

Niwot SANITATION DISTRICT

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

1. **DATE OF MEETING.** May 12, 2023

2. **DIRECTORS PRESENT.**

The following Directors were present:

Jim Jones (by phone)
Jennifer Uhland
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
Garrett Smith

5. **MINUTES APPROVED.**

President Pro Tem Jennifer Uhland called the meeting to order. The minutes of the special meeting on April 12, 2023, and the regular meeting on April 14, 2023, were approved as presented.

6. **ACTION ITEMS:**

- a. **Presentation of the Audit Results** – Neil Schilling – A motion by Jim Jones, second by Dick Piland, and passed unanimously to approve the Draft Audit prepared by and presented by Neil Schilling.
- b. **Monthly Plant Update** – Adrian Gibson provided the following updates:
 1. Wildview Lift Station air pump replacement parts ordered.

2. Mixer 1 wire plugs are being repaired.
 3. Repairs will be required on Chevy truck – brakes, power steering, transmission fluid leak.
- c. **Well Fargo Investment Update** – Randy Lutz – review of short-term investment spreadsheet provided by Director Lutz.
- d. **Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – Ditesco provided a detailed Utility Plan for proposed work to collection system which Dave and Adrian are reviewing for approval. Dave and Adrian reviewing previous CIPP contracts to determine if CIPP had a warranty.
 2. **FOG Policy Enforcement** – 1st quarter inspections completed. Four of the 21 interceptors in the District were in violation and required pumping. Three of the four in violation have been pumped. The last remaining violation is at Raza Fresca which needs to have a repair made to the interceptor. 2nd Quarter 2023 inspections have begun.
 3. **RRA with Trinity Consultants** – No response to termination letter has been received from Trinity Consultants.
 4. **Tile repair infield by Quiet Retreat** – Rice Lake West (formerly Stanek) will provide a recommendation to resolve the issues in the field with drainage.
 5. **Biosolids PFAS Sampling** – PFAS sampling required for biosolids annually. Cost to perform PFAS analysis from Eurofins Analytical is \$587.50. CDPHE is requesting this sampling annually in 2023.
 6. **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. The intention is to provide cleaning and CCTV of 1/3 of the system per year so that a condition assessment can be completed annually and budget can be appropriated to complete repairs, lining, etc. annually.
 7. **6836 Audubon Ave. Protruding Tap (Cause of SSO)** – Sanitary Sewer Overflow (SSO) occurred at MH8 on April 12th. It has been determined that the home owner at 6836 Audubon Ave. had the service to the home lined by Triple S - Sanitary Sewer Services approximately 2 years ago. The homeowner did not contact the District per Section 5.9 of the District Rules and Regulations (Defective Service Lines).
 8. **Farm Lease** – Staff is investigating comparable Boulder County farm lease costs to determine if increasing the current lease amount is a prudent revenue stream.
- e. **WWTP Upgrade Update – Dave Lewis**
1. **JVA / Rice Lake West Update** – Site Application to be submitted to CDPHE week of May 29th. Environmental Assessment is in progress. CDPHE Grants and Loans to provide formal response by end of June with EA to be submitted

by end of July. JVA starting on Process Design Report (PDR). It is intended to have PDR and 30% design completed by October 1st. Oxidation Ditch manufacturer interviews conducted over the past week. RFP's have gone out for the headworks equipment and clarifier.

2. **State Revolving Fund (SRF) Update** – State Revolving Fund Loan Application to be submitted January 15, 2024 following completion of 60% design. Amount of reserve to have on hand per loan is equal to 3 months of operating revenue.
3. **District Sewer Rate Increase** – Discussion of necessary rate increase is ongoing.
4. **Oxidation Ditch Cost Proposals** – Proposals from 3 manufacturers interviewed in May 2023:
 - i. Evoqua Orbal: \$1.857M with Clarifier
 - ii. Veolia Bio-Denipho: \$2.266M without Clarifier
 - iii. Ovivo Carrousel: \$2.058M with Clarifier

- f. **IT Quote and Contract – Dave Lewis** - A motion made by Randy Lutz, second by Jan Swanson, to approve the IT quote and contract for a new more efficient firewall and better cyber security passed unanimously.

7. ADMINISTRATIVE REPORT.

- a. Michele Funk discussed miscellaneous administrative matters.
 - i. All items connected to the commercial water audit for 2022 have been completed.
 - ii. 365 2nd Avenue site plan received. Dave Lewis will work with owners of dental office to continue pretreatment requirements for dental facilities.

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

9. ADJOURNMENT. The meeting adjourned at 9:38 a.m.

Dave Lewis, District Manager