

# Niwot SANITATION DISTRICT

---

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

1. **DATE OF MEETING.** February 9, 2024

2. **DIRECTORS PRESENT.**

Jim Jones  
Randy Lutz  
Jennifer Uhland  
Dick Piland  
Jan Swanson

3. **STAFF & CONSULTANTS PRESENT.**

Dave Lewis  
Michele Funk  
Adrian Gibson

4. **ADDITIONAL ATTENDEES.**

Pat Murphy – resident and business owner in Niwot  
Andrew Sparn – JVA  
Josh McGibbon – JVA  
Dustin Foss – Rice Lake West

5. **MINUTES APPROVED.**

President Jim Jones called the meeting to order. The minutes of the regular meeting on January 12, 2024, were approved pending meeting date correction for June from 12<sup>th</sup> to 14<sup>th</sup>. A motion by Dick Piland, second by Randy Lutz, to approve the minutes passed unanimously.

6. **ACTION ITEMS:**

a. **Public Invited to Be Heard**

1. Local resident/business owner Pat Murphy requested the board of directors attend the annual meeting of Countryside Condos on February 29<sup>th</sup> to discuss the rate increase.

- b. **Presentation of 60% GMP by JVA and Rice Lake West** – The 60% GMP outline was presented. The pros and cons and cost comparison between only Revenue Bonds (scenario 1) vs. State Revolving Fund (SRF) plus Revenue Bonds (scenario 2) were discussed. The SRF Loan includes additional requirements (Build America, Buy America (BABA), Davis-Bacon Wages, American Iron and Steel, etc.) that increase the overall project cost. After discussion, a motion by Randy Lutz, second by Dick Piland to select Revenue Bonds (scenario 1) and decline State Revolving Fund (SRF) plus Revenue Bonds (scenario 2) passed unanimously.
- c. **Discussion – Taps Purchased, Water Consumption, Usage per Household** – Dave Lewis reviewed the industry standard assumptions for single-family residence usage, how water consumption is used to estimate wastewater production, single tap allowance of 7800 gallons per month and additional tap purchases if required.
- d. **Monthly Plant Update** – Adrian Gibson provided the following updates:
  1. Blower 1 – PLC ordered.
  2. Blower 4 – new motor received; Bob Lawrence will align once installed.
- e. **Well Fargo Investment Update** – Randy Lutz provided a short-term investment spreadsheet and a Wells Fargo investment snapshot.
- f. **Current Plant Operations and Projects Update – Dave Lewis**
  1. **Collection system improvement project with Ditesco** – Ditesco Collection System Project Completed. Last Pay App Approved. Dave has requested a quote from Ditesco to complete the remaining GIS work to compile all GIS into a single platform which will be useable by the District and staff. Ditesco to provide cost to complete GIS.
  2. **FOG Policy Enforcement** – 1st Quarter 2024 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. **2023 Collection System Cleaning and CCTV** – DDC provided information to Ditesco to develop a 2024 Project Detail. Data provided to Ditesco included the Main Line CCTV completed in 2023 with DDC concerns, list from 2022 Element Engineering for repairs, and remaining footage to be CCTV and jetted that was not completed in 2023 from the annual list.
  5. **Farm Lease** – Dave, Randy, and Michele met with Dan Lisco at the end of 2023. Dave to follow up with Dan as nothing has been discussed since the last meeting.
  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.

**g. WWTP Upgrade Update – Dave Lewis**

- 1. JVA / Rice Lake West Update** – Updates provided at beginning of meeting.
- 2. State Revolving Fund (SRF), Required Public Meeting, and Revenue Bonds Update** – SRF Loan Application was submitted to CEOS on January 5, 2024.
- 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.

**7. Reports/Informational Items.**

**a. Administrative Report**

- a. Donation Opportunities – Adrian discussed the possibility of offering other donation options to residents beyond the financial assistance plan. This will be discussed with John Chmil.
- b. Financial Assistance – Decision to increase the current financial assistance amount received by each participant was tabled for further discussion later.
- c. Audit Engagement Letter – A motion made by Randy Lutz, second by Jan Swanson, to sign the audit engagement letter passed unanimously.

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

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

**10. ADJOURNMENT.** A motion made by Dick Piland, second by Randy Lutz, to adjourn the meeting passed unanimously. The meeting was adjourned at 10:15 a.m.

---

Dave Lewis, District Manager