

Niwot SANITATION DISTRICT

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

1. **DATE OF MEETING.** November 10, 2023

2. **DIRECTORS PRESENT.**

Jim Jones
Randy Lutz
Jan Swanson

3. **DIRECTORS ABSENT.**

Jennifer Uhland
Dick Piland

4. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis
Michele Funk
Adrian Gibson

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. The minutes of the regular meeting on October 13, 2023, were approved as presented. The minutes of the board work session on October 27, 2023, were approved as presented.

6. **ACTION ITEMS:**

- a. **Inclusion Request: QuikTrip Fuel Station – 6301 Diagonal Hwy.** A motion was made by Randy Lutz, second by Jan Swanson to close the regular meeting and move into a public hearing passed unanimously. Representatives from QuikTrip presented information regarding the proposed project. An explanation of the process for inclusion was provided by district attorney John Chmil. No public comments were received. A motion was made by Randy Lutz, second by Jan Swanson to close the public hearing and to reconvene the regular meeting passed unanimously.

A motion by Randy Lutz, second by Jan Swanson to approve the Board Order for Inclusion by St. Julian Partners passed unanimously.

A motion by Randy Lutz, second by Jan Swanson to approve the Sewer Service Agreement passed unanimously.

- b. Monthly Plant Update** – Adrian Gibson provided the following updates:
1. The 1999 Ford needs a radiator replacement. This will be completed as soon as the parts are received by the mechanic. It also has an A/C leak and an oil leak. These will be addressed.
 2. All outstanding repairs and routine tasks have been completed.
 3. Plow estimates are being reviewed.
- c. Well Fargo Investment Update** – Randy Lutz provided a review of the short-term investment spreadsheet and an explanation of the investment snapshot provided. Funds will be available in December for pre-procurement of items for plant upgrades.
- d. Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – Jetting and CCTV work was completed by C&L subcontractor on the main line. Budget Trend Log shows project is trending under original budget. The District is working with a homeowner and Attorney John Chmil to determine the best course of action due to a tree in an easement inhibiting access to a required sewer repair.
 2. **FOG Policy Enforcement** – 4th quarter inspections in progress.
 3. **RRA with Trinity Consultants** – Still no response received.
 4. **Tile repair infield by Quiet Retreat** – Rice Lake West will provide a recommendation to resolve the issues in the field with drainage.
 5. **2023 Collection System Cleaning and CCTV** – Jetting and CCTV of known trouble areas was completed. CCTV footage is being reviewed. Plan for cleaning and CCTV for 2024 is in progress.
 6. **6836 Audubon Ave. Protruding Tap (Cause of SSO)** – The owner of Triple S Sanitary Sewer submitted a first payment of \$1500.
 7. **Farm Lease** – Based on a review of farmland leases in Boulder County, the standard per acre is \$60/year. Other options for the land are being considered, including compost. Due to new requirements for land, Randy and Dave will meet with Dan Lisco to determine next steps.
 8. **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.

- e. **Contract Engineering Services Proposal with JVA** – A motion by Randy Lutz, second by Jan Swanson to approve the engineering services contract passed unanimously.

- f. **WWTP Upgrade Update – Dave Lewis**
 - 1. **JVA / Rice Lake West Update** – Final 30% Design Meeting held at the JVA office on September 29, 2023. Final 30% design drawings submitted to CDPHE. JVA is currently working on 60% design drawings. 30% Cost Model indicated a total project cost of \$27M. SRF loan is unlikely, therefore American Iron & Steel (AIS) and Davis-Bacon Wages (DB) are no longer requirements. RLW has indicated that with these requirements omitted, a 6% or more cost savings is probable, therefore the project may be closer to the original \$25M as projected initially. Equipment Down Payment spreadsheet discussed.
 - 2. **State Revolving Fund (SRF), Required Public Meeting, and Revenue Bonds Update** – Meetings were held with JVA, DDC Staff, Jim Jones, and Randy Lutz on October 27, 2023, with Wells Fargo Advisors and Hilltop Advisors to discuss revenue bond options. At this time, NSD is still progressing with SRF required steps in case SRF funds are available, including the Public Meeting as required. Public Meeting to be held at the Niwot Grange on December 14, 2023. The DRAFT Public Meeting Presentation has been provided by JVA. The Public Notice will be posted in the local paper on November 12, 2023.
 - 3. **District Sewer Rate Increase** – Rate increase information will be provided after a decision is made by the board.

- g. **Service Fee Rate Increase** – The public hearing for the rate increase has been postponed until the December 2023 board meeting due to two absent directors. A review of the cash flow model provided by Hilltop Securities resulted in a recommendation to increase the bi-monthly rate from \$71 to \$190.

- h. **Public Meeting Notice Approval** – A motion by Randy Lutz, second by Jan Swanson to approve the public meeting notice for the newspaper passed unanimously.

- i. **Letter to Federal Representatives Regarding Funding** – A review of the draft of the letter provided by Jim Jones produced items to be edited. Jim will make the edits and email the letter to all applicable federal representatives for Niwot Sanitation District.

- j. **Certify Past Due Accounts with Boulder County** – A motion by Randy Lutz, second by Jan Swanson to approve Resolution 2023-05 passed unanimously.

- k. **Direct Discharge Consulting Adjusted Rate Schedule 2024** – A motion by Randy Lutz, second by Jan Swanson to approve the adjusted rate schedule for Direct Discharge Consulting for 2024 passed unanimously.

7. Reports/Informational Items.

- a. **Administrative Report** – Michele Funk discussed miscellaneous administrative matters.
- b. **Commercial Water Audit Results** – The final commercial customer required to purchase additional taps based on water usage is RLET Properties Niwot – 136 2nd Ave. A reminder letter was sent.

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

9. ADJOURNMENT. The meeting was adjourned at 9:30 a.m.

Dave Lewis, District Manager