

**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 27, 2024**

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”) convened in person at Martin/Martin, Inc., 12499 W. Colfax Avenue, Lakewood, CO 80215, and by Teams video conference and teleconference call on Wednesday, November 27, 2024, at 12:00 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 Davenport, seconded by Director Kesler, and upon vote, unanimously carried, the absence of Director Dursey was excused

**Also In Attendance Were:**

Steve Beck and Tim Hartleben; Special District Management Services, Inc.

Tim Flynn, Esq.; Ireland Stapleton Pryor & Pascoe, PC

Bill Willis; Martin/Martin Consulting Engineers

Wayne Ramey; Ramey Environmental Compliance

Pat Lombardi; Pat Lombardi Design

**ADMINISTRATIVE  
MATTERS**

**Minutes:** The Board reviewed the minutes of the October 23, 2024 Regular Meeting.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and upon vote, unanimously carried, the Minutes of the October 23, 2024 Regular Meeting were approved.

**Website Demonstration:** Ms. Lombardi demonstrated to the Board the District website.

## RECORD OF PROCEEDINGS

---

**2025 Meeting Dates:** Mr. Beck and Attorney Flynn discussed with the Board the regular meeting dates for 2025.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman, and, upon vote, unanimously carried, the Board approved holding the Regular Meetings for 2025 on the 4<sup>th</sup> Wednesday of January through October at 4:00 p.m. and on the 4<sup>th</sup> Wednesday of November at 12:00 p.m. via Teams and in person at Martin Martin, 12499 W Colfax Avenue, Lakewood, Colorado.

**Discuss §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2025:** Mr. Beck and Attorney Flynn discussed the notice to electors required under Section 32-1-809, C.R.S. (“Transparency Notice”) for 2025.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and, upon vote, unanimously carried, the Board authorized posting the District’s Transparency Notice for 2025 on the SDA website and on the District’s website.

**PUBLIC  
COMMENTS**

None.

**FINANCIAL  
MATTERS**

**Claims:** Mr. Beck reviewed the claims through the period ending November 30, 2024 and advised the Board that an additional payment due had been received and that the claims were increased in order to remit a permit payment to Metro Water Recovery as required upon receipt. The adjusted claims are as follows::

General Fund	\$ 478,393.76
Enterprise Fund	<u>\$ 143,895.67</u>
Total	<u>\$ 622,289.43</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims for the period ending November 30, 2024, as amended.

**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, 2024 the schedule of cash position dated October 31, 2024.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler 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 for the month ending October 31, 2024 the schedule of cash position dated October 31, 2024, as presented.

## RECORD OF PROCEEDINGS

---

**2024 Audit:** Mr. Beck discussed the engagement of Schilling & Company, Inc. to perform the 2024 audit with the Board.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler upon vote, unanimously carried, the Board approved the engagement of Schilling & Company, Inc. to perform the 2024 Audit for an amount not to exceed \$6,500.00.

**2024 Amendment Hearing:** The President opened the public hearing to consider the Resolution to Amend the 2024 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 2024 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 2024 Budget Amendment was not needed.

**2025 Budget:** The President opened the Public Hearing to consider the proposed 2025 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2025 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.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler, and, upon vote, unanimously carried, the Board adopted Resolution No. 2024-11-02; A Resolution of the Board of Directors of the Northwest Lakewood Sanitation District to Adopt the 2025 Budget and Appropriate Sums of Money, subject to receipt of the Final Assessed Valuation, as amended, per the Final Assessed Valuation and legal review.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler, and, upon vote, unanimously carried, the Board adopted Resolution No. 2024-11-03; A Resolution of the Board of Directors of the Northwest Lakewood Sanitation District to Set Mill Levies to be determined, 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.

## RECORD OF PROCEEDINGS

---

**Proposed Fees for 2025:** The President opened the Public Hearing to consider the proposed fees for 2025 and the adoption of Resolution to the Tap Fees and approve revised Fee Schedule.

It was noted that publication of Notice stating that the Board would consider adoption of the proposed fees for 2025 and the adoption of Resolution to the Tap Fees and approve revised Fee Schedule 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

Following discussion, upon motion duly made by Director Davenport, seconded by Director Zimmerman, and, upon vote, unanimously carried, the Board approved the proposed fees for 2025 and adopted Resolution to the Tap Fees and approve revised Fee Schedule.

**DLG-70 Mill Levy Certification:** The Board discussed the DLG-70 Mill Levy Certification form.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler, 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.

**CityWide Bank Investment:** Attorney Flynn discussed with the Board the CityWide Bank Investment. No action was needed.

---

### **LEGAL MATTERS**

**11324 West 38<sup>th</sup> Avenue:** Mr. Beck discussed with the Board the update on 11324 West 38<sup>th</sup> Avenue. Mr. Beck will get in touch with Mr. Ramey and Mr. Gomez.

**Amendment to Special District Management Services, Inc. (“SDMS”) Agreement:** Attorney Flynn discussed the Amendment to SDMS Agreement.

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

---

### **OPERATION MATTERS**

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

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

**Status of 2024 Capital Improvements:** The Board discussed the status of the 2024 Capital Improvements. It was noted that the projects are finishing up.

## RECORD OF PROCEEDINGS

---

**West Metro Housing Solutions Pointe Project:** Mr. Willis and Director Davenport discussed with the Board the West Metro Housing Solutions Pointe Project. It was noted that the Project is concluded.

---

**OTHER BUSINESS** **Metro Water Recovery Operations Packet:** Director Davenport discussed with the Board the Metro Water Recovery Operations Packet.

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

**EXECUTIVE SESSION:** The Board determined that an Executive Session was not needed.

---

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

Respectfully submitted,

By

  
Secretary for the Meeting