

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT AND THE BOARD OF DIRECTORS OF THE WASTEWATER UTILITY ENTERPRISE HELD DECEMBER 22, 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, December 22, 2021, at 1:00 PM. 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 November 24, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler, and upon vote, unanimously carried, the minutes of the November 24, 2021 Special Meeting were approved, as presented.

PUBLIC COMMENTS

None.

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FINANCIAL MATTERS

Claims: Mr. Beck discussed with the Board the payment of claims for the period ending December 17, 2021, as follows:

General Fund	\$ 12,598.82
Enterprise Fund	<u>\$ 45,546.48</u>
Total	<u>\$ 419,564.13</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending December 17, 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 November 30, 2021, the schedule of cash position dated November 30, 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 November 30, 2021, and the schedule of cash position dated November 30, 2021, as presented.

2022 Budget: Mr. Beck updated the Board on the 2022 budget changes based on the Final Assessed Value (AV) and the changes to the allowable mil levy due to the TABOR restrictions that are affected by the increased AV. Attorney Flynn discussed with the Board the upcoming election could be a TABOR election and the Board agreed to plan on possibly holding a TABOR election in 2022 and requested Mr. Beck to look into PR firms that may be able to assist in the election process.

LEGAL MATTERS

Roybal Complaint Update: Attorney Flynn reported that the SDA Liability Insurance Pool has engaged The Lane Law Firm to represent the District in the resolution of this complaint. At this time a Motion to Dismiss has been filed in regard to the complaint against the District.

Applewood Sanitation District Sewer Service Agreement: Attorney Flynn updated the Board that the agreement has been completed and signed.

Moffat Treatment Plant Sewer Flow Meter Replacement Agreement: Attorney Flynn reported that the agreement is being circulated internally at Denver Water for signature. A fully executed copy of the agreement should be provided to the District soon.

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OPERATIONS MATTERS

Operations Monthly Report: Mr. Ramey reviewed the monthly report (November 1-30) with the Board and noted that all planned work for the year has been completed. 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 December 22, 2021. A copy of the report is attached hereto and incorporated herein by this reference.

Mr. Willis also discussed the budgeted Systemwide Flow Study and updated the Board on the status of the 930 Alkire St. project and that the developer's contractor has installed the new manhole, the stuck jetter and cable have been removed and that the line has been cleaned and jetted since it was beginning to backup.

Pay Application No. 1 from Highland Siteworks, LLC: Mr. Willis discussed the invoice for the work to install the new manhole at 930 Alkire and that the cost was less than original anticipated.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler, and, upon vote, unanimously carried, the Board approved the payment of Pay Application No. 1 to Highland Siteworks, LLC in the amount of \$13,343.00.

OTHER BUSINESS

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

Website Update: Mr. Beck reported that per Mr. Frankland the website is updated and current and that there are no problems.

ADJOURNMENT

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

Respectfully submitted,

By


Secretary for the Meeting