

# 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.** November 8, 2024

**2. DIRECTORS PRESENT.**

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

**3. STAFF & CONSULTANTS PRESENT.**

Michele Funk  
Adrian Gibson

**4. ADDITIONAL ATTENDEES.**

**5. MINUTES APPROVED.**

President Jim Jones called the meeting to order. A motion by Dick Piland, second by Randy Lutz, to approve the minutes of the regular meeting on October 11, 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 heaters approved at the last meeting have been installed.
  2. The 120v relay for the PLC in the mechanical building failed. A new one has been ordered and will be installed as soon as it arrives.
- c. **Well Fargo Investment Update** – A motion by Randy Lutz, second by Dick Piland, to update the contacts at Colotrust passed unanimously. A motion by Randy Lutz, second by Jan Swanson, to approve the reimbursement of funds to the district from the bond proceeds as allowed by the resolution from 4/12/2024 passed unanimously. A motion by Jan Swanson, second by Dick Piland, to leave

the bond funds with Wells Fargo with an adjustment to the investment strategy to allow for more liquidity passed unanimously.

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

1. **Collection system improvement project with Ditesco** – Ditesco Collection System project out to bid (lining only). Pre-Bid date of 11/7/2024 with bids due at 3pm on 11/21/2024. Notice of Award (NOA) is anticipated for 11/25/2024. At staff's request, a motion by Randy Lutz, second by Jan Swanson, allowing the Notice of Award be provided to successful bidder with a Not to Exceed of \$1M prior to the December Board meeting passed unanimously. At board request, bid information including successful bidder will be provided via email to group.
2. **FOG Policy Enforcement** – 4th Quarter 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. **2024 Collection System Cleaning and CCTV** – DRC completed 1/3 of system before contract deadline of 10/31/2024. Invoice expected for a total cost of \$134,609.40. Staff requested a quote from DRC for the 2025 CCTV/Jetting to be presented to the board in December.
5. **Farm Lease** – Staff is still trying to make contact with Jules to discuss the lease termination. The board requested confirmation from Dave that Dan has agreed to take over the lease.
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** - 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.

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

1. **JVA / Rice Lake West Update** – Headworks Base Slab, Walls, Influent Channel, Grit Chamber, Clarifier, Oxidation Ditch and portions of the Digester have been poured and have been water tested. Backfilling operations being completed. Some site piping including non-potable water line (HDPE) being installed around headworks building and the 12" pipeline around the property is being installed including manholes.
2. **Revenue Bonds Update** – See investment updated discussion above.
3. **Construction Pay Applications** – Pay App #7 in the amount of \$2,390,973.25 included in November Board packet. A motion by Dick Piland, second by Jan Swanson to approve the payment passed unanimously.

**f. Certify Past Due Accounts with Boulder County**

1. **Resolution 2024-05 – Levy Charges** – a motion by Randy Lutz, second by Jan Swanson, to pass Resolution 2024-05 which authorizes the collection of additional fees incurred when certifying accounts to the Boulder County Treasurer for collection passed unanimously.
2. **Resolution 2024-06 – Certify Accounts** – a motion by Randy Lutz, second by Jan Swanson, to pass Resolution 2024-06 to certify past due accounts to the Boulder County Treasurer passed unanimously.

**g. Direct Discharge Consulting Adjusted Rate Schedule 2025**

1. A motion by Dick Piland, second by Jan Swanson, to approve the adjusted rate schedule in accordance with the contract based on CPI-U from the Bureau of Labor Statistics passed unanimously.

**7. REPORTS/INFORMATIONAL ITEMS.**

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

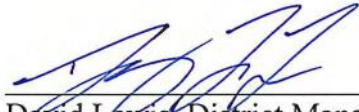
1. Shepherd Valley School – 6500 W. Dry Creek Pkwy – a letter was sent to the customer regarding additional tap purchase requirements based on water usage.
2. Parascript – 6273 Monarch Park Pl - Pkwy – a letter was sent to the customer regarding additional tap purchase requirements based on water usage.
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. They will be given a bye for this year and not be required to purchase additional taps based on information provided.

**b. Administrative Report**

- a. **Email Changes:** SIPA provided directions for requesting a .gov domain to use for email. The request has been submitted and is being reviewed. The review period can take 30 business days.
- b. **Application for Financial Assistance:** Requests for more information sent to applicants. Tax information received from one applicant. This information was provided separately to board members. A motion by Randy Lutz, second by Dick Piland to provide assistance at the appropriate level to the most recent applicants passed unanimously.

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

**9. ADJOURNMENT.** A motion made by Randy Lutz, second by Jennifer Uhland, to adjourn the meeting passed unanimously. The meeting was adjourned at 8:45 a.m.



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David Lewis, District Manager