

Niwot SANITATION DISTRICT

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

1. DATE OF MEETING. May 9, 2025

2. DIRECTORS:

PRESENT

Jim Jones
Dick Piland
Randy Lutz
Jan Swanson

ABSENT

Jennifer Uhland

3. STAFF & CONSULTANTS PRESENT.

Dave Lewis
Michele Funk
Adrian Gibson

4. ADDITIONAL ATTENDEES.

5. MINUTES APPROVED.

President Jim Jones called the meeting to order at 8:00 a.m. A motion by Dick Piland, second by Jan Swanson, to approve the minutes of the regular meeting on April 11, 2025 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 April:
 - 1. The discharge gauge at the WVLS needs to be replaced. Parts have been ordered and will be installed when they arrive.
 - 2. The blades for the mower will be switched and the dull ones taken to be sharpened.

- c. **District Investments Update** – Funds in the process of being transferred to the current accounts the district has with COLOtrust due to changes made within Wells Fargo.
- d. **Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection system improvement project with Ditesco** – C&L Water Solutions project with Ditesco is in progress. Scheduled completion date is Tuesday, May 13, 2025. A motion by Randy Lutz, second by Jan Swanson, to approve C&L Invoice 788047 for payment passed unanimously.
 2. **FOG Policy Enforcement** – 2nd Quarter Inspections in progress.
 3. **Tile repair infield by Quiet Retreat** – Rice Lake West began investigating the issues with drainage in the field. Further review will be completed once mud from recent rain dries.
 4. **2024 Collection System Cleaning and CCTV** – Cleaning and televising of 1/3 of the system by DRC is in progress.
 5. **Farm Lease** – Jules Van Thuyne 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 including tap locations and current updates.
 7. **PFAS Biosolids** – 2025 Biosolids testing data from other systems will be provided to the board when available.
 8. **CDPHE Wastewater Plant Inspection** – A routine inspection of the treatment facility was completed on 4/10/2025. Official results will be presented when the guidance letter is received from CDPHE.
- f. **WWTP Upgrade Update – Dave Lewis**

1. **JVA / Rice Lake West Update** – Work continues with site piping and exterior finishes. Portions of the project are 100% complete including concrete piers, other areas of concrete, rebar, wood trusses, and procurement of influent pumps, samplers, clarifier weirs, baffles, launder covers, and blowers.
2. **Construction Pay Applications** – Pay App #13 in the amount of \$1,879,879.00 has been reviewed and included in the May Board packet. A motion by Randy Lutz, second by Dick Piland, to approve the payment passed unanimously.
3. **Estimate at Completion (EAC)** – Provided by RLW:

GMP	\$27,000,000.00
Costs To Date	\$14,416,193.40
Contingency	\$1,399,319.00
Est. Funds to Completion	\$12,583,806.60
% Funds Allocated	53
% Project Completion	52
* Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency	

- h. **Bylaws and Rules & Regulations Review Status** – President Jim Jones requested an update of the wording from general manager to district manager on page 10. A motion by Randy Lutz, second by Jan Swanson, to make the bylaws available by request under CORA passed unanimously.
- i. **CDOT Remnant Parcels for Sale** – A motion by Randy Lutz, second by Dick Piland, to decline the opportunity to purchase the parcels passed unanimously.

7. REPORTS/INFORMATIONAL ITEMS.

a. **Administrative Report**

- a. **Truck Logos:** New decals were designed and installed on both trucks and light bars purchased.
- b. **2025 SDA Annual Regional Workshops:** Registration is now open. Agenda for workshop provided to the group.
- c. **2024 Audit:** Neil has begun the 2024 audit and will present the results at the June 2025 board meeting.
- d. **Application for Financial Assistance:** New application received. After discussion, the board approved the application. Per current guidelines, the applicant qualifies for 50% assistance. President Jim Jones requested a change to the Application for Financial Assistance form regarding tax returns.

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 Dick Piland, second by Randy Lutz, to adjourn the meeting passed unanimously. The meeting was adjourned at 8:35 a.m.



David Lewis, District Manager