

# 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.** August 8, 2025

**2. DIRECTORS:**

**PRESENT**

Jim Jones  
Dick Piland  
Randy Lutz  
Jennifer Uhland  
Jan Swanson

**ABSENT**

**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, seconded by Jennifer Uhland, to approve the minutes of the regular meeting on July 11, 2025, passed unanimously.

**6. ACTION ITEMS:**

- a. **Public Invited to Be Heard** – No public present.
- b. **Monthly Plant Update** – Adrian Gibson provided the flow and lab results data for the plant for July. The motor in blower 2 needs to be replaced. This will take approximately 2 weeks.
- c. **District Investments Update** – District funds are invested in COLOtrust and Wells Fargo.
- d. **Current Plant Operations and Projects Update** – Dave Lewis

1. **Collection system improvement project with Ditesco** – The project is complete. Retention payout will be processed at the September meeting.
2. **FOG Policy Enforcement** – 2<sup>nd</sup> Quarter Inspections completed. 3<sup>rd</sup> Quarter Inspections will begin this month.
3. **Tile repair in the field by Quiet Retreat** – Rice Lake West has begun investigating the issues with drainage in the field.
4. **2024-2025 Collection System Cleaning and CCTV** – The project is complete. Video footage will be provided to the district once downloaded. A motion by Jennifer Uhland, seconded by Randy Lutz, to approve the payment to DRC Construction passed unanimously.
5. **Farm Lease** – Jules Van Thuyne has use of the land until August 16, 2025. Dan Lisco will provide a proposal to take over the lease of the acreage.
6. **GIS Program** – InVision working with Ditesco, C&L Water Solutions, and DRC Construction to update district GIS, including tap locations and data from 2023 and 2024 projects.
7. **PFAS Biosolids** – 2025 Biosolids testing has been completed. Results were presented.
8. **Sludge Hauling** – TerraGenesis has been contacted to provide a cost to remove sludge.

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

1. **JVA / Rice Lake West Update** – Site electrical duct bank is still moving forward and getting installed. Duct between headworks and UV Building is completed. Headworks grit pump and washer installation ongoing. Masonry is in progress at the dewatering building. Oxidation Ditch base plates have been installed for the rotors and should be installed in the next week. Clarifier components are being installed including the weirs and baffles.
2. **Construction Pay Applications** – Pay App #16 for \$636,014.55 has been reviewed and approved by staff. Pay App #17 for \$1,981,172.75 has been received and is in review. A motion by Randy Lutz, seconded by Jan Swanson, to approve payment of Pay App #16 passed unanimously.
3. **Estimate at Completion (EAC)** – Provided by RLW:

GMP	\$27,000,000.00
Costs To Date	\$17,212,809.55
Contingency	\$791,490.00
Est. Funds to Completion	\$9,787,190.45
% Funds Allocated	64
% Project Completion	68
* Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency	

**7. REPORTS/INFORMATIONAL ITEMS.**

- a. **Commercial Water Audit Results:** Letters were sent to customers with a response deadline of August 31, 2025.
1. Gunbarrel Import Motors – 283 2nd Ave: The customer determined where the extra usage was and has resolved the issue. No additional tap purchase is required at this time. Their usage will be reviewed again during the next audit.
  2. Vapor Technologies Inc. – 6400 Dry Creek Pkwy: The customer determined where the extra usage was and has resolved the issue. No additional tap purchase is required at this time. Their usage will be reviewed again during the next audit.

b. **Administrative Report**

1. **Financial Assistance:**


- i. The District has been approved as a Rock & Rails Tip jar recipient for August 28<sup>th</sup>, 2025. President Jim Jones has the sign-up sheet for the volunteers needed per shift.
- ii. One reapplication has been received and provided privately to board members via OneDrive for review and discussion. Per the financial information provided, the applicant does not qualify for the assistance.
- iii. A letter to customers explaining the donation program was reviewed, and suggested edits will be made for review at the next meeting.

**8. CURRENT MONTH'S PAYABLES.** A motion made by Randy Lutz, seconded by Jan Swanson, to pay the bills passed unanimously.

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

**10. EXECUTIVE SESSION.** Pursuant to Sec. 24-6-402(4)(e)(I), C.R.S., to discuss matters that may be subject to negotiations.

**11. ADJOURNMENT.** A motion made by Randy Lutz, seconded by Jennifer Uhland, to adjourn the meeting passed unanimously. The meeting was adjourned at 9:20 a.m.

  
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David Lewis, District Manager