

Niwot SANITATION DISTRICT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NIWOT SANITATION DISTRICT

1. DATE OF MEETING. November 14, 2025

2. DIRECTORS:

PRESENT

Jim Jones
Dick Piland
Randy Lutz
Jennifer Uhland
Jan Swanson

ABSENT

3. STAFF & CONSULTANTS PRESENT.

Michele Funk
Dave Lewis
Adrian Gibson

4. ADDITIONAL ATTENDEES.

5. MINUTES APPROVED.

President Jim Jones called the meeting to order at 7:59 a.m. A motion by Dick Piland, seconded by Randy Lutz, to approve the minutes of the regular meeting on October 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 October. All equipment is functioning normally currently.
- 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** – Lining of Old Niwot and lining of manholes in the WildView subdivision collection system and force main will be the focus for 2026. A meeting will be scheduled with Ditesco.
2. **FOG Policy Enforcement** – 3rd quarter inspections completed. The 4th quarter inspections are in progress.
3. **Tile repair in the field by Quiet Retreat** – Rice Lake West is investigating the issues with drainage in the field.
4. **2026 Collection System Cleaning and CCTV** – DRC will begin the next zone of cleaning/CCTV in the spring of 2026.
5. **GIS Program** – Updates to GIS are ongoing.

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

1. **JVA / Rice Lake West Update** – The project continues to progress with equipment being installed and electrical controls being put in place. Oxidation ditch rotors are being installed, and the digesters' aeration systems are nearing completion. Screening and grit classification are nearing completion in the headworks. Several small projects are happening throughout the site, including painting interior CMU walls, pipe work within the headworks and RAS/WAS gallery, clarifier work, and other miscellaneous tasks.
2. **Construction Pay Applications** – Pay App #19 for \$837,836.35 has been reviewed by DDC staff and approved. DDC staff requests that the Board approve Pay App #19 for Payment. Pay App #20 for \$783,297.80 has been received and is in review. A motion by Randy Lutz, seconded by Jennifer Uhland, to approve payment of Pay App #19, passed unanimously.
3. **Contingency Use Request Pending** – Several clarifier effluent bypass options were discussed. The 12-inch High-Density Polyethylene (HDPE) pipe plan was determined to be the best choice. The official request will be presented at the December meeting.
4. **Estimate at Completion (EAC)** – Provided by RLW:

GMP	\$27,000,000.00
Costs To Date	\$21,161,272.70
Contingency	\$791,490.00
Est. Funds to Completion	\$5,838,727.30
% Funds Allocated	78
% Project Completion	81

* Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency

f. **Direct Discharge Consulting 2026 Contract – Dave Lewis** – A redline draft of the proposed contract was presented. After discussing the requested changes, it was agreed to submit the draft to John Chmil for review.

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

1. **Resolution 2025-02 – Levy Charges** – A motion by Randy Lutz, seconded by Jan Swanson, to pass Resolution 2025-02, which authorizes the collection of additional fees incurred when certifying accounts to the Boulder County Treasurer for collection, passed unanimously.

2. **Resolution 2025-03 – Certify Accounts** – A motion by Randy Lutz, seconded by Jan Swanson, to pass Resolution 2025-03 to certify past due accounts to the Boulder County Treasurer, passed unanimously.
- h. **Proposed 2026 Budget** – The draft of the proposed 2026 budget was presented.
- i. **2025 Audit Engagement Letter** – A motion by Dick Piland, seconded by Jennifer Uhland, to approve the 2025 Audit Engagement Letter, passed unanimously.

7. REPORTS/INFORMATIONAL ITEMS.

a. Commercial Water Audit Results:

1. Boulder Valley Waldorf School – 6500 W. Dry Creek Pkwy: They are providing 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 will be installed during the week of November 10th.
2. **Simonson & Associates:** A scope of work from Neil has been provided to Nicki. The service agreement is being updated to focus on the list provided by Neil.

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

9. ADJOURNMENT. A motion made by Dick Piland, seconded by Randy Lutz, to adjourn the meeting passed unanimously. The meeting was adjourned at 8:57 a.m.



Michele Funk
District Manager