

# 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.** March 8, 2024

2. **DIRECTORS PRESENT.**

Jim Jones  
Randy Lutz  
Jennifer Uhland  
Dick Piland  
Jan Swanson (by phone)

3. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis  
Michele Funk  
Adrian Gibson

4. **ADDITIONAL ATTENDEES.**

Nick Mastronardi – owner of 1914 House in Niwot

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. A motion by Randy Lutz, second by Jennifer Uhland, to approve the minutes of the regular meeting on February 9, 2024, and the special meeting on February 20, 2024, passed unanimously.

6. **ACTION ITEMS:**

a. **Public Invited to Be Heard**

1. Nick Mastronardi, the owner of 1914 House in Niwot, requested more information to understand the process to determine tap requirements for businesses within the district.

b. **Discussion of Items from Condo HOA Meeting** – The board discussed the request by Countryside Condos HOA to separate the current bulk bill sent to the

HOA into individual bills sent to each condo owner for 2025. The decision was tabled for additional discussion at a future board meeting.

- c. **Monthly Plant Update** – Adrian Gibson provided the following updates:
  - 1. Soft start for blower 1 will be installed in March.
  - 2. New motor received for blower 4; Bob Lawence will align once installed.
  - 3. Screwpress breaker replaced.
  
- d. **Well Fargo Investment Update** – Randy Lutz provided a short-term investment spreadsheet and a Wells Fargo investment snapshot.
  
- e. **Current Plant Operations and Projects Update – Dave Lewis**
  - 1. **Collection system improvement project with Ditesco** – 2024 Collections CIP Project Scope of Work being prepared by Ditesco for kickoff in May-June 2024. Scope of Work to be provided to Board for approval once completed. Meeting with InVision GIS 3/8/2024 to discuss finishing up GIS program.
  - 2. **FOG Policy Enforcement** – 1st Quarter 2024 Inspections completed.
  - 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)
  - 5. **Farm Lease** – Dave will follow up with Dan Lisco.
  - 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 to provide DRAFT to Board in June 2024.
  
- f. **WWTP Upgrade Update – Dave Lewis**
  - 1. **JVA / Rice Lake West Update** – 60% GMP provided in February. JVA/RLW Team continuing with design. RLW has been on site a few times in the last month for survey and geotech work.
  - 2. **Revenue Bonds Update** – Bond Counsel proposals provided by Hilltop Advisors provided to board for review. Discussed reimbursement resolution that Board will need to pass after Bond Counsel has provided appropriate language. A motion by Randy Lutz, second by Jennifer Uhland, to select Kutak Rock as bond counsel passed unanimously.
  - 3. **District Sewer Rate Increase** – Board approved a rate increase of \$198 Bi-Monthly (every other month) with first invoices being sent out in February 2024. Board and DDC Staff attended the Countryside Condo Annual Meeting on 2/29/2024. Dave has been fielding calls and emails regarding the District rate increase. The calls and emails have decreased in the past few days.

**7. Reports/Informational Items.**

**a. Administrative Report**

- a. Website Accessibility – The new laws and requirements for website accessibility become effective 7/1/2024. Sapien Vision contracted to make the necessary updates to the website to keep the district in compliance with the new laws.
- b. Financial Assistance – This discussion was moved to a special work session of the board to be held April 1 and all customer documents redacted from the packet per legal counsel.
- c. Billing Software – An increase in available individual billing locations is required if the board chooses to allow the separation of billing for the condos. This update to the software is tabled until the request is discussed in the future.

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

**9. ADJOURNMENT.** A motion made by Randy Lutz, second by Dick Piland, to adjourn the meeting passed unanimously. The meeting was adjourned at 9:54 a.m.

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Dave Lewis, District Manager