

# 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.** September 10, 2025

**2. DIRECTORS:**

**PRESENT**

Jim Jones (phone)  
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.**

Vice President Jennifer Uhland called the meeting to order at 7:58 a.m. A motion by Dick Piland, seconded by Randy Lutz, to approve the minutes of the regular meeting on August 8, 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 August. Currently, all systems are working as expected.
- c. **District Investments Update** – District funds are invested in COLOtrust and Wells Fargo. The investments have been reviewed to plan for upcoming payments required for plant build since bond proceeds will be depleted by the end of 2025.
- d. **Current Plant Operations and Projects Update** – Dave Lewis

1. **Collection system improvement project with Ditesco** – The project is complete. A motion by Randy Lutz, seconded by Jan Swanson, to approve payment of invoice 794923 for C&L Water Solutions retainage passed unanimously.
2. **FOG Policy Enforcement** – 3<sup>rd</sup> Quarter Inspections completed.
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.
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** – Updates to GIS are ongoing.
7. **PFAS Biosolids** – No current updates.
8. **Sludge Hauling** – TerraGenesis will be on-site the week of 9/15 to remove sludge.

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

1. **JVA / Rice Lake West Update** – RAS and WAS pump gallery is progressing with pumps, valves and piping installed. Digester aeration piping is installed, and aeration diffusers are partially installed. Electrical ductwork and panel installation are moving along on schedule. Some minor earthwork is being completed, and oxidation ditch rotors are being installed.
2. **Construction Pay Applications** – Pay App #17 for \$1,981,172.75 was reviewed by staff and was discovered to have an error in item #02SP04. The dollar amount invoiced was \$150,000 and should have been \$15,000. This was corrected by RLW. Pay App #17 for \$1,852,922.75 was reviewed and approved by staff. Staff requests that the Board approve Pay App #17 for payment. Pay App #18 for \$1,257,704.05 has been received and is in review. A motion by Randy Lutz, seconded by Jan Swanson, to approve payment of Pay App #17 passed unanimously.
3. **Estimate at Completion (EAC)** – Provided by RLW:

|   |                 |
|---|-----------------|
| GMP   | \$27,000,000.00 |
| Costs To Date   | \$19,065,732.30 |
| Contingency   | \$791,490.00    |
| Est. Funds to Completion  | \$7,934,267.70  |
| % Funds Allocated   | 71              |
| % Project Completion  | 70              |
| * Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency |                 |

- f. **Proposed 2026 Budget** – The draft of the proposed 2026 budget was presented.

## 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.
3. Boulder Valley Waldorf School – 6500 W. Dry Creek Pkwy: The customer determined where the extra usage is happening and provided a letter of explanation. Their usage will be monitored for the next six months.

**b. Administrative Report**

1. **Financial Assistance:** Rock & Rails on August 28<sup>th</sup>, 2025, was a success, and the district will receive a portion of the tips for the financial assistance program.
2. **Lab PC Replacements:** Approval was given to replace the lab PCs.
3. **SDA Conference:** Reminder of dates and lodging information provided.

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

**9. EXECUTIVE SESSION.** Pursuant to Sec. 24-6-402(4)(e)(I), C.R.S., to discuss matters that may be subject to negotiations. A motion by Jennifer Uhland, seconded by Randy Lutz, to enter executive session passed unanimously. A motion by Dick Piland, seconded by Randy Lutz, to exit executive session passed unanimously.

**10. ADJOURNMENT.** A motion made by Dick Piland, seconded by Jan Swanson, to adjourn the meeting passed unanimously. The meeting was adjourned at 9:42 a.m.

  
David Lewis, District Manager