

# 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 10, 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 Randy Lutz, seconded by Jennifer Uhland, to approve the minutes of the regular meeting on September 10, 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 September. One WAS valve in the mechanical room is not working. The backup valve is in use. Replacement is not necessary based on the timing of the new plant coming online. The radiator in the generator at WVLS has a slight leak. Discussed the option of replacing it with the current generator from the plant when the new generator is installed.

- c. **District Investments Update** – District funds are invested in COLOtrust and Wells Fargo. The Wells Fargo investments are laddered for the upcoming payments required for the plant build.
- d. **Current Plant Operations and Projects Update – Dave Lewis**
1. **Collection System Improvements** – Discussed where to focus attention for 2026 improvements. The funds will be split between Old Town repairs and manhole rehabilitation.
  2. **FOG Policy Enforcement** – 3<sup>rd</sup> quarter inspections completed. The 4<sup>th</sup> quarter inspections will begin soon.
  3. **Tile repair in the field by Quiet Retreat** – Rice Lake West is investigating the issues with drainage in the field.
  4. **2024-2025 Collection System Cleaning and CCTV** – Video footage has been received. Review will begin soon. DRC has a 3-year contract and will continue with the next zone for cleaning/CCTV in the spring of 2026.
  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 removed 156,000 gallons from the biosolids basin. A motion by Jennifer Uhland, seconded by Jan Swanson, to pay invoice J000591 for \$50,000, passed unanimously.
- e. **WWTP Upgrade Update – Dave Lewis**

1. **JVA / Rice Lake West Update** – RAS/WAS piping ongoing. Aeration discs are installed on the middle rotor in the oxidation ditch. The dewatering building is the focus for the crew. CMU walls are complete, brick veneer is underway, and roof framing is underway on the second floor of the dewatering building. Site electrical ongoing, with switchgear and ATS set up in front of the old mechanical building.
2. **Construction Pay Applications** – Pay App #18 for \$1,257,704.05 has been reviewed by staff and approved. Staff requests that the Board approve Pay App #18 for Payment. Pay App #19 for \$837,836.35 is in review. A motion by Randy Lutz, seconded by Dick Piland, to approve payment of Pay App #18, passed unanimously.
3. **Estimate at Completion (EAC)** – Provided by RLW:

|   |                 |
|---|-----------------|
| GMP   | \$27,000,000.00 |
| Costs To Date   | \$20,323,436.35 |
| Contingency   | \$791,490.00    |
| Est. Funds to Completion  | \$6,676,563.65  |
| % Funds Allocated   | 75              |
| % Project Completion  | 78              |
| * 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:**

1. **Boulder Valley Waldorf School – 6500 W. Dry Creek Pkwy:** The customer determined where the extra usage is happening and provided a letter of explanation. They will provide Left Hand Water statements monthly so usage can be monitored.

b. **Administrative Report**

1. **Server and Lab PC Replacements:** A new server, a new UPS, and new PCs for the lab have been ordered.
2. **SDA Conference Presentation:** The link to the video of the presentation was sent to your director's email. If you are unable to locate the link or open the video, please let me know.
3. **Simonson & Associates:** A service agreement was presented and discussed. To verify all needs are covered, a scope of work will be requested from Neil.

**8. CURRENT MONTH'S PAYABLES.** A motion made by Randy Lutz, seconded by Jennifer Uhland, 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. A motion by Randy Lutz, seconded by Jennifer Uhland, to enter executive session passed unanimously. A motion by Randy Lutz, seconded by Jan Swanson, to exit the executive session passed unanimously.

**11. DISTRICT MANAGEMENT CHANGE.** After a discussion of the proposal to hire Michele Funk as district manager, a motion by Randy Lutz, seconded by Jennifer Uhland, to accept the proposal effective November 1, 2025, passed unanimously.

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



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Michele Funk, District Manager