

# 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.** October 11, 2024

**2. DIRECTORS PRESENT.**

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

**3. STAFF & CONSULTANTS PRESENT.**

Dave Lewis  
Michele Funk  
Adrian Gibson

**4. ADDITIONAL ATTENDEES.**

**5. MINUTES APPROVED.**

President Pro-tem Jennifer Uhland called the meeting to order. A motion by Dick Piland, second by Jan Swanson, to approve the minutes of the regular meeting on September 20, 2024 passed unanimously.

**6. ACTION ITEMS:**

- a. **Public Invited to Be Heard** – No public present.
- b. **Monthly Plant Update** – Adrian Gibson provided the following update:
  1. The water heater in the lab building stopped working and needs to be replaced. The water heater in the office was installed at the same time in 1996. A quote for replacement with a standard 40-gallon tank or natural gas tankless water heater for both was presented. Since the lab building and office will remain after construction, a motion by Dick Piland, second by Randy Lutz to replace both with a standard 40-gallon tank water heater passed unanimously.

c. **Well Fargo Investment Update** – Randy Lutz provided a short-term investment spreadsheet and a Wells Fargo investment snapshot. After discussion with Piper Sandler, it was determined that leaving the funds with Wells Fargo is the best plan for now as investment options are limited due to restrictions on special districts.

d. **Current Plant Operations and Projects Update – Dave Lewis**

1. **Collection system improvement project with Ditesco** – Total cost proposed by Ditesco \$132,728.00. Construction costs may exceed budget so projects may be moved to 2025 to ensure budget is maintained. Budget for 2024 is \$1M. It was determined by CCTV inspection that the I&I in Wildview is not as severe as anticipated, and no additional funds are needed specifically for Wildview in 2024. The replacement of the lift station pump impeller has significantly reduced the run time of the pumps.
2. **FOG Policy Enforcement** – Q3 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** – DRC Construction continues to complete the work and upload information from the jetting/CCTV to the GIS system for future tracking.
5. **Farm Lease** – Dave sent an email to Dan regarding taking over the lease from Jules per Randy. Spoke with Jules regarding the termination of the lease. Spoke with RLW to assure Dan/Jules have access to land for harvesting.
6. **Rules & Regulations update and FOG Policy Penalty** – FOG Policy, Standards & Specifications, and Rules & Regulations updates will be completed concurrently. DDC staff working on specification edits to collection system taps. Board members Jennifer Uhland and Dick Piland, DDC staff Adrian Gibson, Dave Lewis, and Michele Funk will meet November 25th to discuss updates needed and changes requested.
7. **GIS Program** - As CCTV work is completed by DRC, updates to GIS system will take place.

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

1. **JVA / Rice Lake West Update** – Headworks Base Slab, Walls, Influent Channel and Grit Chamber have been poured and have been water tested. Backfilling operations being completed. Oxidation ditch and clarifier walls being poured. Some site piping including non-potable water line (HDPE) being installed around headworks building.
2. **Revenue Bonds Update** – Bond proceeds have been deposited into District account. A portion of the funds have been invested in short-term options.
3. **Construction Pay Applications** – Pay App #6 in the amount of \$1,331,006.53 included in October Board packet. A motion by Dick Piland, second by Jan Swanson to approve the payment passed unanimously. Pay App #7 received and in review in the amount of \$2,476,315.55 to be approved at the November Board meeting.

**4. Donation of Screen from Headworks** – In an effort to reduce items sent to the landfill, the screen removed from the headworks building will be donated to a local educational non-profit organization.

**g. Proposed 2025 Budget** – The final draft of the proposed 2025 budget was presented with no changes from the original presented in September.

## **7. Reports/Informational Items.**

**a. Commercial Water Audit Results** - Three commercial customers may be required to purchase additional taps based on water usage:

1. Shepherd Valley School – 6500 W. Dry Creek Pkwy
2. Parascript – 6273 Monarch Park Pl
3. Tre Cento, LLC – 300 2nd Ave

A motion by Jan Swanson, second by Dick Piland to send letters to commercial customers who have exceeded water usage vs. taps purchased passed unanimously.


**b. Administrative Report**

- a. Email Changes: Information for .gov email addresses requested from SIPA. An update will be provided when more information is received.
- b. Application for Financial Assistance: Requests for more information sent to applicants.
- c. CORA Policy Fee Update: A motion by Jan Swanson, second by Dick Piland to update the CORA policy to reflect the new fee amount per Senate Bill 23-286 passed unanimously.

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

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

**10. ADJOURNMENT.** A motion made by Dick Piland, second by Jan Swanson, to adjourn the meeting passed unanimously. The meeting was adjourned at 8:40 a.m.

  
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David Lewis, District Manager