

Niwot SANITATION DISTRICT

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

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

2. **DIRECTORS PRESENT.**

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

3. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis
Michele Funk
Adrian Gibson

4. **ADDITIONAL ATTENDEES.**

Hilltop Securities – Mattie Prodanovic and Jason Simmons
Chet Newman – Niwot resident

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. A motion by Randy Lutz, second by Jennifer Uhland, to approve the minutes of the regular meeting on March 8, 2024 passed unanimously.

6. **ACTION ITEMS:**

a. **Public Invited to Be Heard**

1. Chet Newman, a Niwot resident, requested to speak with the district's financial advisors to understand the loan process that will be used to fund the wastewater treatment plant upgrade. Mattie and Jason provided the information Chet requested.

- b. **Monthly Plant Update** – Adrian Gibson provided the following updates:
 - 1. The washpress is back online.
 - 2. The gates at both lift stations will be repaired by the end of April.
 - 3. Parts have been ordered to install a high-level warning light at Morton Heights lift station.

- c. **Well Fargo Investment Update** – Randy Lutz provided a short-term investment spreadsheet and a Wells Fargo investment snapshot.

- d. **Current Plant Operations and Projects Update – Dave Lewis**
 - 1. **Collection system improvement project with Ditesco** – 2024 Collections CIP Project Scope of Work prepared by Ditesco included within the Board packet. Total cost proposed by Ditesco \$132,728.00. A motion by Randy Lutz, second by Jan Swanson, to approve the proposal, passed unanimously.
 - 2. **FOG Policy Enforcement** – 2nd Quarter inspections to be completed in coming weeks. Call from Pat Murphy regarding the grease trap for Lefty's Pizza. Adrian provided information as to the FOG Policy.
 - 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 to prepare and issue RFP for 1/3 of system CCTV/Jet (\$120K Budget)
 - 5. **Farm Lease** – Dave will follow up with Dan Lisco.
 - 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. DDC staff working on specification edits to collection system taps. DDC to provide DRAFT to Board in June 2024.
 - 7. **GIS Program** - InVision GIS has provided a Scope of Work to get the GIS system operational. InVision contract is T&M and will begin with finishing the GIS that was started by RH Borden. A motion by Randy Lutz, second by Jennifer Uhland, to approve the proposal, passed unanimously.
 - 8. **Biosolids Dewatering** - BioVelocity proposal for \$100,000 to dredge and dewater 1 Million gallons of sludge from the Biosolids Basin is provided in Board packet for Board Approval. A motion by Randy Lutz, second by Jan Swanson, to approve the proposal, passed unanimously.

- e. **WWTP Upgrade Update – Dave Lewis**
 - 1. **JVA / Rice Lake West Update** – 90% Drawings provided to DDC team April 10, 2024 with a meeting scheduled with JVA and RLW to review 90% set on April 16, 2024. JVA/RLW Team continuing with design. RLW has been on site a few times in the last month for survey and geotech work. Stormwater permit has been submitted and approved. RLW has provided the District with an estimated Schedule of Values (SOV) with Costs for Board review.

2. **Revenue Bonds Update** – Meeting with Hilltop and Kutak Rock on April 3, 2024. Total Bond to be \$22M (\$20M Loan, \$1.3 M Reserve Fund plus closing costs). Board approved draft of RFP provided by Hilltop to send to underwriters. Interviews will be scheduled with bond underwriters when responses to RFP are received. A motion by Randy Lutz, second by Jan Swanson to approve Resolution 2024-03 - Reimbursement Resolution, passed unanimously.

7. Reports/Informational Items.

a. Administrative Report

- a. Financial Assistance – A motion by Randy Lutz, second by Jan Swanson, to approve Resolution 2024-02, passed unanimously. Document review will continue.
- b. Niwot San on Property Tax Notice – Per Adam with Boulder County, the line item for Niwot San cannot be removed per law CRS 39-10-103(1)(b).

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

9. COLLECTION LETTERS. A motion made by Randy Lutz, second by Jennifer Uhland, to send collection letters to customers who are six months past due passed unanimously.

10. ADJOURNMENT. A motion made by Randy Lutz, second by Jan Swanson, to adjourn the meeting passed unanimously. The meeting was adjourned at 9:50 a.m.

Dave Lewis, District Manager