

# NORTHWEST LAKEWOOD SANITATION DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
Fax: 303-987-2032

## NOTICE OF REGULAR MEETING AND AGENDA OF THE BOARD OF DIRECTORS OF THE DISTRICT AND OF THE WASTE WATER UTILITY ENTERPRISE

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Anthony M. Dursey	President	2022/May 2022
Gregory A. "Greg" Fabisiak	Vice President/Treasurer	2023/May 2023
James D. "Jim" Zimmerman	Secretary	2022/May 2022
Catherine "CiCi" Kesler	Assistant Secretary	2023/May 2023
George C. Davenport	Assistant Secretary	2022/May 2022

DATE: January 26, 2022

TIME: 1:00 P.M.

PLACE: VIA Zoom

*If you experience technical difficulties, email Steve Beck at [sbeck@sdmsi.com](mailto:sbeck@sdmsi.com).*

Join Zoom Meeting

<https://us02web.zoom.us/j/84534034156?pwd=S0hWM3pPYmZqV1BVUFZhbXU4RE5Gdz09>

Meeting ID: 845 3403 4156

Passcode: 231900

Dial In: 1-669-900-6833

### I. ADMINISTRATIVE MATTERS

- A. Review and approve Minutes of the December 22, 2021 regular meeting (to be distributed).
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### II. PUBLIC COMMENT

- A. \_\_\_\_\_

### III. FINANCIAL MATTERS

- A. Review and approve the payment of claims through the period ending January 20, 2022 as follows (enclosure):

General Fund	\$	50,279.83
Enterprise Fund	\$	418,614.65
<b>Total:</b>	<b>\$</b>	<b><u>468,894.48</u></b>

and accept the schedule of cash position as of December 31, 2021 (enclosure); and the unaudited financial statements for the period ending December 31, 2021; and a report on collections for the facilities renovation fees, grease trap inspection fee collections, commercial billing and any other fees imposed and collected by the District (enclosure).

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IV. LEGAL MATTERS

- A. Update on the Roybal Complaint.  

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- B. Self-Nomination forms are due by February 28, 2020. Discuss the need for ballot issues and/or questions.  

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- C. Discuss TABOR Election in November and PR Firms.  

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- D. Discuss Common Sewer Line Agreement for 2650 Simms Street.  

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- E. Consider adoption of Resolution Establishing the Date, Time and Location for Regular Meetings and Designating the Location for Posting Notice of District Meetings Online (enclosure).  

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- F. Ratify approval of Engagement Agreement with Collins Cole Flynn Winn & Ulmer, PLLC as the District's General Counsel (enclosure).  

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V. OPERATIONS MATTERS

- A. Operations Monthly Report (enclosure).
  - 1. \_\_\_\_\_  

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- B. Engineer's Report (enclosure).
  - 1. Status of 2021 Capital Improvements.  

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2. Discuss Systemwide Flow Study.

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3. Discuss line repairs at 10531 W 22<sup>nd</sup> Place.

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4. Consider approval of Pay Application No. 1, in the amount of \$348,949.25, from Insituform Technologies, LLC, for the 2021 Sanitary Sewer Improvements (enclosure).

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VI. OTHER BUSINESS

- A. Metro Water Recovery Update (enclosure).

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- B. Website update.

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VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 23, 2022.**

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
2500						
01/20/2022	Collins Cockrel & Cole	5029M 11/2021	Legal	1-675	5,718.50	5,718.50
01/20/2022	Collins Cockrel & Cole	5029M 12/2021	Legal	1-675	2,614.00	2,614.00
Total 2500:						8,332.50
2501						
01/20/2022	Colorado Special District P&L	POL-0010680	Prepaid Expenditures	1-150	29,494.00	29,494.00
Total 2501:						29,494.00
2502						
01/20/2022	Consolidated Mutual Water Co	3174-01 01/2022	Utilities	4-765	22.70	22.70
01/20/2022	Consolidated Mutual Water Co	6819	Repairs & Maintenance-L	4-740	580.00	580.00
Total 2502:						602.70
2503						
01/20/2022	Denver West LTD	01122022	Transfer Service Fee	4-570	50.00	50.00
Total 2503:						50.00
2504						
01/20/2022	Engel, Gregory & Karen	01122022	Transfer Service Fee	4-570	50.00	50.00
Total 2504:						50.00
2505						
01/20/2022	Frankland, Walter	JAN-2022	Website	1-677	100.00	100.00
Total 2505:						100.00
2506						
01/20/2022	Freedom Mailing Services, Inc.	42045	Billing	4-616	1,992.06	1,992.06
Total 2506:						1,992.06
2507						
01/20/2022	Hansen, Christina	01122022	Transfer Service Fee	4-570	150.00	150.00
Total 2507:						150.00
2508						
01/20/2022	Insituform Technologies USA LL	PAY APP #1	2021 CIP	4-883	367,315.00	367,315.00
01/20/2022	Insituform Technologies USA LL	PAY APP #1	Retainage	4-318	18,365.75-	18,365.75-
Total 2508:						348,949.25
2509						
01/20/2022	Martin/Martin	17.0638-00182	Sewer Lines/Eng./Observ.	4-810	472.50	472.50
01/20/2022	Martin/Martin	17.0638-00183	Sewer Lines/Eng./Observ.	4-810	1,242.50	1,242.50
01/20/2022	Martin/Martin	17.0638-00184	Sewer Lines/Eng./Observ.	4-810	2,664.08	2,664.08
01/20/2022	Martin/Martin	17.0638-00185	Sewer Lines/Eng./Observ.	4-810	1,147.50	1,147.50
01/20/2022	Martin/Martin	17.0638-00186	2021 CIP	4-883	5,960.00	5,960.00
Total 2509:						11,486.58

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
2510						
01/20/2022	Pederson, John	01122022	Transfer Service Fee	4-570	150.00	150.00
Total 2510:						150.00
2511						
01/20/2022	Ramey Enviromental Compliance	23316	COS-Locates	4-742	5,315.00	5,315.00
01/20/2022	Ramey Enviromental Compliance	23316	COS-Collection System	4-746	20,111.79	20,111.79
01/20/2022	Ramey Enviromental Compliance	23316	COS-Emergency Service	4-748	383.55	383.55
01/20/2022	Ramey Enviromental Compliance	23316	COS-Maintenance	4-749	29,089.92	29,089.92
Total 2511:						54,900.26
2512						
01/20/2022	Special Dist Management Serv	12/2021	Office Supplies	1-690	168.68	168.68
01/20/2022	Special Dist Management Serv	12/2021	Accounting	1-612	1,988.00	1,988.00
01/20/2022	Special Dist Management Serv	12/2021	Billing	1-616	1,904.50	1,904.50
01/20/2022	Special Dist Management Serv	12/2021	Administration	1-614	5,614.00	5,614.00
Total 2512:						9,675.18
2513						
01/20/2022	UNCC	221120970-54210	Repairs & Maintenance-L	4-740	283.80	283.80
Total 2513:						283.80
Grand Totals:						466,216.33

<u>Check Issue Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
01/20/2022	90109	Davenport, George C.	554.10
01/20/2022	90110	Dursey, Anthony	554.10
01/20/2022	90111	Fabisiak, Gregory A	461.75
01/20/2022	90112	Kesler, Catherine C	554.10
01/20/2022	90113	Zimmerman, James D	554.10
Grand Totals:			
	<u>5</u>		<u>2,678.15</u>

Northwest Lakewood Sanitation District  
January-22

	General	Enterprise	Totals
Disbursements	\$ 47,601.68	\$ 418,614.65	\$ 466,216.33
Payroll	\$ 2,678.15		\$ -
			\$ -
Payroll Taxes (Quarterly)	\$ -		\$ -
Direct Pay -- Consolidated Mutual Water	\$ -		\$ -
<b>Total Disbursements from Checking Account</b>	<b>\$ 50,279.83</b>	<b>\$ 418,614.65</b>	<b>\$ 468,894.48</b>

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

Schedule of Cash Position

December 31, 2021

	<u>Rate</u>	<u>Operating</u>	<u>Enterprise</u>	<u>Total</u>
<b>Checking:</b>				
Checking Acct 1st Bank		\$ 730.37	\$ 64,034.63	\$ 64,765.00
<b>Investments:</b>				
Cash in Bank-ColoTrust	0.0478%	811,048.39	3,842,920.69	4,653,969.08
1st Bank Liquid Asset Account	0.0500%	13,080.50	3,905,891.06	3,918,971.56
Xpress Bill Pay		-	25,825.00	25,825.00
<b>TOTAL FUNDS:</b>		<u>\$ 824,859.26</u>	<u>\$ 7,838,671.38</u>	<u>\$ 8,663,530.64</u>

**2021 Mill Levy Information**

Certified General Fund Mill Levy	7.696
Refunds/Abatements	0.015
Temporary Mill Levy Reduction	<u>-1.664</u>
Total Certified Mill Levy	<u>6.047</u>

**Board of Directors**

- \* Anthony Dursey
- \* Gregory Fabisiak
- \* James Zimmerman
- \* Catherine Kesler
- George Clark Davenport

\* Authorized signer on the Checking Account



**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**FINANCIAL STATEMENTS**

December 31, 2021

NORTHWEST LAKEWOOD SANITATION DISTRICT  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 December 31, 2021

	GENERAL	ENTERPRISE	TOTAL
<b>Assets</b>			
Checking Acct 1st Bank	\$ 730.37	\$ 64,034.63	\$ 64,765.00
1st Bank of Colorado-Lock Box		-	-
1st Bank Liquid Asset Account	13,080.50	3,905,891.06	3,918,971.56
Xpress Bill Pay	-	25,825.00	25,825.00
Cash in Bank-ColoTrust	811,048.39	3,842,920.69	4,653,969.08
Cash with County Treasurer	7,108.13	-	7,108.13
Property Taxes Receivable	1,537,825.83	-	1,537,825.83
	-	154,026.76	154,026.76
Accounts Rec-Fac Renovtion Fee	-	620,576.18	620,576.18
A/R Fee Cert to Cty Treasurer	-	23,673.00	23,673.00
Prepaid Expenditures	30,199.00	-	30,199.00
<b>Total Current Assets</b>	<u>2,399,992.22</u>	<u>8,636,947.32</u>	<u>11,036,939.54</u>
<b>Capital Assets</b>			
Land	-	7,584.33	7,584.33
Sewer Lines	-	15,946,084.72	15,946,084.72
Accumulated Depreciation	-	(5,036,441.57)	(5,036,441.57)
Construction in Progress	-	1,690,403.00	1,690,403.00
<b>Total Capital Assets</b>	<u>-</u>	<u>12,607,630.48</u>	<u>12,607,630.48</u>
<b>Total Assets</b>	<u>\$ 2,399,992.22</u>	<u>\$ 21,244,577.80</u>	<u>\$ 23,644,570.02</u>
<b>Liabilities</b>			
Accounts Payable	\$ 50,279.83	\$ 418,614.65	\$ 468,894.48
Payroll Liabilities	1,300.50	-	1,300.50
Retainage	-	18,365.75	18,365.75
2021 Encumbrances Payable	-	1,323,088.00	1,323,088.00
Unearned Income	-	514,688.00	514,688.00
<b>Total Liabilities</b>	<u>51,580.33</u>	<u>2,274,756.40</u>	<u>1,811,648.73</u>
<b>Deferred Inflows of Resources</b>			
Deferred Property Taxes	1,537,825.83	-	1,537,825.83
<b>Total Deferred Inflows of Resources</b>	<u>1,537,825.83</u>	<u>-</u>	<u>1,537,825.83</u>
<b>Fund Balance</b>			
Contributed Capital-Sewer Line	-	6,250,713.25	6,250,713.25
Contributed Capital-Inclusions		1,752,454.13	1,752,454.13
Fund Balance	869,740.08	8,819,430.67	9,689,170.75
Fund Balance-Restricted	42,100.00	-	42,100.00
Current Year Earnings	(101,254.02)	2,147,223.35	2,045,969.33
<b>Total Fund Balances</b>	<u>810,586.06</u>	<u>18,969,821.40</u>	<u>19,780,407.46</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<u>\$ 2,399,992.22</u>	<u>\$ 21,244,577.80</u>	<u>\$ 23,644,570.02</u>

**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 12 Months Ending,**  
**December 31, 2021**  
**General Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over)</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
<b>Revenues</b>					
Property Tax	\$ 7,347.61	\$ 1,488,472.43	\$ 1,491,546.00	\$ 3,073.57	99.8%
Specific Ownership Tax	17,075.16	114,450.34	88,000.00	(26,450.34)	130.1%
Interest & Misc. Income	195.07	12,491.33	24,000.00	11,508.67	52.0%
Permit Revenue	-	-	-	-	0.0%
<b>Total Revenues</b>	<u>24,617.84</u>	<u>1,615,414.10</u>	<u>1,603,546.00</u>	<u>-11,868.10</u>	<u>100.7%</u>
<b>Expenditures</b>					
Accounting	1,988.00	28,420.00	27,000.00	(1,420.00)	105.3%
Administration	5,614.00	61,474.00	38,000.00	(23,474.00)	161.8%
Audit	-	5,742.00	6,500.00	758.00	88.3%
Billing	1,904.50	32,766.00	32,000.00	(766.00)	102.4%
Bank Charges	-	63.50	120.00	56.50	52.9%
Director's Fees	2,900.00	8,500.00	6,000.00	(2,500.00)	141.7%
Dues & Subscriptions	-	1,237.50	1,250.00	12.50	99.0%
Insurance and Bonds	3,020.17	36,242.00	40,546.00	4,304.00	89.4%
Legal	8,332.50	51,118.72	50,000.00	(1,118.72)	102.2%
Website	100.00	1,343.88	2,000.00	656.12	67.2%
Miscellaneous Expenses	-	157.92	1,000.00	842.08	15.8%
Office Supplies	168.68	3,542.57	4,500.00	957.43	78.7%
Payroll Taxes-Directors	221.85	650.25	459.00	(191.25)	141.7%
Treasurer's Fees	100.24	22,448.78	22,373.00	(75.78)	100.3%
Treatment Charges	-	1,462,961.00	1,462,961.00	-	100.0%
Engineering	-	-	60,000.00	60,000.00	0.0%
Utilities	-	-	4,000.00	4,000.00	0.0%
Contingency	-	-	150,000.00	150,000.00	0.0%
Emergency Reserve	-	-	48,106.00	48,106.00	0.0%
<b>Total Expenditures</b>	<u>24,349.94</u>	<u>1,716,668.12</u>	<u>1,956,815.00</u>	<u>240,146.88</u>	<u>87.7%</u>
<b>Transfers and Other Sources (Uses)</b>					
Transfer to Enterprise Fund	-	-	-	-	
<b>Total Transfers and Other Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	267.90	(101,254.02)	(353,269.00)	(252,014.98)	
Beginning Fund Balance	810,318.16	911,840.08	870,415.00	(41,425.08)	
<b>Ending Fund Balance</b>	<u>\$ 810,586.06</u>	<u>\$ 810,586.06</u>	<u>\$ 517,146.00</u>	<u>\$ (293,440.06)</u>	

**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 12 Months Ending,**  
**December 31, 2021**  
**Enterprise Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over)</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
<b>Revenues</b>					
Service Agreement-Westridge	\$ -	\$ 2,274.57	\$ 2,350.00	\$ 75.43	96.8%
Service Agreement-Applewood	-	-	8,000.00	8,000.00	0.0%
Treatment Chgs-College Park	64,736.02	258,944.06	258,944.00	(0.06)	100.0%
Maintenance-College Park	89,290.74	89,290.74	-	(89,290.74)	0.0%
Facilities Renovation Fees	(600.00)	2,247,612.95	2,212,000.00	(35,612.95)	101.6%
Service Fees-Commercial	-	-	75,000.00	75,000.00	0.0%
Connection Fee	-	-	-	-	0.0%
Tap Fees	-	165,920.00	27,300.00	(138,620.00)	607.8%
Grease Trap Inspection	-	3,725.00	12,000.00	8,275.00	31.0%
Interest Income	176.43	2,527.21	30,000.00	27,472.79	8.4%
Transfer Service Fee	600.00	6,049.00	12,000.00	5,951.00	50.4%
Miscellaneous Income	-	-	-	-	0.0%
Other Income	-	-	-	-	0.0%
Inspection Fees	450.00	4,950.00	-	(4,950.00)	0.0%
Permit Fees	100.00	450.00	-	(450.00)	0.0%
Denver Water Service Agreement	37,119.10	37,119.10	4,000.00	(33,119.10)	928.0%
Transfer from General Fund	-	-	-	-	0.0%
<b>Total Revenues</b>	<u>191,872.29</u>	<u>2,818,862.63</u>	<u>2,641,594.00</u>	<u>(177,268.63)</u>	<u>106.7%</u>
<b>Expenditures</b>					
<b>Administrative</b>					
Billing	5,740.73	27,028.77	23,000.00	(4,028.77)	117.5%
Legal	22.70	782.70	-	(782.70)	0.0%
Miscellaneous Expenses	-	-	500.00	500.00	0.0%
Treasurer's Fees	-	-	450.00	450.00	0.0%
<b>Total Administrative</b>	<u>5,763.43</u>	<u>27,811.47</u>	<u>23,950.00</u>	<u>(3,861.47)</u>	<u>116.1%</u>
<b>Operations and Maintenance</b>					
NWLSD Treatment Chg-College Pk	-	-	258,944.00	258,944.00	0.0%
NWLSD Treatment Chgs-Westridge	-	-	2,350.00	2,350.00	0.0%
NWLSD Treatment Chgs-Applewood	-	-	8,000.00	8,000.00	0.0%
Treatment Charges-Westridge	-	10,165.32	16,500.00	6,334.68	61.6%
Treatment Charges-Applewood	-	-	1,200.00	1,200.00	0.0%
Tap Fees-Metro's Portion	-	82,884.79	13,650.00	(69,234.79)	607.2%
Repairs & Maintenance-Lines	14,206.80	20,639.20	10,000.00	(10,639.20)	206.4%
COS-Grease Trap	-	-	9,500.00	9,500.00	0.0%
COS-Locates	5,315.00	62,766.53	50,000.00	(12,766.53)	125.5%
COS-Collection System Oversigh	20,111.79	108,296.56	75,000.00	(33,296.56)	144.4%
COS-Daily Operations	-	-	16,000.00	16,000.00	0.0%
COS-Emergency Service	383.55	4,965.10	17,500.00	12,534.90	28.4%
COS-Maintenance	29,089.92	159,713.29	175,000.00	15,286.71	91.3%
Utilities	-	469.70	-	(469.70)	0.0%
<b>Total Operations and Maintenance</b>	<u>69,107.06</u>	<u>449,900.49</u>	<u>653,644.00</u>	<u>203,743.51</u>	<u>68.8%</u>
<b>Capital Outlay</b>					
Sewer Lines/Eng./Observ.	5,526.58	54,736.50	400,000.00	345,263.50	13.7%
2020 CIP	-	18,147.50	-	(18,147.50)	0.0%
2021 CIP	5,960.00	121,043.32	2,100,000.00	1,978,956.68	5.8%
<b>Total Capital</b>	<u>11,486.58</u>	<u>193,927.32</u>	<u>2,500,000.00</u>	<u>2,306,072.68</u>	<u>7.8%</u>
<b>Total Expenditures</b>	<u>86,357.07</u>	<u>671,639.28</u>	<u>3,177,594.00</u>	<u>2,505,954.72</u>	<u>21.1%</u>
Excess (Deficiency) of Revenues Over Expenditures	105,515.22	2,147,223.35	(536,000.00)	(2,683,223.35)	
Beginning Fund Balance	10,861,138.80	8,819,430.67	6,070,313.00	(2,749,117.67)	
<b>Ending Fund Balance</b>	<u>\$ 10,966,654.02</u>	<u>\$ 10,966,654.02</u>	<u>\$ 5,534,313.00</u>	<u>\$ (5,432,341.02)</u>	

**RESOLUTION NO. 2022-1-1**

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**JEFFERSON COUNTY, COLORADO**

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**A RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT AND DESIGNATING THE LOCATION FOR POSTING NOTICE OF DISTRICT MEETINGS ONLINE IN COMPLIANCE WITH THE OPEN MEETINGS LAW**

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**WHEREAS**, pursuant to Section 32-1-903 C.R.S., the Board of Directors (“Board”) of the Northwest Lakewood Sanitation District (“District”) is required to meet regularly at a time and in a place to be designated by the Board; and

**WHEREAS**, pursuant to Section 24-6-402(2)(c)(I) C.R.S., meetings of the Board at which the adoption of any proposed policy, position, resolution, regulation, or formal action is to occur, or at which a majority or quorum of the Board is in attendance, or is expected to be in attendance, shall be held only after full and timely notice of the meeting is given to the public; and

**WHEREAS**, Section 24-6-402(2)(c) C.R.S., requires that the Board annually designate one or more places where notice of Board meetings, together with a meeting agenda, when available, shall be posted at least 24 hours prior to the convening of such meeting for the purpose of complying with the notice provisions of the Colorado Open Meetings Law; and

**WHEREAS**, pursuant to House Bill 19-1087, codified in Section 24-6-402(2)(c)(III), C.R.S., the District is authorized to and shall be deemed to have posted full and timely notice of its meetings no less 24 hours prior to the holding of the meeting if notice, together with an agenda, if available, is posted on the public website of the District; and

**WHEREAS**, the District’s website is accessible at no charge to the public; and

**WHEREAS**, the District has provided the address of its website to the Department of Local Affairs for inclusion in the inventory maintained pursuant to Section 24-32-116, C.R.S.; and

**WHEREAS**, the District will retain one physical location within the District’s boundaries designated for posting notice no less than 24 hours prior to a meeting if the

District is unable to post a notice online in the event of an exigent or emergency circumstance such as a power outage or interruption in internet service that prevents the public from accessing the notice online; and

**WHEREAS**, pursuant to Section 32-1-903(1), C.R.S., all regular and special in-person meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District's boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT OF JEFFERSON COUNTY, COLORADO AS FOLLOWS:**

**Section 1. Regular Meetings.** The Board shall meet regularly during calendar year 2022 on the fourth Wednesday of each month at 4:00 p.m. in the offices of Martin/Martin, Inc. located at 12499 W. Colfax Avenue, Lakewood, Colorado 80215, virtually, or at such other physical location as may from time to time be designated by the Board.

**Section 2. Special Meetings.** A special meeting may be called by any Director by informing the other Directors of the date, time and place of such special meeting, and the purpose for which it is called, and by posting, or causing to be posted, notice as provided herein at least 24 hours prior to said meeting.

**Section 3. Change of Meeting Dates, Time and Location.** The Board reserves the right, from time to time as circumstances necessitate, to change the date, time and location of its regular meetings.

**Section 4. Location for Open Meeting Law Postings.** Pursuant to Section 24-6-402(2)(c)(III), C.R.S., the District's designated posting location for notice of public meetings including regular, special, and study sessions shall be on the District's website, accessible online at the following address: <https://www.nlsd.us>

**Section 5. Designated Exigent/Emergency Circumstance Posting Location.** In the event of an exigent or emergency circumstance, such as a power outage or an interruption in internet service that prevents the public from accessing the online designated posting location or prevents the District from posting a notice at the online designated posting location, the District will physically post notice of public meetings at least 24 hours prior to the meeting at the following physical location within the District:

Consolidated Mutual Water Company Community Bulletin Board,  
12700 W. 27<sup>th</sup> Avenue,  
Lakewood, Colorado 80215

**Section 6. Representative Authorized to Post.** Any member of the District's Board of Directors or any designee of the Board is hereby authorized to post notice of the District's meetings as required by statute.

APPROVED AND ADOPTED on the 26<sup>th</sup> day of January, 2022.

NORTHWEST LAKEWOOD  
SANITATION DISTRICT

By: \_\_\_\_\_  
Anthony M. Dursey, President

Attest:

\_\_\_\_\_  
James D. Zimmerman, Secretary

January 26, 2022

Board of Directors  
Northwest Lakewood Sanitation District  
c/o Special District Management Services, Inc.  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228

**Re: Letter of Engagement**

Dear Board Members:

We understand that the Northwest Lakewood Sanitation District (the “Client”) desires to appoint Collins Cole Flynn Winn & Ulmer, PLLC, a Colorado professional limited liability company (the “Law Firm”), as the Client’s general counsel pursuant to Section 32-1-1001(1)(i), C.R.S., for certain matters as further described below. This letter is intended to outline the terms governing our representation of the Client effective January 1, 2022.

1. Scope of Services.

The Law Firm will advise the Client on all Client-related matters referred to the Law Firm by the Client. We will take our direction from the Board of Directors (“Board”) and the President and/or Secretary of the Board, or such other person as is designated by the Board to be its representative and spokesperson for purposes of communication with the Law Firm. We do not represent (i) any person or entity (except the Client itself); (ii) individual members of the Board; or (iii) employees or agents of the Client (collectively, the “Other Persons”), and all services are provided only for the benefit of the Client and not for the Other Persons. The Law Firm owes professional responsibilities only to the Client itself. In all matters involving the Client, such Other Persons should retain their own legal counsel.

2. Designation of Attorneys and Assistants.

I, Timothy J. Flynn, a Partner in the firm, am designated as the Attorney primarily responsible for the legal services rendered to the Client. Other qualified Attorneys and paralegals may perform services for the Client under my supervision in order to most effectively provide a particular service or to minimize costs.

3. Compensation.

The Law Firm shall provide to the Client a monthly billing statement detailing the services rendered and the amount of time spent in performance thereof. The Client shall pay for the total time of all attorneys, paralegals and law clerks at the current rates in effect for the services rendered.



Secretarial and legal assistance services are not routinely billed to the Client, but out-of-the-ordinary use of a secretarial or legal assistance person's time may be billed in the attorney's reasonable discretion. Paralegals and law clerks are utilized when their skills are commensurate with a particular project, so as to minimize the costs billed to the Client. The attorney supervises the work product of associate attorneys, paralegals and law clerks.

The Client shall pay for Services within thirty days of the date of the invoice. The Law Firm shall not be obligated to perform any Services if payment of fees is sixty days overdue.

The Law Firm's billing rates effective January 1, 2022 are attached and subject to adjustment, but not by more than ten percent collectively at any time without written notice.

4. Expenses.

Expenses for which the Law Firm will or will not receive reimbursement are as follows, along with the rates for such reimbursement:

(a) Mileage.

No charge, unless lengthy travel distance.

(b) Out-of-Town Travel.

Expenses at cost without mark-up. Travel time by attorneys and staff will be billed at current billing rates. Trips will be coordinated with other clients, to the extent possible, to minimize travel costs.

(c) Long-Distance Telephone Service.

No charge.

(d) Teleconferencing.

Billed at cost without mark-up.

(e) Computer Expenses.

No charge, except for computer research, Lexis/Nexis or other special costs; billed at actual cost without mark-up.

(f) Photocopies.

No charge for in-house copying, unless large volume of copying. Outside copying and printing billed at actual cost without mark-up.

(g) Postage.

No charge for usual first-class mailings, such as mailings to the Client, courts, counsel of record and other consultants. Mass mailings, such as election notices, and overnight and special delivery mailings billed at actual cost without mark-up.

(h) Couriers.

Courier service will be used on an as-needed basis with the cost thereof being billed to the Client without mark-up.

(i) Other Reimbursables.

Other reimbursables include our payment of filing fees, costs for service of process and related services, expert witness fees (only as pre-authorized by the Client), court reporter fees for transcript of testimony, court reporter appearance fees, county clerk and recorder's fees for recording of documents, title company's fees for reports of title, publication fees, election materials and other related expenses. All such reimbursables will be billed to the Client at cost without mark-up.

(j) Other Expenses.

Certain services and expenses not otherwise documented herein (e.g., private investigator, special counsel, etc.) may become necessary under certain circumstances. To the extent that such services are required, the Law Firm will first obtain authorization from the Client before incurring such costs. As such expenses are incurred, they will be billed to the Client.

5. Communications between Law Firm and Client.

Written and oral communication between the Law Firm and the Client on the Client's matters shall be made using all current forms of technology including mail, courier, email, POTS, VoIP and cellular telephone, and other electronic means of communication as such technology becomes available. The security of such means of communication, particularly electronic means such as e-mail and cellular telephone cannot be guaranteed, and therefore a risk exists that privileges such as the attorney-client privilege may be waived if a communication is inadvertently received by persons other than the Client. If the Client desires to avoid the risk of inadvertent disclosure by any particular means of communication, the Client must contact the Law Firm and instruct the Law Firm as to any unacceptable means of communication for Client matters.

6. Cloud Services.

During and/or after termination of our engagement we may use cloud services. Where we do so, or where we use a subcontractor to provide cloud services, we will ensure an appropriate level of security.

7. Disclaimer of Warranties.

There can be no warranties as to the success of any matter undertaken by the Law Firm in the representation of the Client. All expressions made by the Law Firm relative thereto are solely matters of the Law Firm's opinion.

8. Power of Attorney to Execute Documents.

The Client grants to the Law Firm the power to execute documents connected with the representation of the Client, which have been generally approved by the Client, including pleadings, applications, protests, contracts, commercial papers, settlement agreements and releases, verifications, dismissals, orders, and all other documents associated with the services provided hereunder.

9. Document Retention/Destruction.

Files created and compiled by the Law Firm for work on Client matters, including correspondence, pleadings, research and any other documents prepared by the Law Firm, will not be retained indefinitely. Law Firm will retain files for sixty days following conclusion of a matter or conclusion of representation, at which time Client may retrieve the file(s), so long as the Client has paid all fees and costs, or the file(s) may be disposed of at the discretion of the Law Firm, except that we will not destroy (i) original documents entrusted to us for continued representation as part of our services; and (ii) any documents that the Client is obligated by law to retain.

10. Worker Without Authorization Certification.

Pursuant to the requirements of H.B. 06-1343, the Law Firm certifies that the Law Firm will comply with the provisions of Section 8-17.5-101 et seq., C.R.S., and the Law Firm will not knowingly employ or contract with a worker without authorization to perform work for the Client. The Law Firm has verified that the Law Firm (i) has confirmed or attempted to confirm the employment eligibility of all employees who are newly hired for employment in the United States through participation in the E-Verify Program administered by the Department of Labor and Employment; and (ii) otherwise will comply with the requirements of Section 8-17.5-102(1), C.R.S., regarding such verification. The Law Firm agrees to comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If we do not comply with any requirement of Section 8-17.5-101 et seq., C.R.S., regarding worker without authorization verification, the Client may immediately terminate the Law Firm's Services, subject to payment for work performed prior to the termination date as described herein.

11. Entire Agreement.

The terms herein represent the entire agreement of the parties concerning the representation of the Client by the Law Firm. The agreement represented by this letter may not be amended or modified except in writing and signed by both parties hereto.

12. Term.

The agreement represented by this letter shall commence on January 1, 2022 and remain in effect until terminated by written notice of either party.

**Collins Cole Flynn Winn & Ulmer, PLLC,  
a professional limited liability company**

**Northwest Lakewood Sanitation  
District**



By: Timothy J. Flynn

Anthony M. Dursey, President

**BILLING RATES**

***Effective 1/2022***

<b><u>Name</u></b>	<b><u>2022 Rates</u></b>
James P. Collins, Partner	\$450
Robert G. Cole, Partner	\$405
Timothy J. Flynn, Partner	\$410
Kathryn G. Winn, Partner	\$390
Allison C. Ulmer, Partner	\$390
Bart W. Miller, Of Counsel	\$300
Peggy Rupp, Paralegal	\$235
Crystal Schott, Paralegal	\$220



**Northwest Lakewood Sanitation District**  
**Monthly Report**  
**December 1-31, 2021**

Wed	12/1	Performed 1 bore meet locate. Performed 4 locates. Performed 1 tap replacement inspection at 2672 Taft Dr.
Thurs	12/2	Performed 1 work order.
Fri	12/3	Performed 1 locate. Performed 1 tap replacement inspection at 11406 W. 17 <sup>th</sup> Pl.
Mon	12/6	Performed 2 locates.
Tues	12/7	Responded to a customer concern at 1530 Alkire St. for a possible back-up outside of normal business hours. Performed 3 locates.
Wed	12/8	Responded to a possible back-up at 9675 W. 22 <sup>nd</sup> Pl. during normal business hours. Performed video of line at 9675 W. 22 <sup>nd</sup> Pl. at the request of Steve Beck of SDMS due to a sewer snake being stuck in line. Performed 1 work order. Performed 3 locates. Performed 2 bore meet locates.
Thurs	12/9	Performed 1 locate. Performed 3 bore meet locates. Performed 1 tap replacement inspection at 3316 Swadley St.
Fri	12/10	Performed 5 work orders. Performed 1 bore meet locate. Performed 1 new build tap inspection at 910 Alkire St.
Sun	12/12	Responded via telephone to 1 emergency locate for an electric main repair at 2290 Kipling St. outside of normal business hours.
Mon	12/13	Performed 4 locates.
Tues	12/14	Performed 1 tap inspection at 1530 Alkire St.
Wed	12/15	Performed 2 locates. Responded onsite to 2 emergency locates at W. 34 <sup>th</sup> Pl. & Union St. for an H2O main repair, and 11333 W. 38 <sup>th</sup> Ave. for a gas service replacement during normal business hours. Responded onsite to 1 emergency locate at 12025 W. 34 <sup>th</sup> Pl. for an H2O main repair outside of normal business hours.
Thurs	12/16	Responded onsite to 1 emergency locate at 12475 W. 31 <sup>st</sup> Ave. for an H2O main repair during normal business hours. Performed 1 locate. Performed 3 grease trap reinspections.
Fri	12/17	Performed 1 locate.

Responded to a possible back-up at 1435 Youngfield St. outside of normal business hours.

- Sat 12/18 Responded onsite to 1 emergency locate at 13897 W. 22<sup>nd</sup> Ave. for an H2O main repair outside of normal business hours.
- Tues 12/21 Performed 4 locates.
- Wed 12/22 Performed 1 locate.  
Responded onsite to 1 emergency locate at 12060 W. 20<sup>th</sup> Ave. for a sewer service repair during normal business hours.
- Thurs 12/23 Responded onsite to 1 emergency locate at W. 26<sup>th</sup> Ave. & Taft St. for an H2O main repair during normal business hours.
- Mon 12/27 Performed 2 locates.
- Tues 12/28 Performed 7 locates.  
Performed 2 work orders.

<b>Task #3 - Maintenance Services</b>				
	<b>Projected 2021 Footage</b>	<b>YTD Actual 2021 Footage</b>	<b>Current Monthly 2021 Footage</b>	<b>YTD Percentage 2021</b>
	<b>Zone C</b>			
<b>Jetting</b>				
14" or Less		94,190.0	19,190.0	
15 or More"		18,856.0	13,380.0	
Easement				
<b>Total Jetting</b>	<b>104,684.0</b>	<b>113,046.0</b>	<b>32,570.0</b>	<b>108%</b>
<b>Televising</b>				
14" or Less		82,855.4	15,976.0	
15 or More"		14,960.9	12,687.3	
<b>Total Televising</b>	<b>104,684.0</b>	<b>97,816.3</b>	<b>28,663.3</b>	<b>93%</b>
<b>Accelerated Maintenance</b>				
Non-Routine Jetting		<b>2,869.0</b>		
Non-Routine Televising		<b>2,599.1</b>	<b>402.0</b>	
Hot Spot Jetting	<b>19,493.0</b>	<b>17,997.0</b>	<b>1,068.0</b>	<b>92%</b>
Hot Spot Televising		<b>13,820.2</b>		<b>0%</b>
Accelerated Jetting				<b>0%</b>
Annual Root Televising		<b>6,600.9</b>		<b>0%</b>
Annual Root Cut	<b>10,030.0</b>	<b>5,395.0</b>		<b>54%</b>
Annual Mineral Cleaning	<b>7,823.0</b>	<b>3,916.0</b>		<b>50%</b>
Annual Mineral Televising		<b>6,438.0</b>		<b>0%</b>
<b>Total Accelerated Maintenance</b>	<b>37,346.0</b>	<b>59,635.2</b>	<b>1,470.0</b>	<b>160%</b>
<b>Total Length of Cleaning</b>	<b>142,030.0</b>	<b>140,354.0</b>	<b>32,570.0</b>	<b>99%</b>
<b>Total Length of Televising</b>	<b>104,684.0</b>	<b>127,274.5</b>	<b>29,065.3</b>	<b>122%</b>
<b>Total Task #3</b>	<b>284,060.0</b>	<b>327,263.7</b>	<b>63,105.3</b>	<b>115%</b>

## **Northwest Lakewood Sanitation District**

### **Summary for December 1-31, 2021**

#### **December 7, 2021**

##### **1530 Alkire St.**

##### **Possible Back-Up**

On Tuesday, December 7, 2021, at 7:45pm, Ismael Gomez of REC. Inc. was contacted by the After-Hours Service regarding a possible back-up at 1530 Alkire St. Ismael contacted William Rory, (303-859-0555) the homeowner, to obtain more information and Mr. Rory stated he had sewage come up the drains in his basement. He stated he had a plumber at his residence earlier in the day who snaked the drain and could not get past a point in the street, and they believed it was a District issue. Ismael informed Mr. Rory he would be on site to check the District manholes. Ismael arrived onsite and opened MH BO-11, the manhole downstream from the property, and observed normal flows. He then opened MH BOC-1, a starter manhole in front of the property, and observed it to be dry, with no signs of a back-up. Ismael proceeded to contact Mr. Rory and informed him the issue was in his service lateral and not in the District main and he should have his plumber return to the property. Ismael cleared Northwest Lakewood Sanitation District. No further action is needed at this time.

**Total time on this issue: Ismael Gomez – 2.0hrs.**

#### **December 8, 2021**

##### **9675 W. 22<sup>nd</sup> Pl.**

##### **Possible Back-Up**

On Wednesday, December 8, 2021, at 9:30am, Ismael Gomez of REC. Inc. received a call from Steve Beck of Special District Management Services for Northwest Lakewood Sanitation District regarding the homeowner at 9675 W. 22<sup>nd</sup> Pl. stating they may be having issues with their service lateral. Ismael contacted Sherryl Stubbs, the tenant at the property, to get more information regarding the issue and was informed she had Blue Sky Plumbing out in the middle of July 2021, and while snaking the line the snake became stuck and had to be cut and abandoned at the clean out. They have had plumbers at the property since then to snake the service lateral since it tends to back up frequently. Ismael dispatched Mark Doody and Robert LaBarge both of REC. Inc. to video the District main to see if they could see where the snake was stuck. After videoing the District main Mark informed Ismael the snake was stuck at the tap connection along with a giant root ball and it did not go beyond that point, and the District main was clear of any objects. Ismael contacted Ms. Stubbs and informed her of the findings, letting her know she needed to get either Blue Sky Plumbing, or another plumbing company back out to the property to remove the snake from the tap connection. Ismael emailed pictures of the tap connection from inside the District main to Ms. Stubbs as well. Ismael then cleared Northwest Lakewood Sanitation District.

No further action is needed at this time.

**Total time on this issue: Ismael Gomez -- 1.0hr.**



**December 8, 2021**

**9675 W. 22<sup>nd</sup> Pl.**

**Sewer Snake Stuck In Line**

On Wednesday, December 8, 2021, at 9:30am, Mark Doody and Robert LaBarge of REC. Inc. were sent by Ismael Gomez of REC. Inc. to video a line at 9675 W. 22<sup>nd</sup> Pl. at the request of Steve Beck (303-987-0835) of Special District Management Services for Northwest Lakewood Sanitation District to see if a sewer snake that was stuck in the service lateral was causing a potential blockage in the District main. Mark and Robert arrived on site and proceeded to video the line for a total of 402ft. and found the sewer snake to be stuck at the tap connection with a giant root ball, but no obstructions were in the District main. They reported their findings to Ismael Gomez of REC. Inc. and departed the site. No further action is needed at this time.

**Total time on this issue: Mark Doody – 2.0hrs.**

**Robert LaBarge – 2.0hrs.**

**December 12, 2021**

**2290 Kipling St.**

**Emergency Locate**

On Sunday, December 12, 2021, at 12:45pm, Dustin Anderson of REC. Inc. was contacted by the After-Hours Service regarding an emergency locate at 2290 Kipling St. for an electric main repair. Dustin contacted Ron Nelson (303-591-8058) of Sturgeon Electric to obtain more information about the planned work and was informed the work would be performed directly underneath the box. Mr. Nelson also stated a sanitary sewer locate was not necessary. Dustin cleared Northwest Lakewood Sanitation District. No further action is needed at this time.

**Total time on this issue: Dustin Anderson -- .50hrs.**

**December 15, 2021**

**12025 W. 34<sup>th</sup> Pl.**

**Emergency Locate**

On Wednesday, December 15, 2021, at 5:00pm, Dustin Anderson of REC. Inc. was contacted via email from Colo811 regarding an emergency locate at 12025 W. 34<sup>th</sup> Pl. for an H2O main repair. Dustin contacted Tom (303-551-2946) of Consolidated Mutual Water Company to obtain more information about the work to be performed. It was determined that although a locate ticket for this area was completed earlier in the day, additional locating services were needed. Dustin arrived on site, marked the District main and one tap connection in the area of the new excavation, went over the locate marks with Tom and departed the site. No further action is needed at this time.

**Total time on this issue: Dustin Anderson – 3.0hrs.**

**December 17, 2021**  
**1435 Youngfield St.**  
**Possible Back-Up**

On Friday, December 17, 2021, at 5:15pm, Ismael Gomez of REC. Inc. was contacted by Steve Beck of Special District Management Services for Northwest Lakewood Sanitation District regarding a possible back-up at 1435 Youngfield St. Ismael arrived on site to check the District manholes and opened MH B-82-1, the upstream manhole from the property as per the tap card and video files and observed normal flows with no signs of a back-up. Ismael proceeded to open MH B-82, the downstream manhole from the property, and observed normal flows with no signs of a back-up. Ismael contacted Steve Beck and Carlos Gala, the homeowner, and informed them of his findings. Mr. Gala stated he would have his plumber return to the property. Ismael cleared Northwest Lakewood Sanitation District. No further action is needed at this time.

**Total time on this issue: Ismael Gomez -- .75hrs.**

**December 18, 2021**  
**13897 W. 22<sup>nd</sup> Ave.**  
**Emergency Locate**

On Saturday, December 18, 2021, at 8:00am Mark Doody and Dustin Anderson both of REC. Inc. received an email from Colo811 regarding an emergency locate at 13897 W. 22<sup>nd</sup> Ave. for an H2O main repair. Mark and Dustin arrived on site, marked the District main and the tap, went over the locate marks with Tony Sorenson (720-417-5945) of Consolidated Mutual Water, and departed the site. No further action is needed at this time.

**Total time on this issue: Mark Doody – 1.0hrs.**  
**Dustin Anderson – 1.0hrs.**

**Northwest Lakewood Sanitation District  
Engineering Report  
January 18, 2022**

**2021 - Approximate Linear Footage**

- 151,393 LF total
- 110,286 LF in Zone C (jetting/Televising) Excludes footages for Accel maint. **6,783 LF** Roots, minerals.
- 36,469 LF of accelerated maintenance outside Zone C (Jet and CCTV)
- 3,341 LF of root cuts with CCTV outside Zone C
- 1,297 LF of mineral cleaning with CCTV outside Zone C

Signed contracts were received from Insituform on September 9, 2021, and the District has execute them. A scheduling a pre-construction meeting and Notice to Proceed are in process. 1) Signed contracts were received from Insituform on September 22, 2021. 2) REC Moffat reads were received on October 4, 2021. 3) A pre-con meeting is tentatively scheduled the week of October 26<sup>th</sup> with NTP on November 1<sup>st</sup>. Insituform is aware of the need for three lines to be completed by December 29, 2021, and then they expect to start the rest of the lining in January of 2022. 4) Martin/Martin has followed up with CDOT but still do not have an update on the permits that were applied for on September 8<sup>th</sup>. Comments from City of Lakewood were finally received Oct. 20 and simply a re-arrangement of City projects separated from Wheat Ridge and JeffCo has been requested. CCTV from REC for the District will be ready by the end of the year. M/M will start reviews in 2022. Work has begun on projects specific to the combined trunk main with CPWSD and NWLSD. Lakewood approvals have been received.

**UPDATE: 1) M/M's review of the bypass second submittal was sent to Insituform on December 20, 2020. Their submittal appears acceptable. 2) Moffat December reads were received on January 6, 2022. 3) An initial pay request is attached. 4) 1081 Xenophon (John Berry) complained about needing to not run water for a small time frame to allow a CIPP to take place in the main.**

**3400 Pierson St. – Prospect Valley Elementary**

The Districts 10" mainline that runs across the School's property within and easement, needs to be relocated to accommodate plans for a new school. The line appears to have an option to relocate west along the south roadway to Quail and replace Quail north to the end of the cul-de-sac. Survey by the School is underway and M/M is to coordinate understanding flow values anticipated down the new line in Quail. The site planning for the replacement school is beginning and Martin/Martin is reviewing this effort. A meeting was held on November 13<sup>th</sup> to discuss sanitary re-alignment that crosses the school parcel to Quail St. An agreement from District's Attorney was reviewed. Provided information to the design/JeffCo schools related to need for equivalent ability to transmit flow as exists with the two lines that exist (8" within School property and 10" down Quail). A 12" will be required from the point of intercept north on Quail to the end of the Cul-de Sac. We have addressed all questions to date asked by the School with exception of existing taps which we have the information available. District Details were also provided to the School's Engineer. 100% CDs were received on January 29, 2021 and are under review. Questions about the necessary requirements were received and answered on February 8, 2021. We understand that the deposit has not yet been received and thus response to the CD's will be held up until received. The agreement has been executed and MOA Architecture paid the deposit. A full review of plans was provided, and further coordination being provided. The plans should be fairly easy to complete. A question related to allowing more than one connection from the school needs to be considered. They currently show three individual 6" connections. Typically, only a single connection is allowed. The access gate on Amanda Weaver's property needs to be modified to accommodate changes to the School's fence and ROW. Revised plans were received and most



modification are complete and ready to go in terms of the new sanitary within Quail Street. The shifting of Amanda Weaver's Gate was reviewed and accepted as it should not affect the sanitary main. Contractor needs to schedule a precon meeting with all Authorities before construction can begin. An acceptance letter was sent to JVA on July 8, 2021. A pre-con meeting was held on September 2, 2021. A relocation agreement was also sent to the Developer for this effort. Coordination related to temp service for the School is being coordinated. 1) There are concerns about the temporary bypass that the school is proposing. There has been discussion with the District's Attorney as to what is needed for this approach. This approach was not included in the original plans that were approved in May. 2) RFI #19's response was received on October 8, 2021, and Martin/Martin informed the Developer that 25' easements need to be shown. The contractor will need to supply legal descriptions and exhibits for this temporary easement and an agreement is required between the District and JeffCo Schools. 1) The temporary easement was sent to the District on October 19<sup>th</sup> and appears acceptable. The District's Attorney has drafted the easement agreement allowing a temporary line realignment. As part of the temp easement, the vacation of the existing easement will take place. 2) The sewer relocation agreement was received and is under review by the District. 3) A meeting was also held on November 2<sup>nd</sup> with the School to determine if they were going to use an oil minder monitor or oil interceptor for the bottom of an elevator. An additional deposit was coordinate by the District. The agreement with JeffCo Schools was completed and sent following review. This allowed the temp sanitary to be constructed.

**UPDATE: Temporary construction began on January 8, 2022. M/M informed the School that the temporary connections will only need to be inspected and that a more in depth precon meeting will need to take place before permanent construction begins.**

**10531 West 22<sup>nd</sup> (12/23/21) – Bruce Mathers**

**Update: The Owner provided a CCTV of his service line that showed a break in the service about 10 feet from the main. However, the mainline is newer pvc and the service appears to have been constructed at the same time. Research has indicated that the PVC was installed in the main prior to 2017 but we have not been able to verify an actual date. A warranty would not exist any longer. The owner is stating the mainline installation and service caused and left the break. We suggest that the District get a contractor to expose the break, view the circumstances and repair the line. However, an agreement with the owner should be obtained in case other circumstances caused the break and the Owner should pay for the repair. Additionally the agreement would carry with it a full release.**

**3322 Simms St. – Kelsey Kistler (01/18/22) – Single Family Home**

**Update: Coordination of plans for review of Proof of submission is in process.**

**20th Ave Urban to Union – City of Lakewood Storm and Road Improvements: (Chris Proper)**

M/M provide FIR comments in April and they have all been accommodated in the FOR submittal. The City contractor is to provide 72 hour notice prior to crossing and District main. They will also provide pre and post CCTV for review.

**Update: None**

**1325 Normandy – Jim Skeen (303-809-0027) ADU addition to Single Family**

Coordination took place as to needed plan review and ADU requiring an additional tap connection fee. The proof of submission was received on October 22 and was returned to the Owner with an availability letter on October 25<sup>th</sup>.

**UPDATE: None**

**Paramount Heights Shopping Center (10027 & 10033 W. 26th Ave.) – NWC 26th & Kipling – Golds Grocery**

The addresses for this subdivision have been consolidated to 10027 and 10033 West 26<sup>th</sup> Avenue. A grease questionnaire was sent to the Developer's engineer on October 7, 2021 so they can verify if the original 5,000



gallon Interceptor is actually needed for the tenant currently slated for one of the units. The grease interceptor questionnaire was received on October 15, and it is their desire to not move forward with the grease interceptor. It appears acceptable for the 'Dog Biscuit' unit to use a grease trap. The District will monitor to verify the larger interceptor is not needed. A Coffee shop is anticipated to go into the complex and they determined that a mop sink can not be directed to the grease interceptor that had previously been constructed. A variance was granted based on limited grease or debris anticipated within the mop sink.

**UPDATE: None**

#### 2100 Youngfield – Land Use

M/M received plans for a proposed Long-Term Temporary Use for surface parking development on December 7, 2018. An acceptance letter was sent to the City of Lakewood on December 17, 2018. M/M received proposal on June 26, 2019 and provided response on June 27, 2019. There appears to be a MH in the middle of the site but it doesn't appear they are planning to use it. TJC contacted M/M to get info on review process and get checklists, details, and paperwork. Developer is working on agreements. M/M requested a \$15,000 deposit, provided TJC with details and most of the District common notes, and stated that an easement agreement, extension agreement and locates will be required. TJC Limited requested the necessary paperwork to set up escrow and agreements and they are ready to start submitting design plans. M/M sent the Developer an invoice for the required deposit on December 12, 2019. Sanitary utilities map was sent to the contractor and suggested that they verify line sizes. A flow study is being required based on volume anticipated to be contributed and potential of 6" line existing. Legal exhibit, easement, title commitment, and plat were sent to the Attorney on June 9, 2020. Sanitary plans were received and appear acceptable. The developer has also requested a vacation of existing easement as it no longer is necessary to serve the District. A stamped easement and exhibit were received from the Developer on July 9, 2020. A flow study has been completed and is acceptable. The Attorney has prepared a sewer line easement and extension agreement and we are awaiting Developer. An availability letter was provided for each building (5) for submission to the City. The contractor notified MM that they found a MH in the middle of their parcel. Research confirmed this to be a MH on the segment to the East roadway. The solution is that they will cap the main at the property line so if a service is live on the line it will not be affected. The one service on the line does not appear live and we will ultimately verify no connection. Plans were received on January 15, 2021 for review. The Contractor was informed that they will also need to hold a pre-construction meeting before work begins and after plans are reviewed and appear acceptable. Utility submittals were received on January 19, 2021 and are under review. Work has progressed. Comments were received from the submittal and there were issues with the grading, this has been resolved. The Contract estimates that the sanitary work will begin in early May 2021. Coordination with the developer on timing and review of the mainline extension was provided. A list of all required items for conditional approval was conveyed to the Developer on May 13, 2021. MM visited the sight and spoke with the Superintendent on June 2, 2021 reminding them about the need to abandon the center MH and cap the abandoned service line at the property line. MM inspected the air testing on July 9, 2021. Construction continues. Work has picked back up and air testing is being re-tested and connections are being completed. The site passed air testing on September 17, 2021. Outstanding items include: PLS stamped as-built drawings, tracer wire testing, M/M to witness the abandonment of existing lines, and CCTV of the sanitary lines after jetting. Taps should not be sold until conditional acceptance of the sanitary extension. Compaction reports and photos of the abandoned manhole and capped sanitary line still need to be received from the Contractor to initiate conditional acceptance.

**UPDATE: None**

#### 12599 W 27th Ave – New Dewatering Building – Consolidated Mutual Water

M/M received plans for a new proposed dewatering building on November 15, 2018. M/M received the plumbing plans for a new proposed dewatering building on November 21, 2018. Tap fees appear to be up to date as long as a single service to their treatment and maintenance buildings is ok. Service fees are more difficult to identify. A metering manhole could be installed in the future. Has requested tap application for ¾" service to new solids



building. On-going coordination is taking place for flow values contributed over the years without service fees. M/M received interceptor sizing calculations and design drawings for the Consolidated Mutual sanitary service lines on August 19, 2019 and corrected documents were received August 20, 2019. M/M is reviewing. M/M provided review letter for sand interceptor on September 9, 2019. Flow data and lab results were received from REC on July 29, 2021. M/M is in process of evaluating the data to translate the information into a single family equivalent SFE in order for billing to take place. MM has evaluated flows and have a couple alternatives of calculation for the finalizing of SFRE for the facility. This will be coordinated with Consolidated, and a final recommendation made. 2020 and 2021 fees were invoiced and sent to CMW on October 25, 2021. CMW will be added to the District's regular billing and 2022 will be billed in January.

**UPDATE: Martn/Martin has evaluated the Water Treatment building and will attempt to bring a consensus SFRE value to the Board in January**

**2650 Simms Street – Single Family with desire to add an ADU on the property – John Bauer**

M/M provided Mr. Bauer with the process to accommodate an ADU. GIS mapping was provided to show potential mains they can connect to. A variance request was accepted by the Board on October 27<sup>th</sup> and the District's Attorney will prepare a **common service line agreement** for this property.

**UPDATE: None**

**2419 Ward – Dave Coggeshall (303) 917-5230 (Cell) Or (303) 777-0894 (Office)**

Coordination took place as to plan review and ADU requiring an additional tap connection fee was coordinated by District manager.

**UPDATE: None**

**12601 W. 32nd Ave. (Applewood Shopping Center) – New Oil Change Facility**

The City received an application for an SDP of this site to become a new oil change facility. An availability letter was sent on September 2, 2021.

**UPDATE: None**

**3357 Ward Road - Vic Tranberg (Tranberg & Co.)**

The builder was looking to start construction on August 6, 2021. They were informed that the need to purchase the tap, pay all fees, and have plans reviewed before any form of acceptance would be granted. Ready to begin by paying tap and connecting.

**UPDATE: None**

**3015 Youngfield Street – Ice Cream Shop - Diana Mendez (Old Dairy Queen)**

The property, which is an old Dairy Queen, and is being converted into a new bakery ice cream shop. The new owner has reached out to the District for the rules and regulations in place. She was informed that the site will require a grease trap and the questionnaire for grease interceptor was sent. The Owner does not plan on having the ice cream made on-site, the dishes will be disposable, and they plan on having 50-100 customers per day. An under sink trap is anticipated and they will submit a calculation for review.

**UPDATE: None**

**2259 Kipling St. – 3-Unit Townhome Referral**

City of Lakewood sent a referral letter request September 15, 2020. M/M will address following review. The Developer is going to tie into the existing mainline within Kipling and plans are being updated to reflect this change. REC checked depths of MH's to verify if this is feasible. The decision is based on a lack of easement area



to the west for a mainline extension. REC created a map showing the depths of the MHs on May 13, 2021. This information was shown to the developer.

**UPDATE: None**

#### Miscellaneous

- 2022 Flow Projections were sent to Metro 4/19/21. Metro 2022 budget was received on May 4, 2021.
- 26<sup>th</sup> and Oak Sanitary: Ongoing conversation about the bike incident has been taking place (Roybal).
- **Metro Tap Fees: these have increased by \$160 per SFRE (Now \$4,710 from \$4,550) and NWLSD is proposing the same increase.**
- **2121 Union Way – Rick Brown: The homeowner is worried that the lining on the main will cause a backflow into his home. This would be the responsibility of the Owner and Plumber if the repair work that was performed on his service line has raised the elevation. He has been informed of this and no action is needed at this time.**

January 19, 2022

Steve Beck  
 Northwest Lakewood Sanitation District  
 141 Union Boulevard, Suite 150  
 Lakewood, Colorado 80228

Re: Northwest Lakewood Sanitation District – 2021 Sanitary Sewer Improvements  
 Martin/Martin, Inc. Project No.: 17.0638.C.08

Dear Mr. Beck,

Attached is the Application for Payment Number One for work completed on the Northwest Lakewood Sanitation District – 2021 Sanitary Sewer Improvements project through the month of December 2021. To date, approximately 23% of the project has been completed, limited to CIPP improvements, as outlined in the attached spreadsheet.

Two of the CIPP linings are significantly longer than the bid quantity due to inconsistencies between the recorded GIS data and the actual measurements in the field. Bid Item B9 is 36% longer than the bid quantity and Bid Item B10 is 16% longer than the bid quantity. The actual lengths have been verified in the field by Martin/Martin. Both of these linings are also shared NWLSD/CPWSD Interceptor lines. Change Order CO1 is included with this pay application reflecting these adjustments.

Martin/Martin recommends approval of Application for Payment Number One, and a check prepared to Insituform Technologies, LLC in the amount of **\$348,949.25**. This amount reflects a total retainage of **\$18,365.75** withheld based on the required 5% of each pay request application.

The bid items in this pay application include all repairs on the shared interceptor with the College Park Water & Sanitation District as follows:

Bid Item	Upstream & Downstream Manholes	Budgeted Cost	Actual Cost	NWLSD Responsibility (%)	CPWSD Responsibility (%)
B9	RO-11A-3A to RO-11A-3	\$54,320.00	\$73,774.00	\$42,788.92 (58%)	\$30,985.08 (42%)
B10	RO-11A-4 to RO-11A-3A	\$59,312.00	\$68,558.00	\$39,763.64 (58%)	\$28,794.36 (42%)



Northwest Lakewood Sanitation District – 2021 Sanitary Sewer Improvements  
January 19, 2022

B33	RO-29 to RO-28	\$69,795.00	\$70,265.00	\$40,753.70 (58%)	\$29,511.30 (42%)
CPWSD Total:					\$89,290.74

After re-evaluation of the open cut point repairs for the sanitary sewer between manholes P-11A and P-11, Martin/Martin will not add this project to the interceptor scope of work as previously discussed. The three projects listed above complete the Interceptor repairs for the 2021 Sanitary Sewer Improvements Project.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,



Bill Willis, P.E.  
Principal

Cc: Alex Fonov – Insituform Technologies, LLC



**PAY APPLICATION #1**

Project: Northwest Lakewood Sanitation District - 2021 Sanitary Sewer Improvements  
Date: January 14, 2022  
Job No. 17.0638.C.04  
Owner: Northwest Lakewood Sanitation District  
Prep. By: MAD  
Contractor: Insituform Technologies, LLC  
Chkd. By: BPW  
For Period: Thru 12.31.2021

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Original Contract Price	\$ 1,659,124.00
Additions to Original Contract Price	\$ 31,279.00
Revised Contract Price	\$ 1,690,403.00
Total Work Completed to Date	\$ 367,315.00
Less Retainage (5% of each pay request of the contract)	\$ 18,365.75
Net Earned	\$ 348,949.25
Plus Net Material and Equipment Stored On Site	\$ 0.00
Sub Total	\$ 348,949.25
Less Previous Payments	\$ 0.00
Amount Due This Application	\$ 348,949.25

The undersigned Contractor certifies that: the amounts and values contained herein are correct; all work has been performed and/or supplied in accordance with the requirements of the Contract; no part of the Amount Due This Application has been received; title to all work, material, and/or equipment covered by this Application for payment will pass to Owner at time of payment, free and clear of all liens, claims, and encumbrances.

Contractor: Insituform Technologies, LLC

By: \_\_\_\_\_ (See Attached Invoice) \_\_\_\_\_ Date: 12.21.2021

This Application for Payment meets the requirements of the Contract and payment of the Amount Due is recommended.

MARTIN/MARTIN, Inc.

By: Bill Wilk \_\_\_\_\_ Date: 01.19.2022

EXCEL SHEET

**MARTIN/MARTIN** **PAY APPLICATION 01**

PROJ. NAME: NWLSD 2021 SANITARY SEWER IMPROVEMENTS	Date: 01.19.2022
FOR PERIOD: Through 12.21.2021	Job No.: 17.0638.C.08
OWNER: NORTHWEST LAKEWOOD SANITATION DISTRICT	Prep. By: BLT
ENGINEER: MARTIN/MARTIN, INC.	Chk'd By: BW
CONTRACTOR: INSITUFORM TECHNOLOGIES	

Bid Item	Description	Unit	Original Quantity	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous			This Estimate			Total to Date		
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.	%	Amount
A9b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A9c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A9d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A9e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A9f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A9g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A10</b>	<b>Z-7 to Z-6, Alkire St - 8" Line, 5' Point Repair</b>																
A10a	Point Repair: 83 LF to 88 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A10b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A10c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A10d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A10e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A10f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A10g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A11</b>	<b>ZD-2-1 to ZD-2, W 22nd Pl - 8" Line, 5' Point Repair</b>																
A11a	Point Repair: 52 LF to 57 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A11b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A11c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A11d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A11e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A11f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A11g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A12</b>	<b>EA-A4-1 to EA-4A, W 22nd Pl - 8" Line, 5' Point Repair</b>																
A12a	Point Repair: 204 LF to 209 LF (0 Services)	LF	5			\$ 909.00	\$ 4,545.00	\$ 4,545.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A12b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A12c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A12d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A12e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A12f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A12g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A13</b>	<b>E-8A-1 to E-8A, Easement - 8" Line, 5' Point Repair</b>																
A13a	Point Repair: 29 LF to 34 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A13b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A13c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A13d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A13e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A13f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A13g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A14</b>	<b>AB-11-2 to AB-11-1, W 28th Ave - 8" Line, 5' Point Repair</b>																
A14a	Point Repair: 59 LF to 64 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A14b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A14c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A14d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A14e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A14f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A14g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A15</b>	<b>ACA-1 to AC-2 - Simms St - 8" Line, 20' Point Repair</b>																
A15a	Point Repair: 25 LF to 45 LF (0 Services)	LF	20			\$ 748.00	\$ 14,960.00	\$ 14,960.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A15b	Remove/Replace Asphalt Pavement	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A15c	Import Fill (trench width, if required)	LF	20			\$ 267.00	\$ 5,340.00	\$ 5,340.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A15d	Trench Stabilization (if required)	LF	20			\$ 251.00	\$ 5,020.00	\$ 5,020.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A15e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A15f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A15g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A16</b>	<b>B-1 to A-27, Easement - 12" Line, (2) 5' Point Repairs</b>																
A16a	Point Repair: 350 LF to 355 LF (0 Service)	LF	5			\$ 962.00	\$ 4,810.00	\$ 4,810.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A16b	Point Repair: 245 LF to 250 LF (0 Service)	LF	5			\$ 962.00	\$ 4,810.00	\$ 4,810.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A16c	Remove/Replace Landscaping	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A16d	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A16e	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A16f	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A16g	Bypass Pumping	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -
<b>A17</b>	<b>B-1A to B-1, Easement - 12" Line, 20' Point Repair</b>																
A17a	Point Repair: 304 LF to 324 LF (0 Service)	LF	20			\$ 855.00	\$ 17,100.00	\$ 17,100.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A17b	Remove/Replace Asphalt Pavement	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A17d	Remove/Replace Landscaping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A17c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A17d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00		0%	\$ -		0%	\$ -	0	0%	\$ -
A17e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00		0%	\$ -		0%	\$ -	0	0%	\$ -

**MARTIN/MARTIN** **PAY APPLICATION 01**

PROJ. NAME: NWLSD 2021 SANITARY SEWER IMPROVEMENTS	Date: 01.19.2022
FOR PERIOD: Through 12.21.2021	Job No.: 17.0638.C.08
OWNER: NORTHWEST LAKEWOOD SANITATION DISTRICT	Prep. By: BLT
ENGINEER: MARTIN/MARTIN, INC.	Chk'd By: BW
CONTRACTOR: INSITUFORM TECHNOLOGIES	

Bid Item	Description	Unit	Original Quantity	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous			This Estimate			Total to Date		
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.	%	Amount
A17f	Bypass Pumping	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A17g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A18</b>	<b>BF-16A to BF-16, Youngsfield Service Rd - 12" Line, 10' Point Repair</b>																
A18a	Point Repair: 16 LF to 26 LF (0 Services)	LF	10			\$ 962.00	\$ 9,620.00	\$ 9,620.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A18b	Remove/Replace Asphalt Pavement	LS	1			\$ 2,138.00	\$ 2,138.00	\$ 2,138.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A18c	Import Fill (trench width, if required)	LF	10			\$ 267.00	\$ 2,670.00	\$ 2,670.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A18d	Trench Stabilization (if required)	LF	10			\$ 251.00	\$ 2,510.00	\$ 2,510.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A18e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A18f	Bypass Pumping	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A18g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A19</b>	<b>BG-2A to BG-2, W 35th Ave - 8" Line, 5' Point Repair</b>																
A19a	Point Repair: 205 LF to 210 LF (1 Service)	LF	5			\$ 909.00	\$ 4,545.00	\$ 4,545.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A19b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A19c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A19d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A19e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A19f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A19g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A20</b>	<b>C-3A-1 to C-3A, W 28th Ave - 8" Line, (2) 5' Point Repairs</b>																
A20a	Point Repair: 4 LF to 9 LF (1 Service)	LF	5			\$ 909.00	\$ 4,545.00	\$ 4,545.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20b	Point Repair: 237 LF to 242 LF (0 Service)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20c	Remove/Replace Asphalt Pavement	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20d	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20e	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20f	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20g	Bypass Pumping	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A20h	Traffic Control	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A21</b>	<b>C-9-1 to C-9, Queen St, 8" Line, 5' Point Repair</b>																
A21a	Point Repair: 90 LF to 95 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A21b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A21c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A21d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A21e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A21f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A21g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A22</b>	<b>C-12-2 to C-12D, Simms St - 8" Line, 5' Point Repair</b>																
A22a	Point Repair: 63 LF to 68 LF (0 Service)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A22b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A22c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A22d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A22e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A22f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A22g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A23</b>	<b>Z-7-3 to Z-7-2, Alkire St - 8" Line, 5' Point Repair</b>																
A23a	Point Repair: 246 LF to 251 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A23b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A23c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A23d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A23e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A23f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A23g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A24</b>	<b>ZC-13 to ZC-12, Braun Dr - 8" Line, 5' Point Repair</b>																
A24a	Point Repair: 2 LF to 7 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A24b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A24c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A24d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A24e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A24f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A24g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A25</b>	<b>Z-3 to Z-2, Alkire St - 8" Line, (2) 5' Point Repairs</b>																
A25a	Point Repair: 332 LF to 337 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A25b	Remove/Replace Asphalt Pavement	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A25c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A25d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A25e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A25f	Bypass Pumping	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A25g	Traffic Control	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A26</b>	<b>B-11R-7-2-1 to B-11R-7-2, Easement - 6" Line, 10' Point Repair</b>																
A26a	Point Repair: 90 LF to 100 LF (0 Services)	LF	10			\$ 802.00	\$ 8,020.00	\$ 8,020.00	0%	\$ -	0%	\$ -	0	0%	\$ -		

**MARTIN/MARTIN** **PAY APPLICATION 01**

PROJ. NAME: NWLSD 2021 SANITARY SEWER IMPROVEMENTS  
 FOR PERIOD: Through 12.21.2021  
 OWNER: NORTHWEST LAKEWOOD SANITATION DISTRICT  
 ENGINEER: MARTIN/MARTIN, INC.  
 CONTRACTOR: INSITUFORM TECHNOLOGIES

Date: 01.19.2022  
 Job No.: 17.0638.C.08  
 Prep. By: BLT  
 Chk'd By: BW

Bid Item	Description	Unit	Original Quantity	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous			This Estimate			Total to Date		
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.	%	Amount
A26b	Remove/Replace Asphalt Pavement	LS	1			\$ 2,138.00	\$ 2,138.00	\$ 2,138.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A26c	Remove/Replace Landscaping	LS	1			\$ 2,138.00	\$ 2,138.00	\$ 2,138.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A26d	Import Fill (trench width, if required)	LF	10			\$ 267.00	\$ 2,670.00	\$ 2,670.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A26e	Trench Stabilization (if required)	LF	10			\$ 251.00	\$ 2,510.00	\$ 2,510.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A26f	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A26g	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A26h	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A27</b>	<b>AG-3 to AG-2, Easement - 8" Line, 20' Point Repair</b>																
A27a	Point Repair: 130 LF to 150 LF (0 Services)	LF	20			\$ 748.00	\$ 14,960.00	\$ 14,960.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A27b	Remove/Replace Asphalt Pavement	LS	1			\$ 3,742.00	\$ 3,742.00	\$ 3,742.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A27c	Import Fill (trench width, if required)	LF	20			\$ 267.00	\$ 5,340.00	\$ 5,340.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A27d	Trench Stabilization (if required)	LF	20			\$ 251.00	\$ 5,020.00	\$ 5,020.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A27e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A27f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A27g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A28</b>	<b>A-56A-2 to A-56A-1, Easement/ Paramount Pkwy - 8" Line, 5' Point Repair</b>																
A28a	Point Repair: 5 LF to 10 LF (0 Service)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28b	Remove/Replace Asphalt Pavement	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28c	Remove/Replace Landscaping	LS	1			\$ 2,138.00	\$ 2,138.00	\$ 2,138.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28d	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28e	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28f	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28g	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A28h	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A29</b>	<b>BH-1-6 to BH-1-5, Winfield Dr - 12" Line, 10' Point Repair</b>																
A29a	Point Repair: 196 LF to 206 LF (0 Service)	LF	10			\$ 962.00	\$ 9,620.00	\$ 9,620.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A29b	Remove/Replace Asphalt Pavement	LS	1			\$ 2,138.00	\$ 2,138.00	\$ 2,138.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A29c	Import Fill (trench width, if required)	LF	10			\$ 267.00	\$ 2,670.00	\$ 2,670.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A29d	Trench Stabilization (if required)	LF	10			\$ 251.00	\$ 2,510.00	\$ 2,510.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A29e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A29f	Bypass Pumping	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A29g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>A30</b>	<b>BP-1A to BP-1, Easement - 8" Line, 5' Point Repair</b>																
A30a	Point Repair: 3 LF to 8 LF (0 Services)	LF	5			\$ 855.00	\$ 4,275.00	\$ 4,275.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A30b	Remove/Replace Landscaping	LS	1			\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A30c	Import Fill (trench width, if required)	LF	5			\$ 267.00	\$ 1,335.00	\$ 1,335.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A30d	Trench Stabilization (if required)	LF	5			\$ 251.00	\$ 1,255.00	\$ 1,255.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A30e	Cutoff Wall (if required)	EA	1			\$ 1,005.00	\$ 1,005.00	\$ 1,005.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A30f	Bypass Pumping	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
A30g	Traffic Control	LS	1			\$ 2,673.00	\$ 2,673.00	\$ 2,673.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
	<b>Sub-Total A</b>						<b>\$ 576,598.00</b>	<b>\$ 576,598.00</b>	0%	<b>\$ -</b>	0%	<b>\$0.00</b>		0%	<b>\$0.00</b>		
	<b>Bid Schedule B (Full Linings)</b>																
<b>B1</b>	<b>B-11R-32-1A to B-11R-32-1, Union Way - 8" Line</b>																
B1a.	Full Lining - 220 LF (3 Services)	LF	220			\$ 40.00	\$ 8,800.00	\$ 8,800.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
B1b.	Service Reconnection	EA	3			\$ 122.00	\$ 366.00	\$ 366.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>B2</b>	<b>AP-1 to A-51, W 30th Ave - 8" Line</b>																
B2a.	Full Lining - 324 LF (8 Services)	LF	324			\$ 34.00	\$ 11,016.00	\$ 11,016.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
B2b.	Service Reconnection	EA	8			\$ 94.00	\$ 752.00	\$ 752.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>B3</b>	<b>B-94 to B-93, Zinna St - 8" Line</b>																
B3a.	Full Lining - 247 LF (5 Services)	LF	247			\$ 38.00	\$ 9,386.00	\$ 9,386.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
B3b.	Service Reconnection	EA	5			\$ 103.00	\$ 515.00	\$ 515.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>B4</b>	<b>BW-1A-4 to BW-1A-3, Xenophon St - 8" Line</b>																
B4a.	Full Lining - 303 LF (4 Services)	LF	303			\$ 35.00	\$ 10,605.00	\$ 10,605.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
B4b.	Service Reconnection	EA	4			\$ 112.00	\$ 448.00	\$ 448.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>B5</b>	<b>DELETED</b>																
B5a.	DELETED	LF	0			\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -		
B5b.	DELETED	EA	0			\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -		
<b>B6</b>	<b>BOA-5-1 to BOA-5, Zinnia St - 8" Line</b>																
B6a.	Full Lining - 300 LF (5 Services)	LF	300			\$ 35.00	\$ 10,500.00	\$ 10,500.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
B6b.	Service Reconnection	EA	5			\$ 105.00	\$ 525.00	\$ 525.00	0%	\$ -	0%	\$ -	0	0%	\$ -		
<b>B7</b>	<b>DELETED</b>																
B7a.	DELETED	LF	0			\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -		
B7b.	DELETED	EA	0			\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -		
<b>B8</b>	<b>DELETED</b>																
B8a.	DELETED	LF	0			\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -		
B8b.	DELETED	EA	0			\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -		
<b>B9</b>	<b>RO-11A-3A to RO-11A-3, Easement/ Nelson Dr - 24" Line</b>																

**MARTIN/MARTIN** **PAY APPLICATION 01**

PROJ. NAME: NWLSD 2021 SANITARY SEWER IMPROVEMENTS	Date: 01.19.2022
FOR PERIOD: Through 12.21.2021	Job No.: 17.0638.C.08
OWNER: NORTHWEST LAKEWOOD SANITATION DISTRICT	Prep. By: BLT
ENGINEER: MARTIN/MARTIN, INC.	Chk'd By: BW
CONTRACTOR: INSITUFORM TECHNOLOGIES	

Bid Item	Description	Unit	Original Quantity	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous			This Estimate			Total to Date		
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.	%	Amount
B9a.	Full Lining - 378 LF (2 Services)	LF	378	1	515	\$ 142.00	\$ 53,676.00	\$ 73,130.00	0%	\$ -	515	100%	\$ 73,130.00	515	100%	\$ 73,130.00	
B9b.	Service Reconnection	EA	2			\$ 322.00	\$ 644.00	\$ 644.00	0%	\$ -	2	100%	\$ 644.00	2	100%	\$ 644.00	
<b>B10</b>	<b>RO-11A-3A to RO-11A-4, Easement/ Nelson Dr - 24" Line</b>																
B10a.	Full Lining - 425 LF (2 Services)	LF	425	1	492	\$ 138.00	\$ 58,650.00	\$ 67,896.00	0%	\$ -	492	100%	\$ 67,896.00	492	100%	\$ 67,896.00	
B10b.	Service Reconnection	EA	2			\$ 331.00	\$ 662.00	\$ 662.00	0%	\$ -	2	100%	\$ 662.00	2	100%	\$ 662.00	
<b>B11</b>	<b>JA-2 to JA-1, Willow Lane - 8" Line</b>																
B11a.	Full Lining - 116 LF (3 Services)	LF	116			\$ 56.00	\$ 6,496.00	\$ 6,496.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B11b.	Service Reconnection	EA	3			\$ 117.00	\$ 351.00	\$ 351.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B12</b>	<b>GF-13 to GF-12, Linda Vista Dr - 8" Line</b>																
B12a.	Full Lining - 402 LF (6 Services)	LF	402			\$ 32.00	\$ 12,864.00	\$ 12,864.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B12b.	Service Reconnection	EA	6			\$ 102.00	\$ 612.00	\$ 612.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B13</b>	<b>DELETED</b>																
B13a.	DELETED	LF	0			\$ -	\$ -	\$ -	0%	\$ -		0%	\$ -	0	100%	\$ -	
B13b.	DELETED	EA	0			\$ -	\$ -	\$ -	0%	\$ -		0%	\$ -	0	100%	\$ -	
<b>B14</b>	<b>A-28 to A-27, Easement - 12" Line</b>																
B14a.	Full Lining - 396 LF (2 Services)	LF	396			\$ 52.00	\$ 20,592.00	\$ 20,592.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B14b.	Service Reconnection	EA	2			\$ 241.00	\$ 482.00	\$ 482.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B15</b>	<b>AB-3 to AB-2, West 26th Avenue Easement - 8" Line</b>																
B15a.	Full Lining - 131 LF (2 Services)	LF	131			\$ 53.00	\$ 6,943.00	\$ 6,943.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B15b.	Service Reconnection	EA	2			\$ 140.00	\$ 280.00	\$ 280.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B16</b>	<b>AB-7A-2 to AB-7A-1, W 28th Pl - 8" Line</b>																
B16a.	Full Lining - 334 LF (7 Services)	LF	334			\$ 34.00	\$ 11,356.00	\$ 11,356.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B16b.	Service Reconnection	EA	7			\$ 97.00	\$ 679.00	\$ 679.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B17</b>	<b>AB-10 to AB-9, Robb Cir - 8" Line</b>																
B17a.	Full Lining - 294 LF (5 Services)	LF	294			\$ 35.00	\$ 10,290.00	\$ 10,290.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B17b.	Service Reconnection	EA	5			\$ 105.00	\$ 525.00	\$ 525.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B18</b>	<b>AB-10-5 to AB-10-4, 28th Pl - 8" Line</b>																
B18a.	Full Lining - 66 LF (0 Services)	LF	66			\$ 84.00	\$ 5,544.00	\$ 5,544.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B18b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -	0%	\$ -		0%	\$ -	0	100%	\$ -	
<b>B19</b>	<b>AB-10-6-1 to AB-10-6, Applewood Knolls Dr - 8" Line</b>																
B19a.	Full Lining - 201 LF (2 Services)	LF	201			\$ 41.00	\$ 8,241.00	\$ 8,241.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B19b.	Service Reconnection	EA	2			\$ 144.00	\$ 288.00	\$ 288.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B20</b>	<b>AB-10-6-1A to AB-10-6-1, Taft Ct - 8" Line</b>																
B20a.	Full Lining - 197 LF (2 Services)	LF	197			\$ 42.00	\$ 8,274.00	\$ 8,274.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B20b.	Service Reconnection	EA	2			\$ 144.00	\$ 288.00	\$ 288.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B21</b>	<b>AB-10-6-3A to AB-10-6-2A, Taft Ct - 8" Line</b>																
B21a.	Full Lining - 300 LF (6 Services)	LF	300			\$ 35.00	\$ 10,500.00	\$ 10,500.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B21b.	Service Reconnection	EA	6			\$ 100.00	\$ 600.00	\$ 600.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B22</b>	<b>AB-10-9-5 to AB-10-9-4, Taft St - 8" Line</b>																
B22a.	Full Lining - 299 LF (3 Services)	LF	299			\$ 35.00	\$ 10,465.00	\$ 10,465.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B22b.	Service Reconnection	EA	3			\$ 125.00	\$ 375.00	\$ 375.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B23</b>	<b>AB-11-2 to AB-11-1, W 28th Ave - 8" Line</b>																
B23a.	Full Lining - 285 LF (3 Services)	LF	285			\$ 36.00	\$ 10,260.00	\$ 10,260.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B23b.	Service Reconnection	EA	3			\$ 125.00	\$ 375.00	\$ 375.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B24</b>	<b>ACC-1 to ACA-2, W 30th Pl - 8" Line</b>																
B24a.	Full Lining - 166 LF (3 Services)	LF	166			\$ 45.00	\$ 7,470.00	\$ 7,470.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B24b.	Service Reconnection	EA	3			\$ 119.00	\$ 357.00	\$ 357.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B25</b>	<b>AD-1-2 to AD-1-1, W 31st Pl - 8" Line</b>																
B25a.	Full Lining - 300 LF (6 Services)	LF	300			\$ 35.00	\$ 10,500.00	\$ 10,500.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B25b.	Service Reconnection	EA	6			\$ 100.00	\$ 600.00	\$ 600.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B26</b>	<b>AD-5 to AD-4, Routt Cir - 8" Line</b>																
B26a.	Full Lining - 125 LF (2 Services)	LF	125			\$ 53.00	\$ 6,625.00	\$ 6,625.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B26b.	Service Reconnection	EA	2			\$ 140.00	\$ 280.00	\$ 280.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B27</b>	<b>AD-6-1 to AD-6, W 29th Pl - 8" Line</b>																
B27a.	Full Lining - 162 LF (1 Service)	LF	162			\$ 46.00	\$ 7,452.00	\$ 7,452.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B27b.	Service Reconnection	EA	1			\$ 210.00	\$ 210.00	\$ 210.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B28</b>	<b>B-2A-2 to B-2A-1, Easement, 8" Line</b>																
B28a.	Full Lining - 66 LF (0 Services)	LF	66			\$ 85.00	\$ 5,610.00	\$ 5,610.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B28b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -	0%	\$ -		0%	\$ -	0	100%	\$ -	
<b>B29</b>	<b>B-4 to B-3, Easement - 8" Line</b>																
B29a.	Full Lining - 73 LF (0 Services)	LF	73			\$ 130.00	\$ 9,490.00	\$ 9,490.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B29b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -	0%	\$ -		0%	\$ -	0	100%	\$ -	
<b>B30</b>	<b>C-1A-4-2-1 to C-1A-4-2, Ownens Ct - 8" Line</b>																
B30a.	Full Lining - 180 LF (2 Services)	LF	180			\$ 43.00	\$ 7,740.00	\$ 7,740.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B30b.	Service Reconnection	EA	2			\$ 140.00	\$ 280.00	\$ 280.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B31</b>	<b>C-8A-4 to C-8A-3, W 25th Pl - 8" Line</b>																
B31a.	Full Lining - 301 LF (5 Services)	LF	301			\$ 35.00	\$ 10,535.00	\$ 10,535.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
B31b.	Service Reconnection	EA	5			\$ 100.00	\$ 500.00	\$ 500.00	0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B32</b>	<b>DELETED</b>																

**MARTIN/MARTIN**

**PAY APPLICATION 01**

PROJ. NAME: NWLSD 2021 SANITARY SEWER IMPROVEMENTS  
 FOR PERIOD: Through 12.21.2021  
 OWNER: NORTHWEST LAKEWOOD SANITATION DISTRICT  
 ENGINEER: MARTIN/MARTIN, INC.  
 CONTRACTOR: INSITUFORM TECHNOLOGIES

Date: 01.19.2022  
 Job No.: 17.0638.C.08  
 Prep. By: BLT  
 Chk'd By: BW

Bid Item	Description	Unit	Original Quantity	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous		This Estimate		Total to Date			
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.	%
B32a.	DELETED	LF	0				\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -	
B32b.	DELETED	EA	0				\$ -	\$ -	0%	\$ -	0%	\$ -	0	100%	\$ -	
<b>B33</b>	<b>RO-29 to RO-28, Easement - 18" Line</b>															
B33a.	Full Lining - 297 LF (0 Services)	LF	297	1	299	\$ 235.00	\$ 69,795.00	\$ 70,265.00	0%	\$ -	299	100%	\$ 70,265.00	299	100%	\$ 70,265.00
B33b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
<b>B34</b>	<b>ZC-13-3 to ZC-13-2, Braun Dr - 8" Line</b>															
B34a.	Full Lining - 322 LF (8 Services)	LF	322			\$ 34.00	\$ 10,948.00	\$ 10,948.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B34b.	Service Reconnection	EA	8			\$ 94.00	\$ 752.00	\$ 752.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B35</b>	<b>ZD-5-1 to ZD-5, W 25th Pl - 8" Line</b>															
B35a.	Full Lining - 249 LF (3 Services)	LF	249			\$ 38.00	\$ 9,462.00	\$ 9,462.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B35b.	Service Reconnection	EA	3			\$ 123.00	\$ 369.00	\$ 369.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B36</b>	<b>ZD-5-2 to ZD-5-1, W 25th Pl - 8" Line</b>															
B36a.	Full Lining - 92 LF (2 Services)	LF	92			\$ 64.00	\$ 5,888.00	\$ 5,888.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B36b.	Service Reconnection	EA	2			\$ 137.00	\$ 274.00	\$ 274.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B37</b>	<b>DELETED</b>															
B37a.	DELETED	LF	0				\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
B37b.	DELETED	EA	0				\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
<b>B38</b>	<b>ZD-6 to ZD-5, W 26th Ave - 8" Line</b>															
B38a.	Full Lining - 222 LF (4 Services)	LF	222			\$ 29.00	\$ 6,438.00	\$ 6,438.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B38b.	Service Reconnection	EA	4			\$ 95.00	\$ 380.00	\$ 380.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B39</b>	<b>ZD-7 to ZD-6, W 26th Ave - 8" Line</b>															
B39a.	Full Lining - 219 LF (4 Services)	LF	219			\$ 29.00	\$ 6,351.00	\$ 6,351.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B39b.	Service Reconnection	EA	4			\$ 95.00	\$ 380.00	\$ 380.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B40</b>	<b>ZD-7-1 to ZD-7, Devinne Ct - 8" Line</b>															
B40a.	Full Lining - 326 LF (6 Services)	LF	326			\$ 34.00	\$ 11,084.00	\$ 11,084.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B40b.	Service Reconnection	EA	6			\$ 100.00	\$ 600.00	\$ 600.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B41</b>	<b>ZH-1 to Z-20, Creighton Dr - 8" Line</b>															
B41a.	Full Lining - 107 LF (2 Services)	LF	107			\$ 39.00	\$ 4,173.00	\$ 4,173.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B41b.	Service Reconnection	EA	2			\$ 122.00	\$ 244.00	\$ 244.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B42</b>	<b>ZH-2 to ZH-1, Creighton Dr - 8" Line</b>															
B42a.	Full Lining - 109 LF (1 Services)	LF	109			\$ 39.00	\$ 4,251.00	\$ 4,251.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B42b.	Service Reconnection	EA	1			\$ 122.00	\$ 122.00	\$ 122.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B43</b>	<b>ZJ-1 to Z-21, Coors Dr - 8" Line</b>															
B43a.	Full Lining - 195 LF (2 Services)	LF	195			\$ 33.00	\$ 6,435.00	\$ 6,435.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B43b.	Service Reconnection	EA	2			\$ 126.00	\$ 252.00	\$ 252.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B44</b>	<b>ZJ-2 to ZJ-1, W 26th Ave - 8" Line</b>															
B44a.	Full Lining - 222 LF (1 Service)	LF	222			\$ 33.00	\$ 7,326.00	\$ 7,326.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B44b.	Service Reconnection	EA	1			\$ 126.00	\$ 126.00	\$ 126.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B45</b>	<b>Z-3 to Z-2, Alkire St - 8" Line</b>															
B45a.	Full Lining - 398 LF (2 Services)	LF	398			\$ 32.00	\$ 12,736.00	\$ 12,736.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B45b.	Service Reconnection	EA	2			\$ 157.00	\$ 314.00	\$ 314.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B46</b>	<b>A-37B-1-2 to A-37B-1-1, Nelson Ct - 8" Line</b>															
B46a.	Full Lining - 107 LF (2 Services)	LF	107			\$ 58.00	\$ 6,206.00	\$ 6,206.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B46b.	Service Reconnection	EA	2			\$ 138.00	\$ 276.00	\$ 276.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B47</b>	<b>AG-5 to AG-4, Easement - 8" Line</b>															
B47a.	Full Lining - 265 LF (3 Services)	LF	265			\$ 37.00	\$ 9,805.00	\$ 9,805.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B47b.	Service Reconnection	EA	3			\$ 124.00	\$ 372.00	\$ 372.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B48</b>	<b>RO-12 to RO-11A, Easement - 8" Line</b>															
B48a.	Full Lining - 190 LF (1 Service)	LF	190	1	199	\$ 156.00	\$ 29,640.00	\$ 31,044.00	0%	\$ -	199	100%	\$ 31,044.00	199	100%	\$ 31,044.00
B48b.	Service Reconnection	EA	1			\$ 330.00	\$ 330.00	\$ 330.00	0%	\$ -	1	100%	\$ 330.00	1	100%	\$ 330.00
<b>B49</b>	<b>RO-11A-5 to RO-11A-4, W 38th Pl - 8" Line</b>															
B49a.	Full Lining - 396 LF (0 Services)	LF	396	1	401	\$ 141.00	\$ 55,836.00	\$ 56,541.00	0%	\$ -	401	100%	\$ 56,541.00	401	100%	\$ 56,541.00
B49b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
<b>B50</b>	<b>BF-1A-A to B-5A, W 34th Pl - 12" Line</b>															
B50a.	Full Lining - 297 LF (1 Service)	LF	297			\$ 58.00	\$ 17,226.00	\$ 17,226.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B50b.	Service Reconnection	EA	1			\$ 383.00	\$ 383.00	\$ 383.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B51</b>	<b>GK-3A-B to GK-3A-A, Robb St - 8" Line</b>															
B51a.	Full Lining - 296 LF (12 Service)	LF	296			\$ 35.00	\$ 10,360.00	\$ 10,360.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B51b.	Service Reconnection	EA	12			\$ 87.00	\$ 1,044.00	\$ 1,044.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B52</b>	<b>B-5A to B-5, Easement - 24" Line</b>															
B52a.	Full Lining - 11 LF (0 Services)	LF	11			\$ 6,073.00	\$ 66,803.00	\$ 66,803.00	0%	\$ -	11	100%	\$ 66,803.00	11	100%	\$ 66,803.00
B52b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
<b>B53</b>	<b>DELETED</b>															
B53a.	DELETED	LF	0				\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
B53b.	DELETED	EA	0				\$ -	\$ -	0%	\$ -	0	0%	\$ -	0	100%	\$ -
<b>B54</b>	<b>B-11R-7-1 to B-11R-7, W 29th Pl - 6" Line</b>															
B54a.	Full Lining - 328 LF (1 Service)	LF	328			\$ 33.00	\$ 10,824.00	\$ 10,824.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
B54b.	Service Reconnection	EA	1			\$ 484.00	\$ 484.00	\$ 484.00	0%	\$ -	0	0%	\$ -	0	0%	\$ -
<b>B55</b>	<b>B-11R-7-2 to B-11R-7-1, W 29th Pl - 6" Line</b>															



MARTIN/MARTIN PAY APPLICATION 01

PROJ. NAME: NWLSD 2021 SANITARY SEWER IMPROVEMENTS	Date: 01.19.2022
FOR PERIOD: Through 12.21.2021	Job No.: 17.0638.C.08
OWNER: NORTHWEST LAKEWOOD SANITATION DISTRICT	Prep. By: BLT
ENGINEER: MARTIN/MARTIN, INC.	Chk'd By: BW
CONTRACTOR: INSITUFORM TECHNOLOGIES	

Bid Item	Description	Unit	Original Quantity	C.O. NO.	Revised Qty.	Unit Price	Totals		Total Previous			This Estimate			Total to Date			
							Original	Revised	Qty.	%	Amount	Qty.	%	Amount	Qty.	%	Amount	
B55a.	Full Lining - 296 LF (5 Services)	LF	296			\$ 31.00	\$ 9,176.00	\$ 9,176.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
B55b.	Service Reconnection	EA	5			\$ 321.00	\$ 1,605.00	\$ 1,605.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B56</b>	<b>B-11R-7-3 to B-11R-7-2, W 29th PI - 6" Line</b>																	
B56a.	Full Lining - 101 LF (3 Services)	LF	101			\$ 31.00	\$ 3,131.00	\$ 3,131.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
B56b.	Service Reconnection	EA	3			\$ 321.00	\$ 963.00	\$ 963.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>B57</b>	<b>B-26-2-1-A to B-26-2-1-A, Youngsfield St - 8" Line</b>																	
B57a.	Full Lining - 212 LF (0 Services)	LF	212			\$ 41.00	\$ 8,692.00	\$ 8,692.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
B57b.	Service Reconnection	EA	0			\$ -	\$ -	\$ -		0%	\$ -		0%	\$ -	0	100%	\$ -	
<b>B58</b>	<b>DELETED</b>																	
B58a.	DELETED	LF	0			\$ -	\$ -	\$ -		0%	\$ -		0%	\$ -	0	100%	\$ -	
B58b.	DELETED	EA	0			\$ -	\$ -	\$ -		0%	\$ -		0%	\$ -	0	100%	\$ -	
<b>Sub-Total B</b>							<b>\$ 752,730.00</b>	<b>\$ 784,009.00</b>		0%	\$ -		47%	<b>\$367,315.00</b>		47%	<b>\$367,315.00</b>	
<b>Bid Schedule C1 (Manhole Repairs)</b>																		
<b>C1</b>	<b>MH Z-3: Alkire St near W 29th Ave</b>																	
C1a.	Remove/Replace Existing Brick MH with Precast Concrete MH	LS	1			\$ 26,729.00	\$ 26,729.00	\$ 26,729.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C1b.	Import Fill Class 2 (full depth - if necessary)	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C1c.	Asphalt Remove/Replace	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C1d.	Trench Stabilization (if necessary)	LS	1			\$ 1,508.00	\$ 1,508.00	\$ 1,508.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C1e.	Traffic Control	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C1f.	Bypass Pumping (if necessary)	LS	1			\$ 12,830.00	\$ 12,830.00	\$ 12,830.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>C2</b>	<b>MH Z-5: Alkire St near W 28th Ave</b>																	
C2a.	Remove/Replace Existing Brick MH with Precast Concrete MH	LS	1			\$ 26,729.00	\$ 26,729.00	\$ 26,729.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C2b.	Import Fill Class 2 (full depth - if necessary)	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C2c.	Asphalt Remove/Replace	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C2d.	Trench Stabilization (if necessary)	LS	1			\$ 1,508.00	\$ 1,508.00	\$ 1,508.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C2e.	Traffic Control	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C2f.	Bypass Pumping (if necessary)	LS	1			\$ 12,830.00	\$ 12,830.00	\$ 12,830.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>C3</b>	<b>MH ZC-14: Coors Dr near W 20th PI</b>																	
C3a.	Remove/Replace Existing Brick MH with Precast Concrete MH	LS	1			\$ 26,729.00	\$ 26,729.00	\$ 26,729.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C3b.	Import Fill Class 2 (full depth - if necessary)	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C3c.	Asphalt Remove/Replace	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C3d.	Trench Stabilization (if necessary)	LS	1			\$ 1,508.00	\$ 1,508.00	\$ 1,508.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C3e.	Traffic Control	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C3f.	Bypass Pumping (if necessary)	LS	1			\$ 12,830.00	\$ 12,830.00	\$ 12,830.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>C4</b>	<b>MH ZD-3-1: W 23rd PI Near W 26th Ave</b>																	
C4a.	Remove/Replace Existing Brick MH with Precast Concrete MH	LS	1			\$ 26,729.00	\$ 26,729.00	\$ 26,729.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C4b.	Import Fill Class 2 (full depth - if necessary)	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C4c.	Asphalt Remove/Replace	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C4d.	Trench Stabilization (if necessary)	LS	1			\$ 1,508.00	\$ 1,508.00	\$ 1,508.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C4e.	Traffic Control	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C4f.	Bypass Pumping (if necessary)	LS	1			\$ 12,830.00	\$ 12,830.00	\$ 12,830.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>C5</b>	<b>MH ZD-3-4: W 23rd PI Near Creighton Dr</b>																	
C5a.	Remove/Replace Existing Brick MH with Precast Concrete MH	LS	1			\$ 26,729.00	\$ 26,729.00	\$ 26,729.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C5b.	Import Fill Class 2 (full depth - if necessary)	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C5c.	Asphalt Remove/Replace	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C5d.	Trench Stabilization (if necessary)	LS	1			\$ 1,508.00	\$ 1,508.00	\$ 1,508.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C5e.	Traffic Control	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C5f.	Bypass Pumping (if necessary)	LS	1			\$ 12,830.00	\$ 12,830.00	\$ 12,830.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>C6</b>	<b>MH ZC-7: Braun Dr near Braun Ct</b>																	
C6a.	Remove/Replace Existing Brick MH with Precast Concrete MH	LS	1			\$ 26,729.00	\$ 26,729.00	\$ 26,729.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C6b.	Import Fill Class 2 (full depth - if necessary)	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C6c.	Asphalt Remove/Replace	LS	1			\$ 3,207.00	\$ 3,207.00	\$ 3,207.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C6d.	Trench Stabilization (if necessary)	LS	1			\$ 1,508.00	\$ 1,508.00	\$ 1,508.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C6e.	Traffic Control	LS	1			\$ 5,346.00	\$ 5,346.00	\$ 5,346.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
C6f.	Bypass Pumping (if necessary)	LS	1			\$ 12,830.00	\$ 12,830.00	\$ 12,830.00		0%	\$ -		0%	\$ -	0	0%	\$ -	
<b>Sub-Total C</b>							<b>\$329,796.00</b>	<b>\$329,796.00</b>		0%	\$ -		0%	<b>\$0.00</b>		0%	<b>\$0.00</b>	
<b>GRAND TOTAL</b>								\$1,659,124.00	\$1,690,403.00			\$0.00		22%	\$367,315.00		22%	\$367,315.00
5% Bid Bond							\$1,659,124.00	\$1,690,403.00			\$0.00			\$ 18,365.75			\$ 18,365.75	
											\$0.00			\$ 348,949.25			\$ 348,949.25	

\* Retainage not subtracted out for Contract Total percent calculation.

The above pay request is approved:  
 OWNER: Northwest Lakewood Sanitation District  
 BY: \_\_\_\_\_ DATE 1/19/2022  
 The above pay request is accepted:  
 CONTRACTOR: Insituform Technologies

The above pay request is approved:  
 ENGINEER: MARTIN/MARTIN, INC.  
 BY: *B. M. Martin* 1/19/2022



**CHANGE ORDER #1**

Project: Northwest Lakewood Sanitation District -  
2021 Sanitary Sewer Improvements  
Owner: Northwest Lakewood Sanitation District  
Contractor: Insituform Technologies, LLC

Date: January 19, 2022  
Job No. 17.0638.C.08  
Prep. By: BLT  
Chkd. By: BW

Nature of Change (Reason, Item, Units)	Price Change (Add/Deduct)	Time Change (Add/Deduct)
See Attachment "A"		

These Changes result in the following adjustment of Contract price and Contract Time:

Contract Price Prior to This Change Order	\$1,659,124.00
Net Increase Resulting from this Change Order	\$31,279.00
Current Contract Price Including this Change Order	\$1,690,403.00

The above changes are approved:

MARTIN/MARTIN, INC.

BY:  Date: January 19, 2022

The above changes are accepted:

Contractor:

BY: \_\_\_\_\_ Date: \_\_\_\_\_

**Change Order Number 1**  
Attachment "A"

Nature of Change (Reason, Item, Units)  
(Add/Deduct)

Price Change

Bid Schedule A & B

1. B9a. Add: 137 LF Full Lining @ \$142.00/LF (515 LF Total). Recorded length does not match actual length in the field. Measurement verified by M/M.

Sub-Total      \$19,454.00

2. B10a. Add: 67 LF Full Lining @ \$138.00/LF (492 LF Total). Recorded length does not match actual length in the field. Measurement verified by M/M.

Sub-Total      \$9,246.00

3. B33a. Add: 2 LF Full Lining @ \$235.00/LF (299 LF Total). Minor footage adjustment.

Sub-Total      \$470.00

4. B48a. 9 LF Full Lining @ \$156.00/LF (199 LF Total). Minor footage adjustment.

Sub-Total      \$1,404.00

5. B49a. 5 LF Full Lining @ \$141.00/LF (401 LF Total). Minor footage adjustment.

Sub-Total      \$705.00

***Sub-Total Schedule:      \$31,279.00***

Total Change Order 1 Adjustment:      \$31,279.00

Original Contract Amount:      \$1,659,124.00

***Revised Total Contract Price:      \$1,690,403.00***

# METRO WATER RECOVERY

## Board of Directors Meeting

Tuesday, January 18, 2022

The regular monthly meeting of the Board of Directors of Metro Water Recovery will be held Tuesday, January 18, 2022 at 5:30 p.m. in the Administration Building Boardroom.

The **Agenda** will be as follows:

**1. ROLL CALL**

**2. PUBLIC COMMENT**

**3. APPROVAL OF MINUTES**

Minutes of the Board of Directors Meeting on December 21, 2021 (*Tab No. 1*)

**4. PROGRESS AND PROJECTION REPORTS**

4.a Report by Chief Executive Officer (*Tab No. 2*)

4.b Report by General Counsel (*Tab No. 3*)

**5. REPORTS OF OFFICERS AND COMMITTEES**

**6. NEW BUSINESS**

**Consent Agenda**

6.a **Consideration of Designation of Place for Posting Meeting Notices**  
[Recommended O/F/E] (*Tab No. 4*)

6.b **Consideration of Transmission-Level Service Substation Project (PAR 1265) –  
Preconstruction Agreement** [Recommended O/F/E] (*Tab No. 5*)

6.c **Consideration of Cogeneration Equipment Replacement (PAR 1395)**  
[Recommended O/F/E] (*Tab No. 6*)

6.d **Consideration of Switchgear and Protective Relay Maintenance Contract**  
[Recommended O/F/E] (*Tab No. 7*)

6.e **Consideration of Information Technology Wireless Infrastructure**  
[Recommended O/F/E] (*Tab No. 8*)

**Roll Call Agenda**

6.f **Consideration of Investment Advisory Services** [Recommended O/F/E] (*Tab No. 9*)

- 7. DIRECTOR RECOGNITION**
- 8. INDIVIDUAL DIRECTOR COMMENTS**
- 9. OTHER INFORMATION**
- 10. ADJOURNMENT**

Scott Twombly  
Chairman

Committee Meeting Minutes in Chronological Order (*Tab No. 10*).

MC:rak/lmn

# METRO WATER RECOVERY

## Executive Committee Meeting

January 18, 2022

### Action Items—Committee Recommendations

**1. Consideration of Designation of Place for Posting Meeting Notices**

**Operations** : Unanimously recommended approval.  
**Finance** : Unanimously recommended approval.  
**Executive** : Unanimously recommended approval.

**2. Consideration of Transmission-Level Service Substation Project (PAR 1265) –  
Preconstruction Agreement**

**Operations** : Unanimously recommended approval.  
**Finance** : Unanimously recommended approval.  
**Executive** : Unanimously recommended approval.

**3. Consideration of Cogeneration Equipment Replacement (PAR 1395)**

**Operations** : Unanimously recommended approval.  
**Finance** : Unanimously recommended approval.  
**Executive** : Unanimously recommended approval.

**4. Consideration of Switchgear and Protective Relay Maintenance Contract**

**Operations** : Unanimously recommended approval.  
**Finance** : Unanimously recommended approval.  
**Executive** : Unanimously recommended approval.

**5. Consideration of Information Technology Wireless Infrastructure Appropriation**

**Operations** : Unanimously recommended approval.  
**Finance** : Unanimously recommended approval.  
**Executive** : Unanimously recommended approval.

**6. Consideration of Investment Advisory Services**

**Operations** : Unanimously recommended approval.  
**Finance** : Unanimously recommended approval.  
**Executive** : Unanimously recommended approval.

# METRO WATER RECOVERY

## Minutes of the Regular Meeting of the Board of Directors

December 21, 2021

The Board of Directors of the Metro Water Recovery, in the Counties of Adams, Arapahoe, Douglas, Jefferson, and Weld, and the City and County of Denver, State of Colorado, met in regular session in-person and via conference call at 6450 York Street, Denver, Colorado, Tuesday, December 21, 2021 at 5:30 p.m., in-person and via conference call in the Boardroom.

Chairman Twombly called the meeting to order.

### 1. OATH OF OFFICE

The following Director has been appointed by his Member Municipality to complete a term of office expiring June 30, 2023.

#### Appointed Director

Marv Falconburg

#### Member Municipality

City of Brighton

### 2. ROLL CALL

Secretary Niyork called the roll.

#### **Officers Present:**

Scott Twombly, Thornton  
Andrew Johnston, Denver  
Sarah Niyork, South Adams  
Jo Ann Giddings, Aurora

Chairman  
Chairman Pro Tem  
Secretary  
Treasurer

#### **Directors Present:**

Peter Baertlein, Denver  
Greg Baker, Aurora  
Phil Burgi, Wheat Ridge  
Nadine Caldwell, Aurora  
John Chavez, Berkeley  
David Councilman, Pleasant View  
Deborah Crisp, East Lakewood  
Clark Davenport, Northwest Lakewood  
John Dingess, Aurora\*  
Robert Duncanson, Denver  
Joan Iler, Westridge  
Kathryn Jensen, North Table Mountain\*  
Craig Kocian, Arvada  
Laura Kroeger, Lakewood  
Doug Lazure, Denver\*

Bob LeGare, Aurora  
Charles Long, Thornton  
Martin Majors, Fruitdale\*  
Steve Pott, Applewood  
Bill Ray, Arvada  
Bob Roth, Aurora  
Greg Sekera, Lakewood  
Del Smith, Bancroft-Clover  
Peter Spanberger, Denver  
Mary Beth Susman, Denver  
Amerigo Svaldi, North Washington Street  
Dennis Towndrow, North Pecos\*  
Jennifer Williams, Denver  
Ronald Younger, Denver

**Directors Absent:**

Marv Falconburg, Brighton  
Janet Kieler, Denver

Kathy Laurienti, Crestview  
Michael Sapp, Denver

**Others Present:**

Mickey Conway  
Emily Jackson  
Liam Cavanaugh  
Dawn Ambrosio  
Colleen Dempsey  
Molly Kostelecky  
Andy Nelson  
Jennifer Robinett  
Orren West  
Ridge Dorsey\*  
Maritza Franco  
Amy Franks  
Jack Hennes  
Yvonne Kohlmeier  
Katie Koplitz  
Viktoria Kosinska  
Patricia Lopez  
Lydia Nkem  
Brittany Peshek  
Adrian Quintana  
Ray Sandoval  
Rob White

Chief Executive Officer (CEO)  
General Counsel  
Deputy CEO/Chief Operating Officer  
Director of Strategy and Communication  
Director of Human Resources  
Chief Financial Officer  
Director of Engineering  
Director of Environmental Services  
Director of Maintenance  
Senior Pretreatment and Sampling Manager  
Operations Supervisor  
Laboratory Support Specialist  
Communication Specialist  
Senior Administrative Assistant  
Senior Regulatory Affairs Manager  
Plant Operator – Lead  
Employment Manager  
Executive Assistant  
Administrative Analyst  
Facilities Maintenance Supervisor  
IT Service Delivery Manager  
Fleet Maintenance Manager

\*Attended via conference call

**3. PUBLIC COMMENT**

There was no comment.

**4. RECOGNITION OF METRO WATER RECOVERY EMPLOYEE REPRESENTATIVES**

CEO Conway recognized a representative group of Metro Water Recovery staff members who played key roles in a variety of Metro’s 2021 contributions and accomplishments.

**5. RECOGNITION OF THE 2021 CHAIRMAN’S AWARD WINNER**

Chairman Twombly announced the 2021 Chairman’s Award Winner, Employment Manager Patricia Lopez, and expressed appreciation for her perseverance, professionalism, and positive attitude while adapting to new remote hiring practices especially in this unique staffing environment.

Ms. Dempsey noted Ms. Lopez was nominated for the Chairman’s Award by five different Metro Water Recovery departments and provided highlights of Ms. Lopez’s quality of work, determination, and efforts on behalf of Metro and its employees.

Ms. Lopez accepted a commemorative trophy, along with \$500, and her name has been added to the Chairman’s Award perpetual plaque located in the lobby of the Robert W. Hite Treatment Facility’s (RWHTF) Administration Building as the tenth recipient of this award.



## **6. APPROVAL OF MINUTES**

### **6.a Minutes of the Board of Directors Meeting on November 16, 2021**

Chairman Twombly asked if there were any corrections, deletions, or additions to the minutes of the Regular Meeting of the Board of Directors held November 16, 2021.

Director Smith moved and Director Kocian seconded the motion to approve the minutes of the Regular Meeting of the Board of Directors held November 16, 2021.

The motion carried unanimously.

## **7. PROGRESS AND PROJECTION REPORTS**

### **7.a Report by CEO**

CEO Conway reviewed highlights of his report.

### **7.b Report by General Counsel**

General Counsel Jackson stated as a result of Director feedback, content to the monthly legal report will be expanded.

## **8. REPORTS OF OFFICERS AND COMMITTEES**

### **8.a Meeting Minutes**

There were no additions to the following meeting minutes:

Defined Benefit Plan Retirement Board	August 26, 2021
Defined Contribution Plan Retirement Board	August 26, 2021
Operations Committee	December 7, 2021
Finance Committee	December 9, 2021
Executive Committee	December 14, 2021

**9. NEW BUSINESS**

**Consent Agenda**

**9.a Consideration of Rescinding Unexpended Appropriations**

Director Baertlein moved and Director Younger seconded the motion to adopt the following resolution:

WHEREAS, a number of projects of Metro Water Recovery, hereinafter referred to as “Metro,” have been completed and it is now necessary certain unexpended appropriations be rescinded; and

WHEREAS, the total of the unexpended appropriations is as follows:

General Fund	
Capital Project	\$328,499.63
Account	
Fixed Asset	<u>125,115.38</u>
Replacement Fund	
Total Unexpended	<u>\$453,615.01; and</u>
Appropriations	

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend such appropriations be rescinded; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the unexpended balances of the appropriations set forth in the attached Schedule of Appropriations To Be Rescinded—December 2021 be and hereby are rescinded.

The motion carried unanimously.

**9.b Consideration of Dissolved Air Flotation Polymer Contract**

Director Baertlein moved and Director Younger seconded the motion to adopt the following resolution:

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as “Metro,” purchase a supply of emulsion polymer used to condition waste solids (WAS) from the secondary processes during the dissolved air flotation thickening (DAFT) process at the Robert W. Hite Treatment Facility; and

WHEREAS, to ensure the DAFT emulsion polymer products would meet Metro’s performance criteria, full-scale performance trials were scheduled with participation being a requirement to bid; and

WHEREAS, two bids were received and opened on October 27, 2021, with Polydyne Inc. submitting a bid to supply emulsion polymer at a price of \$3.39 per

pound, with a total estimated one-year price of \$487,132.83, and Solenis LLC submitting a bid to supply emulsion polymer at a price of \$3.80 per pound, with a total estimated one-year price of \$631,529.60; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into a one-year contract from February 1, 2022 through January 31, 2023, with Polydyne Inc. as the primary supplier of emulsion polymer at a price of \$3.39 per pound and a one-year contract with Solenis LLC as the alternate supplier at a price of \$3.80 per pound; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year contract from February 1, 2022 through January 31, 2023, with Polydyne Inc. as the primary supplier of emulsion polymer at a price of \$3.39 per pound and a one-year contract with Solenis LLC as the alternate supplier at a price of \$3.80 per pound; and

BE IT FURTHER RESOLVED the Chief Executive Officer be and hereby is authorized to enter into additional contract periods for the aforementioned contract, not exceeding a total of five years, with potentially new unit prices, if he deems such extensions to be in the best interest of Metro.

The motion carried unanimously.

#### **9.c Consideration of Suncor Environmental Issues (PAR 1182) – Extend Services Agreement**

Director Baertlein moved and Director Younger seconded the motion to adopt the following resolution:

WHEREAS it is in the best interest of Metro Water Recovery, hereinafter referred to as “Metro,” to enter into an Amendment to the Agreement for Professional Services with ARCADIS U.S., Inc. (ARCADIS) to address petroleum contamination on the Robert W. Hite Treatment Facility (RWHTF); and

WHEREAS, Suncor Energy (USA), Inc. (Suncor) owns and operates a petroleum refinery adjacent to the RWHTF; and

WHEREAS, in November 2010, petroleum contamination was first discovered in the groundwater under the RWHTF which, after further investigation, Metro discovered the petroleum groundwater plume had spread under the eastern portion of the RWHTF; and

WHEREAS, in December 2011, Metro entered into a Professional Services Agreement with ARCADIS to provide emergency environmental consulting services related to the petroleum groundwater contamination under the RWHTF; and

WHEREAS, in February 2012, Metro’s Board of Directors ratified the selection of ARCADIS and authorized the Chief Executive Officer to enter into a five-year

Professional Services Agreement with ARCADIS and to issue Task Orders for ARCADIS to perform specifically identified environmental consulting services under the Professional Services Agreement, which Metro's Board extended for an additional five-year period in 2016; and

WHEREAS, it is necessary to enter into an Amendment to the Professional Services Agreement with ARCADIS to increase the not-to-exceed limit costs to continue to provide environmental consulting services related to Suncor refinery's groundwater contamination on Metro property and to waive the term limitation requirements for consulting services and extend the term of the Agreement for five years to December 31, 2026; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into an Amendment to the Professional Services Agreement with ARCADIS to increase the not-to-exceed limit costs by \$60,000 related to Suncor refinery's groundwater contamination on Metro property and to waive the term limitation requirements for consulting services and extend the term for five years to December 31, 2026; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into an Amendment to the Professional Services Agreement with ARCADIS to increase the not-to-exceed limit costs by \$60,000 related to Suncor Energy (USA) Inc. refinery's groundwater contamination on Metro property; and

BE IT FURTHER RESOLVED the Chief Executive Officer be and hereby is authorized to waive the term limitation requirements for consulting services and extend the term for five years to December 31, 2026; and

BE IT FURTHER RESOLVED the sum of \$60,000 be and hereby is appropriated from the General Fund to cover the cost of services through December 2022.

The motion carried unanimously.

### **Roll Call Agenda**

#### **9.d Consideration of Updates to Rules and Regulations**

Director LeGare moved and Director Ray seconded the motion to adopt the following resolution:

WHEREAS, it is necessary for Metro Water Recovery, hereinafter referred to as "Metro," to adopt amendments to Section 6 of the *Metro Water Recovery Rules and Regulations Governing Operation, Use, and Services of the System (Rules and Regulations or Rules)*; and

WHEREAS, the *Rules and Regulations*, initially issued in March 1971, govern the operation, use, and services of Metro's system; and

WHEREAS, any amendments or revisions to the *Rules and Regulations* must be approved by the Board of Directors, and revisions to certain Sections within the *Rules* must be approved by the U.S. Environmental Protection Agency (EPA) to meet the requirements of Metro's EPA-approved Industrial Pretreatment Program (IPP), and

WHEREAS, the Colorado Discharge Permit System (CDPS) wastewater discharge permits issued to Metro by the Colorado Department of Public Health and Environment (CDPHE) for both the Robert W. Hite Treatment Facility and Northern Treatment Plant require a technical evaluation of the local limits be completed and submitted to the EPA by July 1, 2020 to meet CDPS permit and EPA pretreatment program implementation requirements; and

WHEREAS, Metro staff completed the evaluation, and the revisions of Section 6.18.1 Metro's Limitations (local limits) represent changes necessary based on this work; and

WHEREAS, other changes to the *Rules and Regulations* are intended to clarify and refine existing language to benefit the Metro's implementation of the IPP; and

WHEREAS, Metro staff recommends amending the *Rules and Regulations* to include adding provisions to address the recently promulgated Technologically Enhanced Naturally Occurring Radioactive Material (TENORM) regulations; clarifying existing language, and better aligning language with current Metro implementation practices including full implementation of the pretreatment program throughout the service area; and revising existing language to address comments received from the EPA Region 8 Pretreatment Coordinator; and

WHEREAS, the Operations and Finance committees, having reviewed the matter, concur with the recommendation of Metro staff; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the amendments to Section 6 of the *Metro Water Recovery's Rules and Regulations Governing Operation, Use, and Services of the System (Rules and Regulations)* attached hereto be and hereby are adopted and incorporated into the *Rules and Regulations* of Metro; and

BE IT FURTHER RESOLVED the effective date for Section 6 of Metro's *Rules and Regulations* be and hereby is conditioned by the U.S. Environmental Protection Agency's (EPA) approval.

Chairman Twombly called for a roll call vote which carried with 33 Directors voting Yes:

Peter Baertlein	Joan Iler	Bill Ray
Greg Baker	Kathryn Jensen	Bob Roth
Phil Burgi	Andrew Johnston	Greg Sekera
Nadine Caldwell	Craig Kocian	Del Smith
John Chavez	Laura Kroeger	Peter Spanberger
David Councilman	Doug Lazure	Mary Beth Susman
Deborah Crisp	Bob LeGare	Amerigo Svaldi
Clark Davenport	Charles Long	Dennis Towndrow
John Dingess	Martin Majors	Scott Twombly
Robert Duncanson	Sarah Niyork	Jennifer Williams
Jo Ann Giddings	Steve Pott	Ronald Younger

## 10. INDIVIDUAL DIRECTOR COMMENTS

CEO Conway answered a question stating the current supply chain issues have delayed delivery of the electronic components for updating the technology in the Boardroom.

Chairman Twombly and Mr. Conway responded to questions on the potential inclusion of minority-owned or small businesses in the *Metro Water Recovery Purchasing and Contracting Policies*, stating the topic can be discussed in upcoming committee meetings or during the Strategic Plan process. Director Younger stated the item should also be included in the Strategic Plan.

## 11. OTHER INFORMATION

### 11.a Strategic Plan Refresh Discussion

Chairman Twombly remarked the 2016 Strategic Plan (Plan) is now five years old and a significant portion of the tactical elements of the Plan have been completed. He stated the Plan has served Metro Water Recovery well, is still pertinent, and with the new brand there is an opportunity to appoint a Special Purpose Committee of staff, Directors, and a consultant to refresh the Plan into a clearer and more user-friendly document. Chairman Twombly asked for Directors interested in serving on this new Committee to let him know and stated CEO Conway would appoint staff members to work with the Committee.

## 12. ADJOURNMENT

Chairman Twombly adjourned the meeting at 6:04 p.m.

MC\raklyjk

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Board of Directors

**DATE:** January 12, 2022

**FROM:** Mickey Conway, Chief Executive Officer

**RE:** Chief Executive Officer's Report

### 1. Acknowledgement of Board of Directors Ethical Standards/Expense Vouchers

If you have not yet submitted your Acknowledgement of Board of Directors Ethical Standard/Code of Conduct form or the expense voucher for your July to December 2021 attendance and mileage, please mail or email the completed information to the Office of the CEO by the Board meeting on Tuesday, January 18, 2022. Directors with questions regarding the expense vouchers are asked to contact Yvonne Kohlmeier at 303.286.3358 or [ykohlmeier@metrowaterrecovery.com](mailto:ykohlmeier@metrowaterrecovery.com).

### 2. Mileage Reimbursement

Directors report mileage on the meeting expense voucher completed each January and July and are reimbursed for their mileage to attend all Board of Directors and Committee meetings, workshops, and events. The Internal Revenue Service (IRS) announced the standard business mileage rate for transportation expenses paid or incurred beginning January 1, 2022 will be 58.5 cents per mile. To be consistent with the IRS allowance, Metro Water Recovery reimbursement for use of non-Metro automobiles on Metro business is 58.5 cents per mile, effective January 1, 2022.

### 3. Type 1 Connections/Special Connector Expansion Requests

Under [\*Metro Water Recovery Rules and Regulations Governing Operation, Use and Services of the System \(Rules and Regulations or Rules\)\*](#), the Chief Executive Officer (CEO) is authorized to approve new Type 1 connections to Metro's interceptor system and Special Connector Service Area expansion requests in cases where the projected ultimate wastewater flow is equal to or less than ten million gallons per year (MGY). The CEO is required to report to the Board on an annual basis of all such approvals.

The CEO did not approve any Type 1 Connections or Special Connector requests for Service Area expansion in 2021.

### 4. Welcome New Director

I would like to welcome the new Director who has been recently appointed to the Board of Directors.

- Marv Falconburg, representing the City of Brighton, (December 21, 2021)

## 5. City of Brighton Service Agreement Amendment Request Update

On December 23, 2021, along with Chairman Scott Twombly and Metro Director of Environmental Services Jennifer Robinett, I met with representatives from the City of Brighton including new City Manager Michael Martinez, Deputy City Manager (and new Metro Board member) Marv Falconburg and several other Brighton staff members. We discussed the terms of the service contract between Brighton and Metro Water Recovery, Brighton's plans to upgrade its water treatment plant system and the process under the Metro Water Recovery *Rules and Regulations* to consider acceptance of certain types of waste. The meeting was productive and a good opportunity to meet some of the new Brighton staff.

## 6. Connector Annual Charge Presentation

Staff will offer a webinar covering the Annual Charge calculation process for Connectors on the following dates:

- Wednesday, February 2, 2022 at 11 a.m.
- Thursday, March 10, 2022 at 2 p.m.

Connector members interested in joining the presentations should contact Dawn Ambrosio at [dambrosio@metrowaterrecovery.com](mailto:dambrosio@metrowaterrecovery.com).

## 7. Boardroom Refresh Update

Over the next few months, Information Technology (IT), facility maintenance, and other maintenance staff is working with the wiring company and audio/visual (AV) installer to update the Boardroom's AV capacity. Project activities will include new video screens, additional power and wiring installations to accommodate the new equipment, and new AV installation. Once the installations are complete, IT will conduct extensive testing and AV optimization.

## 8. Wastewater 101 – Education Corner

\*As we have the opportunity, we will share definitions and operational processes which are part of Metro Water Recovery and help us run efficiently. This month we are sharing definitions related to metering for Annual Charges.

Metro Water Recovery *Rules and Regulations* Section 4.1 establishes procedures and rules for the consistent and uniform application of the service fee structure referred to as Annual Charges.

*Each Connector shall be assessed Annual Charges for Service based on its contributions of Flow and Loadings (BOD, SS, and TKN) to the Metro Water Recovery System, and on the costs of determining such contributions. Metro shall determine each Connector's Flow and Loadings by metering, sampling, and/or estimating; the costs of these determinations, measured by Customer Equivalent Connection Units (CECU), shall reflect the level of metering, sampling, and/or estimating used.*

The Environmental Services Sampling Team within the Environmental Services Department is responsible for collecting Annual Charge (AC) wastewater samples, for measuring flow, and for





Typical Annual Charge Sampling and Metering Cabinet

maintaining the associated equipment. The AC sampling schedule is developed annually to assure representative flow metering and sample collection. Frequency of the sampling is based on the customer category established in *Rules and Regulations* Section 4. Customer categories with higher flow and/or more variable pollutant loadings are monitored more frequently than categories with lesser contributions. The AC Sampling is conducted during the work week, as well as on weekends and holidays.

There are approximately 100 AC sampling stations spread across the Metro Water Recovery service area. AC Sampling events are organized into seven-day “runs.” An AC sampling run may include sampling up to 16 individual metering and sampling stations.

The first day of a run is used for evaluating and confirming equipment operation and confirming flow settings. Any issues identified on the first day, such as failed tubing, power supply, or vandalism are addressed as quickly as possible. Each subsequent day of a sampling run includes traveling to the sample collection stations, changing out the full sample containers with clean empty containers, and transporting the samples on ice to the Metro Lab for analysis. At the end of the scheduled sampling run the wastewater samplers are shutdown. If a sampling event is unsuccessful (typically due to equipment failure or analytical issues), additional makeup sampling days are added to the scheduled run.

For the larger customer categories (A & B stations) flow metering is continuous – it is ongoing even when an AC sampling event is not occurring. The flow data is uploaded into the Metro Water Recovery Sutron flow data



Annette Dye Checking the Sampler Program



Swapping out Sample Containers for the Next Day

management system and is tracked and reviewed by Team staff in conjunction with staff from the Resource, Recovery and Reuse Department. On several days each month, Team staff works with Metro electricians to verify calibration of the flow meters throughout the service area. The smaller contributing customer categories do not have continuous flow metering and the Team uses portable meters to measure flow and to flow pace the sampling equipment for the AC sampling events. Throughout the year the Team completes system-wide preventative maintenance activities at all AC stations to reduce failed sampling events.

**9. Upcoming Events**

Directors are asked to add applicable meeting dates to their calendars.

<b><u>Date</u></b>	<b><u>Event/Location</u></b>
Thursday, February 24, 2022 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, February 24, 2022 12 p.m. (lunch served at 11:30 a.m.)	Defined Contribution Plan Retirement Board Boardroom
Tuesday, March 1, 2022 Immediately following Operations Committee	Tour of the Robert W. Hite Treatment Facility TBD
Thursday, March 3, 2022 Immediately following Finance Committee	Finance Committee Budget Workshop Boardroom
Thursday, March 3, 2022 Immediately following Budget Workshop	Tour of the Robert W. Hite Treatment Facility TBD
Thursday, April 7, 2022 9 a.m. or directly following Finance	Audit Committee Boardroom
Wednesday, April 20, 2022 TBD	Wastewater Worker Recognition TBD
Thursday, April 28, 2022 8 a.m. (breakfast served at 7 a.m.)	Spring Board Workshop Northern Treatment Plant Visitor Center Presentation Room
Thursday, May 26, 2022 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, May 26, 2022 12 p.m. (lunch served at 11:30 a.m.)	Defined Contribution Plan Retirement Board Boardroom
Wednesday, June 15, 2022 TBD	Spring Metro 6.0 Town Hall/Field Day TBD
Wednesday, June 22, 2022 TBD	Bike to Work Day TBD
Thursday, August 25, 2022 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, August 25, 2022 12 p.m. (lunch served at 11:30 a.m.)	Defined Contribution Plan Retirement Board Boardroom

<u>Date</u>	<u>Event/Location</u>
Thursday, October 27, 2022 8 a.m. (breakfast served at 7 a.m.)	Fall Board Workshop Boardroom
Thursday, November 3, 2022 9 a.m. or directly following Finance	Audit Committee Boardroom
Wednesday, November 9, 2022 TBD	Fall Metro 6.0 Town Hall TBD
Thursday, November 10, 2022 7:30 a.m. (breakfast served at 7 a.m.)	Defined Contribution Plan Retirement Board Boardroom
Thursday, November 10, 2022 2 p.m.	Defined Benefit Plan Retirement Board Boardroom
Tuesday, December 20, 2022 5 p.m.	Annual Employee Recognition Reception Prior to Board of Directors Meeting



## METRO WATER RECOVERY

### MEMORANDUM

**TO:** Board of Directors

**DATE:** January 10, 2022

**FROM:** Emily Jackson, General Counsel

**RE:** General Counsel Report

## Ongoing Business

### New Contract Template

In collaboration with the Engineering Department, the Office of the General Counsel (OGC) has created a new construction contract template Metro Water Recovery will use for smaller constructions projects, which has been defined internally as simple projects under \$1.5 million. The reason staff created this new template was the standard construction contract is several hundred pages long and complex, which was not a good fit for smaller nimble projects. Staff started from an Engineering Joint Contract Documents Committee (EJCDC) C-522 template titled Contract for Construction of a Small Project, which staff adapted to meet Metro's needs. Staff believes this new template will be easier to use and will increase efficiencies for smaller projects. This contract has already been used in the repair and replacement of some fire-damaged Heating, Ventilation, and Air Conditioning (HVAC) equipment with Horizon Mechanical Solutions under the South Headworks and Grease Processing Improvements Project (PAR 1225) – Replacement and Repairs to Makeup Air Units Agreement and Funding Appropriation [authorized by the Board on October 19, 2021](#).

### Rooney Valley Meeting

Several developers in the Rooney Valley (including Cardel Homes, CDN, Stream Realty, and Lapour Partners) located in Lakewood's service area have been working toward a solution to send their future flows to Metro Water Recovery. Several years ago, the developers entered into an Intergovernmental Agreement (IGA) with Green Mountain Water and Sanitation District to connect to Green Mountain's infrastructure. The IGA ultimately ended in litigation and these developers are not able to send their flow to Metro through Green Mountain. Director of Strategy and Communication Dawn Ambrosio and I had several meetings with individual developers in 2021. Throughout this time, Dawn and I worked closely with Director of Lakewood Public Works Jay Hutchison. This effort culminated in a very productive meeting with all of the developers, Jay, Dawn, and myself in December 2021 during which we provided a comprehensive explanation of the developer's options to send flow to Metro. The developers are still considering their options, though they have indicated they would like to stay within Lakewood's service area and build infrastructure to connect directly to Metro's interceptor consistent with Article 3 of the Metro's [Rules and Regulations Governing the Operation, Use, and Services of the System](#). Depending on the path the developers choose this item may evolve into an action item before the Board of Directors.

At the end of 2021, working with the Records Division, the OGC developed an **IGA tracking table** to capture the history and ongoing obligations of Metro Water Recovery's IGAs in a **streamlined and more easily accessible** way.

## 2022 Legislative Session

The 2022 Legislative Session is scheduled to begin Wednesday, January 12, 2022. To prepare for the session, the core legislative team, including Dawn Ambrosio, Erin Bertoli, Reed Koenig, Brittany Peshek, and I, has been working with the outside lobbyist team at Brownstein. The team has been meeting with legislators, particularly leadership, to understand priorities for the 2022 session and has reviewed a few bill drafts. Additionally, the team, in conjunction with subject matter experts Blair Wisdom and Jennifer Robinett, has been working with several legislators on a [bill concept to add thermal renewable energy credits, or TRECs, to the state's Renewable Energy Standards program](#), which is focused primarily on credits associated with electricity generation. The concept is based on programs a few other states have adopted. The general concept is the thermal energy produced by wastewater thermal energy systems, such as the systems being constructed at the National Western Center and Metro Water Recovery's Operation Services Control Building (OSCB) Building, would qualify for renewable energy credits which could be monetized and either kept or traded. Several members of the Energy Committee have open bill titles and are very interested, though staff has not received a firm commitment. Staff will continue to pursue official bill sponsorship of this concept.

## NACWA Legal Affairs Committee

I serve as the co-chair for the National Association of Clean Water Agencies (NACWA) Legal Affairs Committee. Historically, the committee planned a three-day in-person National Clean Water Law and Enforcement Seminar focused on pressing legal issues for the sector and was attended by both utility management and legal counsel. This was disrupted by COVID-19, and in 2020, the Committee transitioned to a smaller virtual event. In November 2021, the Committee was able to hold the live event in Charleston, SC. Members covered a variety of topics ranging from developments in permitting to resiliency and sustainability to top legal developments of the year. Notable speakers included Director Andrew Sawyers, Office of Wastewater Management and Associate Director Joseph Theis, Water Enforcement Division, Office of Enforcement and Compliance Assurance with the U.S. Environmental Protection Agency. I participated on the panel titled When Worlds Collide – How to Address Potentially Conflicting Environmental Laws and Regulations. [My presentation](#) focused on the disconnect between water quality and air quality requirements when considering the nexus between energy and water. The conference was well attended and received strong reviews from the participants.

## Atomic Habits

James Clear's book *Atomic Habits: An Easy and Proven Way to Build Good Habits and Break Bad Ones* focuses on techniques to "get 1% better every day." Building strong professional habits is critical to overall professional success. As a department, staff is going to focus on professional improvement in 2022 using the framework presented in Atomic Habits. All members of the department have read the book and will be developing department habits and individual habits which staff will work on implementing and evolving throughout the year.

Between Nov 2021 and  
Jan 2022 OGC has:

- ✓ Drafted 12 Resolutions
- ✓ Reviewed 13 Contracts
- ✓ Completed 30 Legal Requests

## Litigation

New developments since last month's report are shown in **bold**.

### Ditch Companies Litigation

On March 15, 2021, the Farmers Reservoir and Irrigation Company, Burlington Ditch Reservoir and Land Company, and Henrylyn Irrigation District (collectively, Plaintiffs) filed a civil action (Case Number 2021CV30324) in Adams County District Court against Metro Water Recovery. The action asserts breach of contract, declaratory judgment, and promissory estoppel claims arising out of an alleged breach of a 1968 Agreement (Agreement) between Metro, City and County of Denver acting through the Board of Water Commissioners (Denver Water), and Plaintiffs. Among other relief, Plaintiffs seek a court order requiring Metro obtain a water quality discharge permit for an outfall to the Burlington Canal that is currently not in operation due to a lack of connecting infrastructure.

Although Metro Water Recovery has not filed its answer, nor formulated its defenses, Metro disputes the allegations in the Complaint and the relief sought. On May 10, 2021, Metro filed a Motion to Dismiss arguing Plaintiffs' claims should be dismissed pursuant to C.R.C.P. 12(b)(1) and 12(h)(3) for lack of subject matter jurisdiction and pursuant to C.R.C.P 12(b)(5) for failure to state a claim. The Plaintiffs responded to the motion, and Metro replied. The motion is being evaluated by the Court. There is no deadline when Metro can expect a ruling from the Court.

Metro Water Recovery has employed outside legal counsel to assist with this matter. Outside counsel for Metro is Colin Deihl with Polsinelli.

### Donald Temples Litigation

On June 2, 2021, Donald Temples, a tanker truck driver who delivered polymer to Metro Water Recovery, filed a civil action (Case Number 2021CV31691) in Denver District Court against Metro and John Doe Construction Company, and subsequently amended its complaint three times to name PCL Construction Inc. and the concrete subcontractor Blue Ribbon Concrete Inc as defendants. The action asserts premises liability arising out of an alleged slip and fall accident. Additionally, the workers compensation insurance company for Mr. Temples employer filed a complaint in intervention seeking subrogation for the benefits paid to or on behalf of Mr. Temples as well as motion to intervene.

On June 22, 2021, Metro Water Recovery filed a motion for stay of proceedings and for leave to conduct limited discovery for purposes of determining sovereign immunity pursuant to C.R.S. § 24-10-108. On July 27, 2021, Metro filed its answers to the complaints disputing the allegations and the relief sought. On September 14, 2021, the Court issued an order granting Metro's motion, thereby staying the proceeding. During this period the parties are allowed to conduct discovery limited to the issue of sovereign immunity.

Through the Colorado Special Districts Property and Liability Pool, with which Metro Water Recovery carries general liability insurance, Metro has employed outside legal counsel to assist with this matter. Outside counsel for Metro is Marni Nathan Kloster with Nathan Dumm & Mayer, P.C.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
January 18, 2022**

WHEREAS, the Colorado Open Meetings Law, C.R.S. § 24-6-402(2)(c), requires Metro Water Recovery, hereinafter referred to as “Metro,” to designate the public place for posting meeting notices at its first regular meeting of each calendar year; and

WHEREAS, Metro staff recommends the lighted, glass-enclosed bulletin board located at the turnaround outside of the security guard house at the main entrance to the Metro facility located at 6450 York Street, Denver, Colorado, be designated as the public place for posting meeting notices; and

WHEREAS, the Operations, Finance, and Executive committees, after having reviewed the matter, concur in the recommendation of staff;

NOW, THEREFORE, BE IT RESOLVED the lighted, glass-enclosed bulletin board located at the turnaround outside of the security guard house at the main entrance to the Metro Water Recovery facility located at 6450 York Street, Denver, Colorado, be and hereby is designated as the public place for posting meeting notices.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
January 18, 2022**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as "Metro," enter into an Agreement for Preconstruction Services for the Electrical Transmission-Level Service Substation Project (PAR 1265) (Project); and

WHEREAS, the Robert W. Hite Treatment Facility (RWHTF) currently has distribution-level power service and experiences several power outages per year due to several factors outside of Metro's control; and

WHEREAS, the Project will transition Metro from distribution-level power service to transmission-level power service through the design and construction of a new electrical service substation interconnected to Xcel Energy; and

WHEREAS, the Project is intended to be delivered through the Construction Manager-At-Risk (CMAR) delivery approach; and

WHEREAS, on September 7, 2021, Metro posted a Request for Proposals on the Rocky Mountain E-Purchasing site (*BidNet*) for the Preconstruction Services for the Project, and received three proposals on October 8, 2021; and

WHEREAS, through a standard CMAR selection process, the proposals were reviewed by Metro staff, and two firms were invited to participate in interviews on November 3, 2021, with a Selection Committee of Metro staff and Board Directors; and

WHEREAS, the Selection Committee recommended selecting PCL Construction, Inc. (PCL) to provide Preconstruction Services for the Project and, on behalf of the Board of Directors, Directors on the Selection Committee instructed staff to negotiate an agreement; and

WHEREAS, Metro staff has negotiated an agreement with PCL in the amount of \$330,000, to provide Preconstruction Services for the Project; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into an Agreement for Preconstruction Services with PCL in the amount of \$330,000 to provide preconstruction phase services for the Project; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into an Agreement for Preconstruction Services with PCL Construction, Inc. (PCL) in the amount of \$330,000 to provide preconstruction phase services for the Electrical Transmission-Level Service Substation Project; and

BE IT FURTHER RESOLVED the sum of \$131,000 (35 percent) from the General Fund Capital Project Account and \$243,000 (65 percent) from the Fixed Asset Replacement Fund Capital Project Account be and hereby is appropriated for this Project.



**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
January 18, 2022**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as “Metro,” enter into an Agreement for Professional Services for the Cogeneration Equipment Replacement Project (PAR 1395) (Project); and

WHEREAS, Metro Water Recovery has beneficially used biogas produced in the digestion process as a fuel source for the cogeneration facility (Cogen Facility) combined heat and power (CHP) system since 1984;

WHEREAS, because Metro’s cogeneration facility (Cogen Facility) has aged beyond its useful life; and

WHEREAS, Metro initiated a study to evaluate the best method to continue to beneficially use its biogas, exploring the benefits of continuing with CHP along with several other gas conditioning technologies to treat biogas to a Renewable Natural Gas (RNG) quality; and

WHEREAS, the study concluded moving to an RNG system provides the best value to Metro; and

WHEREAS, Metro requires the support of a consultant to design the improvements necessary for converting to an RNG system; and

WHEREAS, on October 15, 2021, Metro posted a Request for Proposals on the Rocky Mountain E-Purchasing site (*BidNet*) for consulting services for the Project, and received four proposals on November 18, 2021; and

WHEREAS, through a standard consultant selection process, the proposals were reviewed by Metro staff, and two firms were invited to participate in interviews on December 15, 2021, with a Selection Committee of Metro staff and Board Directors; and

WHEREAS, the Selection Committee recommended selecting Carollo Engineers (Carollo) to provide design phase services for the Project and, on behalf of the Board of Directors, Directors on the Selection Committee instructed staff to negotiate an agreement; and

WHEREAS, Metro staff has negotiated a standard Professional Services Agreement with Carollo in the amount of \$2,029,000, to provide design phase services for the Project; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into an Agreement for Professional Services with Carollo in the amount of \$2,029,000 to provide design phase services for the Project; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into an Agreement for Professional Services with Carollo Engineers in the amount of \$2,029,000 to provide design phase services for the Cogeneration Equipment Replacement Project; and

BE IT FURTHER RESOLVED the sum of \$2,720,976 (100 percent) be and hereby is appropriated from the General Fund Capital Project Account for this Project.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
January 18, 2022**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as "Metro," enter into an agreement for service and maintenance of the switchgear and protective relays of the electrical power distribution systems at Metro; and

WHEREAS, proper maintenance and testing of the electrical power distribution systems at Metro is essential to provide continuous, reliable, and safe operation of all equipment and facilities; and

WHEREAS, because of the specialized nature of this work Metro contracts with a qualified contractor with the training, experience, and equipment to perform these highly specialized services; and

WHEREAS, the current switchgear and protective relay maintenance contract has expired; and

WHEREAS, on October 15, 2021, Metro posted a Request for Proposals on the Rocky Mountain E-Purchasing site (*BidNet*) for service and maintenance of the switchgear and protective relays of the electrical power distribution systems services, and received five proposals; and

WHEREAS, through a standard selection process, the proposals were reviewed by Metro staff, and the Selection Committee recommended Magna IV, USA (Magna IV) provide service and maintenance of the switchgear and protective relays of the electrical power distribution systems services; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into a five-year agreement with Magna IV for the service and maintenance of the switchgear and protective relays beginning immediately on approval in 2022 through December 31, 2026; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a five-year agreement with Magna IV, USA for the service and maintenance of the switchgear and protective relays beginning immediately on approval in 2022 through December 31, 2026.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
January 18, 2022**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as "Metro," appropriate \$1,062,000 for implementation of Phase 1 of the Metro Water Recovery Wireless Infrastructure Project (PAR 1364) (Project); and

WHEREAS, Metro has identified wireless network infrastructure fixed assets which have reached the end of their useful life; and

WHEREAS, the Project is broken into two phases: Phase 1 includes replacement of existing infrastructure and enhancement of wireless network infrastructure in all personnel buildings at both plant sites and throughout the Northern Treatment Plant (NTP) campus, and Phase 2 includes implementation of wireless network infrastructure across the Robert W. Hite Treatment Facility (RWHTF) process areas which currently have either limited or no wireless infrastructure; and

WHEREAS, the Project appropriation will be used for purchasing equipment, software, and installation services under Job Order Contracts; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend appropriating \$1,062,000 from the Fixed Asset Replacement Fund for implementation of Phase 1 of the Project; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED \$1,062,000 (100 percent) be and hereby is appropriated from the Fixed Asset Replacement Fund for implementation of Phase 1 of the Metro Water Recovery Wireless Infrastructure Project.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
January 18, 2022**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as "Metro," enter into an agreement for investment advisory services for Metro's investment portfolio; and

WHEREAS, it is a best financial management practice to invest government funds in allowable investments in accordance with safety, liquidity, and yield principles to maximize value to rate payers; and

WHEREAS, the current agreement for investment advisory services expires on February 28, 2022; and

WHEREAS, on September 17, 2021, Metro issued a Request for Proposals (RFP) for investment advisory services and received proposals from five consultants; and

WHEREAS, through a standard consultant selection process, the proposals were reviewed by Metro staff and Board Directors, and two firms were invited to participate in interviews on December 2, 2021; and

WHEREAS, the Selection Committee recommended selecting PFM Asset Management LLC (PFMAM) to provide investment advisory services for Metro's investment portfolio and, on behalf of the Board of Directors, Directors on the Selection Committee instructed staff to negotiate an agreement; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into a one-year agreement with PFMAM, with the option to continue with one-year annual extensions for a maximum of five years to provide investment advisory services for Metro's investment portfolio; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year agreement with PFM Asset Management LLC, with the option to continue with one-year annual extensions for a maximum of five years to provide investment advisory services for Metro's investment portfolio.

# METRO WATER RECOVERY

## Operations Committee Meeting Minutes

Tuesday, January 4, 2022

The meeting of the Operations Committee of Metro Water Recovery was held Tuesday, January 4, 2022 at 11:30 a.m., in-person and via conference call in the Boardroom.

### **Roll Call**

Chairman Sekera called the roll.

#### **Members Present**

Greg Sekera, Chair  
Nadine Caldwell, Vice Chair  
Greg Baker  
Clark Davenport  
Robert Duncanson  
Marv Falconburg\*  
Joan Iler  
Martin Majors\*  
Steve Pott\*  
Bill Ray  
Mary Beth Susman  
Amerigo Svaldi  
Dennis Towndrow\*  
Scott Twombly  
Jennifer Williams\*

#### **Members Absent**

John Chavez  
David Councilman  
Michael Sapp

#### **Others Present**

Mickey Conway  
Emily Jackson  
Liam Cavanaugh  
Martin Alvis  
Dawn Ambrosio  
Kim Cowan  
Colleen Dempsey  
Perry Holland  
Ruth Kedzior  
Molly Kostelecky  
Andy Nelson  
Sherman Papke  
Jennifer Robinett  
Pat Stanley  
Orren West  
Blair Wisdom  
Matt Duncan  
Lydia Nkem  
Brittany Peshek  
Ben Ruder

\*Attended via conference call

### **Public Comment**

There was none.

### **Action Items**

Chief Executive Officer (CEO) Conway reviewed the following Action Items, and he and Metro Water Recovery staff answered Directors' questions.

#### **1. Consideration of Designation of Place for Posting Meeting Notices**

Director Duncanson moved and Director Iler seconded the motion to recommend adopting a resolution designating a public place for posting notices of public meetings, pursuant to C.R.S. § 24-6-402(2)(c).

General Counsel Jackson answered a question regarding if the Open Meetings Law permits online posting of meeting notices.

The motion carried unanimously.

## **2. Consideration of Transmission-Level Service Substation Project (PAR 1265) – Preconstruction Agreement**

Director Davenport moved and Director Ray seconded the motion to recommend:

1. Authorizing the Chief Executive Officer to enter into an Agreement for Preconstruction Services with PCL Construction, Inc. in the amount of \$330,000 to provide preconstruction phase services for the Electrical Transmission-Level Service Substation Project (PAR 1265).
2. Appropriating \$131,000 from the General Fund Capital Project Account and \$243,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

The motion carried unanimously.

## **3. Consideration of Cogeneration Equipment Replacement (PAR 1395)**

Director Baker moved and Director Twombly seconded the motion to recommend:

1. Authorize the Chief Executive Officer to enter into an Agreement for Professional Services with Carollo Engineers in the amount of \$2,029,000 to provide design phase services for the Cogeneration Equipment Replacement Project (PAR 1395).
2. Appropriate \$2,720,976 from the General Fund Capital Project Account for this purpose.

CEO Conway answered a question concerning if the agreement would carry through the design phase.

The motion carried unanimously.

## **4. Consideration of Switchgear and Protective Relay Maintenance Contract**

Director Susman moved and Director Caldwell seconded the motion to recommend authorizing the Chief Executive Officer to enter into a five-year agreement with Magna IV, USA (Magna IV) for the service and maintenance of the switchgear and protective relays beginning immediately on approval in 2022 through December 31, 2026.

Mr. Cavanaugh answered a question about the total estimated cost of the contract.

Mr. West answered a question regarding the location of Magna IV, and stated they are local.

The motion carried unanimously.

## **5. Consideration of Information Technology Wireless Infrastructure Appropriation**

Director Iler moved and Director Twombly seconded the motion to recommend appropriating \$1,062,000 (100 percent) from the Fixed Asset Replacement Fund for implementation of Phase 1 of the Metro Water Recovery Wireless Infrastructure Project (PAR 1364).

Ms. Kostelecky answered questions concerning maintaining manual access to plant areas, what will be involved in phase two of the project, and when phase two would be brought to the Board of Directors for approval.

Ms. Kostelecky and Mr. Cavanaugh answered a question about how staff has dealt with spotty wireless when completing operational tasks.

The motion carried unanimously.

## **6. Consideration of Investment Advisory Services**

Director Duncanson moved and Director Iler seconded the motion to recommend authorizing the Chief Executive Officer to enter into a one-year agreement with PFM Asset Management LLC, with one-year annual extensions for a maximum of five years to provide investment advisory services for Metro Water Recovery's investment portfolio.

CEO Conway noted the agreement would provide investment advisory services for Metro Water Recovery's reserve funds, not retirement funds, which are managed separately.

The motion carried unanimously.

## **Information Items**

The Operations Committee reviewed the following Information Items.

### **1. Annual Charges Presentation**

CEO Conway introduced the item, noting it will be an annual item moving forward.

Ms. Kostelecky presented on the Annual Charges process and General Counsel Jackson gave an overview of the legal documents governing the Annual Charges process.

Mr. Conway asked for input from Directors for making the information available to Connectors.

Ms. Kostelecky answered questions regarding if the Annual Charges model results could respond to natural disaster events, if staff would reach out to Connectors after Connectors experienced a natural disaster, and the percentage of revenue Metro Water Recovery uses for operational costs, capital projects, and debt service.

Ms. Kostelecky and Mr. Cavanaugh answered a question concerning which parameters are more predictable and which are more variable.

Director Twombly, Ms. Kostelecky, and Mr. Conway gave an overview of how Connectors can provide input into their Annual Charges calculation and Director Twombly asked Directors to give feedback regarding the Annual Charges process and ways to mitigate surprise changes in the Annual Charges.

Ms. Ambrosio answered a question about when Annual Charge process information meetings would be communicated to Connectors.

Director Davenport requested a copy of the presentation be made available.

Mr. Conway responded to a comment regarding the variables impacting rates and charges.



Director Baker requested a future presentation on industrial pretreatment to provide further education to the Board.

2. Director Code of Conduct/Ethical Standards Statements

Chairman Sekera asked Directors to return their Code of Conduct/Ethical Standards Statements as soon as possible.

3. Metro Water Recovery 2022 Strategic Goals

CEO Conway gave an overview of the item, noting updates will be made to the Strategic Plan in 2022 and the reporting format may change. He also highlighted the Asset Management Program, cultivating a culture of continuous improvement, and customer service.

4. Direct Report 2022 Performance Criteria

General Counsel Jackson gave an overview of her 2022 performance criteria, noting she will be producing a report for each Board packet, highlighting the work of the Office of the General Counsel.

Ms. Jackson answered a question regarding if any federal money provided for the abatement of lead pipes would lead to any changes in the agreement between Metro Water Recovery and Denver Water.

Director Ray expressed appreciation for Ms. Jackson's response to the comments from Board members during the last performance review cycle.

5. Status of Capital Improvement Projects Report

6. Current Activities/Operational Performance Report

7. Financial Reports

8. Upcoming Events

CEO Conway stated the location of the Spring Workshop would be announced soon and answered a question concerning if the Gold Awards would be held this year.

**Other Information**

CEO Conway and Director Twombly answered a question about the next steps in revamping the Strategic Plan.

Director Twombly expressed appreciation for the time and effort Directors and staff have put in recently on the selection committees.

Chairman Sekera adjourned the meeting at 12:35 p.m.

MC:rak\lmm

# METRO WATER RECOVERY

## Finance Committee Meeting Minutes

Thursday, January 6, 2022

The meeting of the Finance Committee of Metro Water Recovery was held Thursday, January 6, 2022 at 7:30 a.m., in-person and via conference call in the Boardroom.

### Roll Call

Chair Kieler called the roll.

#### Members Present

Janet Kieler, Chair  
Del Smith, Vice Chair\*  
Peter Baertlein  
Phil Burgi  
Deborah Crisp\*  
John Dingess\*  
Jo Ann Giddings\*  
Andrew Johnston  
Laura Kroeger\*  
Doug Lazure\*  
Bob LeGare\*  
Charlie Long  
Sarah Niyork  
Peter Spanberger\*  
Ronald Younger\*

#### Members Absent

Craig Kocian  
Kathy Laurienti  
Bob Roth

#### Others Present

Mickey Conway  
Emily Jackson  
Liam Cavanaugh  
Martin Alvis  
Dawn Ambrosio  
Kim Cowan  
Colleen Dempsey  
Perry Holland  
Ruth Kedzior  
Molly Kostelecky  
Andy Nelson  
Sherman Papke  
Jennifer Robinett  
Pat Stanley  
Orren West  
Matt Duncan  
Lydia Nkem  
\*Other staff attended via  
conference call

\*Attended via conference call

### Public Comment

There was none.

### Action Items

Chief Executive Officer (CEO) Conway reviewed the following Action Items, and he and Metro Water Recovery staff answered Directors' questions.

#### 1. **Consideration of Designation of Place for Posting Meeting Notices**

Director Johnston moved and Director Niyork seconded the motion to recommend adopting a resolution designating a public place for posting notices of public meetings, pursuant to C.R.S. § 24-6-402(2)(c).

CEO Conway answered a question regarding if there have been any changes to the posting of meeting notices.

The motion carried unanimously.

## **2. Consideration of Transmission-Level Service Substation Project (PAR 1265) – Preconstruction Agreement**

Director Burgi moved and Director Johnston seconded the motion to recommend:

1. Authorizing the Chief Executive Officer to enter into an Agreement for Preconstruction Services with PCL Construction, Inc. in the amount of \$330,000 to provide preconstruction phase services for the Electrical Transmission-Level Service Substation Project (PAR 1265).
2. Appropriating \$131,000 from the General Fund Capital Project Account and \$243,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

The motion carried unanimously.

## **3. Consideration of Cogeneration Equipment Replacement (PAR 1395)**

Director Johnston moved and Director Niyork seconded the motion to recommend:

1. Authorize the Chief Executive Officer to enter into an Agreement for Professional Services with Carollo Engineers in the amount of \$2,029,000 to provide design phase services for the Cogeneration Equipment Replacement Project (PAR 1395).
2. Appropriate \$2,720,976 from the General Fund Capital Project Account for this purpose.

Mr. Nelson and CEO Conway answered questions about the reimbursement to the Small Projects account.

Chair Kieler stated the knowledge gained by the Selection Committee was beneficial and expressed appreciation for the project.

Mr. Nelson answered questions concerning the summary of the project and the total projected project costs.

The motion carried unanimously.

## **4. Consideration of Switchgear and Protective Relay Maintenance Contract**

Director Johnston moved and Director Burgi seconded the motion to recommend authorizing the Chief Executive Officer to enter into a five-year agreement with Magna IV, USA (Magna IV) for the service and maintenance of the switchgear and protective relays beginning immediately on approval in 2022 through December 31, 2026.

Mr. Cavanaugh answered a question regarding if staffing issues had impacted the decisions to enter this agreement.

The motion carried unanimously.

## **5. Consideration of Information Technology Wireless Infrastructure Appropriation**

Director Niyork moved and Director Johnston seconded the motion to recommend appropriating \$1,062,000 (100 percent) from the Fixed Asset Replacement Fund for implementation of Phase 1 of the Metro Water Recovery Wireless Infrastructure Project (PAR 1364).

Ms. Kostelecky answered questions concerning the predicted scope and cost of phase two, the primary drivers for having two phases, and if security software is included in the scope.

The motion carried unanimously.

## 6. **Consideration of Investment Advisory Services**

Director Johnston moved and Director Niyork seconded the motion to recommend authorizing the Chief Executive Officer to enter into a one-year agreement with PFM Asset Management LLC, with one-year annual extensions for a maximum of five years to provide investment advisory services for Metro Water Recovery's investment portfolio.

CEO Conway noted the agreement would provide investment advisory services for Metro Water Recovery's reserve funds, not retirement funds, which are managed separately.

Ms. Kostelecky answered questions about what requirements Metro Water Recovery follows for investing funds and how the fees compare to the total investment portfolio.

Director Burgi expressed appreciation for the time and effort Directors have put in recently on the selection committees.

The motion carried unanimously.

## **Information Items**

The Finance Committee reviewed the following Information Items.

### 1. Annual Charges Presentation

CEO Conway introduced the item, noting it will be an annual item moving forward.

Ms. Kostelecky presented on the Annual Charges process and Ms. Jackson gave an overview of the origins and philosophy of the documents governing the Annual Charges process.

Ms. Kostelecky answered questions regarding if staff could verify the contacts for each Connector, when new developments from Connectors would be communicated to Metro Water Recovery, why some reports to Connectors are monthly and some are quarterly, how often the unit charges are adjusted, how changes in chemical costs and other changes could impact unit charges, and if an average dollar amount of changes between certified and final estimates for all Connectors is known.

Ms. Kostelecky and Mr. Cavanaugh answered questions concerning the annual flow for the Robert W. Hite Treatment Facility and the Northern Treatment Plant.

Ms. Kostelecky, Mr. Cavanaugh, Mr. Conway, and General Counsel Jackson answered a question about the sources of variations in allocations.

Ms. Kostelecky, Chair Kieler, and Mr. Conway answered a question regarding how overestimating flows would impact the Annual Charges.

Mr. Cavanaugh answered questions concerning how future tertiary treatment requirements could impacted unit charges.

Ms. Kostelecky and Mr. Conway answered questions about the Annual Charge methodology and benchmarks in the industry.

Mr. Conway answered questions regarding if the Annual Charge process could or should be simplified, how changes to the Annual Charge methodology would impact smaller and larger members, if Directors can access Annual Charge data, and if alternative methodologies have been researched.

Director Johnston and Chair Kieler encouraged Directors to share relevant information with their Connectors, and Chair Kieler expressed appreciation for staff knowledge on the topic.

## 2. Director Code of Conduct/Ethical Standards Statements

CEO Conway asked Directors to return their Code of Conduct/Ethical Standards Statements as soon as possible.

## 3. Metro Water Recovery 2022 Strategic Goals

CEO Conway gave an overview of the item, noting updates will be made to the Strategic Plan in 2022 and the reporting format may change. He also highlighted the Asset Management Program, cultivating a culture of continuous improvement, and customer service.

Mr. Conway answered a question regarding how Connectors can view their flows and loadings compared to other Connectors.

## 4. Direct Report 2022 Performance Criteria

General Counsel Jackson gave an overview of her 2022 performance criteria, noting she will be producing a report for each Board packet, highlighting the work of the Office of the General Counsel.

Chair Kieler expressed appreciation for Ms. Jackson's response to the comments from Board members during the last performance review cycle.

## 5. Status of Capital Improvement Projects Report

Mr. Nelson and CEO Conway answered questions regarding the 2021 cash flow projects versus the actual amount spent through November 2021 and Mr. Conway answered a question about projects which might be behind schedule.

## 6. Current Activities/Operational Performance Report

Chair Kieler expressed appreciation for the addition of electric vehicles to Metro Water Recovery's fleet.

## 7. Financial Reports

## 8. Upcoming Events

CEO Conway stated the location of the Spring Workshop would be announced soon.

## **Other Information**

Chair Kieler and Director Baertlein expressed appreciation for the flexibility BoardEffect provides for hybrid meetings, and for the ability to link to background information for a more in-depth review.

Chair Kieler adjourned the meeting at 9:24 a.m.

MC:rak\lmm

# METRO WATER RECOVERY

## Executive Committee Meeting Minutes

Tuesday, January 11, 2022

The meeting of the Executive Committee of Metro Water Recovery was held Tuesday, January 11, 2022 at 11:30 a.m., in-person and via a Microsoft Teams meeting in the OSCB Conference Room.

Chairman Pro Tem Johnston chaired the meeting on behalf of Chairman Twombly.

### **Roll Call**

Chairman Pro Tem Johnston called the roll.

#### **Members Present**

Scott Twombly, Chairman\*  
Andrew Johnston, Chairman Pro Tem  
Sarah Niyork, Secretary  
Jo Ann Giddings, Treasurer  
Peter Baertlein  
Charles Long  
Greg Sekera

#### **Members Absent**

Janet Kieler  
Del Smith

#### **Other Directors Present**

Philip Burgi, Advisory

#### **Others Present**

Mickey Conway  
Emily Jackson  
Liam Cavanagh  
Dawn Ambrosio  
Ruth Kedzior  
Sherman Papke  
Jennifer Robinett  
Lydia Nkem  
\*Other Staff attended via  
virtual meeting

\*Attended via virtual meeting

### **Public Comment**

There was none.

### **Action Items**

#### **1. Consideration of Designation of Place for Posting Meeting Notices**

Director Burgi moved and Director Giddings seconded the motion to recommend adopting a resolution designating a public place for posting notices of public meetings, pursuant to C.R.S. § 24-6-402(2)(c).

The motion carried unanimously.

#### **2. Consideration of Transmission-Level Service Substation Project (PAR 1265) – Preconstruction Agreement**

Director Burgi moved and Director Giddings seconded the motion to recommend:

1. Authorizing the Chief Executive Officer to enter into an Agreement for Preconstruction Services with PCL Construction, Inc. in the amount of \$330,000 to provide preconstruction

phase services for the Electrical Transmission-Level Service Substation Project (PAR 1265).

2. Appropriating \$131,000 from the General Fund Capital Project Account and \$243,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

The motion carried unanimously.

### **3. Consideration of Cogeneration Equipment Replacement (PAR 1395)**

Director Burgi moved and Director Giddings seconded the motion to recommend:

1. Authorize the Chief Executive Officer to enter into an Agreement for Professional Services with Carollo Engineers in the amount of \$2,029,000 to provide design phase services for the Cogeneration Equipment Replacement Project (PAR 1395).
2. Appropriate \$2,720,976 from the General Fund Capital Project Account for this purpose.

The motion carried unanimously.

### **4. Consideration of Switchgear and Protective Relay Maintenance Contract**

Director Burgi moved and Director Giddings seconded the motion to recommend authorizing the Chief Executive Officer to enter into a five-year agreement with Magna IV, USA (Magna IV) for the service and maintenance of the switchgear and protective relays beginning immediately on approval in 2022 through December 31, 2026.

The motion carried unanimously.

### **5. Consideration of Information Technology Wireless Infrastructure Appropriation**

Director Burgi moved and Director Giddings seconded the motion to recommend appropriating \$1,062,000 (100 percent) from the Fixed Asset Replacement Fund for implementation of Phase 1 of the Metro Water Recovery Wireless Infrastructure Project (PAR 1364).

The motion carried unanimously.

### **6. Consideration of Investment Advisory Services**

Director Burgi moved and Director Giddings seconded the motion to recommend authorizing the Chief Executive Officer to enter into a one-year agreement with PFM Asset Management LLC, with one-year annual extensions for a maximum of five years to provide investment advisory services for Metro Water Recovery's investment portfolio.

The motion carried unanimously.

## **Information Items Presented/Discussed at Standing Committees**

The Executive Committee reviewed the following Information Items.

1. Annual Charges Presentation



CEO Conway and Chairman Twombly gave an overview of the item.

Chairman Pro Tem Johnston asked for feedback on the Annual Charges process and outreach.

Chairman Twombly, Directors Baertlein, Long, and Sekera, and Chairman Pro Tem Johnston expressed support for starting with a focus on Connector education and then determining if any improvement to the process would be helpful.

Director Long proposed consideration of the creation of a rate stabilization fund which Connectors could access in years where they experienced unexpected fluctuation in rates. He noted that the funds would have to be repaid to make Metro whole.

Director Johnston noted a rate stabilization fund would complicate further an already complicated process.

Director Burgi noted another option would be to set up multi-year averages for Connectors.

Director Giddings answered a question concerning if Connectors other than the City and County of Denver experience issues with changing rates.

Mr. Conway answered questions about how Metro Water Recovery works with Connectors to create certified estimates.

Director Baertlein requested to view the correspondence between Metro Water Recovery and the City and County of Denver regarding certified estimates.

Director Giddings noted the philosophies Connectors use to approach Annual Charges also impacts how variations in rates play out.

Mr. Conway reminded Directors of the upcoming Annual Charge webinars scheduled for Connectors. He also noted Metro Water Recovery could meet individually with Connectors. Mr. Conway answered a question regarding if Directors can attend the webinars.

## 2. Director Code of Conduct/Ethical Standards Statements

Chairman Pro Tem Johnston asked Directors to return their Code of Conduct/Ethical Standards forms as soon as possible.

## 3. Metro Water Recovery 2022 Strategic Goals

## 4. Direct Report 2022 Performance Criteria

## 5. Status of Capital Improvement Projects Report

## 6. Current Activities/Operational Performance Report

## 7. Financial Reports

## 8. Upcoming Events

## **Information Items**

## 1. Update on Boardroom Upgrade

CEO Conway introduced the item and Ms. Kostelecky gave an update on the audio/visual upgrade installation schedule in the Boardroom.

Mr. Conway answered questions regarding the format of the January Board meeting and if the Boardroom upgrades would be similar to the technology in the OSCB Conference Room.

Ms. Kedzior and Mr. Papke answered a question concerning the Microsoft Teams meeting logistics.

Chairman Twombly answered a question about the sound quality of the Microsoft Teams meeting.

General Counsel Jackson answered a question regarding the microphones to be installed in the Boardroom.

## 2. Follow up on Regulatory Issues

Chairman Pro Tem Johnston stated, "This discussion will be conducted in executive session as authorized by C.R.S. § 24-6-402(4)(b) which authorizes executive sessions for conferences with Metro's Counsel for the purpose of receiving legal advice on specific legal questions. The matter to be discussed in this executive session is Regulatory Issues. As a reminder, no formal action may be taken in executive session. Additionally, the discussion must be confined to this topic."

Director Baertlein moved and Director Sekera seconded the motion to enter executive session. The motion carried unanimously, and the Committee entered executive session at 12:06 p.m. No Metro Water Recovery staff left the meeting.

Chairman Pro Tem Johnston reconvened the regular meeting at 1:09 p.m.

### **Other Information**

There was none.

Chairman Pro Tem Johnston adjourned the meeting at 1:10 p.m.

MC:raklmm