

Niwot SANITATION DISTRICT

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

1. DATE OF MEETING. March 14, 2025

2. DIRECTORS:

PRESENT

Jim Jones
Jennifer Uhland
Dick Piland
Randy Lutz
Jan Swanson

ABSENT

3. STAFF & CONSULTANTS PRESENT.

Dave Lewis
Michele Funk
Adrian Gibson

4. ADDITIONAL ATTENDEES.

Niwot residents: Weiwei Sun and Guofang Lu

5. MINUTES APPROVED.

President Jim Jones called the meeting to order at 8:02 a.m. A motion by Randy Lutz, second by Dick Piland, to approve the minutes of the regular meeting on February 14, 2025 passed unanimously.

6. ACTION ITEMS:

- a. **Public Invited to Be Heard** – Niwot residents Weiwei Sun and Guofang Lu requested clarification on the requirement to pay for sewer service if the house is unoccupied for extended periods. Per NSD Rules and Regulations, once connected to the system, monthly charges apply regardless of occupancy due to inability to meter wastewater discharge from a residence.
- b. **Monthly Plant Update** – Adrian Gibson provided the following updates regarding the plant for February:

1. Waiting for quote for VFD for blower 4.
 2. The handheld TSS meter is working after repairs.
- c. **District Investments Update** – Treasurer Randy Lutz provided an update on changes being implemented by Wells Fargo that will require the district to remove funds from them and invest elsewhere. The funds will be transferred to the current accounts the district has with COLOtrust.
- d. **Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – C&L Water Solutions project with Ditesco will begin in March 2025.
 2. **FOG Policy Enforcement** – 1st Quarter 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. **2024 Collection System Cleaning and CCTV** – A 3-year contract with DRC has been executed. Work is scheduled to begin in April 2025.
 5. **Farm Lease** – Lease termination letter mailed to Jules Van Thuyne via USPS-certified mail. He has use of the land until August 16, 2025.
 6. **GIS Program** – InVision working with Ditesco, C&L Water Solutions, and DRC to update district GIS.
 7. **PFAS Biosolids** – Grant received from CDPHE for 2025 Biosolids testing.
- f. **WWTP Upgrade Update – Dave Lewis**
1. **JVA / Rice Lake West Update** – Work continues including concrete at the oxidation ditch, digester, clarifier, anaerobic cell, and UV system. Site piping is ongoing and being tested. Water testing of structures continues. Electrical conduits are being run at the headworks. RLW is on schedule and focusing on getting the buildings enclosed. Equipment is being procured. Creek crossing with new gravity line is completed. Installation of manhole at connection point in place.
 2. **Construction Pay Applications** – Pay App #11 in the amount of \$814,584.58 has been reviewed and included in the March Board packet. A motion by Randy Lutz, second by Jan Swanson, to approve the payment passed unanimously.
 3. **Estimate at Completion (EAC)** – Provided by RLW:

GMP	\$27,000,000.00
Costs To Date	\$11,868,320.00
Contingency	\$1,399,319.00
Est. Funds to Completion	\$15,131,680.00
% Funds Allocated	44
% Project Completion	35
* Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency	

- h. Bylaws and Rules & Regulations Review Status** – A red line draft of the proposed by-laws including comments from the attorney was provided to the group for review and discussion. It was agreed to accept the changes suggested by John Chmil and board members, tidy the document, and confirm the document is ready for implementation with the attorney.

7. REPORTS/INFORMATIONAL ITEMS.

a. Administrative Report

- a. **Email Changes:** All directors have confirmed access to the new email accounts. These will be used going forward to ensure district business is conducted through district email.
- b. **Tractor sale:** Our CPA gave approval for the funds to be applied to the assistance program. A motion by Dick Piland, second by Randy Lutz, to apply the funds to the program passed unanimously.
- c. **Election:** The 2025 election has been cancelled. Directors Randy Lutz and Dick Piland have been reelected.
- d. **2025 SDA Annual Conference:** The 50th SDA Conference will be held in Keystone from September 16 to 18.
- e. **Application for Financial Assistance:** New application received. After discussion, the board requested additional information from the resident before a decision is made. A letter will be mailed to the customer.
- f. **Application for Additional Funds for Assistance Program:** A draft of the application was provided. After review, the updated document will be submitted.

8. CURRENT MONTHS PAYABLES. A motion made by Jennifer Uhland, second by Jan Swanson, 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 9:30 a.m.


David Lewis, District Manager