

# 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.** January 10, 2025

**2. DIRECTORS PRESENT.**

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

**3. STAFF & CONSULTANTS PRESENT.**

Dave Lewis  
Michele Funk  
Adrian Gibson

**4. ADDITIONAL ATTENDEES.**

**5. MINUTES APPROVED.**

President Jim Jones called the meeting to order. A motion by Dick Piland, second by Jan Swanson, to approve the minutes of the regular meeting on December 13, 2024 passed unanimously.

**6. ACTION ITEMS:**

- a. **Public Invited to Be Heard** – No public present.
- b. **Monthly Plant Update** – Adrian Gibson provided the following updates regarding the plant for December:
  - 1. The starter in blower 4 failed. The parts have been ordered and will be installed upon delivery.
  - 2. The relay for the PLC needs to be replaced. This will be completed when the electrician is available.
  - 3. Pump 2 at the Wildview Lift Station will be rebuilt and installed 1/9/2025.

- c. **Well Fargo Investment Update** – Treasurer Randy Lutz provided an update on current district investments. Funds are invested in both short- and long-term options to allow for payments required to Rice Lake West and debt service – principle and interest – of bonds.
- d. **Tractor Sale** – Randy Lutz provided an offer he has received on the tractor for \$500 and buyer handles removal from District property. Dave Lewis received an offer of \$1000. The board agreed to accept the higher offer.
- e. **Current Plant Operations and Projects Update – Dave Lewis**
  - 1. **Collection system improvement project with Ditesco** – Notice of Award was provided to C&L Water Solutions in the amount of \$784,885.00. This includes the additional lining work as discussed previously. In summary, the project will complete lining in approximately 7,157 LF of 12" - 18" mainline in the District.
  - 2. **FOG Policy Enforcement** – 1st Quarter Inspections underway.
  - 3. **Tile repair infield by Quiet Retreat** – Rice Lake West will provide a recommendation to resolve the issues in the field with drainage.
  - 4. **2024 Collection System Cleaning and CCTV** – During the December 2024 Board meeting, the Board discussed a 3-year contract with DRC. DRC agreed and provided CPI escalation costs per year. This was passed to John Chmil. John agreed and has drafted a 3-year contract with provisions for the District to exit the contract if funds are not available or CPI increase is greater than budget allows.
  - 5. **Farm Lease** – Meetings with Dan Lisco and Jules Van Thyne to finalize the transition have not yet been arranged.
  - 6. **GIS Program** - Work is ongoing with GIS including uploading CCTV/Jetting data from DRC. The Ditesco Project work done in 2023 will be uploaded as well as all the work completed in 2024.
- f. **WWTP Upgrade Update – Dave Lewis**
  - 1. **JVA / Rice Lake West Update** – Site work continues on the WWTP upgrade project including concrete at the oxidation ditch, digester, clarifier, anaerobic cell, and UV system. Site piping is ongoing and being tested. Water Testing of structures has been completed and has passed. Electrical conduits are being run at the headworks.
  - 2. **Construction Pay Applications** – Pay App #9 was reviewed by Staff in the amount of \$1,079,846.43 and was included in the January Board packet. A motion by Randy Lutz, second by Jan Swanson to approve the payment passed unanimously.
  - 3. **Estimate at Completion (EAC)** – the following information was provided for review. Going forward, this will include a work completed percentage vs. payment made percentage.

GMP	\$27,000,000.00
Costs To Date	\$10,445,704.41
Contingency	\$1,399,319.00
Est. Funds to Completion	\$16,554,295.59
Percent Completed	36

\* Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency

**g. 2025 Meeting Designations**

1. **Resolution 2025-01** – A motion by Jan Swanson, second by Jennifer Uhland, to adopt Resolution 2025-01 to designate meeting locations and posting places for 2025 passed unanimously.
- h. **Bylaws and Rules & Regulations Review Status** – Dick Piland provided a draft of the proposed Bylaws for review and discussion. Edits were made during the meeting. The draft will be sent to the district’s attorney for review.
- i. **2024 Audit Engagement Letter** – A motion by Jennifer Uhland, second by Dick Piland, to approve the 2024 Audit Engagement Letter from Schilling & Company, Inc. passed unanimously.

**7. REPORTS/INFORMATIONAL ITEMS.**

**a. Administrative Report**

- a. **Email Changes:** New board email addresses have been set up as Director1, Director2, Director3, Director4, Director5. Instructions for access were provided. Once access is confirmed, emails to the board will be sent to these addresses going forward.
- b. **Application for Financial Assistance:** New application received. This information was provided separately to board members per privacy rules. Per current guidelines, the applicant qualifies for 50% assistance. A motion by Randy Lutz, second by Jan Swanson, to provide assistance at the appropriate level to the most recent applicant passed unanimously.

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

**9. ADJOURNMENT.** A motion made by Jan Swanson, second by Dick Piland, to adjourn the meeting passed unanimously. The meeting was adjourned at 8:50 a.m.

  
 David Lewis, District Manager