

Niwot SANITATION DISTRICT

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

1. **DATE OF MEETING.** June 9, 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

5. **MINUTES APPROVED.**

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

6. **ACTION ITEMS:**

- a. **Audit Update** – Michele Funk – Provided confirmation from Neil Schilling that the audit was submitted to the state auditor. Reviewed information received from Neil regarding single audit requirements.
- b. **Monthly Plant Update** – Adrian Gibson provided the following updates:
 1. Wildview Lift Station air pump replacement parts installed.
 2. Mixer 1 wire plugs are being repaired.
 3. Blower expansion joint needs to be replaced. It has been ordered.

4. 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** – Utility Plan from Ditesco under review. Standard EJCDC Contract provided to John Chmil for legal review.
 2. **FOG Policy Enforcement** – 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 sample bottles have been received. Samples will be collected soon.
 6. **2023 Collection System Cleaning and CCTV** – Jetting and CCTV for 2023 will only be comprised of the main line as some data for the main line is currently missing.
 7. **6836 Audubon Ave. Protruding Tap (Cause of SSO)** – The protruding tap was removed on May 12, 2023. A letter and an invoice for the cost to the district for removing the protruding tap was sent to the homeowner. A meeting between Dave and the homeowner is scheduled for June 7, 2023 to discuss the issue and the invoice.
 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.
 9. **FOG Policy Penalty** – There is not currently a penalty in the FOG policy for noncompliant users. The options are being reviewed to determine the best course of action. Once decided, the policy will be updated.
- 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 manufacturers to provide secondary/redundant train option for review. Oxidation Ditch options to be discussed during June 13, 2023 work session.

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 will be discussed during June 13, 2023 board work session.

7. ADMINISTRATIVE REPORT.

- a. Michele Funk discussed miscellaneous administrative matters.
 1. 2023 Annual SDA Regional Workshops and 2023 Annual SDA Conference in Keystone dates provided.
 2. District pages created on social media.

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

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

10. ADJOURNMENT. The meeting adjourned at 8:49 a.m.

Dave Lewis, District Manager