

Niwot SANITATION DISTRICT

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

1. DATE OF MEETING. April 14, 2023

2. DIRECTORS PRESENT.

The following Directors were present:

Jim Jones
Jennifer Uhland
Dick Piland

3. DIRECTORS ABSENT.

Randy Lutz
Jan Swanson

4. STAFF & CONSULTANTS PRESENT.

The following were present:

Dave Lewis (by phone)
Michele Funk
Adrian Gibson
Garrett Smith

5. MINUTES APPROVED.

President Jim Jones called the meeting to order. The minutes of the regular meeting on March 10, 2023, were approved as presented.

6. ACTION ITEMS:

- a. **Monthly Plant Update** – Adrian Gibson provided the following updates:
 1. SSO at 6825 Paiute Ave was addressed.
 2. FOG Inspections are currently in progress.

- b. **Well Fargo Investment Update** – Randy Lutz – review of short-term investment spreadsheet provided by Director Lutz.

c. Update on Current Projects from Dave Lewis.

- 1. Collection system improvement project with Ditesco** – Requested that Ditesco refine scope of work and provide revised estimate to complete the following: Repair 10 manholes, 15 pipeline segments and several creek crossings.
- 2. Plant Improvement Project with JVA** – Proposals from oxidation ditch manufacturers received by the JVA team. Proposals reviewed to narrow down top 3 from the total of 6 proposals received. Interviews to be scheduled with top 3 manufacturers.
- 3. FOG Policy Enforcement** – 1st quarter inspections completed. Four of the 21 interceptors in the District were in violation and required pumping.
- 4. RRA with Trinity Consultants** – A termination of services letter was sent to Trinity Consultants by the District’s attorney. Jim will follow up with John for an update.
- 5. Tile repair infield by Quiet Retreat** – Rice Lake West (formerly Stanek) will provide a recommendation to resolve the issues in the field with drainage.
- 6. Pond 3 dredging and dewatering** – BioVelocity completed dredging and dewatering of Pond 3 on April 10, 2023. 1,224,175 gallons removed which resulted in 231.39 dry tons of biosolids.
- 7. 2023 Collection System Cleaning and CCTV** – RFQ being developed to request bids for cleaning and CCTV of approximately 74,000 LF of lines in the collection system.
- 8. Operations Staff Update** – Garrett Smith joined the staff 4/10/2023 as an operator working with Adrian.

7. ADMINISTRATIVE REPORT.

- a.** Michele Funk discussed miscellaneous administrative matters.

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

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

10. LIENS. A motion made by Jennifer Uhland, second by Dick Piland, to process liens on properties that are eight months past due passed unanimously.

11. ADJOURNMENT. The meeting adjourned at 8:38 a.m.

Dave Lewis, District Manager