

Niwot SANITATION DISTRICT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NIWOT SANITATION DISTRICT

1. **DATE OF MEETING.** January 12, 2024

2. **DIRECTORS PRESENT.**

Jim Jones
Randy Lutz (phone)
Jennifer Uhland
Dick Piland
Jan Swanson

3. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis
Michele Funk
Adrian Gibson

4. **PUBLIC PRESENT.**

Members of Board of Countryside Condos

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. The minutes of the regular meeting on December 8, 2023, were approved as presented. A motion by Dick Piland, second by Randy Lutz, to approve the minutes passed unanimously.

6. **ACTION ITEMS:**

- a. **Activity following the December 14 Public Meeting.**
 1. Countryside Condos rate increase concerns – members of the board of Countryside Condos presented their rate increase restrictions and how the increase will affect the budget for the year. They will review their options for updating HOA requirements to allow charges to be passed to condo occupants.

2. Lefthand Courier article – Confirmed information in the article was mostly correct however, a possible problem with the distribution is a subscription to the online version of the paper is required to view the article.
 3. Review of discussion with Hilltop Securities – Discussed most recent debt service scenarios provided by Hilltop Securities.
 4. Review fact sheet/letter to customers regarding the rate increase – Finalized document for distribution to all residents via USPS, email, and the District’s website.
 5. Discuss whether monthly billing is an option – Confirmed monthly billing is only an option if customers change to paperless billing to avoid double cost of paper, envelopes, and postage.
- b. **Monthly Plant Update** – Adrian Gibson provided the following updates:
1. Blower 1 has an electrical issue that is being repaired.
 2. Blower 4 requires a new motor. Quotes have been requested.
- c. **Well Fargo Investment Update** – Randy Lutz provided a review of the short-term investment spreadsheet and an explanation of the investment snapshot provided.
- d. **Resolution 2024-01** – After a correction to the meeting date for June from 7th to 12th, a motion by Randy Lutz, second by Dick Piland to approve resolution 2024-01 designating the Board meeting location, dates, and agenda posting places for 2024 passed unanimously.
- e. **Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – Ditesco Collection System Project Completed. The project final punch list is being completed including CCTV video review. Dave has requested a quote from Ditesco to complete the remaining GIS work to compile all GIS into a single platform which will be useable by the District and staff. Dave has directed staff to review previous CIP projects that were not completed to add to 2024 Ditesco RFP.
 2. **FOG Policy Enforcement** – 4th quarter inspections completed.
 3. **Tile repair infield by Quiet Retreat** – Rice Lake West will provide a recommendation to resolve the issues in the field with drainage.
 4. **2023 Collection System Cleaning and CCTV** – DDC staff reviewing CCTV footage to provide feedback for potential repairs required in 2024 Ditesco RFP. Additional RFP to be developed early in 2024 for jetting and CCTV of 1/3 of the collection system.
 5. **Farm Lease** – Dave, Randy, and Michele met with Dan Lisco regarding taking over the lease from Jules after winter wheat harvest in spring 2023. Dan will let District know if he would like to take over the lease with terms to allow NSD to apply biosolids to the land as needed. Dan to farm as allowed by Dave per Biosolids regulations.

6. Rules & Regulations update and FOG Policy Penalty – FOG Policy, Standards & Specifications, and Rules & Regulations updates will be completed concurrently due to the amount of revision required for all documents.

f. WWTP Upgrade Update – Dave Lewis

- 1. JVA / Rice Lake West Update** – 60% design drawings completed. Dave and Team to complete internal review and page turn to be completed at JVA offices January 12, 2024. 60% GMP to be provided at January 25, 2024 Progress Meeting. Boulder County on site January 10, 2024 to review building locations. Site Application was approved by CDPHE on January 4, 2024.
- 2. State Revolving Fund (SRF), Required Public Meeting, and Revenue Bonds Update** – SRF Loan Application was submitted to CEOS on January 5, 2024.
- 3. District Sewer Rate Increase** – Board approved a rate increase of \$198 Bi-Monthly (every other month) with first invoices being sent out in February 2024.

7. Reports/Informational Items.

a. Administrative Report

- a. Budget – At board’s request, District’s CPA will assist with a redesign of the budget to conform to standard norms and incorporate construction loan.
- b. Financial Assistance – Decision to increase current financial assistance amount received by each participant was tabled for further discussion later.

8. CURRENT MONTHS PAYABLES. A motion made by Dick Piland, second by Jan Swanson, to pay the bills passed unanimously.

9. ADJOURNMENT. A motion by Dick Piland, second by Randy Lutz, to adjourn the meeting passed unanimously. The meeting was adjourned at 10:05 a.m.

Dave Lewis, District Manager