

Niwot SANITATION DISTRICT

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

1. DATE OF MEETING. January 13, 2023

2. DIRECTORS PRESENT.

The following Directors were present:

Jim Jones
Randy Lutz – by phone
Jennifer Uhland
Dick Piland
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.

President Jim Jones, called the meeting to order. The minutes of the regular meeting on December 9, 2022 and the special meeting on January 6, 2023 were approved as presented.

6. ACTION ITEMS:

- a. **Monthly Plant Update** – Adrian Gibson provided the following updates:
 1. Adjustments made to controls on blower 1 have helped with the surge issue.
 2. The tile in the east field needs to be addressed soon as tractors are getting stuck.
 3. FOG Inspections are currently in progress.

- b. **Resolution 2023-1** – A motion made by Jennifer Uhland, second by Dick Piland, to approve the meeting dates and location passed unanimously.

- c. **2022 Audit Engagement Letter** – A motion by Jan Swanson, second by Jennifer Uhland, to accept and approve the audit engagement letter passed unanimously.
- d. **Update on Current Projects from Dave Lewis.**
 - 1. **Collection system improvement project with Ditesco and RH Borden** – In discussion with RH Borden regarding completing the scope of work in the original agreement. RH Borden is requesting additional funds to complete work.
 - 2. **Plant Improvement Project with JVA** – Phase 1 kickoff meeting held 1/13/2023 after board meeting.
 - 3. **FOG Policy Enforcement** – FOG Inspections are currently in progress.
 - 4. **RRA with Trinity Consultants** – No response has been received from representative who handles RRA despite numerous phone calls and emails. The District will hold payment due to unsatisfactory service by Trinity Consultants.

7. ADMINISTRATIVE REPORT.

- a. Michele Funk discussed miscellaneous administrative matters.

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

9. WELLS FARGO INVESTMENT INCREASE. A motion by Randy Lutz, second by Jan Swanson, to move \$600,000 from the general account to the Wells Fargo account to be invested passed with one abstention by Dick Piland.

10. WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT CONTRACT REVIEW. A motion by Jennifer Uhland, second by Randy Lutz to approve and sign the contract once the changes provided by the District's attorney are completed.

11. WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT KICKOFF MEETING – JVA AND STANEK. During the Phase 1 kickoff meeting, JVA reviewed timelines and next steps for all parties.

12. ADJOURNMENT. The meeting adjourned at 10:19 a.m.

Dave Lewis, District Manager