

Niwot SANITATION DISTRICT

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

1. DATE OF MEETING. December 13, 2024

2. DIRECTORS PRESENT.

Jim Jones
Jennifer Uhland
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 Jennifer Uhland, second by Randy Lutz, to approve the minutes of the regular meeting on November 8, 2024 passed unanimously.

6. ACTION ITEMS:

- a. **Public Invited to Be Heard** – No public present.
- b. **Monthly Plant Update** – Adrian Gibson provided the lab results from the previous month. Currently, equipment and processes are running as expected.
- c. **Well Fargo Investment Update** – Treasurer Randy Lutz provided an update on current district investments including creating a bond payment investment account to earn interest on funds between required bond payments.
- d. **2025 Farm Lease Status** – Randy Lutz discussed the status of the 2025 farm lease with Sombrero Farms and Jules Van Thyne and the difficulties the construction caused during 2024. The board discussed the next steps in selling the tractor.

e. Current Plant Operations and Projects Update – Dave Lewis

1. **Collection system improvement project with Ditesco** – Ditesco Collection System project was out to bid (lining only). C&L Water Solutions was the only bidder. Total bid cost was \$336,845.00. Ditesco and the District met with C&L on December 10, 2024 to discuss adding additional footage on the main line to the existing Scope of Work.
2. **FOG Policy Enforcement** – 4th Quarter inspections completed with exception of 1914 House. Staff is attempting to reach the owner.
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** – 2025 Budgetary Proposal provided by DRC is \$0.92/LF which is a \$0.02/LF increase from 2024 with an anticipated total cost for work to be completed of \$138,000. The board requested a formal proposal from DRC for a three-year contract.
5. **Farm Lease** – Discussed during previous agenda item.
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. Alarm Call-out Discussion – Dave Lewis discussed the increased attention required to keep the aging facilities functioning while the new plant is being built including after-hours visits to respond to alarms. The board requested a formal addendum to the current contract be presented at the next meeting.

g. WWTP Upgrade Update – Dave Lewis

1. **JVA / Rice Lake West Update** – Site work continues including concrete at the oxidation ditch, digester, clarifier, anaerobic cell, and UV system. Site piping is ongoing and being tested as they move along. Water Testing of some structures has taken place and has passed. Some electrical conduits are being run at the headworks. RLW is still on schedule and has not had any weather days with the mild winter we have had so far.
2. **Construction Pay Applications** – Pay App #8 was reviewed by Staff in the amount of \$1,359,198.37 and was included in the December Board packet. A motion by Randy Lutz, second by Jan Swanson to approve the payment passed unanimously.

h. Budget Hearing and Adoption

1. **Resolution 2024-07 and Resolution 2024-08** – A motion made by Jennifer Uhland, second by Jan Swanson to close the regular meeting and move into a public hearing passed unanimously. No public comments were received. A motion made by Randy Lutz, second by Jennifer Uhland to close the public hearing and to reconvene the regular meeting passed unanimously.

A motion by Randy Lutz, second by Dick Piland, to adopt Resolution 2024-07 and Resolution 2024-08 to adopt the budget for 2025 passed unanimously.

i. Designate Election Official for 2025 Election

1. A motion by Dick Piland, second by Jan Swanson, to adopt Resolution 2024-09 to designate Michele Funk as election official for 2025 election passed unanimously.

j. Bylaws and Rules & Regulations Review Status – Dick Piland provided an update on the status of the updates to the Bylaws, Rules & Regulations, and Standards & Specifications following the meeting by the committee on 11/25/2024. The updates will continue including adding Bylaws. Status will be provided at each regular meeting.

7. REPORTS/INFORMATIONAL ITEMS.

a. Commercial Water Audit Results – the audit for the period of November 2023 through March 2024 is completed:

1. Shepherd Valley School – 6500 W. Dry Creek Pkwy – Daniel Hindes, the school director, provided information regarding water usage and steps taken to correct the excess usage. The board agreed to reevaluate the usage during the next audit period.
2. Parascript – 6273 Monarch Park Pl - Pkwy – They are investigating the high usage as this is an office and the amount is higher than can be attributed to the number of employees and restrooms in the building. The board agreed to reevaluate the usage during the next audit period.
3. Tre Cento, LLC – 300 2nd Ave – The owner of the property provided documentation of a water issue on the property. They are working with Left Hand Water to rectify the situation. This water is not being sent to the treatment plant. The board agreed to reevaluate the usage during the next audit period.

b. Administrative Report

- a. **Email Changes:** The domain niwotsanitation.gov has been approved. It is being set up with our Go Daddy hosting service. Once completed, the board emails will be set up as Director1, Director2, Director3, Director4, Director5.
- b. **Paperless billing:** Progress is being made. Ten customers have notified us that they are choosing to continue to receive mailed statements.

- c. **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 Jan Swanson, second by Randy Lutz, to provide assistance at the appropriate level to the most recent applicant passed unanimously.
- d. **Lawn Doctor:** service will be discontinued until after construction is completed.

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

9. COLLECTION LETTERS. A motion made by Randy Lutz, second by Jan Swanson, to send collection letters to customers who are six months past due passed unanimously.

10. ADJOURNMENT. A motion made by Randy Lutz, second by Jan Swanson, to adjourn the meeting passed unanimously. The meeting was adjourned at 9:45 a.m.



David Lewis, District Manager