

# Niwot SANITATION DISTRICT

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

1. **DATE OF MEETING.** December 8, 2023

2. **DIRECTORS PRESENT.**

Jim Jones  
Randy Lutz (phone)  
Jennifer Uhland  
Dick Piland

3. **DIRECTORS ABSENT.**

Jan Swanson

4. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis  
Michele Funk

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. The minutes of the regular meeting on November 10, 2023, were approved as presented. A motion by Randy Lutz, second by Jim Jones, to approve the minutes passed with one abstention by Dick Piland.

6. **ACTION ITEMS:**

- a. **Resolution 2023-04 – Rate Increase.** A motion made by Jennifer Uhland, second by Dick Piland to close the regular meeting and move into a public hearing passed unanimously. The rate requirements to meet the debt service coverage for the available funding options were discussed. Funding options include SRF (State Revolving Fund) if funds are available or the private bond market. No public comments were received. A motion made by Randy Lutz, second by Dick Piland to close the public hearing and to reconvene the regular meeting passed unanimously.

A motion by Dick Piland, second by Jennifer Uhland to approve a rate increase to \$198.00 every two months effective 1/1/2024 passed unanimously.

- b. **Budget Hearing and Adoption.** A motion made by Jennifer Uhland, second by Dick Piland to close the regular meeting and move into a public hearing passed unanimously. Jennifer requested a correction to the revenue calculations on the document due to a formula error and a separate line for debt reserves. No public comments were received. A motion made by Jennifer Uhland, second by Dick Piland to close the public hearing and to reconvene the regular meeting passed unanimously.

A motion by Jennifer Uhland, second by Dick Piland, to adopt Resolution 2023-6 and Resolution 2023-7 to adopt the budget for 2024 after the requested updates are completed passed unanimously.

- c. **Monthly Plant Update** – Dave Lewis provided the following updates:
1. The pump 2 motor failed and is being rebuilt by Denver Electric Motor.
  2. The radiator and PCV valves have been replaced on the Ford pickup.
  3. Mac Equipment was selected for plow installation on the truck.
- d. **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.
- e. **Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – Project is nearing completion. The tree issue discussed last meeting was resolved as HO signed a document that John Chmil approved to hold the District harmless if the tree dies in the future. Work was completed at the tree location successfully. A few items of punch list work remain for repairs. December 11, 2023, a pre-con meeting is scheduled for the last phase of the project which includes CIPP lining.
  2. **FOG Policy Enforcement** – 4<sup>th</sup> quarter inspections in progress.
  3. **RRA with Trinity Consultants** – Still no response received. Will be removed from update list in January if no response is received by 12/31/2023.
  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. RFP to be developed early in 2024 for jetting and CCTV of 1/3 of the collection system.
  6. **6836 Audubon Ave. Protruding Tap (Cause of SSO)** – No additional payments have been made by Triple S.

7. **Farm Lease** – Dave, Randy, and Michele met with Dan Lisco regarding taking over the lease from Jules after winter wheat harvest in spring 2023. Dan will let District know if he would like to take over the lease with terms to allow NSD to apply biosolids to the land as needed. Dan to farm as allowed by Dave per Biosolids regulations.
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.

**f. WWTP Upgrade Update – Dave Lewis**

1. **JVA / Rice Lake West Update** – JVA currently working on 60% design drawings, page turn to be completed at JVA offices January 12, 2024. 60% GMP to be provided at January 25, 2024, Progress Meeting. 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. Site Application submitted at end of July, awaiting Boulder County signature. Consensus Document attached needs to be signed to pre-procure equipment (down payment) to hold 2023 pricing per 11/2023 equipment list provided by RLW.
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 was posted in the local paper on November 12, 2023.
3. **District Sewer Rate Increase** – In September, the Board approved a \$35.00 per month increase per SRF requirements (\$27.68 to cover debt service, \$7.32 to PIF) per SRF debt service ratio requirements. With the municipal bond option, rates would need to be increased from \$71.00 bi-monthly to at least \$190.00 bi-monthly with a 30-year bond to cover a 1.25 debt service ratio.

**7. Reports/Informational Items.**

- a. **Administrative Report** – All administrative matters were addressed during other portions of the meeting.

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

**9. COLLECTION LETTERS.** A motion made by Dick Piland, second by Jennifer Uhland, to send collection letters to customers who are six months past due passed unanimously.

**10. ADJOURNMENT.** A motion by Dick Piland, second by Jennifer Uhland, to adjourn the meeting passed unanimously. The meeting was adjourned at 10:40 a.m.

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Dave Lewis, District Manager