
 ENGINEER: MARTIN/MARTIN, INC.

BY: *B. M. Hill* DATE: 12.09.2021

The above pay request is accepted:
 CONTRACTOR: Highland Siteworks, LLC

Highland Siteworks, LLC

306 S Lookout Mountain Rd, Suite C
 Golden, CO 80401 US
 rick@highlandsite.works

**INVOICE**

BILL TO
 5415 W 59th Ave Unit G
 Arvada, CO 80003

INVOICE 1016
 DATE 12/07/2021
 TERMS Net 30
 DUE DATE 01/06/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization Fees	Excavator and Skid Steer.	2	250.00	500.00
	Sewer Main	<ul style="list-style-type: none"> One 14ft length 8in SDR 35 pipe Two 8x8 Strongback couplers One 4x4 Strongback coupler Three 8x4 PVC wye saddles One 4in length of SDR 35 Four 80lbs bags of 4000 psi cement 	1	1,723.00	1,723.00
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BALANCE DUE

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