

# Niwot SANITATION DISTRICT

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

1. **DATE OF MEETING.** October 13, 2023

2. **DIRECTORS PRESENT.**

The following Directors were present:

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

3. **DIRECTORS ABSENT.**

All directors present.

4. **STAFF & CONSULTANTS PRESENT.**

The following were present:

Dave Lewis  
Michele Funk  
Adrian Gibson

5. **MINUTES APPROVED.**

Treasurer Randy Lutz, standing in at President Jim Jones' request, called the meeting to order. The minutes of the regular meeting on September 8, 2023, were approved as presented.

6. **ACTION ITEMS:**

- a. **Monthly Plant Update** – Adrian Gibson provided the following updates:
1. They will be winterizing equipment starting mid-October.
  2. All outstanding repairs and routine tasks have been completed.
  3. He will have the Ford evaluated by a mechanic to verify it can handle a snowplow attachment. He also provided 3 plow estimates for review.

- b. **Well Fargo Investment Update** – Randy Lutz provided a review of the short-term investment spreadsheet and an explanation of the investment snapshot provided.
- c. **Funding Status Update – Josh McGibbon** – Josh provided an explanation of the three funding options available for the new plant. These include the State Revolving Fund, USDA, and Private Bond Market. A more detailed breakdown of the requirements for each will be provided.
- d. **Resolution 2023-03 – Reimbursement Resolution** – A motion made by Jan Swanson, second by Dick Piland, to adopt Resolution 2023-03 passed unanimously.
- e. **Current Plant Operations and Projects Update – Dave Lewis**
  - 1. **Collection system improvement project with Ditesco** – Jetting and CCTV work has started by C&L (subcontractor) on the main line.
  - 2. **FOG Policy Enforcement** – 3<sup>rd</sup> quarter inspections completed.
  - 3. **RRA with Trinity Consultants** – Still no response received.
  - 4. **Tile repair infield by Quiet Retreat** – Rice Lake West will provide a recommendation to resolve the issues in the field with drainage.
  - 5. **Biosolids PFAS Sampling** – PFAS Results have been reported. 6 of approximately 50 compounds were found to be at detectable levels.
  - 6. **2023 Collection System Cleaning and CCTV** – Quote received from DRC Construction to complete the CCTV work is \$23,250.00. Scheduling of jetting and CCTV is in progress.
  - 7. **6836 Audubon Ave. Protruding Tap (Cause of SSO)** – The owner of Triple S Sanitary Sewer has not submitted a payment. Dave will contact Triple S for status. The board will discuss the next course of action.
  - 8. **Farm Lease** – Based on a review of farmland leases in Boulder County, the standard per acre is \$60/year. Other options for the land are being considered, including compost.
  - 9. **Rules & Regulations update and FOG Policy Penalty** – FOG Policy and Rules and Regulations Update would be completed concurrently due to the amount of revision required to the current Rules and Regulations.
- f. **WWTP Upgrade Update – Dave Lewis**
  - 1. **JVA / Rice Lake West Update** – Final 30% Design Meeting held at the JVA office on September 29, 2023. Final 30% design drawings/process design report submitted to CDPHE October 11, 2023, by JVA
  - 2. **State Revolving Fund (SRF) Update** – State Revolving Fund Loan Application will be submitted January 15, 2024. New regulations could limit or eliminate funding from SRF. Alternative funding options are being pursued.

**3. District Sewer Rate Increase / SRF Required Public Meeting** – Board approved a \$35.00 per month increase per SRF requirements (\$27.68 to cover debt service, \$7.32 to PIF). Public meeting scheduled for December 14, 2023, at 6:00 PM at Left Hand Grange. A review of the required public notice is in progress. A draft of the presentation, to include the rate increase, will be provided, and a dry run of the meeting will be planned.

- g. Commercial Water Audit Results** – The status of the four commercial customers who are required to purchase additional taps based on water usage is below:
1. RLET Properties Niwot – 136 2nd Ave – no response to notification has been received, an additional letter will be sent.
  2. Shepherd Valley School – 6500 W. Dry Creek Pkwy. – no response to notification has been received, an additional letter will be sent.
  3. Boulder Organic Foods – 6363 Horizon Ln – they have chosen to pay for the additional required taps in monthly installments for the next 24 months.
  4. Left Hand Animal Hospital – 304 Franklin St – payment for the required taps has been received.
- h. Proposed 2024 Budget** – An additional draft of the proposed 2024 budget was presented. Due to the changes in the funding for the new plant, the budget will have to be amended prior to final adoption in December 2023.

## **7. Reports/Informational Items.**

- a. Administrative Report** – Michele Funk discussed miscellaneous administrative matters.
- b. Inclusion Request** – QuikTrip Fuel Station – 6301 Diagonal Hwy – The board set the public hearing on the Petition for Inclusion for November 10, 2023, meeting.

**8. CURRENT MONTHS PAYABLES.** A motion made by Jim Jones, second by Dick Piland, to pay the bills passed unanimously.

**9. COLLECTION LETTERS.** A motion made by Jim Jones, second by Dick Piland, to send collection letters to customers who are six months past due passed unanimously.

**10. ADJOURNMENT.** The meeting was adjourned at 10:00 a.m.

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Dave Lewis, District Manager