

Niwot SANITATION DISTRICT

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

1. **DATE OF MEETING.** July 14, 2023

2. **DIRECTORS PRESENT.**

The following Directors were present:

Jim Jones
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 Jim Jones called the meeting to order. The minutes of the regular meeting on June 9, 2023, were approved as presented. The minutes of the work session on June 13, 2023, were approved as presented.

6. **ACTION ITEMS:**

- a. **August Meeting Date Change** – A motion by Randy Lutz, second by Jan Swanson, to move the next meeting from August 11, 2023, to August 21, 2023 due to scheduling conflicts, passed unanimously.

- b. Monthly Plant Update** – Adrian Gibson provided the following updates:
1. Blower expansion joint has been installed.
 2. The portable TSS meter has been sent to vendor for repair estimate.
 3. Replacement PSI gauges for pumps 1 and 2 have been ordered.
 4. Repairs will be required on Chevy truck – brakes, power steering, transmission fluid leak.
 5. At the board’s request, an influent flow chart will be added to the monthly plant update report starting in August.
- c. Well Fargo Investment Update** – Randy Lutz provided a review of the short-term investment spreadsheet. He has an appointment with Wells Fargo on July 17 to discuss reinvestment options.
- d. Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – Pre-Bid meeting was held on June 29, 2023. Standard EJCDC Contract review and approval provided by John Chmil.
 2. **FOG Policy Enforcement** – 3rd 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 samples have been collected from the biosolids pond. Results not yet received.
 6. **2023 Collection System Cleaning and CCTV** – A motion by Jennifer Uhland, second by Jan Swanson, to have Direct Discharge Consulting handle jetting and CCTV for 2023 in known problem areas, passed unanimously.
 7. **6836 Audubon Ave. Protruding Tap (Cause of SSO)** – The owner of Triple S Sanitary Sewer, the company responsible for the sewer work at 6836 Audubon Ave, has agreed to pay the invoice on behalf of the homeowners with monthly installments of \$2K. The invoice has been sent to Triple S but no payments have been received.
 8. **Farm Lease** –Based on a review of farmland leases in Boulder County, the standard per acre is \$60 per year. Jennifer Uhland is reviewing other options for the land to present to the rest of the board.
 9. **FOG Policy Penalty** – Options include: 1. Book value penalty based on cost to treat 1 lb. of BOD/TSS and use that as surcharge penalty; Or 2. Sample interceptors in violation for BOD and surcharge based on lab results and water usage. The board will review options and decide.
 10. **Rules and Regulations Update** – Review of the rules and regulations is still in process. Many items require updating due to numerous changes throughout the District in recent years.

e. WWTP Upgrade Update – Dave Lewis

1. **JVA / Rice Lake West Update** – Site Application submitted to CDPHE. Environmental Assessment is in progress with anticipated completion by end of July. Board work session completed with decision made to continue design with a single train "Orbal" oxidation Ditch. A motion by Randy Lutz, second by Dick Piland, to proceed with the Evoqua Orbal single-train system, passed unanimously.
2. **State Revolving Fund (SRF) Update** – State Revolving Fund Loan Application to be submitted January 15, 2024, following completion of 60% design. The 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.

7. ADMINISTRATIVE REPORT.

a. Michele Funk discussed miscellaneous administrative matters including:

1. 2023 Annual SDA Conference in Keystone – conference registration and room reservations have been completed.
2. 2023 Audit – Neil will complete 2023 audit plus do audit prep work and financial statements for 2024 audit.

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

9. ADJOURNMENT. The meeting adjourned at 9:00 a.m.

Dave Lewis, District Manager