

**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  
AUGUST 23, 2023**

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 in person at Martin/Martin, Inc., 12499 W. Colfax Avenue, Lakewood, CO 80215x, and by Teams video conference and teleconference call on Wednesday, August 23, 2023, at 4:00 PM. The Teams 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:**

Gregory A. "Greg" Fabisiak  
Catherine "CiCi" Kesler  
James D. "Jim" Zimmerman  
George C. Davenport

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

**Also In Attendance Were:**

Steve Beck and Dawn Herther; Special District Management Services, Inc.

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

Bill Willis; Martin/Martin Consulting Engineers

Wayne Ramey and Ismael Gomez; Ramey Environmental Compliance

Mickey Conway, Lydia Nkem, Dawn Ambrosio and Ruth Kedzior; Metro Water Recovery

**ADMINISTRATIVE  
MATTERS**

**Minutes:** The Board reviewed the minutes of the July 26, 2023 Regular Meeting.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and upon vote, unanimously carried, the minutes of the July 26, 2023 Regular Meeting were approved.

**Metro Water Recovery Presentation:** Mr. Conway, CEO of Metro Water Recovery gave presentation about Metro/Metro staff leave after meeting presentation.

# RECORD OF PROCEEDINGS

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**PUBLIC  
COMMENTS**

None.

**FINANCIAL  
MATTERS**

**Claims:** Mr. Beck reviewed the claims through the period ending August 31, 2023 as follows:

General Fund	\$ 302,045.88
Enterprise Fund	\$ 60,951.96
Total	<u>\$ 362,997.84</u>

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims for the period ending August 31 2023, as presented.

**Unaudited Financial Statement:** Mr. Beck reviewed with the Board the July 31, 2023 financials. Director Davenport asked discussed billing for 2022 O&E's. Mr. Beck will verify payment

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport and, upon vote, unanimously carried, the Board approved the July 31, 2023 financials and authorized immediate payment of O&E billing to max of \$1,000 if not paid.

**Budget Calendar and Change of Deadline:** Mr. Beck and Attorney Flynn discussed Proposition HH and effect on Budget Calendar. Attorney Flynn will draft Resolutions to include wording for special meeting dates, if necessary, pending the outcome of the November election.

**LEGAL MATTERS**

**11324 West 38<sup>th</sup> Avenue:** Attorney Flynn reported that there were no updates and he is still waiting on corrections to be made to the title.

**2100 Youngfield Street, Lakewood, Colorado:** Mr. Beck updated the Board on still having some issues with payment of quarterly fees and that is new construction to the third structure. There is a lien in place so there can be no sales until the tap fee is paid.

**1515 Whippoorwill Drive, Lakewood, Colorado:** Mr. Willis and Mr. Beck discussed the status of development and that the developer has been informed that the District will not be involved in any discussion or negotiations with developer and property owner of 1515 Whippoorwill Drive due to the lien on the property with no easement. Developer will be responsible for a line extension to the main district line and the reconnection of all lines meeting currently.

**Certification of Delinquent Fees and Charges Memorandum:** Mr. Beck, Ms. Herther and Attorney Flynn discussed the Certification process and current status of

## RECORD OF PROCEEDINGS

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delinquencies and collection efforts.

**Addresses with Illegal Taps:** Mr. Beck, Ms. Herther and Attorney Flynn discussed the taps connected to the system illegally and what needs to be done to collect the tap fees. Mr. Beck and Attorney Flynn will draft letters to property owners regarding the status and the lien on the properties

### **OPERATIONS MATTERS**

**Operations Monthly Report:** Mr. Ramey and Mr. Gomez discussed the July Operations Report with the Board.

**WWTP Repairs – Flume Covers:** Mr. Ramey shared photos of the new flume covers and updated the Board on the project and completion.

**Engineer’s Report:** Mr. Willis discussed with the Board the July Engineer’s Report and updates.

**Status of 2023 Capital Improvements:** Mr. Willis discussed with the Board the status of the 2023 Capital Improvements. Mr. Willis also discussed the bids that went out and the recommendation to accept the bid of \$923,564.00 submitted by Insituform, subject to change orders including the addition of repair to the College Park Integration.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport and, upon vote, unanimously carried, the Board accepted the bid, subject to Change Order and authorized signing of the award and contract.

**Flow Study:** Mr. Willis discussed the flow study and that the work will be completed in the next couple of months. Recommendations made to begin recovering costs by assessing a fee paid by the developer. Mr. Beck will include with the Budget and can be reviewed and approved then.

### **OTHER BUSINESS**

**Metro Water Recovery Update:** There was no update at this time.

**Website Update:** Mr. Beck updated the Board regarding the website and statistics.


## RECORD OF PROCEEDINGS

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### 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