

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

1. **DATE OF MEETING.** June 14, 2024

2. **DIRECTORS PRESENT.**

Jim Jones  
Randy Lutz  
Jennifer Uhland  
Dick Piland  
Jan Swanson

3. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis  
Michele Funk  
Adrian Gibson

4. **ADDITIONAL ATTENDEES.**

Hilltop Securities – Mattie Prodanovic  
Niwot Resident – Chet Newman

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. A motion by Dick Piland, second by Jan Swanson, to approve the minutes of the regular meeting on May 10, 2024 passed unanimously.

6. **ACTION ITEMS:**

- a. **Public Invited to Be Heard** – Chet Newman, a Niwot resident, requested to speak with the board and the district’s financial advisor to understand the bond process for the wastewater treatment plant upgrade. Mattie Prodanovic with Hilltop Securities provided the information. The board thanked Chet for his interest and suggestions for funding, however the project is too far into the process to make changes.
- b. **Monthly Plant Update** – Adrian Gibson provided the following updates:
  1. Pump 2 won’t pump or prime. The repair is waiting for a rotating assembly which is anticipated to arrive the week of July 2<sup>nd</sup>.

2. Blower 4 is down. Troubleshooting to determine issue is ongoing.
- 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 by Ditesco for kickoff in May-June 2024 approved at April board meeting. Total cost proposed by Ditesco \$132,728.00. Budget for 2024 is \$1M.
  2. **FOG Policy Enforcement** – 2nd Quarter inspections completed. No violations.
  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). Adrian and Sean providing a 1/3 map to InVision GIS to plot for bid documents.
  5. **Farm Lease** – Dave sent an email to Dan regarding taking over the lease from Jules per Randy. Spoke with Jules regarding the termination of the lease.
  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 was to provide DRAFT to the Board in June 2024. This is not completed due to all of the other projects being completed.
  7. **GIS Program** - InVision GIS is completing this project. They have been working on georeferencing the map, finding discrepancies with the RH Borden information, updating from the 2007 maps, adding new lift station and force mains, updating sewer manhole data and layers, and creating service line layers where known.
- e. **WWTP Upgrade Update – Dave Lewis**
1. **JVA / Rice Lake West Update** – Construction has started! Digging is taking place near the administration building for the new headworks. Spec books have been provided to DDC. A gphant schedule has been provided and will be hung at the NSD office for reference.
  2. **Revenue Bonds Update** – Piper Sandler was selected to work with Kutak Rock and Hilltop securities to assist the District with the revenue bonds. Meetings have been taking place to coordinate all of the steps to proceed with the bonds. Tentatively scheduled to issue bonds in August/September.

## 7. Reports/Informational Items.

- a. **Administrative Report**
- a. Registration is still open for 2024 SDA Annual Regional Workshop Thursday, June 20<sup>th</sup>.

- b. Left Hand Animal Hospital: Based on the new information received from LHAH, a formal engagement letter is attached from Kathryn Winn with Collins Cole Flynn Winn & Ulmer, PLLC, to advise the district on the next steps. A motion by Randy Lutz, second by Jan Swanson, to sign the engagement letter passed unanimously.
- c. Financial Assistance: An executive session will be scheduled to review applications for financial assistance protected by law.
- d. A Niwot Historical Society request regarding the 150th Anniversary of Niwot book planned for release in 2025 was provided to the board. Jan Swanson agreed to begin working on the request.

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

**9. COLLECTION LETTERS.** A motion made by Randy Lutz, second by Dick Piland, 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 9:48 a.m.

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Dave Lewis, District Manager