

**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
OCTOBER 26, 2022**

The Regular Meeting of the Board of Directors of the Northwest Lakewood Sanitation District and the Board of Directors of its Wastewater Utility Enterprise (collectively referred to hereafter as “Board”) convened by Zoom video conference and teleconference call on Wednesday, October 26, 2022, at 4:00 PM. The Zoom Meeting and call-in information were 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:

Greg Fabisiak
Jim Zimmerman
Anthony M. Dursey
Clark Davenport

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

Also In Attendance Were:

Steve Beck and Larry Loften; Special District Management Services, Inc.

Tim Flynn, Esq.; Collins Cole Flynn Winn & Ulmer, PLLC

Bill Willis; Martin/Martin Consulting Engineers

Wayne Ramey; Ramey Environmental Compliance

Walt Frankland

Roger Sherman; CRL Associates, Inc.

**ADMINISTRATIVE
MATTERS**

Minutes: The Board reviewed the minutes of the September 28, 2022 Regular Meeting.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Dursey, and upon vote, unanimously carried, the minutes of the September 28, 2022 Regular Meeting were approved.

RECORD OF PROCEEDINGS

**PUBLIC
COMMENTS**

None.

**FINANCIAL
MATTERS**

Claims: Mr. Beck reviewed the claims for the period ending October 18, 2022 as follows:

General Fund	\$ 58,580.94
Enterprise Fund	\$ 53,331.77
Total	<u>\$ 111,912.71</u>

Following discussion, upon motion duly made by Director Dursey, seconded by Director Davenport and, upon vote, unanimously carried, the Board approved the revised payment of claims for the period ending September 30, 2022.

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 month ending September 30, 2022, the schedule of cash position dated September 30, 2022, and the Accounts Receivable reports on collections of fees, the past due accounts and collection efforts.

Following discussion, upon motion duly made by Director Dursey, 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 September 30, 2022, and the schedule of cash position dated September 30, 2022, as presented.

Preliminary 2023 Draft Budget: Mr. Beck presented the preliminary draft of the 2023 Budget for the Board to review.

Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer: The Board discussed the Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer for collection with property taxes collected in 2022.

Legal counsel noted that Notice of the Board's intent to certify those delinquent accounts meeting the statutory criteria was given to all interested parties as required by law. Following discussion, upon motion duly made by Director Dursey, seconded by Director Davenport, and, upon vote, unanimously carried, the Board adopted Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer for collection with property taxes collected in 2022.

RECORD OF PROCEEDINGS

LEGAL MATTERS **Status of CRL Campaign Project and November Election:** Mr. Sherman discussed the progress report with the Board and discussed the new website and mailers to be sent to the District customers with the next billing statement and the postcards to be mailed out.

Status of Reciprocal Agreement with Westridge Sanitation: Attorney Flynn discussed the status of the Agreement with Westridge and reported that the Westridge Board will formally approve the Agreement at its November meeting. The Agreement will be effective as of January 1, 2023. At the present time, Westridge does not provide service to any Northwest property, but Northwest provides service to nine parcels in the Westridge Sanitation District that connect to Northwest facilities.

Independent Contractor Agreement with Ramey Environmental Compliance, Inc.: The Board reviewed the Independent Contractor Agreement with Ramey Environmental Compliance, Inc.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Dursey, and, upon vote, unanimously carried, the Board approved the Independent Contractor Agreement with Ramey Environmental Compliance, Inc.

11324 West 38th Avenue: Legal counsel noted that no activity occurred on the agreements that need to be put in place to provide sewer service to 11324 West 38th Avenue, which is property located in the Westridge Sanitation District. The Board discussed the update on the 11324 West 38th Avenue. Attorney Flynn is working on those agreements and will update the Board at a future meeting.

OPERATIONS MATTERS

Operations Monthly Report: Mr. Ramey reviewed the monthly report 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 October 24, 2022.

Following discussion, upon motion duly made by Director Dursey, seconded by Director Davenport, and, upon vote, unanimously carried, the Board approved the Engineer's Report dated October 24, 2022.

Status of 2022 CIP: Mr. Willis discussed with the Board the status of 2022 CIP.

RECORD OF PROCEEDINGS

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

Website Update: There was no update at this time.

November 23, 2022 Meeting: The Board discussed rescheduling the November 23, 2022 meeting from 4:00 p.m. to 12:00 p.m.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Dursey, and, upon vote, unanimously carried, the Board approved rescheduling the November 23, 2022 meeting from 4:00 p.m. to 12:00 p.m.

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

Respectfully submitted,

By _____
Secretary for the Meeting