

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>
Gregory A. “Greg” Fabisiak	President	2027/May 2027
Catherine “CiCi” Kesler	Vice President/Treasurer	2027/May 2027
James D. “Jim” Zimmerman	Secretary	2025/May 2025
Anthony M. Dursey	Assistant Secretary	2025/May 2025
George C. Davenport	Assistant Secretary	2025/May 2025

DATE: **November 29, 2023**
TIME: **4:00 P.M.**
PLACE: **In Person and VIA Teams**

Martin/Martin, Inc
12499 W. Colfax Ave
Lakewood, CO 80215

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 293 053 417 947

Passcode: gmQmf6

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 303-731-8587](#).,641267873# United States, Denver

Phone Conference ID: 641 267 873#

I. ADMINISTRATIVE MATTERS

- A. Review and approve Minutes of the October 25, 2023 regular meeting (enclosure).
-
- B. Consider Resolution No. 2023-11-01, Regarding Regular Meeting Dates for 2024. Proposed meeting dates are on the 4th Wednesday of every month at 4:00 p.m. via Teams and in-person at Martin & Martin, Inc., 12499 W. Colfax Avenue, Lakewood, CO 80215 (enclosure).
-

- C. Discuss §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2023 (2022 was posted on the SDA Website and District Website).
-

II. PUBLIC COMMENT

- A. _____

III. FINANCIAL MATTERS

- A. Review and approve the payment of claims through the period ending November 30, 2023 as follows (enclosure):

General Fund	\$300,965.01
Enterprise Fund	\$28,834.10
Total:	<u>\$329,799.11</u>

and accept the schedule of cash position as of October 31, 2023 (to be distributed); and the unaudited financial statements for the periods ending September 30, 2023 and October 31, 2023; 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 (to be distributed).

- B. Discuss collateralized accounts and CDs for public sector entities from CityWide Banks (enclosure).
-

- C. Consider engagement of Schilling & Company, Inc. to perform the 2023 Audit for an amount not to exceed \$_____.
-

- D. Conduct Public Hearing to consider Amendment to 2023 Budget and if necessary, consider adoption of Resolution to Amend the 2023 Budget and Appropriate Expenditures.
-

- E. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolutions to Adopt the 2024 Budget, Appropriate Sums of Money and Set Mill Levies (for General Fund ____, Debt Service Fund ____ and Other Fund(s) _____) (enclosures – preliminary assessed valuation and resolutions (enclosures - draft 2024 Budget)).
-

- F. Conduct Public Hearing on the Proposed Fees for 2024 and consider adoption of a Resolution to change the Tap Fees for 2024 and to approve the revised fee schedule (enclosure).
-

- G. Consider authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.
-

IV. LEGAL MATTERS

- A. Update on 11324 West 38th Avenue.
-

- B. Update on Legislation and Assessed Valuation.
-

V. OPERATIONS MATTERS

- A. Operations Monthly Report (enclosures).
-

- B. Engineer's Report (enclosure).
-

- 1. Discuss status of 2023 Capital Improvements.
-

- 2. Update on Flow Study.
-

- C. Review and ratify approval of the Change Order from Insituform Technologies, LLC in the amount of \$167,698.00 to Mitigate Styrene by Adding a Styrene Barrier (enclosure).
-

VI. OTHER BUSINESS

- A. Metro Water Recovery Operations Packet (enclosure).
-

- B. Website update.
-

VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
DECEMBER 27, 2023.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTHWEST LAKEWOOD SANITATION DISTRICT
AND THE BOARD OF DIRECTORS OF THE
WASTEWATER UTILITY ENTERPRISE
HELD
OCTOBER 25, 2023**

The Regular Meeting of the Board of Directors of the Northwest Lakewood Sanitation District and the Board of Directors of its Wastewater Utility Enterprise (collectively referred to hereafter as “Board”) convened in person at Martin/Martin, Inc., 12499 W. Colfax Avenue, Lakewood, CO 80215, and by Teams video conference and teleconference call on Wednesday, October 25, 2023, at 4:00 PM. The Teams Meeting and call-in information were listed in the meeting notice posted by the District, and the public was able to attend the meeting by telephone, if they so desired.

ATTENDANCE

Directors In Attendance Were:

Gregory A. “Greg” Fabisiak
Catherine “CiCi” Kesler
James D. “Jim” Zimmerman
Anthony M. Dursey
George C. Davenport

Also In Attendance Were:

Steve Beck; Special District Management Services, Inc.

Tim Flynn, Esq.; Collins Cole Flynn Winn & Ulmer, PLLC

Bill Willis; Martin/Martin Consulting Engineers

Ismael Gomez; Ramey Environmental Compliance

**ADMINISTRATIVE
MATTERS**

Minutes: The Board reviewed the minutes of the September 27, 2023 Regular Meeting.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Dursey, and upon vote, unanimously carried, the minutes of the August 23, 2023 Regular Meeting were approved.

**PUBLIC
COMMENTS**

None.

RECORD OF PROCEEDINGS

FINANCIAL MATTERS

Claims: Mr. Beck reviewed the claims through the period ending October 31, 2023 as follows:

General Fund	\$ 34,772.58
Enterprise Fund	<u>\$ 103,766.72</u>
Total	<u>\$ 138,530.30</u>

Following discussion, upon motion duly made by Director Kesler, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims for the period ending October 31, 2023, as presented.

Unaudited Financial Statement: Mr. Beck reviewed with the Board the September 30, 2023 financials. Director Kesler suggested to defer the unaudited financial statements until the November meeting.

LEGAL MATTERS

11324 West 38th Avenue: Attorney Flynn discussed the Osbourne property and deed. The Osbourne's are still working on the clearance of the Title with the Title company. There has been no word on the construction status.

Preliminary Budget Calendar: Attorney Flynn and Mr. Beck discussed with the Board the Preliminary Budget Calendar and change of deadline. The Board decided to cancel the Regular Meeting on November 22, 2023 at 4:00 p.m. and scheduled a Special Meeting for November 29, 2023 at Martin/Martin at 4:00 p.m.

Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer: Attorney Flynn and Mr. Beck discussed with the Board the Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer for collection with property taxes collected in 2023, the certification and Exhibit A of accounts to be certified.

The President opened the Public Hearing to consider adoption of Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer.

Legal counsel noted that Notice of the Board's intent to certify those delinquent accounts meeting the statutory criteria was given to all interested parties as required by law.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport, and, upon vote, unanimously carried, the Board adopted Resolution certifying delinquent rates/fees and charges to Jefferson County Treasurer for collection with property taxes collected in 2023.

Polyfluorinated Alkylated Substances ("PFA") Status and Lawsuits: Attorney Flynn discussed with the Board the PFA status and that major lawsuits have been filed

RECORD OF PROCEEDINGS

with two being class action suits, against 3M and Dupont; Right now is only affecting drinking water but will be after waste water at some point in the future.

Operations Monthly Report: Mr. Gomez discussed the September Operations Report with the Board.

Engineer's Report: Mr. Willis discussed with the Board the September Engineer's Report and updates.

Status of 2023 Capital Improvements: Mr. Willis discussed with the Board the status of the 2023 Capital Improvements. It was noted that the Agreement has been finalized signed. The pre-construction meeting has been held and Insituform will begin on the shared transmission line with College Park.

Flow Study: There was no Report at this time.

OTHER BUSINESS **Metro Water Recovery Update:** Director Davenport discussed with the Board the Metro Water Recovery update.

Website Update: Mr. Beck updated the Board regarding the website and statistics.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Kesler, seconded by Director Davenport and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

RESOLUTION NO. 2023-11-01

NORTHWEST LAKEWOOD SANITATION DISTRICT

JEFFERSON COUNTY, COLORADO

**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**

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 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 than 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 2023 on the fourth Wednesday of each month at 4:00 p.m. virtually via Teams log-in: [Click here to join the meeting](#) with Meeting ID 293 053 417 947, Passcode: gmQmf6, and Dial In no. 1-303-731-8587 with Phone Conference ID 641 267 873#, except that during the months of November and December, regular meetings will be held at 12:00 p.m. Notwithstanding the foregoing, the Board may from time to time, after giving appropriate notice, meet in person in the offices of Martin/Martin, Inc., located at 12499 W. Colfax Avenue, Lakewood, CO 80215, or such other location as 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. 27th 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 29th day of November, 2023.

**NORTHWEST LAKEWOOD
SANITATION DISTRICT**

By

President

Attest:

Secretary

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
2780						
11/16/2023	Collins Cole Flynn Winn & Ulmer,	4773	Legal	1-675	3,452.00	3,452.00
Total 2780:						3,452.00
2781						
11/16/2023	Colorado Community Media	100079	Election and Publication	1-635	47.12	47.12
11/16/2023	Colorado Community Media	98687	Election and Publication	1-635	46.24	46.24
Total 2781:						93.36
2782						
11/16/2023	Consolidated Mutual Water Co	2434 11/2023	Utilities	4-765	24.90	24.90
11/16/2023	Consolidated Mutual Water Co	7915	Repairs & Maintenance-L	4-740	230.00	230.00
Total 2782:						254.90
2783						
11/16/2023	Guildner Pipeline Maintenance, I	12153	Repairs & Maintenance-L	4-740	480.00	480.00
Total 2783:						480.00
2784						
11/16/2023	Kelly Pearce	10192023	Transfer Service Fee	4-570	150.00	150.00
Total 2784:						150.00
2785						
11/16/2023	Martin/Martin	17.0638-00264	2022 CIP	4-884	3,465.00	3,465.00
11/16/2023	Martin/Martin	17.0638-00265	Sewer Lines/Eng./Observ.	4-810	5,655.00	5,655.00
Total 2785:						9,120.00
2786						
11/16/2023	Metro Wastewater Reclamation	4TH QTR 2023	Treatment Charges	1-720	281,205.50	281,205.50
Total 2786:						281,205.50
2787						
11/16/2023	Ramey Enviromental Compliance	26602	COS-Collection System	4-746	6,171.59	6,171.59
11/16/2023	Ramey Enviromental Compliance	26602	COS-Locates	4-742	7,403.13	7,403.13
11/16/2023	Ramey Enviromental Compliance	26602	COS-Emergency Service	4-748	383.55	383.55
11/16/2023	Ramey Enviromental Compliance	26602	COS-Maintenance	4-749	5,755.83	5,755.83
Total 2787:						19,714.10
2788						
11/16/2023	Special Dist Management Serv	10/2023	Office Supplies	1-690	988.35	988.35
11/16/2023	Special Dist Management Serv	10/2023	Administration	1-614	6,528.00	6,528.00
11/16/2023	Special Dist Management Serv	10/2023	Accounting	1-612	3,344.00	3,344.00
11/16/2023	Special Dist Management Serv	10/2023	Billing	1-616	4,043.20	4,043.20
Total 2788:						14,903.55
2789						
11/16/2023	UNCC	223101032	Repairs & Maintenance-L	4-740	425.70	425.70

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
Total 2789:						<u>425.70</u>
Grand Totals:						<u><u>329,799.11</u></u>

Northwest Lakewood Sanitation District
November-23

	General	Enterprise	Totals
Disbursements	\$ 299,654.41	\$ 30,144.70	\$ 329,799.11
Payroll			\$ -
			\$ -
Payroll Taxes (Quarterly)	\$ -		\$ -
Direct Pay -- Consolidated Mutual Water	\$ -		\$ -
Total Disbursements from Checking Account	\$ 299,654.41	\$ 30,144.70	\$ 329,799.11

From: Cici Kesler [mailto:cici@acmhoa.com]
Sent: Wednesday, November 15, 2023 10:26 AM
To: Steve Beck <sbeck@sdmsi.com>
Subject: FW: [EXTERNAL] RE: Citywide Banks - Metro Districts and ACM

Steve, I would like this information to go into the Board packet this month. I believe it is important that we look at diversifying our funds and not having all in the same bucket.

You may want to consider for your other Special District funds. Brendan and Rob seem very knowledgeable. We are talking to them about our HOA funds. Cici

From: Morse, Brendan <BMorse@citywidebanks.com>
Sent: Wednesday, November 8, 2023 1:03 PM
To: Cici Kesler <cici@acmhoa.com>
Cc: Holway, Rob <RHolway@citywidebanks.com>
Subject: RE: [EXTERNAL] RE: Citywide Banks - Metro Districts and ACM

Cici: Thanks for the reply and for checking on it. Just let us know if you'd like any addl info.



HTLF Bank is a Member FDIC

Brendan C. Morse, CTP
SVP, Treasury Team Lead
Phone: 720.873.3779
Mobile: 303.809.4097
Email: bmorse@citywidebanks.com

1800 Larimer Street, Suite 200
Denver, CO 80202

Heartland Financial USA, Inc.,



a "Forbes Best Bank 2022, 2021, 2020,
2019, 2018, 2017, 2013"

sbeck

From: Cici Kesler <cici@acmhoa.com>
Sent: Wednesday, November 8, 2023 12:58 PM
To: Morse, Brendan <BMorse@citywidebanks.com>
Cc: Holway, Rob <RHolway@citywidebanks.com>
Subject: RE: [EXTERNAL] RE: Citywide Banks - Metro Districts and ACM

EXTERNAL EMAIL: Do not click any links, open any attachments or reply unless you trust the sender and the content is safe.

I am asking now, will let you know. Our regular meeting is last Wednesday of the month, so may be delayed until then. Cici

From: Morse, Brendan <BMorse@citywidebanks.com>
Sent: Wednesday, November 8, 2023 10:44 AM
To: Cici Kesler <cici@acmhoa.com>
Cc: Holway, Rob <RHolway@citywidebanks.com>
Subject: FW: [EXTERNAL] RE: Citywide Banks - Metro Districts and ACM

Cici: Brendan here from Citywide. Hope all is well. Circling back about on our conversation. Rob mentioned that you all have some CDs coming due fairly soon. Checking to see if our rates are favorable and if the District is interested in placing some deposits with the bank. Thanks.



HTLF Bank is a Member FDIC



Brendan C. Morse, CTP
SVP, Treasury Team Lead
Phone: 720.873.3779
Mobile: 303.809.4097
Email: bmorse@citywidebanks.com

1800 Larimer Street, Suite 200
Denver, CO 80202

Heartland Financial USA, Inc.,
a "Forbes Best Bank 2022, 2021, 2020,
2019, 2018, 2017, 2013"

From: Morse, Brendan
Sent: Friday, November 3, 2023 1:44 PM
To: Cici Kesler <cici@acmhoa.com>
Cc: Holway, Rob <RHolway@citywidebanks.com>
Subject: RE: [EXTERNAL] RE: Citywide Banks - Metro Districts and ACM

Cici: Updated grids below – the 12 month is running lower.

Collateralized / FDIC Insured

Term	Rate
3 Month	4.60%
6 Month	4.65%
9 Month	4.60%
12 Month	4.40%

Standard



HTLF Bank is a Member FDIC



Brendan C. Morse, CTP
SVP, Treasury Team Lead

Phone: 720.873.3779
Mobile: 303.809.4097
Email: bmorse@citywidebanks.com

1800 Larimer Street, Suite 200
Denver, CO 80202

Heartland Financial USA, Inc.,
a "Forbes Best Bank 2022, 2021, 2020,
2019, 2018, 2017, 2013"

From: Cici Kesler <cici@acmhoa.com>
Sent: Friday, November 3, 2023 1:39 PM
To: Morse, Brendan <BMorse@citywidebanks.com>
Cc: Holway, Rob <RHolway@citywidebanks.com>
Subject: [EXTERNAL] RE: Citywide Banks - Metro Districts and ACM

EXTERNAL EMAIL: Do not click any links, open any attachments or reply unless you trust the sender and the content is safe.

Any rates for one year? C

From: Morse, Brendan <BMorse@citywidebanks.com>
Sent: Friday, November 3, 2023 1:35 PM
To: Cici Kesler <cici@acmhoa.com>
Cc: Holway, Rob <RHolway@citywidebanks.com>
Subject: Citywide Banks - Metro Districts and ACM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cici: Brendan here from Citywide. Thanks for the call yesterday – it very was insightful. Per our discussion, many organizations have been diversifying their deposit holdings from a safety and soundness perspective (i.e., not holding all their eggs in one basket).

As a public depository under the Colorado PDPA, Citywide offers both collateralized accounts and CDs for public sector entities, including Special Districts. Additionally, we offer fully FDIC insured CDs and overnight sweeps through our partnership with IntraFi – a number of HOAs have been looking to our program to satisfy their FDIC coverage requirements while still getting a competitive yield.

I have provided indicative rates below for your review and would be happy to discuss the options further. Thanks again.

Collateralized / FDIC Insured

Term	Rate
3 Month	4.60%
6 Month	4.65%
9 Month	4.60%

Standard

Term	Rate
3 Month	4.85%
6 Month	4.90%
9 Month	4.85%



HTLF Bank is a Member FDIC



Brendan C. Morse, CTP
SVP, Treasury Team Lead

Phone: 720.873.3779
Mobile: 303.809.4097
Email: bmorse@citywidebanks.com

1800 Larimer Street, Suite 200
Denver, CO 80202

Heartland Financial USA, Inc.,
a "Forbes Best Bank 2022, 2021, 2020,
2019, 2018, 2017, 2013"



SCOT KERSGAARD

Assessor

OFFICE OF THE ASSESSOR
100 Jefferson County Parkway
Golden, CO 80419-2500
Phone: 303-271-8600
Fax: 303-271-8616

Website: <http://assessor.jeffco.us>
E-mail Address: assessor@jeffco.us

August 25, 2023

AUG 29 2023

N W LAKEWOOD SAN DIST
STEVEN BECK
141 UNION BLVD 150
LAKEWOOD CO 80228

Code # 4720

CERTIFICATION OF VALUATION

The Jefferson County Assessor reports a taxable assessed valuation for your taxing entity for 2023 of:

\$332,761,650

This certification may not reflect all changes from legislation, pending cases, or other known issues.

The breakdown of the taxable valuation of your property is enclosed.

Pursuant to Senate Bill 22-238 enacted by the Colorado General Assembly and signed by Governor Polis on May 16, 2022, the actual value of certain property types must be reduced for tax year 2023 under C.R.S. § 39-1-104 by varying amounts up to \$30,000 in actual value.

Please be advised that the software system used by Jefferson County is unable to accurately capture and reflect the recent legislative value reductions, and we understand that various other Colorado counties face a similar issue. As a result, the values shown on the August certifications do NOT reflect the value reductions required under SB22-238. That is, the adjustments/reductions have not yet been removed from the values currently certified. Once we successfully update our software systems to accurately capture and reflect the necessary value adjustments, the values that will be reflected in the certifications you will receive in December will likely change somewhat from those reflected in the August certifications. Please keep this information in mind when determining your budget estimates.

As further required by CRS 39-5-128(1), you are hereby notified to officially certify your levy to the Board of County Commissioners no later than December 15.

CRS 39-1-111(5) requires that this office transmit a notification by December 10 of any changes to valuation made after the original certification.

enc

SCOT KERSGAARD
Jefferson County Assessor

CERTIFICATION OF VALUATION BY JEFFERSON COUNTY ASSESSOR

New Tax Entity YES NO

Date: August 25, 2023

NAME OF TAX ENTITY: N W LAKEWOOD SAN DIST

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$	267,436,706
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$	332,761,650
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$	3,403,399
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$	329,358,251
5. NEW CONSTRUCTION: *	5.	\$	656,284
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$	0
7. ANNEXATIONS/INCLUSIONS:	7.	\$	0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$	0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Φ	9.	\$	0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$	0
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$	2,150

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec 20(8)(b), Colo. Constitution

* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART X, SEC.20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$	3,814,259,298
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ADDITIONS TO TAXABLE REAL PROPERTY

2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2.	\$	9,701,094
3. ANNEXATIONS/INCLUSIONS:	3.	\$	0
4. INCREASED MINING PRODUCTION: §	4.	\$	0
5. PREVIOUSLY EXEMPT PROPERTY:	5.	\$	0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$	0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$	0

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$	0
9. DISCONNECTIONS/EXCLUSIONS:	9.	\$	0
10. PREVIOUSLY TAXABLE PROPERTY:	10.	\$	0

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1.	\$	3,856,799,525
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IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **		\$	468,830
--	--	----	---------

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

RESOLUTION NO. 2023 - 11 - ____
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NORTHWEST LAKEWOOD SANITATION DISTRICT
TO ADOPT THE 2024 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Northwest Lakewood Sanitation District (“District”) has appointed the District Accountant to prepare and submit a proposed 2024 budget to the Board at the proper time; and

WHEREAS, the District Accountant has submitted a proposed budget to this Board on or before October 15, 2023, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 22, 2023, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

WHEREAS, the Board of Directors of the District has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northwest Lakewood Sanitation District:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Northwest Lakewood Sanitation District for the 2024 fiscal year, subject to whatever property tax revenue and mill levy adjustments are necessary based upon the District’s final assessed valuation as calculated by the County Assessor.

2. That the budget, as hereby approved, adopted, and adjusted as necessary, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.

3. That the sums set forth as the total expenditures of each fund in the budget attached hereto as **EXHIBIT A** and incorporated herein by reference are hereby appropriated from the revenues of each fund for the purposes stated.

ADOPTED this 22nd day of November, 2023.

Secretary

(SEAL)

EXHIBIT A
(Budget)

I, James D. Zimmerman, hereby certify that I am the duly appointed Secretary of the Northwest Lakewood Sanitation District, and that the foregoing is a true and correct copy of the budget for the budget year 2024, duly adopted at a meeting of the Board of Directors of the Northwest Lakewood Sanitation District held on November 22, 2023.

By: _____
Secretary

RESOLUTION NO. 2023-11-02

**NORTHWEST LAKEWOOD SANITATION DISTRICT
JEFFERSON COUNTY, COLORADO**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHWEST
LAKEWOOD SANITATION DISTRICT TO SET MILL LEVIES**

WHEREAS, the Board of Directors of the Northwest Lakewood Sanitation District ("District") has adopted the 2024 annual budget in accordance with the Local Government Budget Law on November 22, 2023; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenues is \$1,949,324; and

WHEREAS, the 2023 valuation for assessment for the Northwest Lakewood Sanitation District as certified by the County Assessor of Jefferson County is \$332,761,650; and

WHEREAS, in order to provide relief by a temporary reduction in property taxes pursuant to Sections 39-1-111.5 and 29-1-306 C.R.S., the Board has determined that a temporary property tax credit and mill levy rate reduction as set forth in the budget should be approved and certified to the County in accordance with the provisions of Section 39-1-111.5, C.R.S.; and

WHEREAS, the Board determined it necessary to exceed the Property Tax Limit as defined in Section 29-1-306, C.R.S., and provided proper notice of its intent to exceed the property tax limit in accordance with law; and

WHEREAS, notice of the District's intent to exceed the Property Tax Limit was published on _____, in _____, a newspaper of general circulation within the District and was posted on the District's website; and

WHEREAS, the notice included the proposed mill levy if the governing body approves a mill levy that would exceed the property tax limit; any temporary property tax credits; and the date, time and location of the public hearing; and

WHEREAS, the public was provided an opportunity to present oral testimony at an open meeting on November 22, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northwest Lakewood Sanitation District:

Section 1. That for the purpose of meeting all general fund expenses of the District during the 2024 Budget year, there is hereby levied a tax of _____ mills (_____, less a temporary mill levy reduction of _____ mills) upon each dollar of the total valuation for assessment of all taxable property within the District to raise \$_____ in revenue.

Section 2. That the District has no outstanding general obligation bonds and, accordingly shall not certify a mill levy for the purpose of meeting debt service requirements during the 2024 budget year.

Section 3. That the District Accountant of the District is hereby authorized and directed to immediately certify to the County Commissioners of the Jefferson County, Colorado, the mill levies for the District as set forth in the District's Certification of Tax Levies (attached hereto as Exhibit A and incorporated herein by reference), recalculated as needed upon receipt of the final certification of valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED this 22nd day of November, 2023.

**NORTHWEST LAKEWOOD
SANITATION DISTRICT**

By: _____
Gregory A. Fabisiak, President

Attest:

James D. Zimmerman, Secretary

EXHIBIT A
CERTIFICATION OF TAX LEVIES

NORTHWEST LAKEWOOD SANITATION DISTRICT
Assessed Value, Property Tax and Mill Levy Information

	2022		2024		2024
	Actual		HH Does Not Pass Preliminary Budget		HH Passes Preliminary Budget
Assessed Valuation	\$ 267,436,706	\$	329,358,251	\$	314,441,826
Mill Levy					
General Fund	7.696		7.696		7.696
Temporary Mill Levy Reduction	(1.418)		(2.333)		(2.079)
2021 Refund	-		-		-
Refunds and Abatements	0.039		0.006		0.006
Total Mill Levy	<u>6.317</u>		<u>5.369</u>		<u>5.623</u>
Property Taxes					
General Fund	\$ 2,058,193	\$	2,534,741	\$	2,419,944
Temporary Mill Levy Reduction	(379,298)		(768,393)		(653,725)
2021 Refund	-		-		-
Refunds and Abatements	10,430		1,976		1,887
Actual/Budgeted Property Taxes	<u>\$ 1,689,325</u>	\$	<u>1,768,324</u>	\$	<u>1,768,106</u>

NORTHWEST LAKEWOOD SANITATION DISTRICT

**GENERAL FUND
2024 Preliminary Budget
with 2022 Actual, 2023 Budget, and 2023 Estimated**

	2022	01/23-08/23	2023	2023	2024	2024
	YTD Actual	YTD Actual	Adopted Budget	Estimated	HH Does Not Pass Preliminary Budget	HH Passes Preliminary Budget
BEGINNING FUND BALANCE	\$ 810,586	993,397	870,415	993,397	\$ 1,486,084	\$ 1,486,084
REVENUE						
Property Tax	1,537,463	1,683,908	1,676,417	1,676,417	1,768,324	1,768,106
Specific Ownership Tax	106,104	70,462	96,000	96,000	96,000	96,000
Interest & Misc. Income	46,833	54,076	42,000	85,000	85,000	85,000
Permit Revenue	-	-	-	-	-	-
Total Revenue	1,690,400	1,808,446	1,814,417	1,857,417	1,949,324	1,949,106
Total Funds Available	2,500,986	2,801,843	2,684,832	2,850,814	3,435,408	3,435,190
EXPENDITURES						
Administration						
Accounting	33,936	38,275	36,000	50,000	50,000	50,000
Administration	69,530	45,760	68,000	68,000	68,000	68,000
Audit	5,700	-	6,500	6,500	6,500	6,500
Billing	41,678	38,973	32,000	45,000	45,000	45,000
Bank Charges	70	22	120	50	120	120
Consultant	48,800	-	30,000	-	-	-
Director's Fees	7,200	2,800	6,000	5,800	6,000	6,000
Dues & Subscriptions	1,238	1,238	1,400	1,400	1,400	1,400
Election and Publication	6,753	18,896	25,000	25,000	-	-
Insurance and Bonds	30,454	18,775	45,000	29,000	30,740	30,740
Legal	50,349	21,812	55,000	33,000	55,000	55,000
Website	1,100	595	2,000	2,000	2,500	2,500
Miscellaneous Expenses	-	-	1,000	-	1,000	1,000
Office Supplies	3,760	1,906	5,000	3,000	5,000	5,000
Payroll Taxes-Directors	551	214	459	445	459	459
Treasurer's Fees	23,236	25,154	25,146	25,146	26,525	26,522
				-	-	-
Total Administrative	324,356	214,418	338,625	294,341	298,244	298,241

NORTHWEST LAKEWOOD SANITATION DISTRICT

**GENERAL FUND
2024 Preliminary Budget
with 2022 Actual, 2023 Budget, and 2023 Estimated**

	2022	01/23-08/23	2023	2023	2024	2024
	YTD Actual	YTD Actual	Adopted Budget	Estimated	HH Does Not Pass Preliminary Budget	HH Passes Preliminary Budget
Operations and Maintenance						
Treatment Charges	1,183,233	843,617	1,124,822	1,124,822	1,631,548	1,631,548
Engineering	-	-	60,000	-	60,000	60,000
Utilities	-	-	4,000	-	4,000	4,000
Contingency	-	-	350,000	-	350,000	350,000
Total Operations and Maintenance	1,183,233	843,617	1,538,822	1,124,822	2,045,548	2,045,548
Total Expenditures	1,507,588	1,058,034	1,877,447	1,419,163	2,343,792	2,343,789
Transfers and Other Uses						
Emergency Reserve	-	-	(54,433)	(54,433)	(58,480)	(58,473)
Transfer to Enterprise Fund	-	-	-	-	-	-
Total Transfers and Other (Uses)	-	-	(54,433)	(54,433)	(58,480)	(58,473)
Total Expenditures Requiring Appropriation	1,507,588	1,058,034	1,931,880	1,364,730	2,285,312	2,285,315
ENDING FUND BALANCE	\$ 993,397	\$ 1,743,808	752,952	\$ 1,486,084	\$ 1,150,096	\$ 1,149,875

NORTHWEST LAKEWOOD SANITATION DISTRICT

ENTERPRISE FUND

2024 Preliminary Budget

with 2022 Actual, 2023 Adopted Budget, and 2023 Estimated

	2022 Actual	01/23-08/23 YTD Actual	2023 Adopted Budget	2023 Estimated	2024 Preliminary Budget
4-501 BEGINNING FUND BALANCE	\$ 10,966,655	\$ 11,767,727	\$ 6,070,313	\$ 11,767,727	\$ 13,399,097
REVENUE					
4-520 Service Agreement-Westridge	-	-	3,600	4,000	4,000
4-525 Service Agreement-Applewood	-	-	8,000	14,400	14,400
4-535 Treatment Chgs-College Park	209,432	49,774	199,094	199,094	288,784
4-536 Maintenance-College Park	-	-	575,836	575,836	575,836
4-539 Facilities Renovation Fees	2,368,856	1,712,846	2,250,000	2,250,000	2,300,000
4-540 Service Fees-Commercial	76,203	-	30,000	44,000	44,000
4-555 Tap Fees	373,940	40,960	38,880	51,380	66,240
4-557 Grease Trap Inspection	9,140	4,890	12,000	9,000	12,000
4-560 Interest Income	55,254	89,327	42,000	110,000	100,000
4-570 Transfer Service Fee	2,542	3,125	6,000	4,500	4,500
4-590 Denver Water Service Agreement	-	-	36,000	36,000	36,000
4-596 Inspection Fees	3,600	3,150	5,400	4,500	4,500
4-598 Permit Fees	675	550	600	600	600
4-597 Transfer from General Fund	-	-	-	-	-
4-595 Other Income	-	100	-	100	-
Total Revenue	3,099,642	1,904,722	3,207,410	3,303,310	3,450,860
Total Funds Available	14,066,297	13,672,449	9,277,723	15,071,037	16,849,957
EXPENDITURES					
Administrative					
4-616 Billing	26,761	13,954	24,000	21,000	24,000
4-675 Legal	740	-	750	-	750
4-685 Miscellaneous Expenses	57	-	500	-	500
4-700 Treasurer's Fees	-	-	450	-	450
Total Administrative	27,558	13,954	25,700	21,000	25,700
Operations and Maintenance					
4-725 Treatment Charges-Westridge	-	-	10,200	10,200	10,200
4-726 Treatment Charges-Applewood	-	3,800	1,250	3,800	3,800
4-730 Tap Fees-Metro's Portion	108,330	21,093	19,440	25,690	33,120
4-740 Repairs & Maintenance-Lines	39,687	4,292	45,000	15,000	45,000
4-741 COS-Grease Trap	-	-	9,500	-	9,500
4-742 COS-Locates	74,385	35,804	62,500	55,000.00	62,500
4-746 COS-Collection System Oversight	96,524	72,307	100,000	100,000	100,000
4-747 COS-Daily Operations	-	-	16,000	-	16,000

NORTHWEST LAKEWOOD SANITATION DISTRICT

ENTERPRISE FUND

2024 Preliminary Budget

with 2022 Actual, 2023 Adopted Budget, and 2023 Estimated

	2022 Actual	01/23-08/23 YTD Actual	2023 Adopted Budget	2023 Estimated	2024 Preliminary Budget
4-748 COS-Emergency Service	4,603	11,359	12,000	15,000	15,000
4-749 COS-Maintenance	112,146	95,622	175,000	120,000	175,000
4-750 COS-Mineral Removal	-	-	-	-	-
4-765 Utilities	280	120	250	250	250
Total Operations and Maintenance	435,954	244,397	451,140	344,940	470,370
Capital Outlay					
4-810 Sewer Lines/Eng./Observ.	83,773	150,736	200,000	200,000	200,000
4-882 2020 CIP	-	1,620	-	-	-
4-883 2021 CIP	1,606,259	-	-	-	-
4-884 2022 CIP	142,092	105,280	-	106,000	-
4-885 2023 CIP	-	16,547	3,136,675	1,000,000	2,136,675
Total Capital Outlay	1,832,124	274,183	3,336,675	1,306,000	2,336,675
Total Expenditures Requiring Appropriation	2,295,637	532,534	3,813,515	1,671,940	2,832,745
ENDING FUND BALANCE	\$ 11,770,660	\$ 13,139,915	\$ 5,464,208	\$ 13,399,097	\$ 14,017,212

**NORTHWEST LAKEWOOD SANITATION DISTRICT
FEE SCHEDULE
EFFECTIVE DATE JANUARY 1, 2024**

Northwest Lakewood Sanitary Fees*
Application fee - \$25.00 - non-refundable
Tap Inspection Fee - \$150.00 for each independent connection or disconnection; \$50.00 for each additional unit over one. (weekend - add \$100.00 surcharge to fees)
Grease Trap Inspection Fee - \$100.00 per inspection or re-inspection.
Inclusion Fee - \$ 1,500.00 per acre or part thereof
Exclusion Fee - prevailing rate for legal administration and publication costs
Contractor Fee - \$100.00 licensing fee; \$50.00 renewal fee
Deposits by Contractor - In advance 110% of the agreed estimated cost of the improvements to be installed or expenses to be incurred by the District
Sewer Treatment Charges - As established by Metro Waste Recovery
Facilities Renovation and Services Fee (FRSF) - \$400/year or billed quarterly at \$100.00/quarter
Late Fees - \$15.00 charged thirty-five (35) days after the billing date
Delinquent Account Certification Fee - \$100.00
Reactivation Fee - \$130.00 per SFRE
Public Records Research Fee - \$33.58 after the first hour of research. \$ 0.25 per page/actual cost for other materials.
Service Charge for Tax Exempt Contributors and Excess Contributors - The service charge for tax exempt contributors and excess contributors shall continue to be calculated in accordance with the formula previously adopted by the Board.

TAP FEES	Equivalent SFRE	NWLSD Connection Fee	Metro Wastewater Connection Fee	Total Connection Fee
Single Family	1	\$ 5,520.00	\$ 5,520.00	\$ 11,040.00
SFRE determination for normal use listed below				

Metro Waste Water Fee*

	Size - Water Service	Equivalent SFRE	NWLSD Connection Fee	Metro Wastewater Connection Fee	Total Connection Fee
Single Family	3/4"	1	\$ 5,520.00	\$ 5,520.00	\$ 11,040.00
Commercial	3/4"	2	\$ 11,040.00	\$ 11,040.00	\$ 22,080.00
	1"	4.8	\$ 26,496.00	\$ 26,496.00	\$ 52,992.00
	1 1/2"	11	\$ 60,720.00	\$ 60,720.00	\$ 121,440.00
	2"	20	\$ 110,400.00	\$ 110,400.00	\$ 220,800.00
	3"	43	\$ 237,360.00	\$ 237,360.00	\$ 474,720.00
	4"	86	\$ 474,720.00	\$ 474,720.00	\$ 949,440.00

* - Metro Wastewater Reclamation Fees change each January
 * - 6" or larger shall be determined by Metro Wastewater District formula
 SFRE = Single Family Residential Equivalent

Adhere to Metro Wastewater Reclamation District Fractions for calculations for Large Users

Investment Fractions for Large User Formula
Flow = 0.5245
BOD = 0.2309
SS = 0.1684
TKN = 0.0762



Northwest Lakewood Sanitation District

Monthly Report

October 1-31, 2023

Mon	10/2	Performed 1 locate.
Tues	10/3	Performed 1 locate.
Thurs	10/5	Performed 2 locates.
Sun	10/8	Responded on site, outside of normal business hours, to 1 emergency locate for an H2O main repair at 12061 W. 32 nd Dr.
Mon	10/9	Performed 16 locates.
Tues	10/10	Performed 9 locates.
Thurs	10/12	Performed 2 locates.
Mon	10/16	Performed 2 tap replacement inspections at 3370 Simms St. and 3640 Tabor Ct.
Thurs	10/19	Performed 1 tap replacement inspection at 2143 Creighton St.
Fri	10/20	Performed 1 locate.
Sun	10/22	Responded via phone, outside of normal business hours, to 1 emergency locate for an H2O valve replacement at 2801 Youngfield St.
Wed	10/25	Performed 1 locate. Performed 1 tap replacement inspection at 12840 W. 16 th Dr.
Thurs	10/26	Performed 1 locate. Performed 1 bore meet locate.
Mon	10/30	Performed 4 locates.
Tues	10/31	Responded on site, during normal business hours, to 1 emergency locate for an H2O service repair at 2300 Kipling St.

Task #3 - Maintenance Services				
	Projected 2023 Footage	YTD Actual 2023 Footage	Current Monthly 2023 Footage	YTD Percentage 2023
	Zone B			
Jetting				
14" or Less		112,249.0	3,761.0	
15 or More"		5,048.0		
Easement		1,413.0		
Total Jetting	98,602.0	118,710.0	3,761.0	120%
Televising				
14" or Less		96,612.4	5,507.40	
15 or More"		4,231.2		
Total Televising	98,602.0	100,843.6	5,507.4	102%
Accelerated Maintenance				
Non-Routine Jetting		2,735.0		
Non-Routine Televising		130.0		
Hot Spot Jetting		3,204.0		0%
Hot Spot Televising				0%
Accelerated Jetting				0%
Annual Root Televising				0%
Annual Root Cut				0%
Annual Mineral Cleaning				0%
Annual Mineral Televising				0%
Total Accelerated Maintenance	0.0	6,069.0	0.0	0%
Total Length of Cleaning	98,602.0	121,914.0	3,761.0	124%
Total Length of Televising	98,602.0	100,973.6	5,507.4	102%
Total Task #3	197,204.0	228,956.6	9,268.4	116%

Northwest Lakewood Sanitation District
Summary for October 1-31, 2023

October 8, 2023
12061 W. 32nd Dr.
Emergency Locate

On Sunday, October 8, 2023, at 8:00am, Andrew George of REC. Inc. was contacted by Colorado 811 regarding an emergency locate for an H2O main repair at 12061 W. 32nd Dr. Andrew contacted Shawn Stephens (303-238-0453) of Consolidated Mutual Water Company to get more information on the work and work area and determined a site visit was necessary. Andrew arrived on site, marked the main and services, and departed the site. No further action is needed at this time.

Total time on this issue: Andrew George – 2.00hrs.

October 22, 2023
2801 Youngfield St.
Emergency Locate

On Sunday, October 22, 2023, at 6:30am, David Moore of REC. Inc. was contacted by Colo811 regarding an emergency locate for an H2O valve replacement at 2801 Youngfield St. David noted this line is a private line and contacted Brandon Sorenson (720-975-7452) of Consolidated Mutual Water Company and informed him of this. David cleared Northwest Lakewood Sanitation District. No further action is needed at this time.

Total time on this issue: David Moore -- .50hrs.

UNCC Locates

Month: October 2023

District: Northwest Lakewood

Address	Locate Type	Date	Notes: What was located	Ticket Number
3380 Parfet St.	1	9/28/2023	H20/Sewer Service New	B327103998-00B
Clear Creek Dr. & W. 32nd Ave.	1	9/29/2023	Fiber Main New	B327200482-00B
2561 Newcombe St.	1	9/29/2023	Comcast Drop Bury 12	B327200572-00B
2200 Iris St.	1	9/29/2023	Post Holes New For Carport	B327202800-00B
3395 Ward Rd.	1	9/29/2023	Fence Replace	B327203224-00B
10850 W. 38th Pl.	1	9/29/2023	Sump Pump New	B327201261-00B
Clear Creek Dr. & W. 40th Ave.	1	9/29/2023	Fiber Main New	B327200465-00B
10191 W. 38th Ave.	1	9/29/2023	Concrete Work	B327203441-00B
Clear Creek Dr. & W. 32nd Ave.	2	9/29/2023	Fiber Main New	B327200491-00B
3291 Youngfield Service Rd.	2	9/29/2023	Signs Install	B327200609-00B
11305 Benthaven Dr.	1	10/2/2023	Sewer Service Repalce	B327503858-00B
1665 Pierson St.	1	10/2/2023	H20 Service Valve Repair	B327500491-00B
3595 Ownes St.	1	10/2/2023	Invisible Fence New	A327500001-00A
10850 W. 38th Pl.	1	10/2/2023	Sump Pump New	B327503599-00B
3501 Clear Creek Dr.	1	10/2/2023	Gas Service New	B327500556-00B
11164 W. 27th Ave.	1	10/2/2023	Tree Planting	B327503085-00B
3197 Robb Cir.	1	10/2/2023	Fence New	B327500280-00B
12103 W. 31st Pl.	1	10/2/2023	Landscaping	B327504843-00B
1905 Taft Dr.	1	10/2/2023	Landscaping	B327504840-00B
1191 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603913-00B
1211 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603895-00B
1212 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603890-00B
1112 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603884-00B
1105 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603876-00B
1102 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603870-00B
1192 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603834-00B
4100 Miller St.	1	10/3/2023	H20 Main Valve Replace	B327601379-00B
2005 Urban Dr.	1	10/3/2023	Stump Grinding	B327601517-00B
2946 Parfet Dr.	1	10/3/2023	Concrete Work	B327603119-00B
3395 Ward Rd.	1	10/3/2023	Fence New	B327600725-00B
1051 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603940-00B
1061 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603931-00B
1071 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603927-00B
1015 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603962-00B
1004 Xenophon St.	1	10/3/2023	Gas Service New	B327603817-00B
1062 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603823-00B
1032 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603827-00B
1042 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603842-00B
1014 Xenophon St.	1	10/3/2023	Gas Service New	B327603848-00B
1052 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603856-00B
1081 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603909-00B
1091 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603905-00B
1115 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603899-00B
1082 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603863-00B
1041 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603947-00B
12720 W. 11th Pl.	1	10/3/2023	Gas Service New/Potholing	B327603983-00B
1001 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603988-00B
12765 W. 11th Pl.	1	10/3/2023	Gas Service New/Potholing	B327604019-00B
1125 Youngfield St.	1	10/3/2023	Gas Service New/Potholing	B327604012-00B

1120 Youngfield St.	1	10/3/2023	Gas Service New/Potholing	B327604009-00B
1031 Xenophon St.	1	10/3/2023	Gas Service New/Potholing	B327603951-00B
12682 W. 11th Pl.	1	10/3/2023	Gas Service New/Potholing	B327603964-00B
12620 W. 11th Pl.	1	10/3/2023	Gas Service New/Potholing	B327604004-00B
12685 W. 11th Pl.	1	10/3/2023	Gas Service New/Potholing	B327603971-00B
12735 W. 11th Pl.	1	10/3/2023	Gas Service New/Potholing	B327603978-00B
1305 Xenon St.	1	10/3/2023	Gas Service New/Potholing	B327603996-00B
Youngfield St. & W. 11th Pl.	2	10/3/2023	Gas Main New/Potholing	B327603809-00B
W. 10th Ave. & Xenophon St.	2	10/3/2023	Gas Main New/Potholing	B327603802-00B
3755 Lee St.	1	10/4/2023	Signs Install	B327701288-00B
I-70 Ramp & W. 32nd Ave.	1	10/4/2023	Electric Conduit New	B327703067-00B
W. 39th Pl. & Oak St.	1	10/5/2023	H2O Main New	B327802685-00B
4025 Clear Creek Dr.	1	10/5/2023	H2O Meter Pit Install/H2O Service Tie-In	B327803081-00B
2615 Oak Dr.	1	10/5/2023	Fence Replace	B327803070-00B
10540 W. 23rd Pl.	1	10/5/2023	Stump Grinding	B327802713-00B
Clear Creek Dr. & W. 32nd Ave.	1	10/5/2023	Fiber Main New	B327802409-00B
2615 Oak Dr.	1	10/5/2023	Window Well Replace	B327803289-00B
Clear Creek Dr. & W. 40th Ave.	1	10/5/2023	Fiber Main New	B327802399-00B
13443 W. 21st Ave.	1	10/5/2023	Egress Window New	B327800299-00B
Clear Creek Dr. & W. 32nd Ave.	2	10/5/2023	Fiber Main New	B327802426-00B
2459 Ward Dr.	1	10/6/2023	Comcast Drop Bury 12	B327900798-00B
1001 Xenophon St.	1	10/6/2023	Gas Service New	B327901776-01B
1001 Xenophon St.	1	10/6/2023	Gas Service New	B327901776-00B
1091 Xenophon St.	1	10/6/2023	Gas Service New	B327901723-00B
1081 Xenophon St.	1	10/6/2023	Gas Service New	B327901790-00B
14500 W. Colfax Ave.	1	10/6/2023	H20/Sewer Service Repair	B327902019-00B
1113 Xenon St.	1	10/6/2023	Gas Main New	B327902198-00B
1115 Xenon St.	1	10/6/2023	Gas Main New	B327902196-00B
12620 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902192-00B
12685 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902137-00B
12687 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902131-00B
12622 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902125-00B
12620 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902120-00B
12737 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902092-00B
12735 W. 11th Pl.	1	10/6/2023	Gas Main New	B327902100-00B
1305 Xenon St.	1	10/6/2023	Gas Main New	B327902144-00B
12375 W. 34th Pl.	1	10/6/2023	Sump Pump New	B327901781-00B
1114 Xenophon St.	1	10/6/2023	Gas Service New	B327901990-00B
1112 Xenophon St.	1	10/6/2023	Gas Service New	B327901992-00B
1104 Xenophon St.	1	10/6/2023	Gas Service New	B327902001-00B
1102 Xenophon St.	1	10/6/2023	Gas Service New	B327902004-00B
1032 Xenophon St.	2	10/6/2023	Gas Service New	B327902036-00B
1082 Xenophon St.	2	10/6/2023	Gas Service New	B327902015-00B
1062 Xenophon St.	2	10/6/2023	Gas Service New	B327902020-00B
1052 Xenophon St.	2	10/6/2023	Gas Service New	B327902026-00B
1042 Xenophon St.	2	10/6/2023	Gas Service New	B327902030-00B
1105 Xenophon St.	2	10/6/2023	Gas Service New	B327901892-00B
1002 Xenophon St.	2	10/6/2023	Gas Service New	B327902057-00B
1071 Xenophon St.	2	10/6/2023	Gas Service New	B327901882-00B
1061 Xenophon St.	2	10/6/2023	Gas Service New	B327901876-00B
1004 Xenophon St.	2	10/6/2023	Gas Service New	B327902047-00B
1051 Xenophon St.	2	10/6/2023	Gas Service New	B327901869-00B
1041 Xenophon St.	2	10/6/2023	Gas Service New	B327901848-00B
1021 Xenophon St.	2	10/6/2023	Gas Service New	B327901863-00B
1012 Xenophon St.	2	10/6/2023	Gas Service New	B327902062-00B
1115 Xenophon St.	2	10/6/2023	Gas Service New	B327901902-00B

1014 Xenophon St.	2	10/6/2023	Gas Service New	B327902043-00B
1031 Xenophon St.	2	10/6/2023	Gas Service New	B327901835-00B
1120 Youngfield St.	2	10/6/2023	Gas Main New	B327902077-00B
1015 Xenophon St.	2	10/6/2023	Gas Service New	B327901784-00B
1001 Xenophon St.	2	10/6/2023	Gas Service New	B327901788-00B
12680 W. 11th Pl.	2	10/6/2023	Gas Main New	B327902117-00B
12682 W. 11th Pl.	2	10/6/2023	Gas Main New	B327902111-00B
11481 W. 29th Pl.	2	10/6/2023	Geotechnical Drill	B327901920-00B
12720 W. 11th Pl.	2	10/6/2023	Gas Main New	B327902083-00B
12765 W. 11th Pl.	3	10/6/2023	Gas Main New	B327902104-00B
12775 W. 11th Pl.	3	10/6/2023	Gas Main New	B327902087-00B
12232 W. 32nd Ave.	1	10/7/2023	Cathodic Protection Install	B328000083-00B
11830 W. 32nd Ave.	2	10/7/2023	Cathodic Protection Install	B328000084-00B
2104 Zang St.	1	10/8/2023	Fence New	B328100040-00B
12061 W. 32nd Dr.	1	10/8/2023	H2O Main Repair	B328100014-00B
2635 Vivian St.	1	10/9/2023	Comcast Drop Bury 12	B328201705-00B
14500 W. Colfax Ave.	1	10/9/2023	H20/Sewer Service Repair	B327902019-01B
3700 Youngfield St.	1	10/9/2023	Sprinkler New	B328202167-00B
13270 W. 15th Dr.	1	10/9/2023	Egress Window New	B328201084-00B
1985 Owens Ct.	1	10/9/2023	Electric Poles Replace	B328201657-00B
11305 Benthaven Dr.	1	10/9/2023	Sewer Service Repair	B328200607-00B
3640 Tabor Ct.	1	10/9/2023	Sewer Service Repair	B328201118-00B
11272 W. 28th Ave.	1	10/9/2023	Foundation Repair	B328200812-00B
11038 W. 31st Ave.	1	10/9/2023	Sump Pump New	B328203467-00B
12675 W. 15th Pl.	1	10/10/2023	Window Well New	B328302934-00B
1083 Xenon St.	1	10/10/2023	Fence Replace	B328300819-00B
W. 20th Ave. & Quail Ct.	1	10/10/2023	Asphalt Patching	B328304593-00B
10191 W. 38th Ave.	1	10/10/2023	Concrete Work	B328303605-00B
11387 W. 26th Pl.	1	10/10/2023	Landscaping	B328305106-00B
2143 Creighton Dr.	1	10/11/2023	Fence Replace	B328402223-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403015-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403018-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403032-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403040-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403047-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403067-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403061-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403076-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403086-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403095-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403111-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403120-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403119-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403214-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403004-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403004-01B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403094-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403094-01B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403150-00B
2615 Oak Dr.	1	10/11/2023	Fence Replace	B328403150-01B
1114 Xenophon St.	1	10/12/2023	Gas Service New	B327901990-00B
1112 Xenophon St.	1	10/12/2023	Gas Service New	B327901992-00B
1104 Xenophon St.	1	10/12/2023	Gas Service New	B327902001-00B
1102 Xenophon St.	1	10/12/2023	Gas Service New	B327902004-00B
1114 Xenophon St.	1	10/12/2023	Gas Service New	B327901990-01B
1112 Xenophon St.	1	10/12/2023	Gas Service New	B327901992-01B

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1104 Xenophon St.	1	10/12/2023	Gas Service New	B327902001-01B
1102 Xenophon St.	1	10/12/2023	Gas Service New	B327902004-01B
12765 W. 11th Pl.	1	10/12/2023	Gas Main New	B327902104-00B
12775 W. 11th Pl.	1	10/12/2023	Gas Main New	B327902087-00B
2140 Youngfield St.	1	10/12/2023	Comcast Drop Bury 12	B328500607-00B
W. 32nd Ave. & Youngfield St.	1	10/12/2023	Bridge Install/Backfill/Grading	B328500931-00B
12675 W. 15th Pl.	1	10/12/2023	Egress Window New/Garden Level Walk Out	B328503322-00B
12675 W. 15th Pl.	1	10/12/2023	Egress Window New/Garden Level Walk Out	B328503322-00B
12775 W. 11th Pl.	2	10/12/2023	Gas Main New	B327902087-01B
12765 W. 11th Pl.	2	10/12/2023	Gas Main New	B327902104-01B
13895 W. 21st Ave.	1	10/13/2023	Sewer Service Repair	B328600137-00B
1300 Colorado Mills Pkwy.	1	10/13/2023	H2O Service New	B328602518-00B
W. 20th Ave. & I-70	1	10/16/2023	Contaminated Soil Clean-Up	B328900145-00B
3370 Simms St.	1	10/16/2023	Sewer Service Repair	B328900337-00B
Xenon St. & W. 12th Pl.	1	10/16/2023	Gas Main New/Potholing	B328903400-00B
3400 Pierson St.	1	10/16/2023	Grading Overlot/New H2O/Sanitary/Storm Pipe	B328901296-00B
2105 Linda Vista Dr.	1	10/16/2023	Electric Conduit New	B328904725-00B
12295 Applewood Knolls Dr.	1	10/16/2023	Fence Replace	B328900035-00B
2126 Youngfield St.	1	10/16/2023	Comcast Drop Bury 12	B328901295-00B
2143 Creighton Dr.	1	10/16/2023	Sewer Service Repair	B328903508-00B
2685 Taft Ct.	1	10/17/2023	Mudjacking	B329000408-00B
2301 Lee St.	1	10/17/2023	Foundation Repair	B329001830-00B
W. 33rd Ave. & Quail St.	1	10/17/2023	Roadway Repair	B329002898-00B
3140 Alkire St.	2	10/17/2023	Cathodic Protection Install	B329004567-00B
3501 Clear Creek Dr.	1	10/18/2023	Fence New	B329102028-00B
3700 Youngfield St.	1	10/18/2023	Sprinkler New	B329100214-00B
12330 W. 17th Ave.	1	10/18/2023	Ground Rod Install	B329101837-00B
1 Skyline Dr.	1	10/18/2023	Mailbox Replace	B329102178-00B
2555 Tabor St.	1	10/18/2023	Tree Planting	B329104225-00B
12840 W. 16th Dr.	1	10/18/2023	Sewer Service Repair	B329100603-00B
1083 Xenon St.	1	10/18/2023	Fence Replace	B329103334-00B
11408 W. 17th Pl.	1	10/19/2023	Sewer Service Repair	B329200259-00B
3760 Tabor Ct.	1	10/19/2023	Sewer Service Repair	B329200398-00B
11408 W. 17th Pl.	1	10/19/2023	Sewer Service Repair	B329200472-00B
3710 Lewis St.	1	10/19/2023	Fence Replace	B329201177-00B
3730 Lewis St.	1	10/19/2023	Fence Replace	B329201174-00B
1686 Tabor St.	1	10/19/2023	Concrete Work	B329203000-00B
1684 Tabor St.	1	10/19/2023	Concrete Work	B329202993-00B
3575 Quail St.	1	10/19/2023	Deck New	B329202990-00B
1682 Tabor St.	1	10/19/2023	Concrete Work	B329202891-00B
1676 Tabor St.	1	10/19/2023	Concrete Work	B329202880-00B
3755 Lee St.	1	10/19/2023	Fence Replace	B329201181-00B
W. 39th Pl. & Oak St.	1	10/19/2023	H2O Main Replace	B329200507-00B
3501 Clear Creek Dr.	1	10/19/2023	PVC Repair	B329203980-00B
3253 Pierson St.	1	10/19/2023	Geotechnical Drill	B329203767-00B
2300 Urban St.	1	10/19/2023	New Sewer Service	B329200244-00B
10191 W. 38th Ave.	1	10/19/2023	Landscaping	B329204014-00B
10191 W. 38th Ave.	1	10/19/2023	Asphalt Patching	B329203975-00B
1678 Tabor St.	1	10/19/2023	Concrete Work	B329202293-00B
1115 Zang St.	1	10/19/2023	Landscaping/Xeriscaping New	B329200563-00B
13904 W. 21st Ave.	1	10/20/2023	Electric Poles Replace	B329300818-00B
3582 Simms St.	1	10/20/2023	Deck Replace	B329302314-00B
W. 38th Ave. & Youngfield St.	1	10/20/2023	Relocate Vault	B329300711-00B
2060 Robb St.	1	10/22/2023	Fence Repair	B329500305-00B
2801 Youngfield St.	1	10/22/2023	H2O Valve Replace	B329500010-00B
13702 W. 20th Pl.	1	10/23/2023	Grading Rough/Sewer Repair	B329601413-00B

12015 W. 18th Dr.	1	10/23/2023	Landscaping/Sprinklers	B329601750-00B
4201 Kipling St.	1	10/23/2023	Post Holes New	B329603381-00B
2398 Ward Dr.	1	10/23/2023	Mudjacking	B329602881-00B
1687 Denver West Marriott Blvd.	1	10/23/2023	Electric Service New	B329700264-00B
13702 W. 20th Pl.	1	10/24/2023	Landscaping	B329700282-00B
11051 W. 29th Ave.	1	10/24/2023	Comcast Drop Bury 12	B329701274-00B
3385 Union St.	1	10/24/2023	Concrete Footers	B329702603-00B
14183 W. Colfax Ave.	1	10/24/2023	Telco Service New	B329701369-00B
11800 W. 24th Pl. Cir.	2	10/24/2023	Gas Service Replace	B329700985-00B
2155 Rosewood Dr.	3	10/24/2023	Gas Service Replace	B329700953-00B
2060 Robb St.	1	10/25/2023	Sewer Service Repair	B329800390-00B
Nelson Ct. & Linda Vista Dr.	1	10/25/2023	Engineering	B329801985-00B
Nelson Ct. & Linda Vista Dr.	1	10/25/2023	Engineering	B329801985-01B
12840 W. 16th Dr.	1	10/25/2023	Sewer Service Repair	B329801926-00B
Newcombe Way & Linda Vista Dr.	1	10/25/2023	Engineering	B329802245-00B
Newcombe Way & Linda Vista Dr.	1	10/25/2023	Engineering	B329802245-01B
13577 W. 22nd Pl.	1	10/25/2023	French Drain New	B329801053-00B
Miller St. & W. 20th Ave.	1	10/25/2023	Engineering	B329800860-00B
W. 17th Ave. & Miller St.	1	10/25/2023	Engineering	B329801146-00B
Owens St. & W. 17th Ave.	1	10/25/2023	Engineering	B329800891-00B
W. 20th Ave. & Simms St.	1	10/25/2023	Engineering	B329800326-00B
Simms St. & W. Colfax Ave.	1	10/25/2023	Engineering	B329800228-00B
14205 Denver W. Cir.	1	10/25/2023	Electric Conduit New	B329801460-00B
W. 17th Ave. & Simms St.	1	10/25/2023	Engineering	B329801210-00B
Newcombe Dr. & W. 20th Ave.	1	10/25/2023	Engineering	B329800811-00B
2140 Youngfield St.	1	10/25/2023	Comcast Drop Bury 12	B329800784-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800015-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800014-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800013-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800012-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800011-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800010-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800008-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800009-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800007-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800006-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800004-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800005-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800003-00B
2616 Oak Dr.	1	10/25/2023	Curb And Gutter And Sidewalk	B329800002-00B
W. 23rd Ave. & Miller Ct.	1	10/25/2023	Engineering	B329802026-00B
Miller Ct. & W. 20th Ave.	1	10/25/2023	Engineering	B329802017-00B
Miller Ct. & W. 23rd Ave.	1	10/25/2023	Engineering	B329802172-00B
W. 21st Ave. & Lee St.	1	10/25/2023	Engineering	B329802138-00B
Lee St. & W. 20th Ave.	1	10/25/2023	Engineering	B329802123-00B
Lewis St. & W. 20th Ave.	1	10/25/2023	Engineering	B329802053-00B
Newcombe Way & Linda Vista Dr.	1	10/25/2023	Engineering	B329802584-00B
Kipling St. & W. 20th Ave.	1	10/25/2023	Engineering	B329802355-00B
W. 26th Ave. & Kipling St.	1	10/25/2023	Engineering	B329802283-00B
Moore St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802277-00B
Newcombe St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802260-00B
Nelson St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802267-00B
Lewis Ct. & W. 25th Ave.	1	10/25/2023	Engineering	B329802298-00B
Kipling St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802255-00B
Kline St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802237-00B
Lee St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802231-00B

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Lewis St. & W. 25th Ave.	1	10/25/2023	Engineering	B329802226-00B
W. 20th Ave. & Newcombe Dr.	1	10/25/2023	Engineering	B329800329-00B
Simms St. & W. 17th Ave.	1	10/25/2023	Engineering	B329800238-00B
Nelson Ct. & Linda Vista Dr.	1	10/25/2023	Engineering	B329801990-00B
W. 22nd Pl. & Nelson Ct.	1	10/25/2023	Engineering	B329801998-00B
W. 23rd Pl. & Nelson Ct.	1	10/25/2023	Engineering	B329802003-00B
Miller St. & W. 20th Ave.	1	10/25/2023	Engineering	B329802031-00B
Oak St. & W. 20th Ave.	1	10/25/2023	Engineering	B329800790-00B
Owens Ct. & W. 20th Ave.	1	10/25/2023	Engineering	B329800776-00B
Quail St. & W. 20th Ave.	1	10/25/2023	Engineering	B329800771-00B
Robb St. & W. 20th Ave.	1	10/25/2023	Engineering	B329800755-00B
Simms St. & W. 20th Ave.	1	10/25/2023	Engineering	B329801240-00B
W. 18th Ave. & Robb St.	1	10/25/2023	Engineering	B329801223-00B
Quail Dr. & W. 20th Ave.	1	10/25/2023	Engineering	B329801797-00B
Robb St. & W. 20th Ave.	1	10/25/2023	Engineering	B329801677-00B
Rouff St. & W. 20th Ave.	1	10/25/2023	Engineering	B329801664-00B
2290 Quail Dr.	1	10/25/2023	Engineering	B329801842-00B
W. 23rd Ave. Dr. & Linda Vista Dr.	1	10/25/2023	Engineering	B329801899-00B
Moore St. & W. 20th Ave.	1	10/25/2023	Engineering	B329801976-00B
Newcombe Dr. & W. 20th Ave.	1	10/25/2023	Engineering	B329801958-00B
Nelson St. & W. 21st Ave. Dr.	1	10/25/2023	Engineering	B329801943-00B
Linda Vista Dr. & W. 21st Ave. Dr.	1	10/25/2023	Engineering	B329801932-00B
W. 32nd Dr. & Union St.	2	10/25/2023	Post Holes New	B329802823-00B
2820 Alkire St.	1	10/26/2023	Egress Window New	B329902362-00B
Clear Creek Dr. & I-70 Ramp	1	10/26/2023	Catv Main New	B329901401-00B
3822 Miller St.	1	10/26/2023	Stump Grinding	B329900661-00B
3802 Miller St.	1	10/26/2023	Stump Grinding	B329900652-00B
3848 Miller St.	1	10/26/2023	Stump Grinding	B329900668-00B
12232 W. 32nd Ave.	1	10/26/2023	Cathodic Protection Install	B329902069-00B
W. 20th Ave. & Simms St.	1	10/26/2023	Engineering	B329901618-00B
11830 W. 32nd Ave.	2	10/26/2023	Cathodic Protection Install	B329902083-00B
W. 29th Ave. & Wright Ct.	2	10/26/2023	H20 Main Replace	B329900012-00B
W. 29th Ave. & Ward Ct.	2	10/26/2023	H20 Main Replace	B329900009-00B
W. 31st Ave. & Xenon St.	2	10/26/2023	H20 Main Replace	B329900011-00B
W. 32nd Ave. & Youngfield St.	1	10/27/2023	Curb/Gutter Replace	B330002862-00B
W. 22nd Pl. & Iris St.	1	10/27/2023	Asphalt Repair	B330002550-00B
2820 Alkire St.	1	10/27/2023	Egress Window New	B330001815-00B
W. 11th Pl. & Xenon St.	1	10/29/2023	Gas Main New	B330200168-00B
12620 W. 11th Pl.	1	10/29/2023	Gas Main New	B330200163-00B
1113 Xenon St.	1	10/29/2023	Gas Main New	B330200167-00B
1115 Xenon St.	1	10/29/2023	Gas Main New	B330200165-00B
12687 W. 11th Pl.	1	10/30/2023	Gas Main New	B330303654-00B
12685 W. 11th Pl.	1	10/30/2023	Gas Main New	B330303661-00B
1305 Xenon St.	1	10/30/2023	Gas Main New	B330303671-00B
12194 Applewood Knolls Dr.	1	10/30/2023	Sump Pump New	B330304006-00B
12685 W. 11th Pl.	1	10/30/2023	Gas Service New/Potholing	B330300197-00B
2300 Urban St.	1	10/30/2023	New Sewer Service	B329200244-01B
2580 Simms St.	1	10/30/2023	Anchors Install	B330303403-00B
11122 W. 27th Pl.	1	10/30/2023	Concrete Work	B330300327-00B
12720 W. 11th Pl.	1	10/30/2023	Gas Main New	B330303674-00B
12735 W. 11th Pl.	1	10/30/2023	Gas Main New	B330303646-00B
12737 W. 11th Pl.	1	10/30/2023	Gas Main New	B330303651-00B
12720 W. 11th Pl.	1	10/30/2023	Gas Service New/Potholing	B330300205-00B
12735 W. 11th Pl.	1	10/30/2023	Gas Service New/Potholing	B330300201-00B
2300 Kipling St.	2	10/31/2023	H20 Service Repair	B330400478-00B

**Northwest Lakewood Sanitation District
Engineering Report
November 29, 2023**

2023 - Approximate Linear Footage

- xxx LF Total in Zone A Jetting Only
- xxx LF Hot Spots which include Accelerated Maintenance, Mineral Cleaning, and Root Cut in all zones.

UPDATE: 11/21/2023 – None.

2023 Capital Improvements Design

10/23/2023 – M/M sent the fully executed Agreement for the NWLSD 2023 Sanitary Sewer Improvements project to Aegion Corporation. A PreCon Meeting with Aegion Corporation was completed. The shared College Park transmission main has been requested to be completed prior to end of year.

UPDATE: 11/21/2023 – M/M sent an NTP to Insituform, and a precon meeting occurred. Insituform sent M/M pricing to upgrade the CIPP material to include Styrene Barrier, based on polling the Board, M/M approved the change request to use the Styrene Barrier. Work has begun with prelim cleaning and video. Insituform anticipates beginning in the next couple of weeks.

3400 Pierson St. – Prospect Valley Elementary

12/28/2022 – M/M confirmed that wire continuity testing was successfully completed on 11/07, M/M issued conditional acceptance of the sanitary relocation on 11/21, and noted that we are still waiting on the warranty bond.

UPDATE: 11/21/2023 – M/M informed Ismael that we are approaching the expiration of the warranty period, and asked that he CCTV the surrounding mains so that we can make sure there are no issues before releasing the warranty bond. Ismael got the lines cleaned and did CCTV. All appeared acceptable during the CCTV and M/M is reviewing.

2100 Youngfield – New Building with Units for Sale (11/7/2023) Guy Brazell

UPDATE: 11/21/2023 – Steve Beck informed Guy Brazell of the updated pricing for 2024 Tap Fees in case he wanted to pay this year and save money.

12143 W 31st Place – Busted Pipe (10/25/2023) Abigail Fries

UPDATE: 11/21_2023 - Abigail Fries had an inspection of their service line getting ready to sell her house. During the inspection the pipe was found to have a hole between the tap for her house and the tap for her neighbor's house across the street at 12130 W 31st Place., M/M was asked to review the video to see if there was a mainline issue. After reviewing the video, M/M determined that that the hole that is seen at the 96' mark on the video is clearly within Abigail's sewer service lateral line and is NOT in the District's main and is therefore the responsibility of the homeowner to correct. Steve informed Abigail of this and noted if the repair is not made immediately and if any raw sewage is determined to be flowing on or near the ground surface, the District and Ramey Environmental will likely be required to report this violation to the state.

2419 Ward Dr. ADU – (9/20/0023)

9/27/2023 - This new residence construction has constructed a pool, multiple retaining walls and has a second kitchen constituting an ADU. A proof of submission and availability letter was sent in August of 2021 indicating that they needed to make a submission showing us the existing sanitary easement in the backyard, the location of the main and their proposed connection. This information was not provided. The letter also indicated the number of SFE to be charged was 2 for the single-family home plus the ADU. There was no resubmittal and they did not pay for the 2-SFE's. A pool agreement will also be required. Based on the walls constructed, a survey is



needed to see the mainline alignment related to the walls. The MH was also left where an added couple of feet exists to get to the MH lid making access difficult. At this point coordination is needed with the Owner.

10/23/2023 – Additional survey information is being requested from the owner to verify the location of the walls vs. property line and the District sanitary line.

Update: 11/21/2023 – M/M reached out to the owners to obtain their construction survey. They indicated they did not have one and that the District could enter the property to perform a survey to locate the District's manhole, vs. the new walls, vs. the property lines. The survey is being scheduled.

1991 Youngfield St. (Applewood Beer Garden) Juan Sanchez 4-14-22

Proposed bar and restaurant. MM in review for initial referral and plans. 06/22/2022 – Sent referral along with a signed 1001 Form. Sent location of manholes for easier locating. They will need to open manholes to get the elevation and inverts of the manholes. 08/25/2022 – Juan Sanchez requested Construction Details for the District, M/M sent him the information he was looking for. Juan is wanting an update on the sanitary proposal, M/M responded with a letter, and feedback, along with proof of submission. Juan asked for specific details for tracer wires and associated test stations and the Sampling Manhole, M/M responded with the information Juan was looking for. 11/23/2022 – M/M sent out a referral letter. M/M sent a referral letter to Jefferson County.

08/30/2023 – M/M received grease interceptor sizing calculations and completed the review - acceptable. A flow study is still pending until the developer make their deposit to the District for those services. 09/27/2023 - Austin reached out to M/M and asked where M/M was at with the plans and what the next steps were. M/M waiting on deposit to start flow study. Deposit was received. 10/23/2023 – M/M sent the flow study results to Austin Bates. M/M received an electronic referral from Jeffco for Site Development Plan, M/M sent an updated referral letter. The developer asked if anything further is needed. The Grease interceptor calcs have been reviewed and are acceptable. A final plan set showing the size of the Interceptor and adding required cleanouts is all that remains other than payment of connection fees.

UPDATE: 11/21/2023 – M/M requested the updated plans showing the grease interceptor size from Austin as well as informing him that he will need a few Cleanouts along the way per statute requirements before granting SDP Approval. Austin sent the most up to date plumbing, civil, and water plans, M/M sent approval and stated we would like to see the civil site plan include the required cleanouts or MH's. Austin informed M/M that they resubmitted to the County and sent their updated SDP Plan set which shows the cleanouts. M/M sent a plan acceptance letter and Steve sent connections fees.

11324 West 38th Ave – Osborne (Westridge) Connection to NWLSD

11324 W. 38th will need to work with Westridge to obtain service instead of Northwest Lakewood. 05/25/2022 - A deposit and tap fee has been made to the District office. 06/22/2022 – Waiting on documentation, and information from the original surveyor in 2018. Additionally, the design for connection is still needed. 03/22/2023 -Tim Flynn sent proposed form of First Amendment to the existing Sewer Service Agreement between the Northwest Lakewood Sanitation District and the Westridge Sanitation District. Plans were sent for review of the MH connection. Review is on-going. 04/26/2023 – M/M received the corrected version of the agreement that has been signed by Westridge. Tim Flynn is drafting an agreement between Northwest, Westridge, and the Osbornes that Northwest will not be issuing any additional taps for connection to the Interceptor in the future. Tyler sent the architectural, plumbing, isometric, and a plan for the main line from the house. Steve Beck sent Tyler a note regarding next steps saying that after he gets the engineering approvals and permits from the City and County, and the District approval on Design Documents he is good to begin construction, noting that once the tap has been made then M/M will schedule the inspection so that the excavations can be filled in ASAP. M/M added that the Developer is responsible for all construction costs as well as finding a Contractor to perform the work. M/M sent a referral letter regarding allowing the service to go straight into the manhole from a 6" service line and transition to a 4" service line 5' away from the manhole extending to the residence. 05/24/2023 – Tim Flynn sent an agreement regarding wastewater service between Northwest, the Osbornes, their daughter and son-in-law, Tyler Kakavas and Amanda Osborne, and the Westridge Sanitation District for M/M review. M/M sent back questions and minor edits.



UPDATE: 11/21/2023 – None.

City of Wheat Ridge 38th Ave Corridor Multimodal Improvements

10/23/2023– M/M received a utility memo and kmz file from James Wright requesting utility information for the corridor. M/M had previously provided the District information and responded that their information looks correct.

Update :11/21/2023 – None.

3400 Simms Street - Proposed Home – Garage ADU – (9/12/0023) – Patrick Gubitose

A proposed home with an attached garage and ADU with added kitchen and bathroom on top of the garage, along with two sump pumps in the basement. M/M sent a referral letter for this work, and noted sump pumps are not allowed into sanitary. They are using the 1” water meter, the SFRE will be 2 for the single-family home plus the ADU.

Update: 11/21/2023 – None.

1515 Whippoorwill Drive – Robin Kerns – (7/5/2023) - New 40 Unit Building

07/26/2023 – Steve Beck Notified M/M and REC of a 40 unit multi-family development Robin is working on. M/M responded that there is a service with two cleanouts that likely comes from Lot 3. M/M notes that the location of the service does not have an easement with the District since the service is private. The new development is planning for a detention pond in the area of the sanitary service location. Field investigation by reported sewage leaking at two clean outs at the corner of the property at Youngfield Extended. Ismael sent M/M all the tap cards on W. 15th Pl. to the end of the cul-de-sac, Whippoorwill Dr. and Youngfield Dr. Ismael also contacted the homeowner at 1525 Whippoorwill Dr. regarding the backed up sewage and was informed that the homeowner had a plumber on site the day before and that the line was cleared of roots and flow restored. M/M responded to Robin to inform him that the service line had been cleaned, that any dispute regarding the location of the service line would need to be resolved between the landowners and that the developer can move forward with design of a sanitary extension in Youngfield Dr. to provide service to the site to be developed. 09/27/2023 – M/M sent a referral letter. Robin informed M/M that they are finalizing their site plan and should be at a place to submit for the Flow Study in the next month or so. M/M sent a timeline for the flow study after the deposit is received, and believes we will be able to work around her timeframe of site and building permit applications into the city in October and with permit issuance in April, 2024.

Update: 11/21/2023 – None.

NWLSD Flow Study

04/26/2023 Field survey is complete and a few confirmations are being made with pipe slopes and MH alignments. Most flow information and existing data has been input into the model and calibration will now be started. 05/24/2023 – Final flow information has been added. Initial scenarios for peaking have been started. With the recent flow issues at the plant site, calculations and investigation of flow values has taken place in an effort to identify reasons behind the overflow. Graphs of Metro flows vs. rainfall events is attached for review. As noted by REC, the speculation is that rags may have caused limited flow capacity in the outlet pipe. Since the event, bypass pumping nor rainfall events have caused issues with the headworks. 07/26/2023 – The Flow Study is basically operational at this point. A report and summary will be completed in the next couple months as we run scenarios with upsizing and new piping that may be needed.

UPDATE: 11/21/2023 – None.

2460 Lewis Street – Tyler Kakavas – ADU – (6/20/2023)

Steve Beck informed M/M of Tyler Kakavas building an ADU for an Architect. It will be an office/shed with a bathroom that will connect to the existing house sewer line. Steve informed Tyler that he would need to provide all plans for review and approval. They will also need common service line agreement for a detached ADU.

Update: 11/21/2023 – None.



3123 and 3143 O'Hayre Court, Lakewood CO – Combined Lot Project Garage/Barn/Loft ADU - Tim and Donna O'Hayre (05/25/2022)

06/22/2022 – Combing 2 Lots into one. Requested a Will Serve Letter. M/M sent out referral letter. A Submittal of the residence fixtures and Barn/Loft details were requested. 08/28/2022 – M/M received notice that Formal Development Application and related docs were submitted to City of Lakewood. M/M sent a referral letter. 10/24/2022 – M/M received a response to submitted comments from RevolveDesign-Build. M/M requested plans submitted directly to us when available to expedite the process and proof letter. 01/25/2023 – Gary updated M/M of the progress of their construction documents being submitted and noted that they are working with Consolidated mutual to get the water and sewer availability form. Plans still need to be submitted. 02/22/2023 – M/M received the sewer service availability form, the schematic design for the home/site, service availability, as well as a copy of the replat. M/M sent the completed sewer service availability form. 04/26/2023 – Gary Wegher reached out to M/M about the existing main sewer line depth, M/M sent NWLW's utilities exhibit. Gary sent an email to M/M regarding proposing a sink and toilet in the garage/barn and asked if there would be a tap fee. M/M responded requesting plans for the garage/barn, noting that a separate building should have its own service connecting to the District main and that yes a separate building requires a connection fee.

UPDATE: 11/21/2023 – None.

Miscellaneous

- **11/21/2023 – Ismael is working on wrapping up 2023 Maintenance items and asked for the contact information for the owners of 3430 Simms as he needs access to manholes on their property. Steve sent Ismael the contact information.**
- **11/21/2023 – M/M updated the NWLSD District map with boundary, cleaning areas, street names, Manhole names and an aerial background to assist with finding locations needed and sent it to Steve.**
- **11/21/2023 – Karen Wood reached out to the District to inform them that after a Sewer line maintenance crew was, at 33rd and Alkire Court they had a backup of their sewer lines and asked for the Company Name. M/M verified that Guildner / working for Insituform was in the area. However, Ismael noted that with the high pressure of the jetter, some sewage could have gone back up her service but as soon as they left, her flows would have been restored and it must have been a coincidence. Ismael also CCTV'd the main to verify no issues currently existing in the main or at the service connection that could be seen.**
- **11/21/2023 – M/M received notice that the District needs to release Regency Centers from the Surety Bond for the Hacienda Colorado project. Tim Flynn sent a letter that Steve forwarded, releasing the maintenance bond.**



Worldwide Pipeline
Rehabilitation

9654 Titan Court
Littleton, CO 80125

Insituform Technologies, LLC is a subsidiary of Aegion Corporation

Tel: (303) 791-7199
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www.insituform.com

Memorandum for Information

10-27-2023

Martin/Martin Engineers
14299 West Colfax Ave.
Lakewood, CO 80215

ATTN: Brian Techau, PE
Bill Willis, PE

Project: Northwest Lakewood 2023 Sanitary Sewer Improvements
Styrene Barrier Material Cost for CIPP

Purpose: The purpose of this memorandum is to offer the Northwest Lakewood Sanitation District Styrene Barrier Material pricing for CIPP under the current NWLSD 2023 Sanitary Sewer Improvements project. Insituform (ITL) is pleased to offer the following price proposal as requested:

Bid Item	Description	Unit of Measure	Per Bid Quantity	Bid Price	Total
1	Styrene Barrier for 6", 8", 12" 24" CIPP	LS	11,377	\$167,698.00	\$167,698.00
TOTAL					\$167,698.00

Please review and let me know if you have any questions.

Respectfully,

Leanne Goodhue
Business Development Manager
Insituform Technologies, LLC
720-355-4135
Lgoodhue@aegion.com



SOMETHING STINKS

... including resident complaints

In response to the **INDUSTRY-WIDE CHALLENGE** of styrene odor, Insituform Technologies, the creator of CIPP, has launched a technology to address this issue head on.

Insituform's Styrene Barrier lining solution virtually eliminates styrene odors on the jobsite by reducing styrene emissions during the cure process. This heat-cured product strictly adheres to all ASTM material and product standards.

Testing has been conducted within industry standards of air quality monitoring. VOC/styrene levels were taken to the parts per million, measured at specific distances (as to resemble public) and recorded levels all within limits of agency limitations set forth

by United States Environmental Protection Agency (EPA) – Styrene Interim AEGL National Institute for:

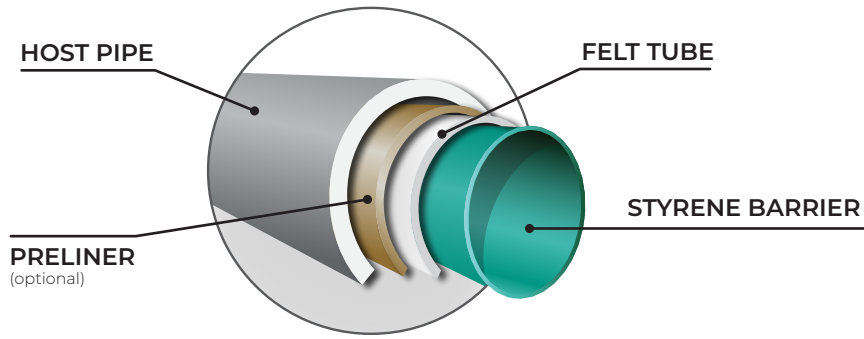
- Occupational Safety and Health (NIOSH)
- Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs)
- American Conference of Governmental Industrial Hygienists (ACGIH®) Threshold Limit Values (TLVs®)

STYRENE CONCENTRATION RESULTS

	InsituTube® with Barrier*	UV Cure CIPP**	OSHA 8hr Styrene Constant Exposure Limitations
In Shipping Truck	<5 ppm	<5 ppm	<50 ppm
At MH during Installation	<5 ppm	<5 ppm	<50 ppm
5' from Installation MH	<5 ppm	<5 ppm	<50 ppm
10' from Installation MH	0 ppm	0 ppm	<50 ppm
MH Cutting Liner	<50 ppm	<50 ppm	<50 ppm

*Please reach out to your local contact for the full testing report [www.aegion.com/about/our-brands/insituform/sales].

**UV results per CDC Report [www.cdc.gov/niosh/hhe/reports/pdfs/2018-0009-3334_revised032019.pdf].



Our Styrene Barrier has few limitations and costs less than glass-reinforced liners, styrene mitigation, or styrene-free resin systems. It can be added to any felt inverted installation per ASTM F1216 and pull-in installation per ASTM F1743 specification as a requirement. This product is a great alternative for customers with styrene-odor concerns.

INSITUTUBE® TESTING PER

- ASTM D5055
- ASTM D5199
- ASTM D5035
- ASTM D903
- ASTM D1777

CAPABILITIES

	InsituTube® with Barrier	InsituTube®	UV CIPP
Design Properties – Flexural Modulus	250,000 psi – 500,000 psi	250,000 psi – 500,000 psi	>750,000 psi
Design Type	Up to Fully Structural	Up to Fully Structural	Up to Fully Structural
Diameter Range	6" to 110"	6" to 110"	6" and above
Installation Method	Hot Water or Steam Cure	Hot Water or Steam Cure	UV Cure
Installation Thickness	Up to 50mm	Up to 50mm	Up to 18mm
Installation Lengths	2000 LF	2000 LF	500 LF
Transverse Bends/High Ovalities	Yes	Yes	No
Line through MHs	Yes	Yes	No
Styrene Emissions per installation	<5 ppm	<50 ppm	<5 ppm
Cure Monitoring	Yes	Yes	Yes
Continuous Curing	Yes	Yes	No

INSITUFORM TECHNOLOGIES

Insituform has been an innovator of trenchless products for more than 50 years. All products are ISO 9001:2015 Certified for Quality.

InsituTube® Barrier Liner Testing Report

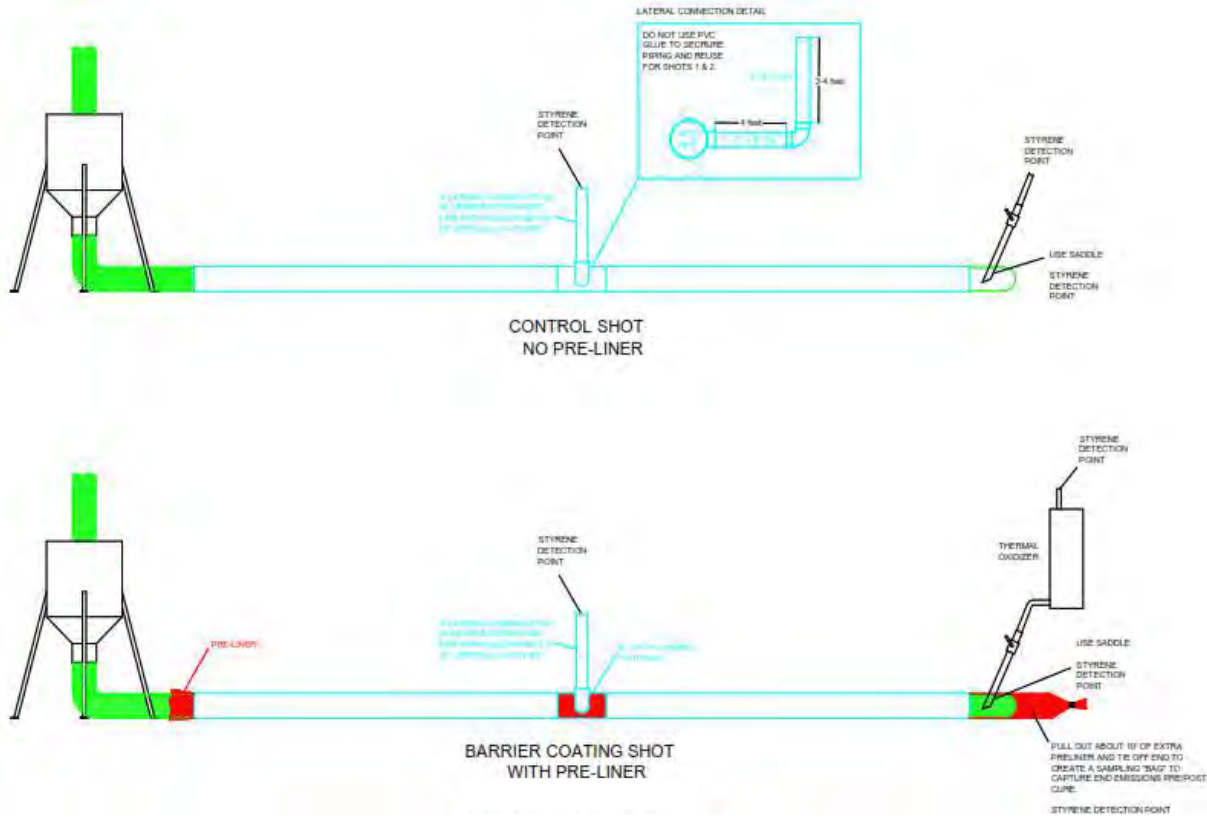
Introduction

As part of a greater study into styrene emissions of the CIPP industry, Insituform Technologies has developed a barrier coated product which helps to minimize the styrene emissions on-site. In order to understand the benefits of the barrier coated product, several testing configurations were performed. This included the InsituTube® CIPP liner and then various configurations of the InsituTube® barrier CIPP liner product both with and without a pre-liner. For all the tests conducted with the barrier coating, it was determined that it helped to reduce the styrene emissions on site to less than 10 ppm in locations 10 feet from the steam stacks. These results are comparable to other UV CIPP installation studies ([CDC Report](#)) and well under the OSHA exposure limitations for an 8 hr timeframe.

Styrene measurements were taken with the PID and RAE 2000, set up during the installations and gathering data in real time.

Below shows the shot Layout for both the control shot and the barrier coating test shots. In addition to taking styrene measurements at the manhole (MH) locations, an 8"x8"x6" PVC piping was used to simulate a lateral connection.





Test 1: InsituTube® without Pre-Liner

The purpose of this test shot was to provide control values for the InsituTube®, standard PP coated CIPP liner. For this shot, an 8” InsituTube® CIPP liner was inverted into sonotube and steam cured at 180F for about 1.5 hours. The table below shows a summary of the results from this test.

Table 1 - Results from InsituTube® Liner Installation

	InsituTube® (No Barrier)	OSHA 8hr Styrene Constant Exposure Limitations
In Shipping Truck	3.75 ppm	<50 ppm
At Lateral	37.9 ppm	
At MH (Steam Stack) during Cure	42.3 ppm	

As predicted, the styrene emissions for the standard InsituTube® CIPP liner are below the OSHA constant exposure limits, but still have an impact on the jobsite. The values in the table above will be used when comparing the effectiveness of the barrier coated CIPP product.

Test 2: InsituTube® Barrier Liner with Pre-Liner 1

The purpose of this test shot was to understand the styrene emissions when a 4% EVOH nylon barrier was included as part of the PP coating. In addition, the use of a pre-liner was utilized to decrease the styrene emissions going through the fabricated lateral. For this shot, an 8” PP coated with a 4% EVOH nylon barrier InsituTube® CIPP liner was inverted into sonotube and steam cured at 180F for about 1.5 hours. The table below shows a summary of the results from this test.

Table 2 - Results from InsituTube® with Barrier Liner Installation with Pre-Liner Option 1

	InsituTube® with Barrier Coating	OSHA 8hr Styrene Constant Exposure Limitations
In Shipping Truck	1.2 ppm	<50 ppm
At Lateral during installation and cure	4.0 ppm	
At MH (Steam Stack) during Cure	9.7 ppm	
10’ from MH (Steam Stack) during Cure	0 ppm	

As the table above shows, the styrene emissions when utilizing both the styrene barrier and a pre-liner is substantially reduced. Furthermore, when the on-site workers were only 10’ from the manhole the styrene emissions dropped to zero. This tested proved the conceptual use of the styrene barrier coated product to reduce styrene emissions on the job-site.

Test 3: InsituTube® Barrier Liner with Pre-Liner 2

The purpose of this test shot was to corroborate the results from Test 2. The test shot was identical to the previous shot, except the use of a different pre-liner was utilized in order to decrease the styrene emissions even more coming through the lateral. For this shot, an 8” PP coated with a 4% EVOH nylon barrier InsituTube® CIPP liner was inverted into sonotube and steam cured at 180F for about 1.5 hours. The table below shows a summary of the results from this test.

Table 3 - Results from InsituTube® with Barrier Liner Installation with Pre-Liner Option 2

	InsituTube® with Barrier Coating	OSHA 8hr Styrene Constant Exposure Limitations
In Shipping Truck	0.75 ppm	<50 ppm
At Lateral during installation and cure	0.3 ppm	
At MH (Steam Stack) during Cure	8.9 ppm	
10’ from MH (Steam Stack) during Cure	0 ppm	

As the table above confirms, the styrene emissions when utilizing both the styrene barrier and a pre-liner is substantially reduced. Also, the pre-liner used for this test shot had a great impact on the styrene emissions for this product. Furthermore, when the on-site workers were only 10' from the manhole the styrene emissions dropped to zero. This tested proved the conceptual use of the styrene barrier coated product to reduce styrene emissions on the job-site.

Field Trial Shot 1: InsituTube® Barrier Liner without Pre-Liner

The field trial shot was completed in March 2023 in the Pacific Northwest on clear evening. The liner construction and installation method were identical to the trial shots performed in the Chesterfield Lab. For this liner installation, an 8" PP coated with a 4% EVOH nylon barrier InsituTube® CIPP liner was inverted into a sanitary sewer line and steam cured at 180F for about 1.5 hours. The table below shows a summary of the results from this test.

Table 4 - Results from InsituTube® with Barrier Liner Field Installation

	InsituTube® with Barrier Coating	OSHA 8hr Styrene Constant Exposure Limitations
In Shipping Truck	1.18 ppm	<50 ppm
At Lateral during installation and cure*	N/A	
At Inversion MH during installation	0.78 ppm	
At MH (Steam Stack) during Cure	8.9 ppm	
5' from MH (Steam Stack) during Cure	3.4 ppm	
10' from MH (Steam Stack) during Cure	<0.5 ppm	
50' from MH (Steam Stack) during Cure	0 ppm	

**There were laterals lined through on the project, but unfortunately there were no cleanouts for us to measure styrene levels.*

As the table above confirms, the styrene emissions of the InsituTube with Barrier Liner are substantially reduced at the job-site as well. The photos below are from the installation:



Photos from Field Trial 1 Shot

Field Trial Shot 2: InsituTube® Barrier Liner without Pre-Liner

The field trial shot was completed in March 2023 in the Pacific Northwest on clear afternoon. The liner construction and installation method were identical to the trial shots performed in the Chesterfield Lab. For this liner installation, an 8" PP coated with a 4% EVOH nylon barrier InsituTube® CIPP liner was inverted into a sanitary sewer line and steam cured at 180F for about 1.5 hours. The table below shows a summary of the results from this test.

Table 5 - Results from InsituTube® with Barrier Liner Field Installation

	InsituTube® with Barrier Coating	OSHA 8hr Styrene Constant Exposure Limitations
In Shipping Truck	1.18 ppm	<50 ppm
At Lateral during installation and cure*	N/A	
At Inversion MH during installation	3.3 ppm	
At MH (Steam Stack) during Cure	8.2 ppm	
5' from MH (Steam Stack) during Cure	1.8 ppm	
10' from MH (Steam Stack) during Cure	<0.5 ppm	
50' from MH (Steam Stack) during Cure	0 ppm	

**There were laterals lined through on the project, but unfortunately there were no cleanouts for us to measure styrene levels.*

As the table above confirms, the styrene emissions of the InsituTube with Barrier Liner are substantially reduced at the job-site as well. The photos below are from the installation:



Photos from Field Trial 2 Shot

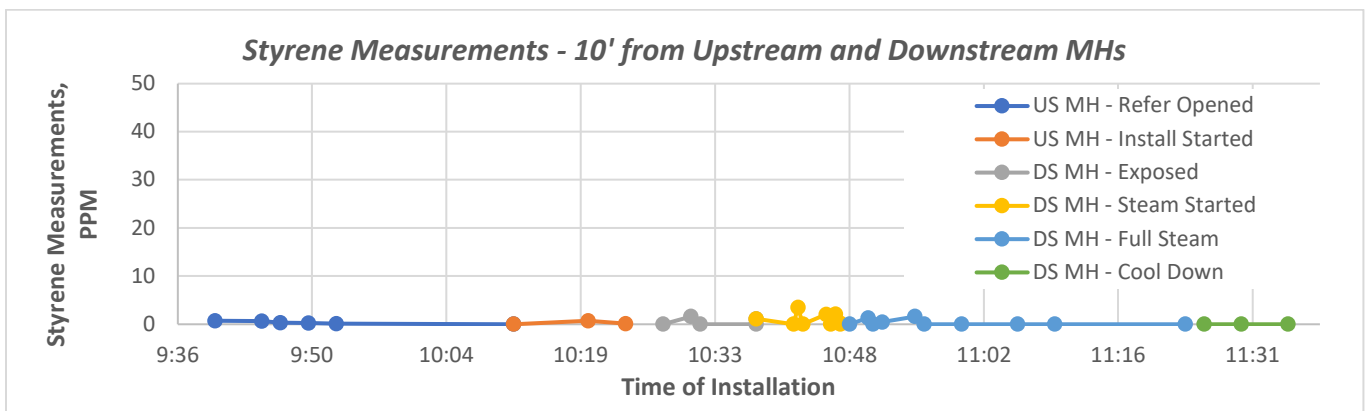
Field Trial Shot 3: InsituTube® Barrier Liner with Pre-Liner

The field trial shot was completed in September 2023 in the Pacific Northwest on clear morning. The liner construction and installation method were identical to the trial shots performed in the Chesterfield Lab. For this liner installation, an 8" PP coated with a 4% EVOH nylon barrier InsituTube® CIPP liner was inverted into a sanitary sewer line and steam cured at 180F for about 1.5 hours. The table below shows a summary of the results from this test.

Table 6 - Results from InsituTube® with Barrier Liner Field Installation

	InsituTube® with Barrier Coating	OSHA 8hr Styrene Constant Exposure Limitations
10' from MH (Steam Stack) during Cure	<0.5 ppm	<50 ppm
50' from MH (Steam Stack) during Cure	0 ppm	

Figure – Graphical Representation of Styrene Measurements at 10' from MH at Upstream and Downstream End for InsituTube® with Barrier Liner



As the table above confirms, the styrene emissions of the InsituTube with Barrier Liner are substantially reduced at the job-site as well. The photos below are from the installation:



Photos from Field Trial 3 Shot

Conclusion

The summary table below provides a comparison between the InsituTube® thermal CIPP system, and the InsituTube® barrier CIPP product. For the InsituTube® barrier CIPP product, the average values at the manhole (MH) are below 10 ppm, while just standing 10' from the MH reports values of 0 ppm.

Table 6 – Comparative Analysis of Trial and Field Shots

	InsituTube® (No Barrier)	InsituTube® with Barrier Coating		UV Styrene Emissions Study by CDC*	OSHA 8hr Styrene Constant Exposure Limitations
		Avg. for Lab Tests 2 and 3	Avg. for Field Trial Shots 1 and 2		
In Shipping Truck	3.75 ppm	0.98 ppm	1.2 ppm	<5 ppm	<50 ppm
At Lateral during installation and cure	37.9 ppm	2.2 ppm	--	<5 ppm	
At Inversion MH during installation	--	--	2.4 ppm	<5 ppm	
At MH (Steam Stack) during Cure	42.3 ppm	9.2 ppm	8.6 ppm	<5 ppm	
5' from MH (Steam Stack) during Cure	--	--	2.6 ppm	<5 ppm	
10' from MH (Steam Stack) during Cure	--	0 ppm	< 1 ppm	0 ppm	

*CDC Report - https://www.cdc.gov/niosh/hhe/reports/pdfs/2018-0009-3334_revised032019.pdf

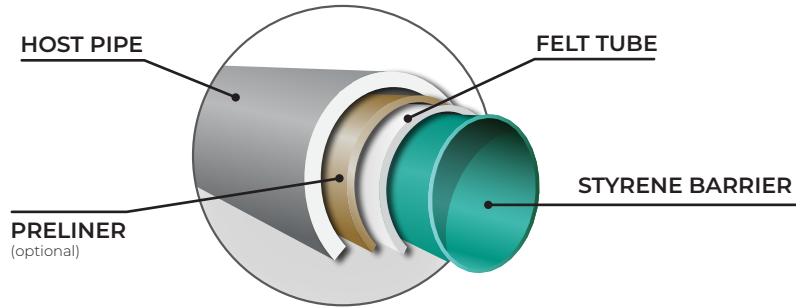
Nevertheless, the study was able to show the effectiveness of utilizing a InsituTube® barrier CIPP liner system to reduce styrene emissions on the job site. The additional studies in the field confirmed the styrene levels from the trial shots in a laboratory setting.



Insituform®

STYRENE BARRIER TECHNOLOGY

The safe use of styrenated resin in Cured-In-Place-Pipe (CIPP) liner is well-documented. Occasionally, the liner curing process can emit a brief odor that can be noticeable at even minute levels. As a result, Insituform has developed a variety of technologies, starting with our STYRENE BARRIER LINER (SBL), which reduces levels of styrene emitted during cure to <5 parts per million (ppm), which is significantly below OSHA's 8-hour exposure standards of <50 ppm.



Insituform's SBL is a heat-cured solution that creates a barrier between the felt tube and the interior of the host pipe surface, thus encapsulating resins throughout the curing process. Proven in the field and in the lab in accordance with industry standards of air-quality monitoring, the technology yields the following results:

	Insituform's SBL	UV Cure CIPP**	OSHA 8-hour Exposure Limitations
In Shipping Truck	<5 ppm	<5 ppm	<50 ppm
At MH during Installation	<5 ppm	<5 ppm	<50 ppm
5' from Installation MH	<5 ppm	<5 ppm	<50 ppm
10' from Installation MH	0 ppm	0 ppm	<50 ppm

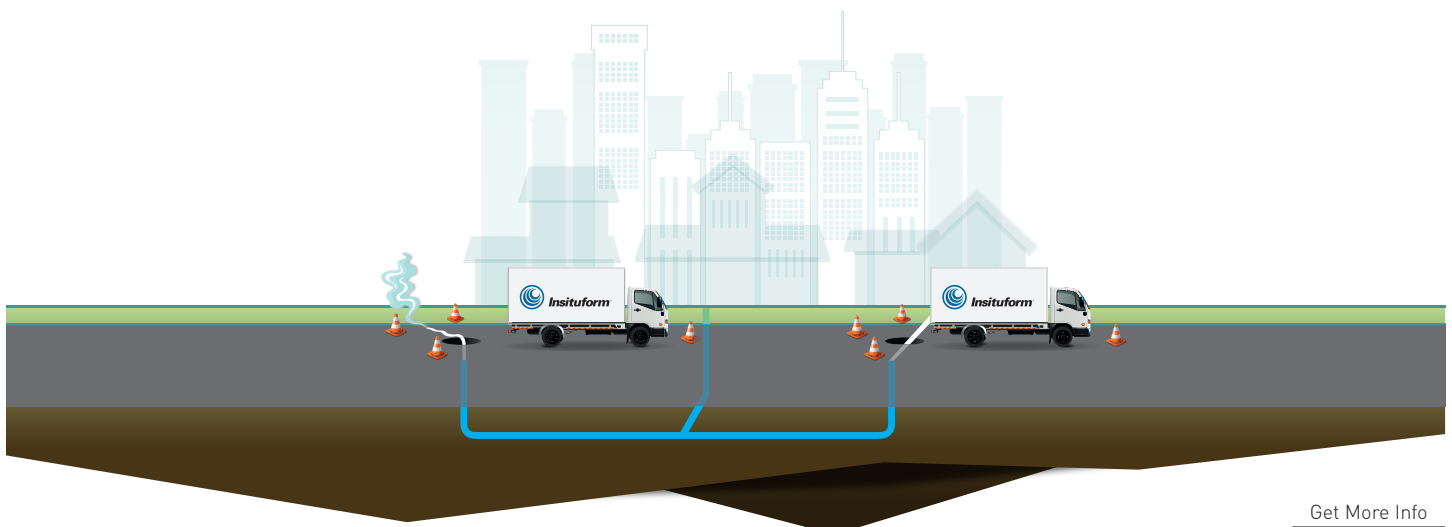
**UV cure results per CDC Report

In addition, volatile organic compound (VOC) styrene levels were tested at distances that mimic installation scenarios. All test results were within limits set forth by the:

- US Environmental Protection Agency (EPA) - Styrene Interim AEGL
- National Institute for Occupational Safety and Health (NIOSH)
- Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs)
- American Conference of Governmental Industrial Hygienists (ACGIH®) Threshold Limit Values (TLVs®)

With the same level of performance as our standard CIPP liner, Insituform SBL costs less than glass-reinforced liners or styrene-free resin systems. It can be added as a requirement to any felt-inverted installation per ASTM F1216 or pull-in installation per ASTM F1743 specification. The product strictly adheres to all ASTM material and product standards and has been tested per:

ASTM D5055 | ASTM D5199 | ASTM D5035 | ASTM D903 | ASTM D1777



Get More Info





141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898
303-987-0835 • Fax: 303-987-2032

MEMORANDUM

TO: Board of Directors

FROM: Christel Gemski
Executive Vice-President

DATE: October 12, 2023

RE: Notice of 2024 Rate Increase

A rectangular box containing a handwritten signature in blue ink that reads "Christel Gemski".

In accordance with the Management Agreement (“Agreement”) between the District and Special District Management Services, Inc. (“SDMS”), at the time of the annual renewal of the Agreement, the hourly rate described in Article III for management and all services shall increase by (6.0%) per hour.

We hope you will understand that it is necessary to increase our rates due to increasing gas and operating costs along with new laws and rules implemented by our legislature.

METRO WATER RECOVERY

Operations Committee Meeting

Agenda

Tuesday, November 7, 2023

11:30 a.m.

Boardroom

Administration Building

Roll Call

Public Comment

Action Items

Tab No.

- | | | |
|----|--|---|
| 1. | Consideration of Chemical Contract Extension – Dry Dewatering Cationic Polymer (O/F/E/Bd) | 1 |
|----|--|---|

Chief Executive Officer's Proposal:

Authorize the Chief Executive Officer to:

1. Enter into a one-year contract extension effective February 1, 2024 through January 31, 2025 with the sole qualifying bidder, Polydyne Inc., for the supply of dry dewatering cationic polymer for the dewatering process, at an initial price of \$2.10 per pound.
2. Enter into an additional one-year contract extension, not to exceed a total of two years, if the CEO determines the extension is in the best interest of Metro Water Recovery.

- | | | |
|----|---|---|
| 2. | Consideration of Second Creek Interceptor (PAR 1232) Intergovernmental Agreement with South Adams County Water and Sanitation District – 88th Avenue Connection Reimbursement (O/F/E/Bd) | 2 |
|----|---|---|

Chief Executive Officer's Proposal:

Authorize the Chief Executive Officer to enter an Intergovernmental Agreement with South Adams County Water and Sanitation District (SACWSD) to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project (PAR 1232) through change order and reimbursement of the final cost by SACWSD.

Information Items

- | | | |
|----|---|---|
| 1. | New Special Connector Request: Todd Creek Village Metropolitan District (O/F/E) | 3 |
| 2. | Emerging Issues (O/F/E) | 4 |

	<u>Tab No.</u>
3. Status of Capital Improvement Projects Report (O/F/E)	5
4. Current Activities/Operational Performance Report (O/F/E)	6
5. Financial Reports (O/F/E)	7
6. Upcoming Events (O/F/E) (<i>Separate Attachment</i>)	
7. 2024 Board and Standing Committees Meeting Calendar (O/F/E) (<i>Separate Attachment</i>)	
8. Metro Water Recovery Strategic Plan Annual Progress Report (O/F/E)	8
9. Direct Report Performance Self Appraisals (O/F/E)	9
10. Performance Appraisal for the Board of Directors' Direct Reports (<i>This discussion will be held in executive session</i>) (O/F)	10
<ul style="list-style-type: none">• Chief Executive Officer• General Counsel	

Individual Director Comments

Other Information

MC:rak/lmn

METRO WATER RECOVERY

MEMORANDUM

TO: Mickey Conway, Chief Executive Officer **DATE:** October 5, 2023
FROM: Liam Cavanaugh, Chief Operating Officer
Martin Alvis, Director of Operations
RE: Chemical Contract Extension – Dry Dewatering Cationic Polymer

RECOMMENDATION

We recommend the Board of Directors authorize the Chief Executive Officer (CEO) to:

1. Enter into a one-year contract extension effective February 1, 2024 through January 31, 2025 with the sole qualifying bidder, Polydyne Inc., for the supply of dry dewatering cationic polymer for the dewatering process, at an initial price of \$2.10 per pound.

<u>Vendor</u>	<u>Price per Pound</u>	<u>Total Estimated One-Year Price*</u>
Polydyne Inc.	\$2.10	\$2,252,250

*Authorization of the contract is for a unit price of the chemical, not the total estimated amount. The total estimated price is presented for information only and is based on the anticipated amount of the chemical needed to produce the required performance during the contract period.

2. Enter into an additional one-year contract extension, not to exceed a total of two years, if the CEO determines the extension is in the best interest of Metro Water Recovery.

We further recommend the unit prices be subject to a price adjustment clause allowing a price review every six months with adjustments, up or down.

SUMMARY

Metro Water Recovery has an ongoing need for dry dewatering cationic polymer. The current contract with Polydyne, Inc. expires on January 31, 2024. Due to the ongoing Sludge Process Building Improvements Project (PAR 1244) construction, the Operations Department is unable to begin new trials for the dry dewatering polymer until the second half of 2024. Because of this, staff is requesting the Board authorize the CEO to enter into an extension of the existing contract for up to an additional two years through January 31, 2026 to allow time for polymer trials and bidding of the chemical.

BACKGROUND

Polymer is used to condition [anaerobically digested biosolids](#) during [centrifugation](#) prior to land application. The biosolids are thickened from approximately 2.1 percent total solids to an average

of 21.5 percent total solids. Increasing the solids content reduces the volume and weight of biosolids to be hauled and land applied.

JUSTIFICATION FOR BOARD ACTION

The current dry dewatering cationic polymer contract is set to reach five total years and expire on January 31, 2024. The cost of dry dewatering cationic polymer will exceed the CEO's \$500,000 spending authority and requires Board approval to enter into a contract extension while construction is completed to allow for new polymer trials to occur.

CONTRACT AND PROCUREMENT INFORMATION

Bids were accepted for centrifuge dewatering dry polymer with the goal of finding the most cost-effective products to meet specific performance requirements. The bids were based on full-scale performance trials conducted in August 2018. The bid pricing took into account both the chemical price and the required chemical dosage from the performance trials. The selected product provided the overall lowest cost of the qualifying products. Three vendors were invited, and one participated in full-scale trials. The sole participating vendor met the performance criteria. Bids for dry dewatering cationic polymer were received and opened on September 28, 2018. Polydyne Inc. was the sole qualifying bidder.

After negotiating pricing for the initial extension period beginning February 1, 2024, the parties have agreed to the following initial pricing:

Company	Product	Price per Pound	Total Estimated One-Year Price*
Polydyne Inc.	CE-1653	\$2.10	\$2,252,250

*The estimated total bid price was calculated using the price per pound of polymer and the anticipated amount of the chemical needed to produce the required performance during the contract period.

This Agreement will not exceed a two-year period, including any renewals.

FINANCIAL IMPACTS

The purchase of polymer for dewatering is budgeted annually in the Operations Department's operating budget. The 2024 Adopted Budget contains \$3,390,000 for centrifuge dewatering polymer. The total expenditure in 2024 will depend on how much of the year requires emulsion polymer use while construction takes place on the dry dewatering polymer system.

METRO WATER RECOVERY

MEMORANDUM

TO: Mickey Conway, Chief Executive Officer **DATE:** October 20, 2023

FROM: Sherman Papke, Chief Technical Officer
Andrew Nelson, Director of Engineering
Craig Simmonds, Real Property/QC Manager
Jon Wicke, Principal Engineer (Metro Project Manager)

RE: Second Creek Interceptor (PAR 1232)
Intergovernmental Agreement with South Adams County Water and Sanitation District
88th Avenue Connection Reimbursement

RECOMMENDATION

We recommend the Board of Directors authorize the Chief Executive Officer to enter into an Intergovernmental Agreement (IGA) with South Adams County Water and Sanitation District (SACWSD) to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project (PAR 1232) (Project) through change order and reimbursement of the final cost by SACWSD.

SUMMARY

SACWSD has an existing ten-inch sanitary sewer line planned to connect into the Second Creek Interceptor (SD) just north of the 88th Avenue crossing and convey the SACWSD flow to the Northern Treatment Plant. An IGA has been negotiated between Metro Water Recovery and SACWSD which facilitates the connection strategy and calls for abandonment of downstream piping currently owned and operated by SACWSD. The cost of this construction is reimbursable to Metro Water Recovery and totals approximately \$130,000.

Metro Water Recovery must get Board approval to enter into an IGA. A subsequent Board action will follow to authorize the connection/abandonment of SACWSD assets.

BACKGROUND

Background information regarding the Second Creek Interceptor can be found in the Board memo dated [May 24, 2022](#).

Metro Water Recovery and SACWSD, through the design of the Project, have identified two connection locations. One is at Brighton Road just south of 124th Avenue, where a future SACWSD project will construct the connection infrastructure and tie in at a 30-inch stub out provided under the Project. The second is near the 88th Avenue crossing where SACWSD's ten-inch sanitary line passes over the SD. The most effective means of connection at this location is to add a manhole within the Project and allow the ten-inch line to discharge into the newly constructed manhole during commissioning of the interceptor. SACWSD's downstream piping

will be abandoned in place. This connection strategy will ultimately save SACWSD from more costly excavation and added infrastructure and will expedite connection to the interceptor.

JUSTIFICATION FOR BOARD ACTION

This approach requires an IGA with SACWSD. The Board approves IGAs for Metro Water Recovery.

CONTRACT AND PROCUREMENT INFORMATION

Metro Water Recovery and SACWSD have negotiated an IGA to establish the cost and scope of the work. SACWSD will reimburse all costs for the construction of the connection and abandonment of the existing ten-inch sanitary line. The scope will be priced and executed under the Project contract with Garney Construction by change order. Pursuant to the IGA, Metro's design Consultant (HDR) will provide Metro specifications for the newly constructed connection manhole, review and approve all plans and specifications per Metro standards, monitor and inspect the work, and approve the quality of the work prior to payments. Any changes to the connection/abandonment of the SACWSD sanitary line must be approved by Metro and SACWSD prior to subsequent change orders being executed.

FINANCIAL IMPACTS

The cost for the connection infrastructure and sanitary sewer line abandonment is approximately \$130,000. Sufficient contingency funds exist in the Project to fund the construction. SACWSD will reimburse all of Metro Water Recovery's expenses associated with this change order upon completion of the work.

METRO WATER RECOVERY

MEMORANDUM

TO: Mickey Conway, Chief Executive Officer

DATE: October 17, 2023

FROM: Emily Jackson, General Counsel

RE: Todd Creek Village Metropolitan District's
Request to Become a Special Connector to Metro

This is an informational item for the Board of Directors to discuss prior to it being presented as an action item in December 2023.

RECOMMENDATION

We recommend the Board of Directors grant the request of Todd Creek Village Metropolitan Village (Todd Creek) to become a Special Connector to Metro Water Recovery and authorize the Chief Executive Officer to enter into a [Special Connectors Agreement](#) with Todd Creek.

BACKGROUND

The [Sewage Treatment and Disposal Agreement](#) (Service Contract) between Metro Water Recovery and its Member Municipalities defines a Special Connector as:

“...any city, incorporated town, sanitation district, water and sanitation district, special district, or any other political subdivision or public entity heretofore or hereafter created under the laws of the State of Colorado, including a metropolitan sewage disposal district, having specific boundaries within which it is authorized or empowered to provide sewer service for the area within its boundaries, which is not a member of Metro nor an Associated Municipality or a Connecting Municipality as herein defined. Special Connectors shall not be entitled to representation on the Board of Directors.”

Under Section 308 of the Service Contract, Metro Water Recovery may enter into contracts with Special Connectors, under such terms and conditions as Metro shall determine, to allow Special Connectors to make connection to Metro's System for treatment of sewage. Currently there are 26 Special Connectors to Metro. Special Connectors receive the same wastewater treatment service at the same rates as Member Municipalities; however, they do not have representation on the Board and cannot expand their authorized service areas without Metro's prior approval (per Section 303 of the *Special Connectors Agreement*).

Todd Creek is a Title 32, Article 1 Special District, and under C.R.S. § 32-1-1001(2)(a)-(c) Todd Creek is authorized to provide sanitary sewer services within its boundary. Currently, Todd Creek does not own or operate a central wastewater treatment facility, nor does it send flows to any other wastewater treatment facility. Only portions of Todd Creek's service area are developed and those are on septic systems. In its request to become a Special Connector, Todd Creek has requested Metro Water Recovery provide sanitary sewer services to the undeveloped areas of its

Metro Service Area as well as its office building. The 2023 sewer connection charge associated with Todd Creek's office building is \$10,240.00, which will be due upon execution of the Special Connector Agreement.

If the Board grants the request of Todd Creek to become a Special Connector, Todd Creek must convey all wastewater from its Metro Water Recovery Service Area to the Northern Treatment Plant (NTP) for treatment and will be prohibited from providing treatment within the Metro Water Recovery Service Area. Based on information provided by Todd Creek, the projected average dry weather sewage discharge flow for build out from the Service Area would be approximately 6.8 million gallons per day (MGD) through two connections to Metro's System. Based on the near-term discharge volume, Metro staff anticipates Todd Creek would initially be an "E" connection.

JUSTIFICATION FOR BOARD ACTION

Under the [Metropolitan Sewage Disposal District Act](#), approval of the Board is necessary to grant the request of Todd Creek to become a Special Connector to Metro Water Recovery. Metro is prepared to receive Todd Creek's flow at the NTP.

FINANCIAL IMPACTS

Todd Creek would be required to pay [Annual Charges for Service](#) in accordance with Metro Water Recovery's Annual Charges calculation methodology. Based upon the estimated annual flow, the Connection would be an "E" customer category assignment, which means the flow and loadings would be estimated for Annual Charges purposes. In addition, any future connections would be charged at the then-current [Sewer Connection Charge](#) rate approved annually by Metro's Board.

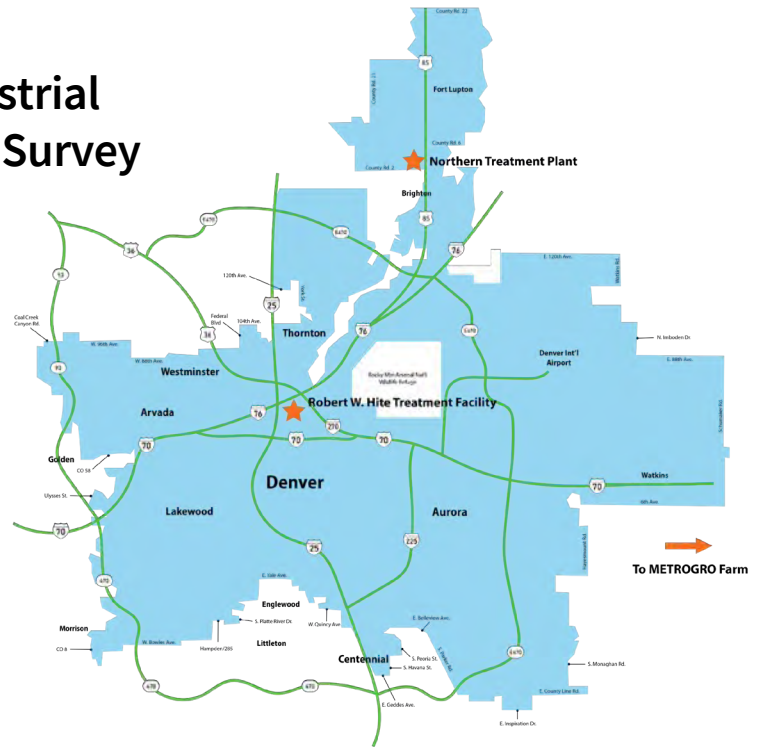


Enhancing Metro Water Recovery's Industrial Pretreatment Program Industrial Waste Survey

The August 2022 [Emerging Issues](#) report provided an overview of the Industrial Waste Survey (IWS) work Metro Water Recovery performs as part of its Industrial Pretreatment Program (IPP) implementation. In addition to requirements included in the federal pretreatment program regulation, Metro's discharge permits involve specific requirements associated with IWS, which include:

1. Identifying and locating all non-residential dischargers (Industrial Users or IUs) in the service area which may be subject to pretreatment program requirements.
2. Evaluating the operations and discharges from those IUs and determining which, if any, pretreatment requirements apply to each IU.
3. For IUs subject to pretreatment requirements, notifying IUs of applicable requirements and ensuring the sanitary sewer discharge is appropriately controlled.
4. Maintaining the list of IUs and the associated evaluation and information in an IWS Inventory (Inventory); and,
5. On an ongoing basis, continuing to conduct all steps of the IWS to maintain an updated Inventory.

This *Emerging Issues* report is focused on three additional items Metro Water Recovery will be adding to its IWS implementation starting in 2024. The additions will enhance the efficiency and effectiveness of the IWS implementation and improve engagement with new businesses.



The IPP covers an expansive 805-square-mile service area.

Current IWS Implementation

Metro Water Recovery's IWS Inventory was first developed in 1986 and has continually been updated since that time. Key aspects of the IWS work include identifying and engaging with new businesses and ideally, engaging with businesses still in the planning stage.

Currently, Metro Water Recovery uses multiple approaches to identify new businesses. These include reviewing and following up on the Connector tap reports, conducting field "windshield" surveys to visually observe changes in buildings or new construction, and conducting Google and state records searches. In addition to these active methods, Metro Water Recovery may receive new business information through Connector referrals. While these approaches enable Metro to meet its minimum regulatory requirements for the IPP, they are not ideal.



The annual Gold Awards celebrate and recognize local businesses for meeting compliance. Metro Water Recovery's IPP is committed to improving and streamlining processes to benefit all parties.

Oftentimes, these approaches leave gaps in information and timing which result in inefficiencies and issues for Metro Water Recovery as it implements the IPP. They can also cause issues for new and expanding businesses trying to make capital and other financially impactful decisions.

Improving Key Aspects of IWS Work: Working Better Together

Connector Business List Updates

Every year, Metro Water Recovery sends each Connector a list of currently active businesses from the IWS Inventory along with a request to provide Metro with any updates. Starting in 2021, the business list was transmitted via email to the IPP Connector Contact on file with Metro. It was previously sent out in hard copy format via normal mail.

This process has not been very successful and is one area where Metro Water Recovery is looking to its Connectors to help improve the IWS work. Specifically, in early 2024, Metro will be reaching out to Connectors to identify the correct contacts for Metro to work with in developing procedures and timing for Connectors to provide Metro with more frequent updates regarding new businesses.

Improved IPP Information for Businesses

Metro Water Recovery is in the process of developing a high-level summary of Metro's IPP and general business requirements along with specific contact information which new businesses can use to learn more about working with Metro's IPP. Metro is updating the IPP section of its website to provide clearer, more comprehensive information and other resources for businesses and Connectors regarding the IPP. Metro's Connector outreach in 2024 will include information regarding these new IPP resources as well as an opportunity to ask questions and provide input on additional IPP information needs.

Developing Ways to Engage with Connectors and Businesses Still in the Early Planning Stage(s)

Another area of opportunity with the IWS Survey is to identify and implement business processes between Metro Water Recovery and its Connectors which will provide more timely and comprehensive engagement with businesses who are still in the early stages of planning. This will also be a topic of the 2024 Connector outreach.

For questions regarding Metro Water Recovery's Industrial Pretreatment Program, contact Director of Environmental Services Jennifer Robinett at jrobinett@MetroWaterRecovery.com.

METRO WATER RECOVERY

MEMORANDUM

TO: Mickey Conway, Chief Executive Officer **DATE:** October 18, 2023
FROM: Andy Nelson, Director of Engineering
RE: Status of Capital Improvement Projects Report Through September 2023

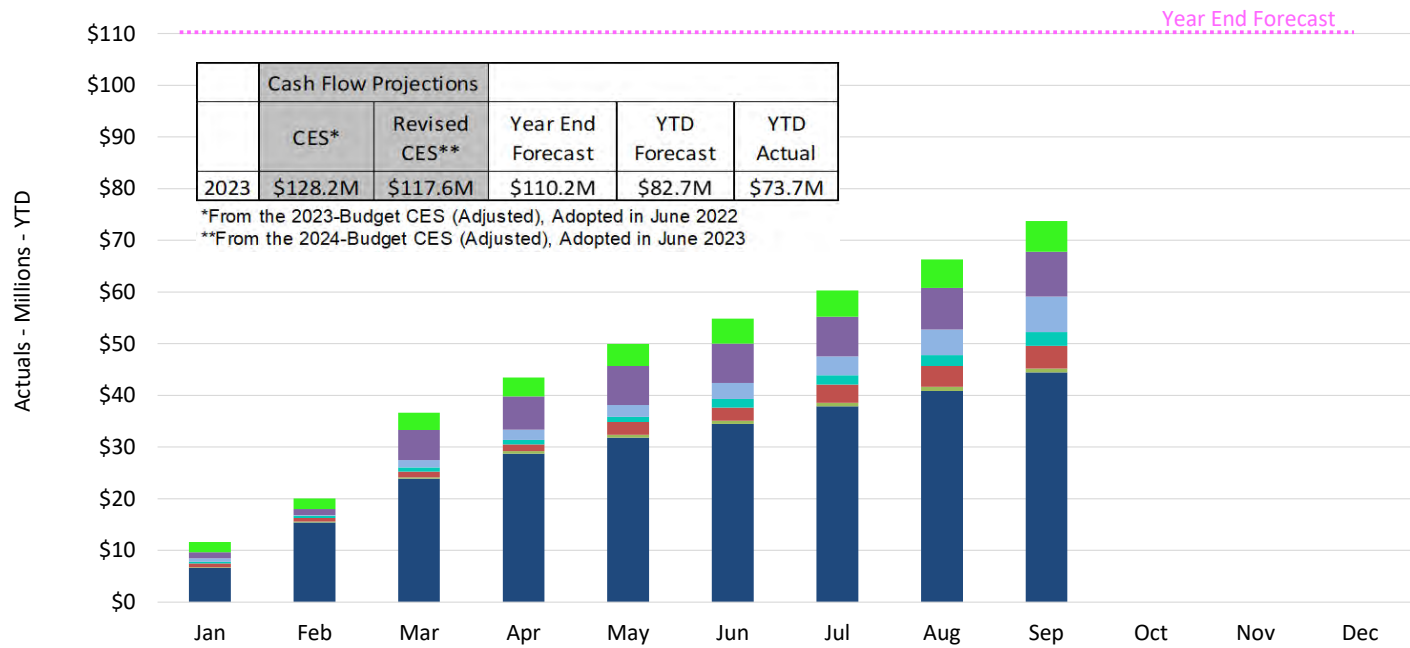
The monthly Status of Capital Improvement Projects Report provides information on capital improvement projects. The Report includes:

1. Cash Flow Projections versus Actual (Attachment 1): This bar graph provides program-wide cash flow forecast versus actual expenditures and the capital program's monthly cash flow projections for the current year. Content includes the 2023 *Ten-Year Capital Expenditure Schedule* (CES) amount, the 2024 Budget CES (Adjusted) amount, dollars spent to date on all capital projects (by Program) and forecast of expenditures. The legend is shown on the attachment.
2. Five-Year Schedule (Attachment 2): This bar graph provides basic project schedule information for significant projects which are currently active or will be initiated in the near term. Content includes the Project Action Request (PAR) number, project name, and a five-year project schedule window showing the previous and current years plus the next three years. The legend is shown on the attachment.
3. Monthly Capital Project Financial Status Report (Attachment 3): This table provides financial information on large capital projects. Content includes general project information, active phase, and total project cost information. The Definitions Page provides a definition of certain columns and how each column's value is calculated.

Attachments

Attachement 1

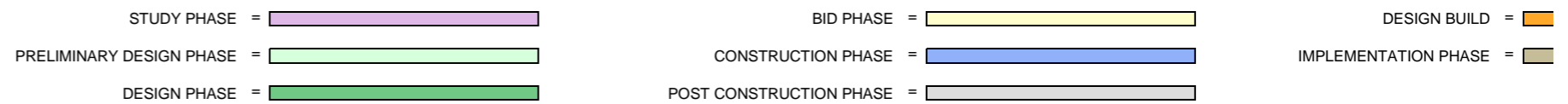
CAPITAL IMPROVEMENT PROJECTS 2023 Cash Flow Projections versus Actuals through September 2023



Attachment 2 CAPITAL IMPROVEMENT PROJECTS Five-Year Schedule

PAR	PROJECT	2023												2024												2025												2026											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<i>ASSET MANAGEMENT</i>																																																
1379	2020 Annual Fixed Asset Replacement Priorities	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec, 2025 Jan-Feb]																																															
1382	North Complex Natural Gas System Replacement	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Feb]																																															
1408	Potable Waterline Replacement	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
	<i>LIQUIDS</i>																																																
1225	South Headworks and Grease Processing Improvements	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1396	NTP Primary Clarifier Cover Damage Repair	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1400	PAA Disinfection System Improvements	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1411	North Secondary Upgrades and Intensification Project	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec, 2025 Jan-Dec, 2026 Jan-Dec]																																															
1416	NTP Effluent Temperature	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec, 2025 Jan-Dec, 2026 Jan-Dec]																																															
	<i>SOLIDS</i>																																																
1244	Solids Processing Building Improvements	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1426	Phosphorous Recovery Facility Reliability Improvements	[Gantt bar: 2023 Jun-Dec, 2024 Jan-Dec]																																															
1434	NTP Post Digestion Sidestream Improvements	[Gantt bar: 2023 Jun-Dec, 2024 Jan-Dec, 2025 Jan-Dec]																																															
	<i>ENERGY</i>																																																
1265	Electrical Transmission Service Substation	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec, 2025 Jan-Dec]																																															
1395	RWHTF Biogas Utilization	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
	<i>TRANSMISSION</i>																																																
1232	Second Creek Interceptor Sand Creek Interceptor System Improvements	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec, 2025 Jan-Dec]																																															
1312	Lift Station (TNW & DM)	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec, 2025 Jan-Dec]																																															
1325	Transmission System Rehabilitation 2020	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1340	Force Main and Siphon Condition Assessment and Cleaning	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1363	Interceptor Rehabilitation 2020-2022	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															
1425	Aurora Westside Interceptor Rehabilitation	[Gantt bar: 2023 Jan-Dec, 2024 Jan-Dec]																																															

DATELINE





Attachment 3 Monthly Capital Projects Financial Status Report

						ACTIVE PHASE									TOTAL PROJECT				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
PAR #	Project Name	Active Phase	Deliv Meth	Consultant(s)	Contractor(s)	Appropriations	Consultant			Contractor			Other Tasks	Remaining Contingency	Costs to Date	Total Project Cost Estimate	Total Appropriations	Total Costs to Date	Total Variance
							Contracts	Amendments	%	Contracts	Change Orders	%							
Asset Management																			
1379	Annual Fixed Asset Replacement Priorities	Construction	N/A	NEI	Moltz and Sturgeon	\$7,375,000	\$140,000	\$0	0.0%	\$6,525,000	(\$200,000)	-3.0%	\$210,000	\$500,000	\$5,542,479	\$11,728,000	\$12,928,000	\$9,444,083	\$3,483,917
1382	North Complex Natural Gas System Replacement	Construction	DBB	Metro Water Recovery	Blackeagle Energy Services	\$1,143,000	\$0	\$0	0.0%	\$895,186	\$18,389	2.1%	\$43,308	\$204,506	\$482,069	\$1,142,895	\$1,143,000	\$594,124	\$548,876
1408	Potable Waterline Replacement	Construction	N/A	Adams County	Adams County	\$1,825,000	\$0	\$0	0.0%	\$1,652,000	\$1,002,000	154.2%	\$15,000	\$158,000	\$65,104	\$1,825,000	\$1,825,000	\$65,104	\$1,759,897
Sub Total for Asset Management :						\$10,343,000	\$140,000	\$0		\$9,072,186	\$820,389		\$268,308	\$862,506	\$6,089,651	\$14,695,895	\$15,896,000	\$10,103,310	\$5,792,690
Liquids																			
1225	South Headworks and Grease Processing Improvements	Construction	DBB	Carollo Engineers, Inc	MWH Constructors, Inc	\$67,124,067	\$9,025,100	\$2,939,200	48.3%	\$54,944,343	\$1,944,352	3.7%	\$2,660,045	\$494,579	\$65,612,874	\$71,498,000	\$71,498,000	\$69,988,276	\$1,509,724
1396	NTP Primary Clarifier Cover Damage Repair	Construction	DBB	Stantec Consulting Services, Inc	Hensel Phelps Construction	\$5,919,278	\$129,500	\$0	0.0%	\$5,060,293	\$72,293	1.4%	\$50,000	\$679,485	\$454,331	\$6,000,000	\$6,000,000	\$524,552	\$5,475,448
1400	PAA Disinfection System Improvements	Design	CMAR	CDM Smith, Inc.	Garney Construction	\$1,729,970	\$1,658,645	\$490,880	42.0%	\$0	\$0	0.0%	\$71,325	\$0	\$1,688,700	\$13,000,000	\$25,230,000	\$4,002,660	\$21,227,340
1411	North Secondary Upgrades and Intensification	Pre-Design	CMAR	Stantec Consulting Services, Inc	PCL Construction, Inc	\$7,569,908	\$7,569,908	\$45,000	.6%	\$0	\$0	0.0%	\$0	\$0	\$2,784,464	\$231,000,000	\$24,015,000	\$3,527,647	\$20,487,353
1416	NTP Effluent Temperature	Study Phase	N/A	Stantec Consulting Services, Inc	Hensel Phelps Construction Co	\$991,000	\$645,000	\$395,000	158.0%	\$0	\$0	0.0%	\$266,000	\$80,000	\$507,520	\$21,970,000	\$2,036,000	\$1,096,687	\$939,313
Sub Total for Liquids :						\$83,334,223	\$19,028,153	\$3,870,080		\$60,004,636	\$2,016,645		\$3,047,370	\$1,254,065	\$71,047,889	\$343,468,000	\$128,779,000	\$79,139,822	\$49,639,178
Solids																			
1244	Solids Processing Building Improvements	Construction	DBB	Brown And Caldwell	MWH Constructors, Inc	\$89,637,329	\$8,704,942	\$463,688	5.6%	\$76,819,119	\$2,623,354	3.5%	\$950,000	\$3,163,268	\$81,977,294	\$96,757,000	\$96,757,000	\$89,654,484	\$7,102,516
1426	Phosphorous Recovery Facility Reliability Improvements	Design	DBB	Stantec Consulting Services, Inc		\$358,000	\$358,000	\$119,524	50.1%	\$0	\$0	0.0%	\$0	\$0	\$119,524	\$2,100,000	\$2,100,000	\$119,524	\$1,980,476
1434	NTP Post Digestion Sidestream Improvements	Design Phase	CMAR	Black & Veatch Corporation	Archer Western Construction, LLC	\$1,020,000	\$870,000	\$150,000	20.8%	\$0	\$0	0.0%	\$25,000	\$125,000	\$0	\$1,400,000	\$1,400,000	\$0	\$1,400,000
Sub Total for Solids :						\$91,015,329	\$9,932,942	\$733,212		\$76,819,119	\$2,623,354		\$975,000	\$3,288,268	\$82,096,817	\$100,257,000	\$100,257,000	\$89,774,008	\$10,482,992
Energy																			
1265	Electrical Transmission Service Substation	Design	CMAR	NEI	PCL Construction, Inc	\$2,384,650	\$2,089,650	\$0	0.0%	\$0	\$0	0.0%	\$60,000	\$235,000	\$2,011,152	\$39,700,000	\$98,026,500	\$9,950,191	\$88,076,309
1395	RWHTF Biogas Utilization	Pre-Design	CMAR	Carollo Engineers, Inc	Moltz Construction, Inc	\$707,000	\$707,000	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$681,770	\$44,100,000	\$3,570,976	\$2,397,011	\$1,173,965
Sub Total for Energy :						\$3,091,650	\$2,796,650	\$0		\$0	\$0		\$60,000	\$235,000	\$2,692,921	\$83,800,000	\$101,597,476	\$12,347,202	\$89,250,274



Attachment 3 Monthly Capital Projects Financial Status Report

						ACTIVE PHASE								TOTAL PROJECT					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
PAR #	Project Name	Active Phase	Deliv Meth	Consultant(s)	Contractor(s)	Appropriations	Consultant			Contractor			Other Tasks	Remaining Contingency	Costs to Date	Total Project Cost Estimate	Total Appropriations	Total Costs to Date	Total Variance
							Contracts	Amendments	%	Contracts	Change Orders	%							
Transmission																			
1232	Second Creek Interceptor and Sand Creek Interceptor System Improvements	Construction	CMAR	HDR Engineering, Inc	Garney Construction	\$162,280,210	\$13,830,000	\$0	0.0%	\$137,179,189	\$4,516,659	3.4%	\$5,000,000	\$6,271,021	\$129,957,701	\$194,309,000	\$192,901,417	\$151,153,993	\$41,747,424
1312	Lift Station (TNW & DM)	Construction	CMAR	Stantec Consulting Services, Inc	PCL Construction, Inc	\$38,450,000	\$2,833,000	\$0	0.0%	\$32,208,000	\$0	.8%	\$1,505,000	\$1,904,000	\$13,820,881	\$41,726,000	\$41,726,000	\$17,237,415	\$24,488,585
1325	Transmission System Structure Rehabilitation 2020	Construction	DBB	Mott MacDonald	Iron Woman Construction	\$3,568,816	\$91,996	\$1,780	2.0%	\$2,852,077	(\$306,523)	-9.7%	\$7,000	\$617,743	\$2,226,884	\$4,008,316	\$4,008,316	\$2,591,248	\$1,417,068
1340	Force Main and Siphon Condition Assessment and Cleaning	Construction	DBB	Brown & Caldwell	Doestch Environmental Services	\$6,211,709	\$443,000	\$0	0.0%	\$5,128,150	(\$57,435)	-1.1%	\$20,000	\$620,559	\$4,504,660	\$6,859,000	\$6,859,000	\$5,151,951	\$1,707,049
1363	Interceptor Rehabilitation 2020-2022	Design	CMAR	Metro Water Recovery	Granite InLiner, LLC	\$838,000	\$784,000	\$286,000	57.4%	\$0	\$0	0.0%	\$5,000	\$49,000	\$774,925	\$35,812,000	\$35,812,000	\$31,752,417	\$4,059,583
1425	Aurora Westside Interceptor Rehabilitation	Construction	DBB	Metro Water Recovery	Inliner Solutions, LLC	\$11,370,000	\$51,000	\$0	0.0%	\$10,241,710	\$0	0.0%	\$51,000	\$1,026,290	\$11,790	\$11,370,000	\$11,370,000	\$11,790	\$11,358,210
Sub Total for Transmission :						\$222,718,735	\$18,032,996	\$287,780		\$187,609,126	\$4,152,701		\$6,588,000	\$10,488,613	\$151,296,841	\$294,084,316	\$292,676,733	\$207,898,813	\$84,777,920
Report Total:						\$410,502,938	\$49,930,741	\$4,891,072		\$333,505,067	\$9,613,089		\$10,938,678	\$16,128,452	\$313,224,121	\$836,305,211	\$639,206,209	\$399,263,155	\$239,943,054

ATTACHMENT 3 - DEFINITIONS

COLUMN	COLUMN TITLE & DEFINITION
D	<p>Delivery Method: DBB = Design/Bid/Build (Traditional Metro Water Recovery Delivery Method)</p> <p>DB = Design/Build (Progressive, Collaborative)</p> <p>CMAR = Construction Manager at Risk</p> <p>N/A = Studies, Facility Plans</p>
G	Appropriation(s) = Total available appropriation for the active phase. Includes requested appropriation number in the Board resolution for the active phase plus unused, available appropriation from any previous phase or phases.
H	Consultant Contract(s) = Original contract plus any amendments (for the active phase). May include more than one consultant contract.
I	Consultant Amendments = Summation of all consultant amendments (for the active phase).
J	Consultant Amendment % = The consulting amendments as a percentage of the original consulting services contract (for the active phase).
K	Contractor Contract(s) = Original contract plus any change orders (for the active phase). A typical project has only one contractor (General Contractor).
L	Change Orders = Summation of change orders (for the active phase).
M	Construction Change Order % = Change Orders as a percentage of the original construction contract (for the active phase).
N	Other Tasks = Administrative costs, materials testing, owner-purchased equipment, land/easement acquisition, etc.
O	Remaining Contingency = Original appropriated contingency minus the portion of contingency used for amendments, change orders, or other tasks.
P	Costs to Date = Active phase payments made as of the report date (shown in the report's upper left corner).
Q	Total Project Cost Estimate (TPCE) = Total appropriations or project cost amount as shown in the <i>Capital Expenditure Schedule (CES)</i> .
R	Total Appropriations = Total requested appropriation amount in the Board resolution. This value is a summation of appropriations from all project phases to date.
S	Total Costs to Date = Payments made as of the report date (shown in the report's upper left corner). This amount is a summation of all payments for all project phases to date.
T	Total Variance = Total Appropriations minus Total Costs to Date. Includes remaining portion of agreements, contracts, other tasks, and contingency.

METRO WATER RECOVERY
CURRENT ACTIVITIES/OPERATIONAL PERFORMANCE REPORT

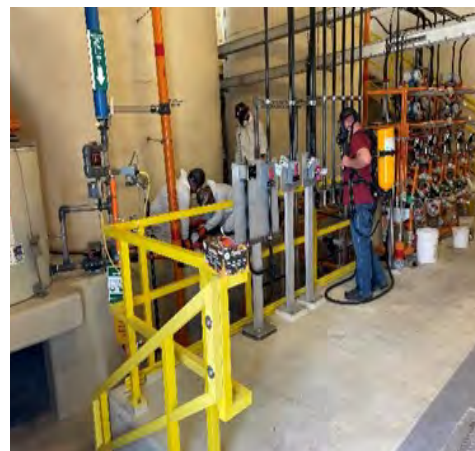
September 2023 – October 2023

NORTHERN TREATMENT PLANT (NTP)
Current Activities

Acetic Acid Spill Response

On September 15, 2023, the Northern Treatment Plant (NTP) experienced a critical failure of a chemical tank which resulted in approximately 6,000 gallons of acetic acid being released to emergency containment. NTP uses [acetic acid](#) in the [secondary](#) process as a supplemental carbon source to aid in biological [denitrification](#). The spill did not incur any violations or reporting requirements.

The incident occurred during a routine tank swap, in which the manual discharge valve failed upon opening. The failure occurred at a fusion-welded section of pipe upstream of the isolation valve, causing acetic acid to spill from the tank without an ability to stop the flow. This created a significant safety risk as the acid is extremely corrosive and its vapors require the use of respiratory protective equipment. Thanks to the quick response from onsite staff, the building was evacuated quickly. Environmental Health and Safety was consulted to ensure safe access to the building and that proper notification was sent to relevant work groups. NTP staff then collaborated with the Engineering and Technology & Innovation teams to mitigate potential process impacts while processing the spilled chemical through the plant.



Operations staff assisting contractors to install isolation valve on tank.

The strategy involved Operations setting up hoses to provide large volumes of flush water throughout the in-plant waste system to help dilute the chemical, which would minimize corrosion of process equipment and infrastructure while also lessening potentially harmful low [pH](#) conditions through biological processes. Additionally, Maintenance staff assisted by setting up totes of calcium carbonate at the primary [clarifier](#), to provide buffering capacity ahead of the secondary process' [aeration basins](#), alleviating the impacts of the acid on critical downstream treatment systems.

Through constant monitoring of pH and plant performance, Operations successfully maintained plant performance while the compromised tank was allowed to drain its contents to the emergency chemical containment infrastructure then slowly dosed to the head of the plant over the course of several days. Once the tank had fully drained, contractors assisted in the removal of the damaged pipe and failed pipe assembly and installed an isolation valve on the tank. When the chemical was safely processed through the plant, clean-up efforts restored safe working conditions of the building. NTP staff is now working closely with Engineering and contractors to make near-term repairs to allow the continuation of supplemental carbon dosing while a full system evaluation and mediation project can be initiated to implement a long-term solution to avoid future chemical system failures.

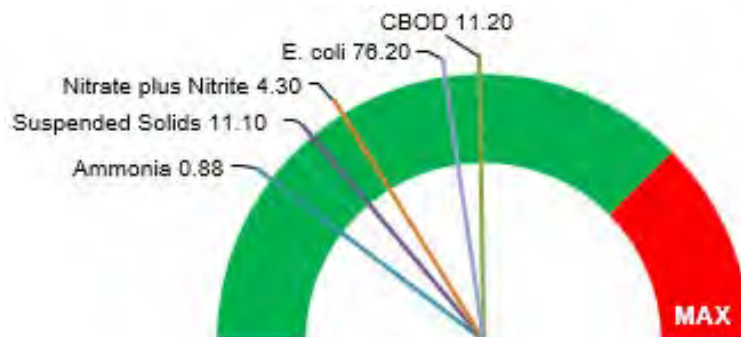
**Robert W. Hite Treatment Facility (RWHTF)
Permit Compliance Performance—August 2023**

**Discharge Permit/Limits and
Effluent Quality**

<u>Parameter</u>	<u>Max. Limit</u>
Suspended Solids, mg/L, 30-day*	30.00
CBOD, mg/L, 30-day*	17.00
Ammonia (NH ₃) mg/L, 30-day	3.20
Nitrate plus Nitrite, mg/L, Daily	10.00
E. coli per 100 mL, 30-day	126.00

(*) 7-day average is higher than average due to an outlying data point. Data is being reviewed.

Performance



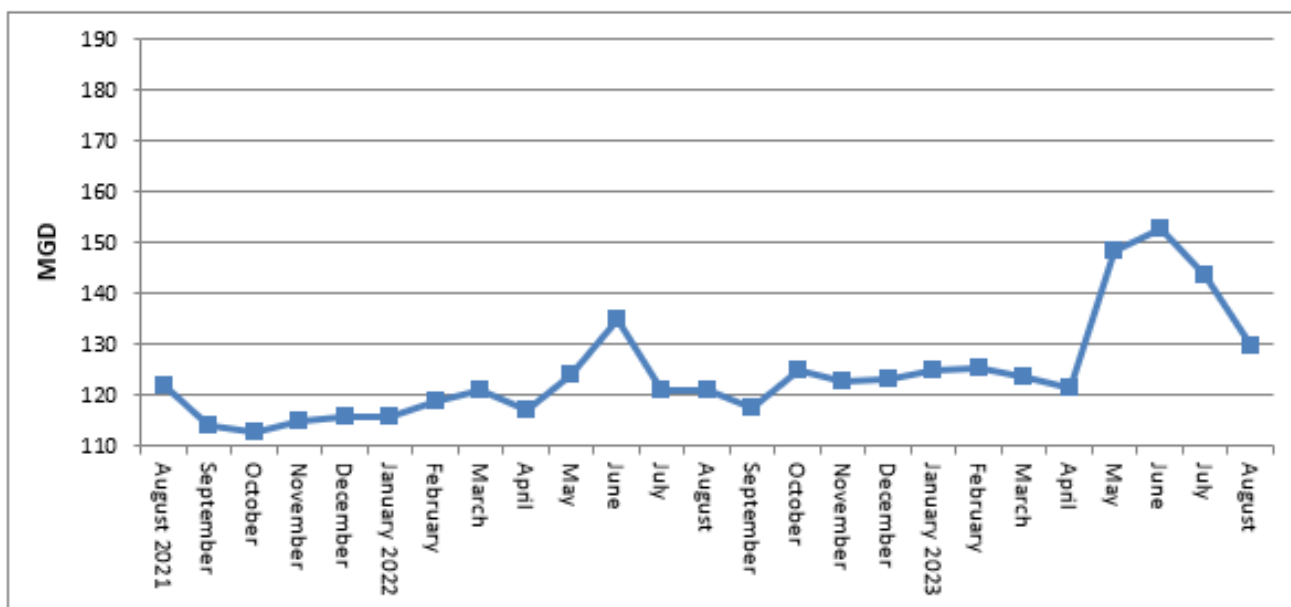
503 Regulations/Anaerobic Digester Limit

<u>Parameter</u>	<u>Min. Limit</u>
Temperature – Monthly Average Degrees °F	95 ¹
Solids Retention – Days	15
Volatile Solids Percent Reduction – Monthly Average	38

¹ A maximum limit also applies; the maximum allowable regulatory monthly average temperature is 131°F.



RWHTF Total Plant Effluent Flow 2021-2023

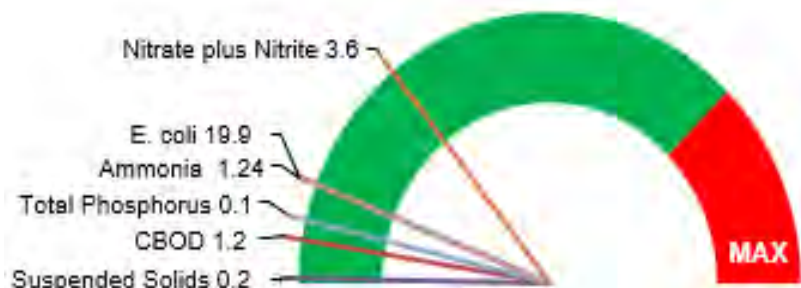


**Northern Treatment Plant (NTP)
Permit Compliance Performance—August 2023**

**Discharge Permit
Limits and Effluent Quality**

<u>Parameter</u>	<u>Max. Limit</u>
Suspended Solids, mg/L, 30-day ^a	30.00
CBOD, mg/L, 30-day ^b	17.00
Ammonia (NH ₃) mg/L, 30-day	7.86
Nitrate plus Nitrite, mg/L, Daily	9.60
E. coli per 100 mL, 30-day	126.00
Total Phosphorus mg/L, Running Annual median	1.00

Performance



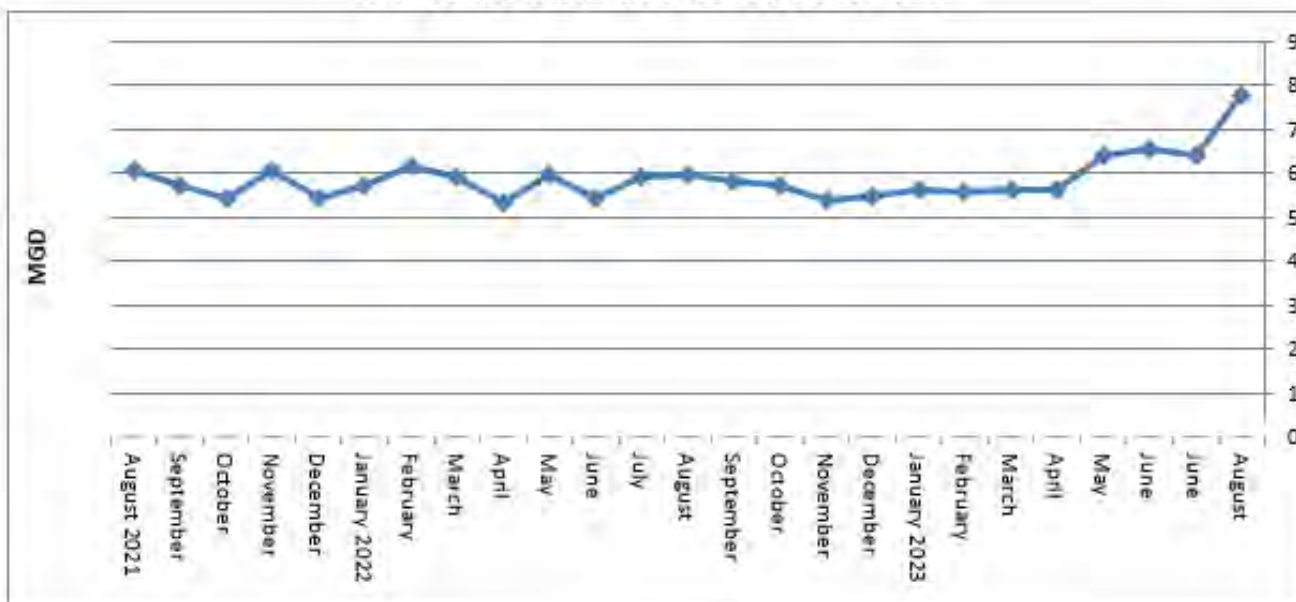
503 Regulations/Anaerobic Digester Limit

<u>Parameter</u>	<u>Min. Limit</u>
Temperature – Monthly Average °F	95 ¹
Solids Retention – Days	15
Volatile Solids Percent Reduction – Monthly Average	38

¹ A maximum limit also applies; the maximum allowable regulatory monthly average temperature is 131°F.



NTP Total Plant Effluent Flow 2021-2023



MAINTENANCE DEPARTMENT
Current Activities – September 2023

Primary Effluent Pump 2

The Primary Effluent (PE) Pump 2 upper motor bearing vibration had been steadily increasing over the last year until it reached a level at, or near, the alarm point. Integrated Power Services (IPS) was brought in to perform vibration testing and confirmed the upper motor bearing was failing; prompting removal of the motor for repair. The pumps were originally installed in 2017, and this was the first time Maintenance staff was tasked to remove the equipment.



De-coupling the pump.



Moving the 14,000lb motor.

There were transportation limitations due to the motor's height and weight as well as equipment availability. The team quickly learned how to de-couple, center, and move the 14,000 pound motor while maintaining overall safety. The addition of a spreader-bar provided protection of the equipment and stabilized the vertical pump for crane use. The motor was removed and transferred to the IPS motor shop without delay to initiate repairs for a timely return to service.

This work is another testament showing quality work occurs when Maintenance staff comes together.

Current Maintenance Summary—September 2023

September 2023	Jobs Completed	Overtime ^a	Priority 0 ^{a,b}
Mechanical Maintenance	445	12.2%	1.1%
Electrical Maintenance	236	0.0%	2.9%
Facilities Maintenance	600	0.0%	0.5%

^a Target overtime and Priority 0 rate is 5 percent or less.

^b Priority 0 work orders address critical safety, permit, and production issues.

RESOURCE RECOVERY AND REUSE (RR&R) DEPARTMENT
Current Activities – September 2023

Electric Vehicle Training

Metro Water Recovery currently owns three Chevy Bolts. The goal is to grow the Electric Vehicle (EV) Fleet through attrition. An outside consultant has been contracted to provide training for Technicians on the maintenance and repair of electric vehicles, which will allow the Fleet Maintenance Division to provide onsite repairs to the growing EV Fleet.

The training will consist of a three-day seminar put on by Automotive Technical Support Services and will cover the following topics:

- Electric Vehicle Controller Area Networks
- System Architecture and Design
- Component Description and Operation
- Operation and Testing of System Failures
- Gateway Control Module Operation and Precautions
- Coverage of Multiple High-speed and Medium-speed Networks as well as both additional Diagnostic Networks
- Technician Quick Tips
- Hands-on Scan Tool Diagnostics and Procedures

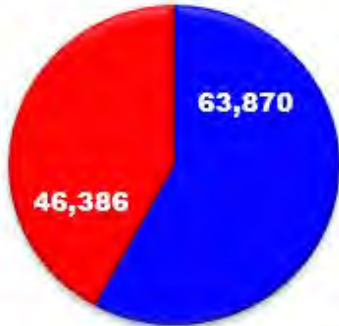
Electric Vehicle System:

- High and Low Voltage System Description, Operation, Diagnostics, and Repair
- Theory and Operational Strategy
- Systems Component Description and Operation
- Module Inputs and Outputs
- Dedicated Fault Code Troubleshooting
- No Start and Performance Diagnostics
- Pattern Failure Info
- Technician Quick Tips
- Hands-on Scan Tool Diagnostics and Procedures
- High Voltage Safety Precautions
- Technical Service Bulletin and Special Service Message Info
- New Model Updates



METROGRO
Biosolids Management – September 2023

RWHTF Total Wet Tons Applied 2023 YTD



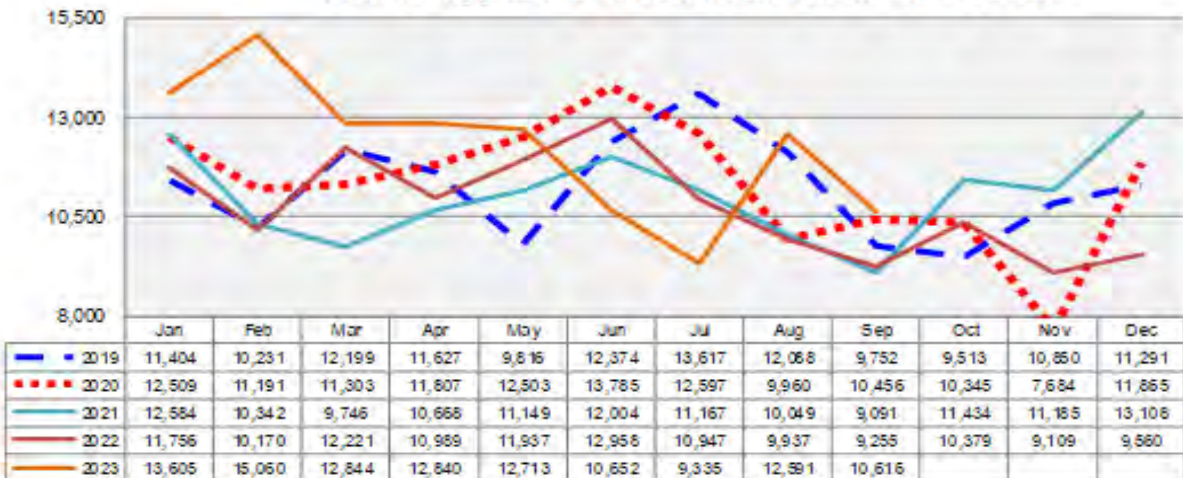
■ Private Farmer ■ METROGRO Farm

Dry Tons	September 2023	YTD 2023
RWHTF Biosolids		
METROGRO Farm	752	9,567
Private Farms	1,435	12,964
NTP Biosolids		
Private Composter	0	621
METROGRO Farm	123	524
METROGRO Cake (Total Solids)		
<i>(Percentage)</i>	RWHTF	NTP
Average	20.60	20.61
High	21.19	21.17
Low	20.29	20.28

METROGRO Farm Schedule 2023



RWHTF Applied Wet Ton Totals from 2019 - 2023



METRO WATER RECOVERY

Month End Financial Report September 30, 2023

Economic Update

The US economy continued to trend in a modest positive direction in September with a slight reduction in inflation, though economists express continued moderate uncertainty about the current economic environment. The Federal Reserve adjusted interest rates eleven times since early 2022 and some predict the Federal Reserve is done with rate hikes with inflation expected to be near the target rate within the next year. Some are even predicting several rate cuts in 2024. Local and national job gains continue to be moderately strong and unemployment rates remain low, which has led to labor shortages accompanied by higher-than-average turnover rates. Several labor disputes may put a bit of a drag on the US economy in the fourth quarter.

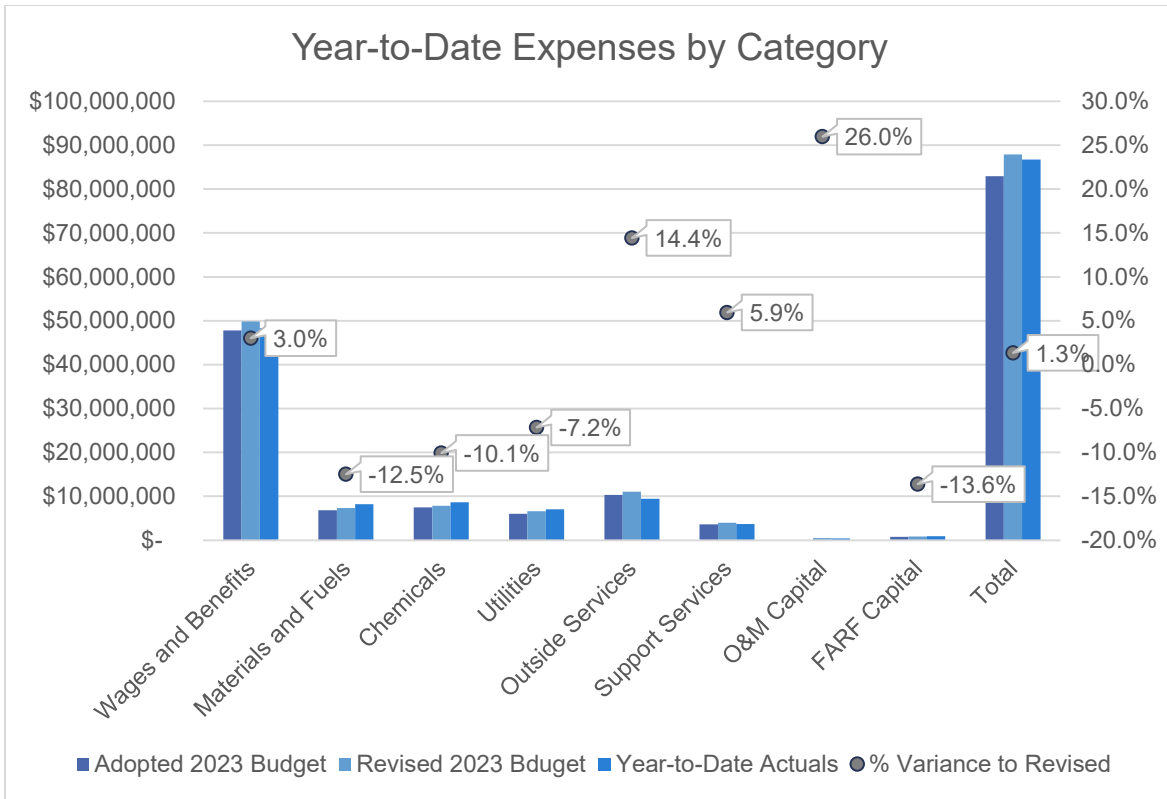
Metro Water Recovery continues to experience impacts from the current economic cycle, including higher prices for materials and fuels, chemicals, and utilities and significant escalation of capital project costs. This report captures the first three quarters of Metro's activities in 2023 and shows expenses tracking even with the revised budget for 2023. Metro staff has completed projections for year-end spend and currently predicts to spend more than the revised budget by the end of 2023. Metro staff is recommending the Board of Directors adopt a second amended budget for 2023 to ensure Metro is not overbudget at the end of 2023. Metro staff provided estimated projections for 2023 total expenses at the Fall Board Workshop in October.

Operating Budget Summary

The Operations and Maintenance (O&M) Fund appropriation is an authorization by the Board of Directors for expenditures to meet Metro Water Recovery's day-to-day operating and capital expenses within the budget year. As part of the annual budget process, staff prepares a revised budget for the current year which reflects more recent cost projections for Metro's operating expenses.

The adopted 2023 Budget, as approved by the Board in June 2022, totals \$109,437,851 for both O&M operating expenses and capital. The revised 2023 Budget totals \$116,009,099. Actual year-to-date expenses are compared to both the 2023 Budget and the revised 2023 Budget. O&M Capital represents new equipment and vehicles greater than \$10,000 and less than or equal to \$500,000.

The Board also approved \$1,060,050 for Fixed Asset Replacement (FAR) Fund capital equipment and vehicles for 2023. This was revised to \$1,089,272 during the revised budget process. The FAR Fund appropriation is an authorization by the Board for expenditures for replacement equipment and vehicles greater than \$10,000 and less than or equal to \$500,000 within the budget year.



Through September 2023, Metro Water Recovery is reporting an unfavorable actual-to-adopted budget variance for O&M expenses and capital of \$3,660,483 (4.5 percent). The total Metro actual-to-adopted budget variance for all O&M and FAR Fund expenses is unfavorable by \$3,793,634 (4.6 percent).

Through September 2023, Metro Water Recovery is reporting a favorable actual-to-revised budget variance for O&M expenses and capital of \$1,293,146 (1.5 percent) and the total Metro actual-to-revised budget variance for all O&M and FAR Fund expenses is favorable by \$1,181,911 (1.3 percent).

Wages are favorable to the revised budget by approximately \$1,500,000 (3.0 percent) primarily due to vacant positions across Metro.

Materials and Fuels are unfavorable to the revised budget by approximately \$910,000 (12.5 percent) primarily due to rising costs of fuel.

Chemicals are unfavorable to the revised budget by approximately \$790,000 (10.1 percent) primarily due to the timing of operational needs for wastewater treatment and the timing of weed control at METROGRO Farm.

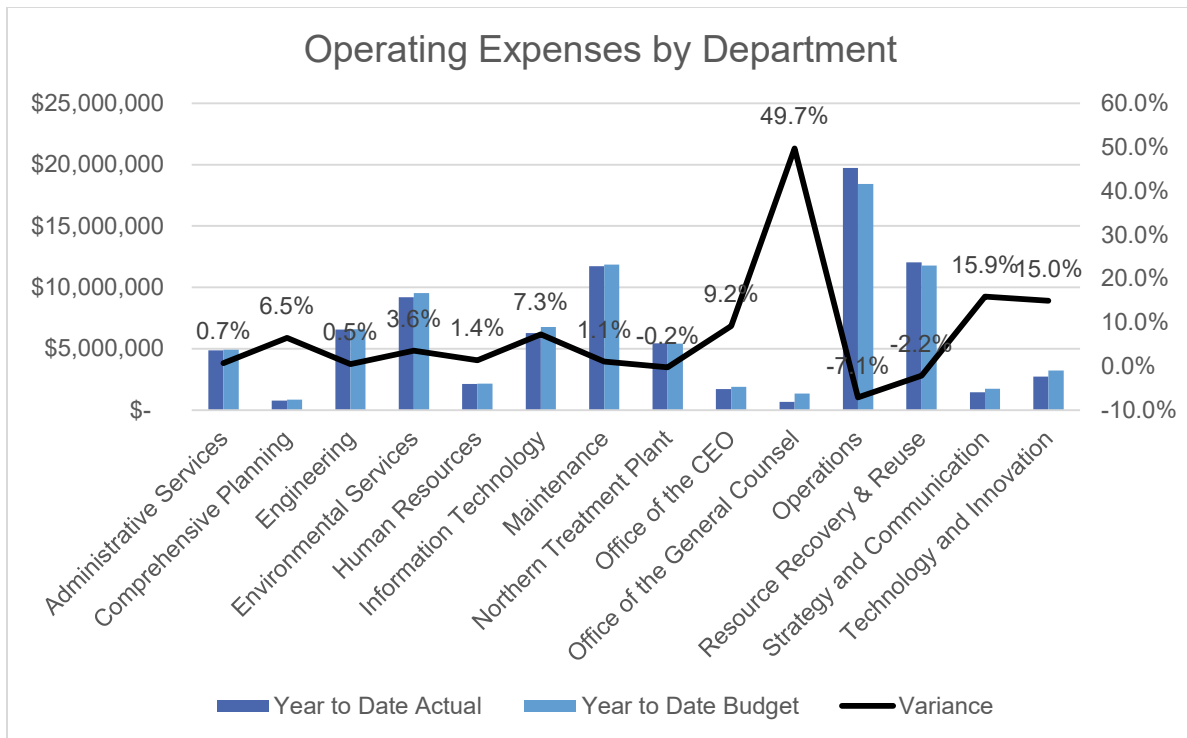
Utilities are unfavorable to the revised budget by approximately \$470,000 (7.2 percent) primarily due to seasonal usage and rate increases.

Outside Services actuals are favorable to the revised budget by approximately \$1,600,000 (14.4 percent) primarily due to timing of the need for those services.

O&M Fund Summary

For the period ending September 30, 2023

	Month-to-Date Actual	Month-to-Date Revised Budget	Month-to-Date Variance	Year-to-Date Actual	Year-to-Date Revised Budget	Year-to-Date Variance
Operating Revenues						
Annual Charges for Service	\$ 12,088,094	\$ 12,088,094	\$ -	\$ 108,792,842	\$ 108,792,842	\$ -
Other Income	169,616	233,083	(63,467)	2,460,326	2,097,750	362,576
Total Operating Revenues	12,257,710	12,321,177	(63,467)	111,253,168	110,890,592	362,576
Operating Expenses						
Administrative Services	\$ 642,035	\$ 537,943	\$ (104,092)	\$ 4,882,877	\$ 4,919,155	\$ 36,278
Comprehensive Planning	87,734	91,109	3,375	789,130	843,875	54,745
Engineering	724,615	712,336	(12,279)	6,568,883	6,603,639	34,756
Environmental Services	1,038,655	1,035,341	(3,314)	9,202,469	9,542,760	340,291
Human Resources	270,542	235,786	(34,755)	2,136,721	2,166,625	29,904
Information Technology	715,089	738,583	23,494	6,269,010	6,764,335	495,325
Maintenance	1,376,951	1,294,581	(82,370)	11,734,506	11,864,951	130,445
Northern Treatment Plant	564,708	594,351	29,643	5,437,528	5,425,550	(11,978)
Office of the CEO	190,148	206,609	16,461	1,722,806	1,897,657	174,851
Office of the General Counsel	74,895	148,300	73,405	681,252	1,354,900	673,648
Operations	2,415,614	2,034,090	(381,524)	19,733,211	18,429,622	(1,303,589)
Resource Recovery & Reuse	1,783,282	1,289,152	(494,130)	12,043,258	11,788,731	(254,527)
Strategy and Communication	197,256	188,965	(8,291)	1,467,804	1,746,000	278,196
Technology and Innovation	313,266	349,258	35,992	2,740,133	3,222,110	481,977
Total Operating Expenses	10,394,790	9,456,404	(938,386)	85,409,588	86,569,910	1,160,322
Net Operating Income/(Loss)	1,862,920	2,864,773	(1,001,853)	25,843,580	24,320,682	1,522,898
Non-Operating Revenues						
Interest	914,900	212,364	702,536	6,297,140	1,911,277	4,385,863
Other	1,807	-	1,807	959,522	-	959,522
Total Non-Operating Revenues	916,707	212,364	704,343	7,256,662	1,911,277	5,345,385
Non-Operating Expenses						
Capital O&M	76,296	56,834	(19,462)	378,676	341,000	(37,676)
Net Revenues Over Expenses	2,703,331	3,020,303	(316,972)	32,721,566	25,890,959	6,830,607



Total Operating Revenues

Total operating revenues were favorable to the year-to-date *revised* budget for the 9 months ending September 30, 2023 by approximately \$360,000 (0.3 percent). This is primarily due to the timing of miscellaneous revenue.

Total Operating Expenses

Operations Department costs are unfavorable to the year-to-date *revised* budget by approximately \$1,300,000 (7.1 percent). Utilities are unfavorable due to rising unit cost and seasonal usage. Outside Services are unfavorable primarily due to the timing of those services.

Environmental Services Department costs are favorable to the year-to-date *revised* budget by approximately \$340,000 (3.6 percent). Wages and Benefits are favorable primarily due to open positions. Materials and Fuel are favorable primarily due to the timing of supplies needed.

Information Technology Department costs are favorable to the year-to-date *revised* budget by approximately \$490,000 (7.3 percent). Wages and Benefits are favorable primarily due to open positions.

Office of the General Counsel Department costs are favorable to the year-to-date *revised* budget by approximately \$670,000 (49.7 percent). Outside Services are favorable primarily due to the timing of those services.

Technology and Innovation Department costs are favorable to the year-to-date *revised* budget by approximately \$480,000 (15.0 percent). Wages and Benefits are favorable primarily due to open positions. Outside Services are favorable primarily due to the timing of those services.

Strategy and Communication Department costs are favorable to the year-to-date *revised* budget by approximately \$280,000 (15.9 percent). Wages and Benefits are favorable primarily due to open positions.

Resource Recovery and Reuse Department costs are unfavorable to the year-to-date revised budget by approximately \$250,000 (2.2 percent). Materials and Fuel are unfavorable primarily due to the increasing cost of fuel.

Net Revenues Over Expenses

Metro Water Recovery is reporting year-to-date Net Revenues Over Expenses at approximately \$6,800,000 (26.4 percent) favorable to the year-to-date adopted budget for the O&M Fund. Net Revenues Over Expenses is calculated by subtracting operating and non-operating expenses from all operating and non-operating revenues. Metro is not held to the Net Revenues Over Expenses figure but uses it only as a reference point from year to year and for cash flow purposes.

The following table summarizes personnel at Metro Water Recovery.

	2023 Adopted Budget	2023 Revised Budget	2023 September Actual	Revised Budget Variances
Administrative Services	31.00	33.00	29.00	4.00
Comprehensive Planning	5.00	5.00	5.00	0.00
Engineering	48.75	48.00	48.00	0.00
Environmental Services	78.00	76.00	73.00	3.00
Human Resources	13.00	13.00	13.00	0.00
Information Technology	32.00	31.00	27.00	4.00
Maintenance	82.00	80.00	70.00	10.00
Northern Treatment Plant	28.00	28.00	25.00	3.00
Office of the CEO	7.00	8.00	8.00	0.00
Office of the General Counsel	3.00	4.00	3.00	1.00
Operations	42.00	42.00	36.00	6.00
Resource Recovery and Reuse	69.00	69.00	66.00	3.00
Strategy and Communications	11.00	13.00	11.00	2.00
Technology and Innovation	23.00	22.00	17.00	5.00
Totals*	472.75	472.00	431.00	41.00

*Of the 41 positions, 37 positions are currently in the process of being filled and the other four positions are in various stages of review prior to initiating work on filling the position.

Balance Sheet Summary

For the period ending September 30, 2023 (in thousands)

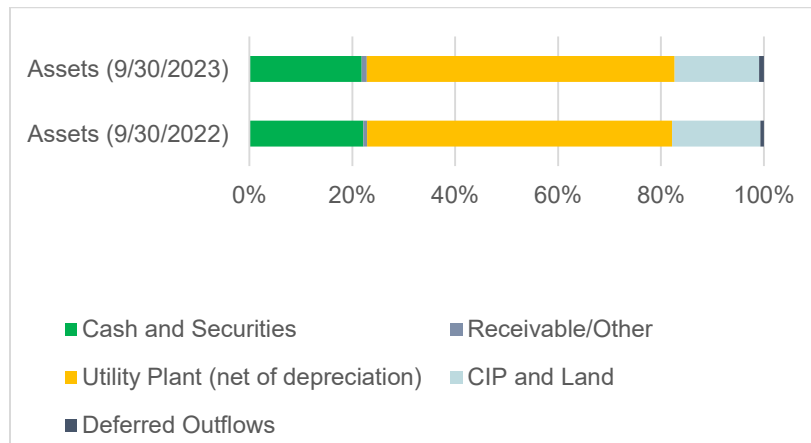
	September 2023	September 2022
Assets		
Cash and Securities	\$ 387,655	\$ 378,723
Receivables/Other	16,944	12,960
Utility Plant (net of depreciation)	1,063,322	1,015,261
CIP and Land	292,259	295,183
Deferred Outflows	15,953	10,854
Total Assets	1,776,133	1,712,981
Liabilities		
Payables	52,908	49,680
Long-term liabilities	633,034	641,138
Deferred Inflows	5,400	19,246
Total Liabilities	691,342	710,064
Equity		
Contributions in aid of construction (net)	116	130
Retained earnings, reserved	293,767	260,238
Retained earnings, unreserved	790,908	742,549
Total Equity	1,084,791	1,002,917
Total Liabilities and Equity	\$ 1,776,133	\$ 1,712,981

Assets

Cash and Securities - Assets include cash and securities used to meet Metro Water Recovery’s current obligations. Current assets have decreased in the last year due to the spend down of the 2020A Bond proceeds for the Second Creek Interceptor and Sand Creek Interceptor System Improvements Project (PAR 1232).

Utility Plant - Completed construction projects are transferred from Construction in Progress to Plant in Service when substantially completed and placed in active service.

Construction in Progress - Records the cost of not-yet-completed construction work.

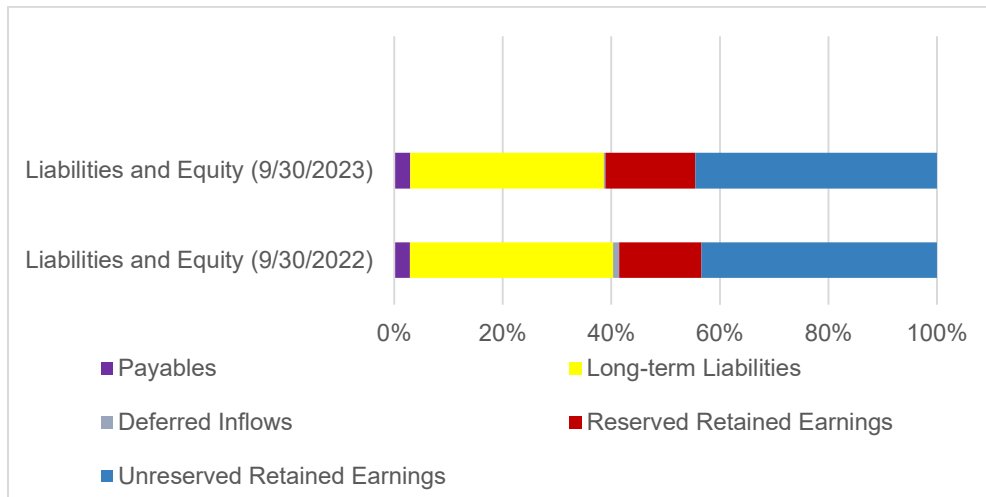


Liabilities and Equity

Long-Term Liabilities - In October 2020, Metro Water Recovery issued series 2020A Sewer Refunding Bonds for PAR amount of \$146,545,000. The issuance capitalized on favorable market conditions and interest rates and resulted in a premium on issuance of \$14 million. These bonds were issued to pay for the construction of the Second Creek Interceptor and Sand Creek Interceptor System Improvements Project (PAR 1232). As of April 30, 2023, the total amount of principal debt for Metro’s four outstanding bond issues is approximately \$567 million, which includes \$29.4 million principal and interest payments payable on April 1, 2024.

Reserved Retained Earnings - Reserved Retained Earnings represents the unexpended portion of capital project appropriations in the Acquisition and Construction Fund, General Fund, and FAR Fund. A detailed listing of approximately \$294 million in unexpended capital appropriations can be found in the Capital Project Expenditures. As money is spent on projects, retained earnings no longer need to be reserved and an adjusting entry is made between Reserved and Unreserved balances.

Total Equity - Total Equity increased \$81,875,117 from the September 2022 balance. This is mainly due to the net change in reserved and unreserved retained earnings.



Cash Flow – Trust Funds

For the 9 months ended September 30, 2023

	Operation & Maintenance Revenue	Bond	General	Sewer Connection Charges	Acquisition & Construction	Total
Sources of Funds						
Investment Income	\$ 6,391,695	\$ 707,556	\$ -	\$ -	\$ 1,491,620	\$ 8,590,871
Other, Net	-	-	-	-	-	-
	6,391,695	707,556	-	-	1,491,620	8,590,871
Uses of Funds						
Operating Expenses	28,314,495	-	-	-	-	28,314,495
Capital Expenditures	-	-	-	-	84,067	84,067
Bond Interest & Principal Payments	-	38,879,249	-	-	-	38,879,249
	28,314,495	38,879,249	-	-	84,067	67,277,811
Interfund Transfers						
Required Transfers	21,922,800	36,108,000	23,997,410	-	(17,952,451)	64,075,759
	21,922,800	36,108,000	23,997,410	-	(17,952,451)	64,075,759
Net Change in Cash & Securities	-	(2,063,693)	23,997,410	-	(16,544,898)	5,388,819
Beginning Cash & Securities, 1/1/2023	28,374,463	39,001,954	237,015,332	25,000,000	52,874,542	382,266,292
Ending Cash & Securities, 9/30/2023	\$ 28,374,463	\$ 36,938,261	\$ 261,012,742	\$ 25,000,000	\$ 36,329,644	\$ 387,655,111

The cash flow reflects all cash transactions occurring in each of Metro Water Recovery’s trust funds. In order to account for cash and securities at their fair market value, investment income includes unrealized gains or losses. All cash received by Metro is initially deposited into one of these funds. The funds held in these trust funds are invested in accordance with Metro’s investment policy. These investments sometimes are purchased at a premium or at a discount, based on market interest rates. Premiums and discounts are recorded in accordance with generally accepted accounting principles. Disbursements are made through the operating checking account.

Sewer Connection Charges

Sewer Connection Charges received in October 2023 for the third quarter of 2023 were approximately \$11.8 million (as compared to \$10.6 million for the same period in 2022). This is approximately \$0.2 million unfavorable to the adopted budget and \$1.4 million unfavorable to the revised budget. Sewer Connection Charges budget for 2023 include the South Adams County Water and Sanitation District’s \$1.8 million payment to Metro Water Recovery as part of the annual buy-in of existing connections in the member’s service area. Sewer Connection Charges are due quarterly, with the fourth quarter of 2023 due January 15, 2024.

Capital Project Expenditures

As of September 30, 2023

	Appropriations			Expenditures			Appropriation Remaining	Transferred to Expense/ Fixed Assets
	2023	Prior Years	Total	2023	Prior Years	Total		
Acquisition and Construction Fund								
Treatment Facilities	\$ -	\$ 411,038,573	\$ 411,038,573	\$ 226,785	\$ 410,283,012	\$ 410,509,797	\$ 528,776	\$ 410,283,012
Transmission Facilities	-	167,203,417	167,203,417	20,538,615	114,336,473	134,875,088	32,328,329	1,370,836
	-	578,241,990	578,241,990	20,765,400	524,619,485	545,384,885	32,857,105	411,653,848
Fixed Asset Replacement Fund								
Treatment Facilities	3,178,500	163,552,877	166,731,377	4,963,733	134,194,329	139,158,062	27,573,315	127,052,460
Transmission Facilities	53,620,000	121,561,892	175,181,892	21,809,540	51,766,391	73,575,931	101,605,961	22,311,455
Other	10,170,000	38,450,400	48,620,400	3,925,398	23,251,159	27,176,557	21,443,843	19,039,564
Equipment	1,060,050	-	1,060,050	821,632	-	821,632	238,418	821,632
Small Projects	1,000,000	14,966,361	15,966,361	575,484	10,751,997	11,327,481	4,638,880	9,239,993
	69,028,550	338,531,530	407,560,080	32,095,787	219,963,876	252,059,663	155,500,417	178,465,104
General Fund								
Treatment Facilities	23,411,500	73,850,601	97,262,101	3,833,330	62,450,124	66,283,454	30,978,647	54,596,942
Transmission Facilities	22,750,000	37,257,375	60,007,375	2,266,989	17,488,082	19,755,071	40,252,304	1,926,768
Other	4,780,000	72,464,089	77,244,089	2,726,428	45,189,767	47,916,195	29,327,894	45,614,254
Small Projects	1,500,000	21,212,852	22,712,852	860,956	17,001,134	17,862,090	4,850,762	14,554,386
Reserve	-	-	-	-	-	-	-	-
	52,441,500	204,784,917	257,226,417	9,687,703	142,129,107	151,816,810	105,409,607	116,692,350
Total All Funds	\$ 121,470,050	\$ 1,121,558,437	\$ 1,243,028,487	\$ 62,548,890	\$ 886,712,468	\$ 949,261,358	\$ 293,767,129	\$ 706,811,302

NOTES TO THE FINANCIAL REPORTS

Basis of Accounting: All interim reports are unaudited and are prepared on the accrual basis with the exception of the Cash Flow report which is prepared on the cash basis.

O&M Fund Summary: This report is prepared on the accrual basis and details only the activity in the O&M Revenue Fund. The budgeted figures for the current month are calculated using 1/12 of the annual budget.

Annual Charges for Service are accrued each month at the year-to-date budgeted amount. They are collected in March, June, September, and December.

Other Operating Income consists of septic hauler charges and miscellaneous income.

Non-Operating Revenues-Other consists of miscellaneous non-recurring items.

Balance Sheet: The balance sheet is prepared on the accrual basis.

Utility Plant changes are made when substantially completed projects are transferred from Construction in Progress to Plant in Service. Depreciation and amortization are recorded monthly.

Other Accrued Liabilities represents utilities incurred but not billed, as well as other miscellaneous unbilled expenditures.

Retained Earnings-Reserved represents unspent appropriations as detailed in the Capital Project Expenditures report. Unexpended appropriations for reimbursable projects are included in Retained Earnings-Unreserved.

Cash Flow – Trust Funds: This report is prepared on the cash basis. Several line-item amounts will be different in this report (as compared to the other reports) because of the different accounting assumptions.

Capital Project Expenditures: This report is prepared on the accrual basis. It details the activity on capital projects and equipment for which there have been appropriations in the Acquisition and Construction, General, and Fixed Asset Replacement funds. As projects reach a 90 percent completion stage, they are transferred from a Construction in Progress account to a Fixed Asset account. The amount transferred to fixed assets is shown in the Transferred to Expense/Fixed Assets column. The General Fund and Fixed Asset Replacement Fund sections include summary information about small projects.

Attachments

Submitted by:

Molly Kostelecky
Chief Financial Officer

Paul Parodi
Senior Accounting Manager

**METRO WATER RECOVERY
O&M FUND SUMMARY REPORT
PRELIMINARY
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2023**

	SEPTEMBER ACTUAL	SEPTEMBER BUDGET	SEPTEMBER BUDGET VARIANCE FAVORABLE / (UNFAVORABLE)	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE BUDGET VARIANCE FAVORABLE / (UNFAVORABLE)	REVISED 2023 BUDGET*
OPERATING REVENUES							
Annual Charges for Service	\$ 12,088,094	\$ 12,088,094	\$ (1)	\$ 108,792,842	\$ 108,792,842	\$ (1)	\$ 145,057,122
Land Application Income	13,310	19,333	(6,023)	124,486	174,000	(49,514)	232,000
Farming Income	0	176,250	(176,250)	731,686	1,586,250	(854,564)	2,115,000
Other Income	156,307	37,500	118,807	1,604,154	337,500	1,266,654	450,000
TOTAL OPERATING REVENUES	12,257,710	12,321,177	(63,467)	111,253,168	110,890,592	362,576	147,854,122
OPERATING EXPENSES							
Administrative Services	642,035	537,943	(104,092)	4,882,877	4,919,155	36,278	6,558,975
Comprehensive Planning	87,734	91,109	3,375	789,130	843,875	54,745	1,125,200
Engineering	724,615	712,336	(12,279)	6,568,883	6,603,639	34,756	8,804,850
Environmental Services	1,038,655	1,035,341	(3,314)	9,202,469	9,542,760	340,291	12,723,339
Human Resources	270,542	235,786	(34,755)	2,136,721	2,166,625	29,904	2,888,800
Information Technology	715,089	738,583	23,494	6,269,010	6,764,335	495,325	9,018,880
Maintenance	1,376,951	1,294,581	(82,370)	11,734,506	11,864,951	130,445	15,820,300
Northern Treatment Plant	564,708	594,351	29,643	5,437,528	5,425,550	(11,978)	7,234,800
Office of the CEO	190,148	206,609	16,461	1,722,806	1,897,657	174,851	2,530,275
Office of the General Counsel	74,895	148,300	73,405	681,252	1,354,900	673,648	1,806,400
Operations	2,415,614	2,034,090	(381,524)	19,733,211	18,429,622	(1,303,589)	24,573,100
Resource Recovery & Reuse	1,783,282	1,289,152	(494,130)	12,043,258	11,788,731	(254,527)	15,718,200
Strategy and Communication	197,256	188,965	(8,291)	1,467,804	1,746,000	278,196	2,327,900
Technology and Innovation	313,266	349,258	35,992	2,740,133	3,222,110	481,977	4,296,080
TOTAL OPERATING EXPENSES	10,394,790	9,456,404	(938,386)	85,409,588	86,569,910	1,160,322	115,427,099
NET OPERATING INCOME	1,862,920	2,864,773	(1,001,853)	25,843,579	24,320,682	1,522,897	32,427,023
NON-OPERATING REVENUES							
Interest	914,900	212,364	702,536	6,297,140	1,911,277	4,385,863	2,548,369
Other	1,807	0	1,807	959,522	0	959,522	0
TOTAL NON-OPERATING REVENUES	916,707	212,364	704,343	7,256,662	1,911,277	5,345,385	2,548,369
NON-OPERATING EXPENSES							
Capital O&M	76,296	56,834	(19,462)	378,676	341,000	(37,676)	582,000
NET REVENUES OVER EXPENSES	\$ 2,703,332	\$ 3,020,303	\$ (316,971)	\$ 32,721,566	\$ 25,890,959	\$ 6,830,607	\$ 34,393,392

*Metro approved and implemented organizational structure changes, effective January 1, 2023. Based on this change, use of the 2023 Revised Budget allows for comparable analysis of operational results.

**METRO WATER RECOVERY
BALANCE SHEET
(UNAUDITED)
PRELIMINARY
AS OF SEPTEMBER 30, 2023**

	September 2023	September 2022
ASSETS		
CURRENT ASSETS		
Revenue Fund Operating Accounts		
Cash and securities	\$ 28,374,463	\$ 25,786,056
Accounts Receivable	2,237,285	338,877
Accrued interest receivable	952,138	452,706
Materials and supplies inventories	8,649,772	7,462,799
Prepaid expenses	4,823,393	4,551,243
	45,037,051	38,591,680
Other Funds		
Cash and securities		
Sewer Connection Fees Account	25,000,000	25,000,000
Debt Service Fund	36,938,261	36,956,902
General Fund	261,012,743	215,331,830
	367,988,055	315,880,412
TOTAL CURRENT ASSETS	367,988,055	315,880,412
ACQUISITION AND CONSTRUCTION FUND		
Cash and securities	36,329,644	75,648,022
Accrued interest receivable	281,060	154,037
	36,610,705	75,802,059
TOTAL ACQUISITION AND CONSTRUCTION FUND	36,610,705	75,802,059
UTILITY PLANT		
Plant in service	1,033,690,793	974,349,922
Equipment	749,136,134	702,450,299
Right-to-use leased equipment	342,173	0
	1,783,169,100	1,676,800,221
Less accumulated depreciation	719,846,973	661,539,096
	1,063,322,128	1,015,261,124
Construction in progress	245,380,569	248,338,800
Land	46,878,469	46,843,769
	1,355,581,165	1,310,443,693
TOTAL UTILITY PLANT	1,355,581,165	1,310,443,693
DEFERRED OUTFLOWS	15,953,224	10,854,526
TOTAL ASSETS	\$ 1,776,133,149	\$ 1,712,980,691

**BALANCE SHEET
(UNAUDITED)
PRELIMINARY
AS OF SEPTEMBER 30, 2023**

	September 2023	September 2022
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$ 4,350,220	1,380,439
Short term escrows - septic haulers	6,100	4,000
Accrued payroll & related benefits	4,233,740	3,854,252
Other accrued liabilities	500,000	1,069,641
	9,090,059	6,308,332
 Restricted Special Funds		
Unearned revenue	4,083,358	4,492,535
Accrued interest payable	10,294,249	10,294,249
Current portion of long-term debt	29,440,000	28,585,000
TOTAL CURRENT LIABILITIES	52,907,666	49,680,116
 ACQUISITION & CONSTRUCTION, FIXED ASSET REPLACEMENT AND GENERAL FUND		
Amount retained on contractor's estimates	(29,440,000)	(28,585,000)
	12,592,322	12,879,023
NET OPEB LIABILITY	12,766,507	12,273,631
NET PENSION LIABILITY	56,656,364	33,793,004
LEAST LIABILITY	208,580	0
 LONG-TERM DEBT		
Series 2009B Bonds	94,195,000	94,195,000
Series 2019A Bonds	15,995,000	31,235,000
Series 2019B Bonds	310,000,000	323,345,000
Series 2020A Bonds	146,545,000	146,545,000
Bond Premiums/Discounts	13,515,681	15,457,438
	580,250,681	610,777,438
Less current portion	29,440,000	28,585,000
	550,810,681	582,192,438
TOTAL LIABILITIES	685,942,121	690,818,211
 DEFERRED INFLOWS	 5,399,398	 19,245,966
 EQUITY		
Contributions in aid of construction	230,165,639	230,165,639
Less depreciation	230,049,909	230,036,159
	115,730	129,480
 Retained earnings		
Reserved	\$293,767,129	260,237,817
Unreserved	\$790,908,771	742,549,216
	1,084,675,900	1,002,787,033
TOTAL EQUITY	1,084,791,631	1,002,916,513
 TOTAL LIABILITIES AND EQUITY	\$ 1,776,133,149	\$ 1,712,980,691

**METRO WATER RECOVERY
CASH FLOW - TRUST FUNDS
PRELIMINARY
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2023**

	OPERATION & MAINTENANCE REVENUE	RESTRICTED SPECIAL FUNDS		FIXED ASSET REPLACEMENT	SEWER CONNECTION CHARGES	ACQUISITION & CONSTRUCTION	COMBINED 9/30/2023
		BOND	GENERAL*				
SOURCES OF FUNDS							
Investment Income **	6,391,695	707,556	0	0	0	1,491,620	8,590,871
Other, Net †	0	0	0	0	0	0	0
	<u>6,391,695</u>	<u>707,556</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,491,620</u>	<u>8,590,871</u>
APPLICATION OF FUNDS							
Operating Expenses	28,314,495	0	0	0	0	0	28,314,495
Capital Expenditures	0	0	0	0	0	84,067	84,067
Bond Interest & Principal Payments	0	38,879,249	0	0	0	0	38,879,249
	<u>28,314,495</u>	<u>38,879,249</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>84,067</u>	<u>67,277,811</u>
INTERFUND TRANSFERS							
Required Transfers	21,922,800	36,108,000	23,997,410	0	0	(17,952,451)	64,075,759
	<u>21,922,800</u>	<u>36,108,000</u>	<u>23,997,410</u>	<u>0</u>	<u>0</u>	<u>(17,952,451)</u>	<u>64,075,759</u>
NET CHANGE IN CASH & SECURITIES	0	(2,063,693)	23,997,410	0	0	(16,544,897)	5,388,819
BEGINNING CASH & SECURITIES, 1/1/23	28,374,463	39,001,954	237,015,332	0	25,000,000	52,874,542	382,266,292
ENDING CASH & SECURITIES, 9/30/23	<u>\$ 28,374,463</u>	<u>\$ 36,938,261</u>	<u>\$ 261,012,743</u>	<u>\$ -</u>	<u>\$ 25,000,000</u>	<u>\$ 36,329,644</u>	<u>\$ 387,655,112</u>

* A minimum fund balance of 90 days operating expenses has been established for this fund.

**Investment income includes unrealized gains and losses as Metro adjusts investments to market value each month. Unrealized losses is rarely, if ever, realized as Metro typically hold the investments to maturity.

† Other, Net consists of amortization of premiums/discounts on bond purchases. The O&M Fund also includes Build America Bonds interest, Lab Services and farming.

**METRO WATER RECOVERY
CAPITAL PROJECT EXPENDITURES
September 30, 2023
ACQUISITION & CONSTRUCTION FUND**

PAR NUMBER	DESCRIPTION	APPROPRIATIONS			EXPENDITURES			9/30/2023 UNEXPENDED APPROPRIATION	TRANSFERRED TO EXPENSE & FIXED ASSETS
		2023	PRIOR YEARS	TOTAL	2023	PRIOR YEARS	TOTAL		
	<u>ACQUISITION & CONSTRUCTION FUND</u>								
	<u>OTHER</u>								
1088	Northern Treatment Plant	\$0	\$411,038,573	\$411,038,573	\$226,785	\$410,283,012	\$410,509,797	\$528,776	\$410,283,012
	<u>WASTEWATER TREATMENT</u>								
1232	Sand Creek & Second Creek Basins Regional Plan		167,203,417	167,203,417	20,538,615	114,336,473	134,875,088	32,328,329	1,370,836
	A&C Fund Total	\$0	\$578,241,990	\$578,241,990	\$20,765,400	\$524,619,485	\$545,384,885	\$32,857,105	\$411,653,848

FIXED ASSET REPLACEMENT FUND

PAR NUMBER	DESCRIPTION	APPROPRIATIONS			EXPENDITURES			9/30/2023 UNEXPENDED APPROPRIATION	TRANSFERRED TO EXPENSE & FIXED ASSETS
		2023	PRIOR YEARS	TOTAL	2023	PRIOR YEARS	TOTAL		
FIXED ASSET REPLACEMENT FUND									
OTHER									
1235	RWHTF Support Facilities Upgrade-2014		16,445,400	16,445,400	54,729	16,070,197	16,124,926	320,474	16,070,197
1362	Security Gates Replacement at Hite		410,000	410,000	4,938	397,445	402,383	7,617	183,704
1379	Annual Fixed Asset Replacement Priorities	6,500,000	12,928,000	19,428,000	3,413,976	6,013,769	9,427,745	10,000,255	2,742,593
1409	IT Customer Experience Grouped Project 2021		500,000	500,000	13,746	139,874	153,620	346,380	43,070
1364	District Wireless Infrastructure		1,062,000	1,062,000	0	220,697	220,697	841,303	0
1396	NTP Primary Clarifier Cover Damage Repair		6,000,000	6,000,000	115,375	409,177	524,552	5,475,448	0
1419	IT Infrastructure 2022		605,000	605,000	175,543	0	175,543	429,457	0
1424	IT Customer Experience Grouped Project 2022		500,000	500,000	147,091	0	147,091	352,909	0
1434	NTP Post Digestion Sidestream Improvements	1,400,000		1,400,000	0	0	0	1,400,000	0
1392	HVAC High Priority Improvements	2,145,000		2,145,000	0	0	0	2,145,000	0
1370	Interceptor Relocations 2020-2022	125,000		125,000	0	0	0	125,000	0
WASTEWATER TREATMENT									
1225	South Headworks & Grease Processing Improvements		50,048,600	50,048,600	32,351	49,533,724	49,566,075	482,525	48,972,761
1244	Solids Processing Improvements		58,052,000	58,052,000	2,139,564	51,301,527	53,441,091	4,610,909	44,976,078
1259	Digester Complex Rehabilitation Project		33,467,277	33,467,277	53,168	33,103,621	33,156,789	310,488	33,103,621
1408	Potable Waterline Replacement		1,825,000	1,825,000	0	65,104	65,104	1,759,896	0
1411	North Secondary Upgrades and Intensification	1,453,500	20,160,000	21,613,500	2,738,650	190,353	2,929,003	18,684,497	0
1413	RWHTF Conduit Study	1,725,000	0	1,725,000	0	0	0	1,725,000	0
Subtotal - ROBERT W. HITE Treatment Facility		\$13,348,500	\$202,003,277	\$215,351,777	\$8,889,131	\$157,445,488	\$166,334,619	\$49,017,158	\$146,092,024
TRANSMISSION FACILITIES									
1340	Force Main and Siphon Condition Assesment & Cleaning		6,859,000	6,859,000	1,255,560	3,896,391	5,151,951	1,707,049	0
1312	Lift Station (TNW and DM) Fixed Asset Rehabilitation		41,726,000	41,726,000	6,970,129	10,066,920	17,037,049	24,688,951	128,047
1343	National Western Center Delgany Interceptor Relocation		9,196,451	9,196,451	19,839	9,053,746	9,073,585	122,866	9,053,746
1325	Transmission System Structure Rehabilitation 2020		4,008,316	4,008,316	305,914	2,041,451	2,347,365	1,660,951	0
1363	Interceptor Rehabilitation 2020-2022		35,812,000	35,812,000	8,255,983	23,471,864	31,727,847	4,084,153	12,142,311
1369	TSB FARs and Improvements		1,350,000	1,350,000	298,237	987,351	1,285,588	64,412	987,351
1265	Electrical Transmission Service Substation	42,250,000	21,467,125	63,717,125	4,210,124	2,248,563	6,458,687	57,258,438	0
1382	North Complex Natural Gas System Replacement		1,143,000	1,143,000	481,964	105	482,069	660,931	0
1425	Aurora Westside Interceptor Rehabilitation	11,370,000	0	11,370,000	11,790	0	11,790	11,358,210	0
EQUIPMENT									
	FARF Equipment ≥ \$10,000 & ≤ \$250,000 *	1,060,050	0	1,060,050	821,632	0	821,632	238,418	821,632
	FARF Equipment ≥ \$250,000 *	0	0	0	0	0	0	0	0
SMALL PROJECTS									
	Small FARF Projects/Studies (see Attachment for detail)	1,000,000	14,966,361	15,966,361	575,484	10,751,997	11,327,481	4,638,880	9,239,993
Fixed Asset Replacement Fund Total		\$69,028,550	\$338,531,530	\$407,560,080	\$32,095,787	\$219,963,876	\$252,059,663	\$155,500,417	\$178,465,104

NOTE:

* The FARF Equipment Appropriations & Expenditures reflect current year information only.

**METRO WATER RECOVERY
FIXED ASSET REPLACEMENT FUND
SMALL CONSTRUCTION PROJECTS AND STUDIES
Project Inception through September 30, 2023**

<i>DESCRIPTION</i>	<i>DATE APPROVED</i>	<i>APPROPRIATION</i>
BOARD RESOLUTIONS - APPROPRIATIONS	VARIOUS	\$15,966,361
LESS: EXPENDITURES TO DATE	See Below	(11,327,481)
UNEXPENDED APPROPRIATIONS		<u>4,638,880</u>
LESS: COMMITTED EXPENDITURES ON ONGOING PROJECTS		(2,487,512)
UNCOMMITTED APPROPRIATIONS*		<u><u>\$2,151,368</u></u>
NOTE: BOARD APPROPRIATIONS ARE IN LUMP SUMS, THEY DO NOT APPROPRIATE AMOUNTS FOR INDIVIDUAL SMALL PROJECTS.		

<i>SMALL PROJECTS AUTHORIZED BY CHIEF EXECUTIVE OFFICER:</i>	<i>PROJECT NUMBER</i>	<i>DATE APPROVED</i>	<i>CEO'S AUTHORIZED COST</i>	<i>EXPENDITURES TO DATE</i>	<i>FUTURE COMMITTED COSTS</i>
Completed Small Projects			\$13,518,904	\$9,239,993	\$0
Less: Unexpended Appropriations on Completed Small Projects *			(\$4,278,911)		
Open Small Projects					
RWHTF Hazmat Shelter-In-Place Rehabilitation	1347	8/13/18	250,000	246,310	3,690
RWHTF Radio System Upgrade Project	1350	11/20/18	250,000	192,741	57,259
Process Building Centrifuge VFD Replacement	1354	01/02/19	75,000	59,071	15,929
Digital Presence	1367	09/03/19	100,000	95,526	4,474
Pretreatment Database (PIMs) Replacement & CROMERR Portal	1372	11/20/19	250,000	248,004	1,996
Facilities Maintenance Satellite Facility Improvements	1374	02/27/20	150,000	137,534	12,466
Office 365 Evolution	1377	07/07/20	100,000	55,450	44,550
Vital Records Update 2020	1384	09/16/20	50,000	27,600	22,400
Records Management System (RMS) Upgrade 2020	1389	11/12/20	75,000	30,450	44,550
Boardroom Refresh	1391	11/12/20	250,000	135,598	114,402
Asset Management Program Implementation	1405	06/14/21	250,000	119,164	130,836
HVAC High Priority Improvements	1392	07/13/21	250,000	184,250	65,750
Admin Office Remodel 2021-2022	1412	12/7/2021	250,000	84,388	165,612
RWHTF Conduit Study	1413	02/15/22	250,000	245,194	4,806
EAM Business Process Study and Mobile	1415	03/01/22	250,000	71,189	178,811
Maintenance Equipment Optimization	1423	08/02/22	250,000	77,019	172,981
Labworks Upgrade	1429	12/13/22	250,000	78,000	172,000
Security Services Evaluation	1435	4/5/23	250,000	0	250,000
Admin and TSB Door Hardware and Re-Core	1436	4/5/23	250,000	0	250,000
Data Lake House	1439	5/4/23	475,000	0	475,000
NTP BioReactor Instrument Upgrade	1440	8/21/23	300,000	0	300,000
PROJECT SUBTOTALS			<u>\$13,814,993</u>	<u>\$11,327,481</u>	<u>\$2,487,512</u>
Plus: Uncommitted Appropriations*			<u>\$2,151,368</u>		
TOTAL APPROPRIATED			<u><u>\$15,966,361</u></u>		

* As small projects are completed, the unused appropriations are reauthorized by the Chief Executive Officer for use on new small projects. This eliminates the need for Board approved rescissions and also reduces the need for Board approved replenishment of this account.

GENERAL FUND

PAR NUMBER	DESCRIPTION	APPROPRIATIONS			EXPENDITURES			9/30/2023 UNEXPENDED APPROPRIATION	TRANSFERRED TO EXPENSE & FIXED ASSETS
		2023	PRIOR YEARS	TOTAL	2023	PRIOR YEARS	TOTAL		
	GENERAL FUND								
	WASTEWATER TREATMENT								
1225	South Headworks & Grease Processing Improvements	\$0	21,449,400	21,449,400	14,103	21,218,146	21,232,249	217,151	20,977,733
1244	Solids Processing Improvements		38,705,000	38,705,000	1,436,139	34,128,846	35,564,985	3,140,015	29,984,052
1314	RWHTF Peracetic Acid Full Scale Pilot		1,885,225	1,885,225	31,427	1,853,725	1,885,152	73	1,852,725
1357	Blower No. 8 Replacement		1,920,000	1,920,000	516	1,782,432	1,782,948	137,052	1,782,432
1400	Peracetic Acid Disinfection System Improvements	21,150,000	4,080,000	25,230,000	928,502	2,070,196	2,998,698	22,231,302	0
1395	RWHTF Biogas Utilization		3,570,976	3,570,976	998,824	1,375,629	2,374,453	1,196,523	0
1411	North Secondary Upgrades and Intensification	161,500	2,240,000	2,401,500	304,295	21,150	325,445	2,076,055	0
1426	Phosphorous Recovery Facility Reliability Improvements	2,100,000	0	2,100,000	119,524	0	119,524	1,980,476	0
	Subtotal - ROBERT W. HITE Treatment Facility	\$23,411,500	\$73,850,601	\$97,262,101	\$3,833,330	\$62,450,124	\$66,283,454	\$30,978,647	\$54,596,942
	TRANSMISSION FACILITIES								
1232	Sand Creek & Second Creek Basins Regional Plan		25,698,000	25,698,000	0	16,277,317	16,277,317	9,420,683	1,926,768
1265	Electrical Transmission Service Substation	22,750,000	11,559,375	34,309,375	2,266,989	1,210,765	3,477,754	30,831,621	0
	ADVANCED TREATMENT								
	OTHER								
1088	Northern Treatment Plant		82,036	82,036	0	82,036	82,036	0	82,036
1182	Suncor-Management of Air Quality/Soil Contamination		2,430,000	2,430,000	14,845	2,245,638	2,260,483	169,517	2,257,875
1235	RWHTF Support Facilities Upgrade-2014		38,054,600	38,054,600	127,703	37,219,149	37,346,852	707,748	37,219,149
1348	6690 York St - Land Acquisition		410,000	410,000	0	404,713	404,713	5,287	404,713
1353	TSB Annex & Lab Storage Building Repurpose		1,783,963	1,783,963	0	1,777,027	1,777,027	6,936	1,777,027
1356	General Property Acquisition 2019-2026		3,800,000	3,800,000	30,122	807,417	837,539	2,962,461	764,790
1394	Partnership with Denver Water Concerning the Lead & Copper Rule Variance		22,500,000	22,500,000	750,000	1,500,000	2,250,000	20,250,000	2,250,000
1359	Evaluate and Enhance Metro District's Brand Identity		617,490	617,490	3,331	554,888	558,219	59,271	237,928
1402	Ditch Companies Litigation	750,000	750,000	1,500,000	984,255	249,793	1,234,048	265,952	620,736
1416	NTP Effluent Temperature	1,280,000	2,036,000	3,316,000	727,156	349,106	1,076,262	2,239,738	0
1430	NTP Modeling and Advanced Automation	2,000,000	0	2,000,000	0	0	0	2,000,000	0
1431	NTP Wastewater Utility Plan	750,000		750,000	89,016	0	89,016	660,984	0
	SMALL PROJECTS								
	Small Projects, Studies, and Expend. (see Attachments for detail)	1,500,000	21,212,852	22,712,852	860,956	17,001,134	17,862,090	4,850,762	14,554,386
	RESERVE								
	Operating Reserve		0	0	0	0	0	0	0
	General Fund Total	\$52,441,500	\$204,784,917	\$257,226,417	\$9,687,703	\$142,129,107	\$151,816,810	\$105,409,607	\$116,692,350
	TOTAL ALL FUNDS*	\$121,470,050	\$1,121,558,438	\$1,243,028,488	\$62,548,890	\$886,712,468	\$949,261,358	\$293,767,129	\$706,811,302

NOTES:

* Of the \$706,811,302 transferred to expense or capitalized as fixed assets, only \$2,257,875 for the Suncor-Management of Air Quality/Soil Contamination, \$620,736 for the Ditch Companies Litigation \$2,221,001 for North Treatment Plant - BGLS, \$2,250,000 for the Partnership with Denver Water Concerning the Lead & Copper Rule Variance, \$10,470,406 Small Construction Projects and Studies and \$2,300,391 in Fixed Asset Replacement Fund Small have been expensed. All other amounts have been capitalized.

**METRO WATER RECOVERY
GENERAL FUND
SMALL PROJECTS, STUDIES, AND EXPENDITURES
Project Inception through September 30, 2023**

DESCRIPTION		DATE APPROVED	APPROPRIATION
BOARD RESOLUTIONS - APPROPRIATIONS		VARIOUS	\$22,712,852
LESS: EXPENDITURES TO DATE		See Below	(17,862,090)
UNEXPENDED APPROPRIATIONS			<u>4,850,762</u>
LESS: COMMITTED EXPENDITURES ON ONGOING PROJECTS			(3,962,296)
UNCOMMITTED APPROPRIATIONS*			<u><u>\$888,466</u></u>
NOTE: BOARD APPROPRIATIONS ARE IN LUMP SUMS, THEY DO NOT APPROPRIATE AMOUNTS FOR INDIVIDUAL SMALL PROJECTS.			

SMALL PROJECTS AUTHORIZED BY CHIEF EXECUTIVE OFFICER:	PROJECT NUMBER	DATE APPROVED	CEO'S AUTHORIZED COST	EXPENDITURES TO DATE	FUTURE COMMITTED COSTS
Completed Small Projects		VARIOUS	\$19,907,014	\$14,554,386	\$0
Less: Unexpended Appropriations on Completed Small Projects *			(\$5,352,628)		
Open Small Projects					
North & South Entry Gate Emergency Notification Improvement	1307	01/03/17	250,000	191,489	58,511
2018 North Secondary Pilot Program	1336	04/25/18	250,000	211,028	38,972
Dynamic Safety System	1355	01/31/19	200,000	185,530	14,470
Intellectual Property Program	1360	03/25/19	100,000	35,055	64,945
Fall Protection Infrastructure Improvements	1365	09/04/19	210,000	203,233	6,767
Innovation and Research Initiatives	1373	03/02/20	250,000	207,586	42,414
Facilities Maintenance Satellite Facility Improvements	1374	02/27/20	100,000	91,689	8,311
NTP Effluent Pond Herbicide Treatment for Aquatic Nuisance Species	1381	06/10/20	75,000	73,111	1,889
NTP Post Startup Evaluation	1385	08/19/20	250,000	158,029	91,971
Legal Assistance Fund 1	1386	08/13/20	250,000	248,057	1,943
Legal Assistance Fund 2	1387	08/13/20	250,000	101,392	148,608
Education and Outreach Asset Update	1388	12/17/20	100,000	48,735	51,265
Aeration Control Strategy Review and Implementation	1390	12/22/20	500,000	161,642	338,358
Electric Fleet Vehicle Charging Infrastructure	1397	04/05/21	250,000	0	250,000
Effluent Temperature Compliance Study	1398	04/21/21	250,000	249,836	164
Alternative Energy Evaluation	1401	05/05/21	75,000	200	74,800
Continuous Improvement Framework	1403	05/12/21	250,000	156,777	93,223
Biosolids Master Plan	1404	06/14/21	250,000	160,993	89,007
2021 Process Optimization	1410	10/07/21	250,000	130,764	119,236
Digital Screens	1414	02/15/22	50,000	36,735	13,265
Strategic Plan Update 2022	1417	03/15/22	250,000	193,135	56,865
Technical Support to Legal Work	1420	05/10/22	250,000	62,174	187,826
Dissolved Organic Nutrients Evaluation	1422	06/16/22	250,000	125,622	124,378
Phosphorous Recovery Facility Reliability Improvements	1426	09/15/22	500,000	0	500,000
Payment Optimization	1427	10/04/22	150,000	0	150,000
Community Relations Program	1428	12/07/22	250,000	0	250,000
NTP Process Modeling and Advanced Automation	1430	12/19/22	250,000	0	250,000
NTP Loading Evaluation	1432	02/21/23	250,000	95,657	154,343
Asbestos Containing Material Surveys	1433	02/21/23	250,000	179,235	70,765
Delgany and South Thornton Odor Control	1438	05/02/23	460,000	0	460,000
South Platte River Aquatic Life Habitat Improvements	1437	06/13/23	250,000	0	250,000
PROJECT SUBTOTALS			<u>\$21,824,386</u>	<u>\$17,862,090</u>	<u>\$3,962,296</u>
Plus: Uncommitted Appropriations*			<u>\$888,466</u>		
TOTAL APPROPRIATED			<u><u>\$22,712,852</u></u>		

* As small projects are completed, the unused appropriations are reauthorized by the Chief Executive Officer for use on new small projects. This eliminates the need for Board approved rescissions and also reduces the need for Board approved replenishment of this account.

METRO WATER RECOVERY

Board of Directors Upcoming Events

Directors are provided information on upcoming events in the monthly committee meeting packets and the Chief Executive Officer's Report in the Board packet. Any new information is shown in ***bold italics***. Please add applicable meeting dates to your calendars.

<u>Date</u>	<u>Event/Location</u>
Thursday, November 9, 2023 9 a.m. or directly following Finance	Audit Committee Boardroom
Wednesday, November 15, 2023 TBD	Fall Metro 6.0 Town Hall TBD
Thursday, November 30, 2023 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, November 30, 2023 12:30 p.m. (lunch served at noon)	Defined Contribution Plan Retirement Board Boardroom
Tuesday, December 19, 2023 4:45 p.m.	Annual Employee Recognition Reception Prior to Board of Directors Meeting

METRO WATER RECOVERY Town Hall

Wednesday, November 15, 2023 at 11 a.m.
RR&R Biosolids and Fleet Services Building



Presentations at 11 a.m.

Food trucks with complimentary lunch available at 11:45 a.m.

RSVP on BoardEffect [here](#) by November 10, 2023

Click [here](#) for directions.



You Are Invited
to a Celebration of Metro Water
Recovery Staff and Presentation of
the Board Chair Award
December 19, 2023, 4:45 p.m.



Please join us for a special reception and celebration of Metro Water Recovery staff at **4:45 p.m.** in the Administration Building Lunchroom just prior to the Board of Directors' Meeting.

During the Board Meeting, employees will be recognized for their significant contributions in 2023 and the recipient of the 2023 Board Chair Award will be announced.

2024 Board and Standing Committee Meetings Calendar

2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January	July
Joint Operations and Finance	Joint Operations and Finance
4 Executive	9 Executive
16 Board	16 Board
February	August
6 Operations	6 Operations
8 Finance	8 Finance
13 Executive	13 Executive
20 Board	20 Board
March	September
5 Operations	Joint Operations and Finance
7 Finance	5 Operations and Finance
12 Executive	10 Executive
19 Board	17 Board
April	October
2 Operations	1 Operations
4 Finance	3 Finance
9 Executive	8 Executive
16 Board	15 Board
May	November
7 Operations	5 Operations
9 Finance	7 Finance
14 Executive	12 Executive
21 Board	19 Board
June	December
4 Operations	3 Operations
6 Finance	5 Finance
11 Executive	10 Executive
18 Board	17 Board

Operations/Finance
Executive
Board of Directors
Holidays



STRATEGIC PLAN: ANNUAL PROGRESS REPORT

Implementation: July 1 – December 31, 2023



STRATEGIC DIRECTION

Vision

To be a leader, an innovative clean water partner, and a great place to work.

Mission

To protect the region's health and environment by cleaning water and recovering resources.

Values



EXCELLENCE

Continuously improving ourselves and our organization



COLLABORATION

Sharing expertise, building partnerships, and innovating together to achieve our mission



INCLUSION

Fostering an environment where all are welcome, valued, and respected



INTEGRITY

Doing the right thing for the environment, our organization, and our people



Pillars

Foundational elements which guide Metro's direction and decision-making.

KEY RESULTS BY FOCUS AREA

FOCUS AREAS

Each of Metro's three Pillars has two Focus Areas and the associated results Metro hopes to achieve through strategic plan implementation.



Engagement and Outreach

- Improved understanding of community, environmental, financial, and social priorities.
- Increased community awareness of Metro's value and resources.
- Cultivated community partnerships to discuss concerns, educate stakeholders, and promote mutual understanding.

Water Partnerships

- Fostered effective relationships with connectors, elected officials, and regulators at all levels.
- Established foundation for addressing long-term regional water and environmental priorities.

Employee Engagement and Growth

- Enhanced reputation as a top employer with a clear value proposition.
- Fostered engaged, empowered, and well-equipped staff.
- Provided tailored training to support employees' growth.

Diversity, Equity, Inclusion

- Increased the diversity of our talent pool for Metro positions.
- Promoted intentional inclusion and collaboration in decision-making processes.
- Established clear organizational norms and expectations regarding diversity, equity, and inclusion.

Resource Optimization

- Increased the value of Metro's finite resources through innovation.
- Invested strategically to enhance Metro's position as the utility of the future.
- Maintained responsible and transparent financial management.

Sustainability

- Defined internal sustainability objectives and implemented sustainable practices.
- Proactively engaged in regional environmental issues.
- Prioritized environmental impact analysis in project decisions.



IMPLEMENTATION APPROACH

At the beginning of strategic plan implementation, Metro Water Recovery (Metro) identified desired results the organization would focus on achieving within each of its Pillars and Focus Areas. Each subsequent year, Metro selects projects that align to Focus Areas with the highest potential to positively impact and move the organization toward achieving its desired results.

This report highlights each project, describing its impact, major milestones, resource needs, timeline, and ownership within the organization. Implementation of the projects themselves leverages existing organizational processes for project management, including Metro's Phase Gate process.

The projects highlighted in this report are not all inclusive of the work Metro is doing to achieve the desired results of each Focus Area. Additional projects and metrics will be featured on Metro's website.



Our People

Metro Water Recovery is a leader in attracting, developing, and engaging top talent who work together to foster an inclusive, professional, and productive work environment.

Project: Enable career growth through position descriptions inclusive of Knowledge, Skills, and Abilities (KSAs); reclassifications programs; and learning opportunities.

Focus Area: Employee Engagement and Growth

Desired Result: Engaged, empowered, and supported staff.

Project Impact: Employees will become more aware Metro values them and is focused on their development. Metro will build potential career paths for employees to pursue as they grow their skills and Metro will document how KSAs can lead to multiple career options to grow professionally. Reclassification programs will be expanded to define more opportunities for in-line job progressions. Annual development plans will be developed between employees and their supervisor to identify opportunities required to learn more relevant skills. These efforts will enable more internal movement and job growth and result in professional satisfaction.

Executive Sponsor: Colleen Dempsey – Director of Human Resources

Project Lead(s): Brian Haggerty – Senior Compensation and Benefits Manager, Patricia Lopez - Senior Human Resources Manager

Key Milestones:

Action Items	Estimated Completion
<i>Create new position levels where appropriate</i>	<i>Complete</i>
<i>Up is Not the Only Way awareness training provided to all employees</i>	<i>Complete</i>
<i>Develop new template for job descriptions</i>	<i>Complete</i>
<i>Write customized KSAs and add to all job descriptions</i>	<i>September 2024</i>
<i>Develop/Update reclassification programs across the organization</i>	<i>Ongoing</i>
<i>Roll out communication tool enabling employees to understand career opportunities</i>	<i>December 2024</i>

For More Information: [\[click here\]](#)

Our Work

Asset Management Implementation:

Maximizing value by proactively maintaining assets such as the grit basins found in the South Plant



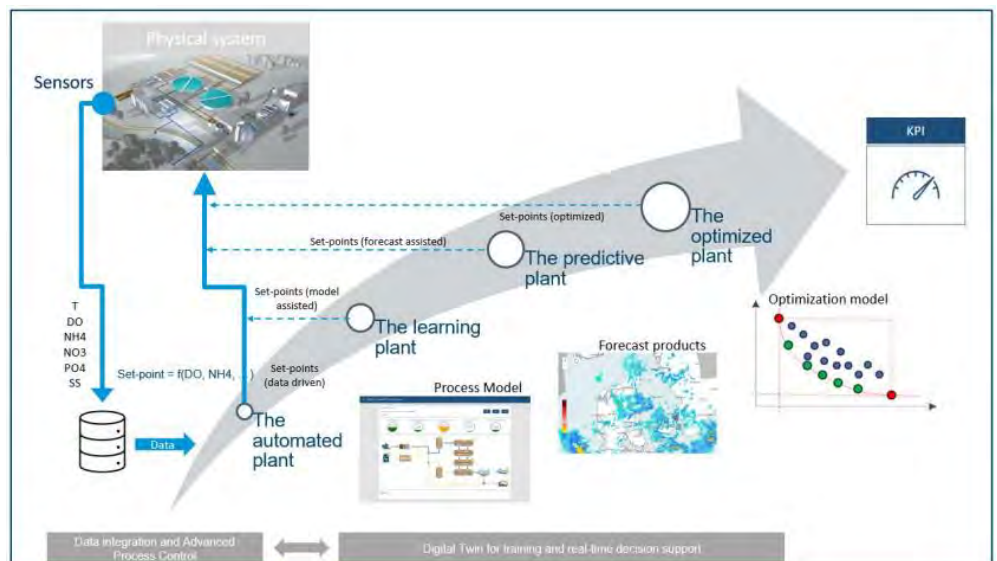
Continuous Improvement Framework:

Recommended areas of work for program success

<h3>Organizational Capacity</h3> <p>Organizational capacity issues create a barrier to enhancing Metro's CI program.</p>	<h3>Change Management and Execution</h3> <p>The organization's current approach to program definition has successfully identified and executed multiple projects, but capacity constraints have limited the ability of staff to implement solutions and achieve desired results.</p>
<h3>Program Awareness and Storytelling</h3> <p>Beyond cursory understanding of CI "buzzwords," Metro staff generally has limited awareness of the organization's CI efforts, capabilities, and potential.</p>	<h3>Training Constraints and Opportunities</h3> <p>There is a level of training fatigue throughout Metro.</p>

Northern Treatment Plant (NTP) Process Modeling and Advanced Automation:

Implementation roadmap for the digital solution at the NTP





Our Work

Metro Water Recovery delivers high-quality services by continuously innovating and investing in our processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

Project: Asset Management Implementation

Focus Area: Resource Optimization

Desired Result: Maintained responsible and transparent financial management.

Project Impact: Asset Management (AM) allows Metro to accomplish its mission through efficient management of its assets. AM also allows Metro to maximize the value of its assets. By taking a proactive approach, AM enables Metro to focus efforts on maintaining the right assets at the right time, which significantly reduces the need for corrective maintenance.

Executive Sponsor: Sherman Papke – Chief Technical Officer

Project Lead(s): Perry Holland – Director of Comprehensive Planning

Key Milestones:

Action Items	Estimated Completion
<i>Develop Strategic Asset Management Plan (SAMP)</i>	<i>Complete</i>
<i>Evaluate asset management tools for the future needs of the SAMP</i>	<i>Complete</i>
<i>Develop SAMP Implementation Strategy</i>	<i>Complete</i>
<i>Develop AM Governance Documents</i>	<i>December 2023</i>
<i>Develop and Integrate the Asset Registers and Data Needed for the AM Program</i>	<i>June 2024</i>
<i>Implementation of AM Program (PAR 1405)</i>	<i>June 2025</i>

For More Information: [\[click here\]](#)



Our Work

Metro Water Recovery delivers high-quality services by continuously innovating and investing in our processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

Project: Continuous Improvement (CI) Framework

Focus Area: Resource Optimization

Desired Result: Increased the value of Metro's finite resources through innovation.

Project Impact: Defined enterprise-wide continuous improvement strategy which encompasses change management practices. This strategy will incorporate change management practices, align continuous improvement efforts with the Strategic Plan and Enterprise Program, and establish program performance indicators and a resource structure.

Executive Sponsor: Dawn Ambrosio – Director of Strategy and Communications

Project Lead: Muzit Kiflai – Senior Continuous Improvement Manager

Key Milestones:

Action Items	Estimated Completion
<i>Procure consultant to support team and complete needs and readiness assessment</i>	<i>Complete</i>
<i>Finalize framework recommendation</i>	<i>Complete</i>
<i>Procure CI training and change management partners</i>	<i>Complete</i>
<i>Procure ideation platform and implement updated Ideas at Work program</i>	<i>Complete</i>
<i>Rollout CI and change management curriculum organization-wide</i>	<i>February 2024</i>
<i>Implement CI framework recommendations</i>	<i>June 2025</i>

For More Information: [\[click here\]](#)



Our Work

Metro Water Recovery delivers high-quality services by continuously innovating and investing in our processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

Project: NTP Process Modeling and Advanced Automation

Focus Area: Resource Optimization

Desired Result: Invested strategically to enhance Metro's position as the utility of the future.

Project Impact: The advanced digital technology evaluation and implementation will support process optimization efforts with the intent to increase treatment performance, enhance data utilization, and improve plant operability while reducing operating costs. The digital solution will leverage data-driven technologies (e.g., digital twin models) to simulate complex control scenarios and provide recommendations and real-time insight to support operator decision-making. These technologies can be integrated with process modeling software and dashboarding platforms for continuous performance monitoring and automated reporting. With sufficient instrumentation and model calibration, the technology has potential for full automation of process operation, control, and optimization.

Executive Sponsor: Liam Cavanaugh – Deputy Chief Executive Officer and Chief Operating Officer

Project Lead(s): Dan Freedman – Director of Technology and Innovation

Key Milestones:

Action Items	Estimated Completion
<i>Establish goals and success criteria for advanced digital technologies.</i>	<i>Complete</i>
<i>Conduct market review through independent research and vendor meetings to further understand state of the industry and refine desired scope of services for potential digital technology provider(s).</i>	<i>Complete</i>
<i>Procure the preferred digital technology provider and an Owner's Advisor to support the implementation of the digital solution(s).</i>	<i>Complete</i>
<i>Refine the implementation roadmap with a detailed workplan and clearly defined criteria for project success.</i>	<i>December 2023</i>
<i>Collaborate with internal and external stakeholders and subject matter experts to implement the digital solution.</i>	<i>December 2024</i>
<i>Evaluate performance against success criteria and provide recommendations for future plant-wide implementation and/or expanded capabilities.</i>	<i>June 2025</i>

For More Information: [\[click here\]](#)

Our Communities

Second Creek Interceptor:

Open-cut Installation of 48" fiberglass reinforced plastic pipe south of 104th Ave in Commerce City.



Second Creek Interceptor:

Intermediate launch shaft of Peña Blvd Tunnel. Microtunneling operation is installing 48" casing pipe.



Community Engagement Strategy/Framework:

2023 State Legislator Tour of National Western Center





Our Communities

Metro Water Recovery positively impacts the communities we serve by maintaining strong relationships, communicating effectively, and aligning with our communities' environmental priorities.

Project: Community Engagement Strategy/Framework

Focus Area: Outreach and Engagement

Desired Result: Cultivated community partnerships to discuss concerns, educate stakeholders, and promote mutual understanding.

Project Impact: Increased community, stakeholder, and cross-sector awareness through consistent engagement actions. Defined framework purpose, objectives, and short and long-term goals. Established processes for planning, tracking, evaluation, and continuous improvement. Expanded partnerships for community engagement. Understanding of regulatory/environmental issues which are a priority for the community.

Executive Sponsor: Mickey Conway – Chief Executive Officer

Project Lead(s): Dawn Ambrosio – Director of Strategy and Communication

Key Milestones:

Action Items	Estimated Completion
<i>Procure consultant to develop strategy/framework</i>	<i>Complete</i>
<i>Complete discovery and analysis</i>	<i>November 2023</i>
<i>Develop Framework</i>	<i>February 2024</i>
<i>Finalize Action Plan for Implementation</i>	<i>June 2024</i>
<i>Implement Community Engagement Framework</i>	<i>December 2024</i>

For More Information: [\[click here\]](#)



Our Communities

Metro Water Recovery positively impacts the communities we serve by maintaining strong relationships, communicating effectively, and aligning with our communities' environmental priorities.

Project: Second Creek Interceptor

Focus Area: Water Partnerships

Desired Result: Established foundation for addressing long-term regional water and environmental priorities.

Project Impact: The Second Creek Interceptor is a new gravity-powered sanitary sewer pipeline, approximately 17 miles long, which will enable portions of Adams County, Aurora, Brighton, South Adams County, Denver, and Denver International Airport to be served by Metro's NTP.

Additional benefits of this gravity-powered pipeline may include decommissioning up to five existing pump stations, reducing energy use and carbon footprint, and reducing long-term maintenance and operating costs.

Executive Sponsor: Andy Nelson – Director of Engineering

Project Owner: Jon Wicke – Principal Engineer

Key Milestones:

Action Items	Estimated Completion
<i>Permitting and Design</i>	<i>Complete</i>
<i>Construction (Substantial Completion and Start-up)</i>	<i>June 2024</i>
<i>Construction (Final Completion)</i>	<i>February 2025</i>

For More Information: [\[click here\]](#)



2023 Year-End Report

Department Updates

MAJOR PROJECTS/INITIATIVES 2023 – Milestones and Completed Work

Human Resources

- Recruited over 75 new employees and focused on improvements to their onboarding.
- Updated over 50 job descriptions with physical requirements and added knowledge, skills, and abilities.
- Revamped or created over 20 reclassification processes for employee advancement.
- Completed a facility-wide Asbestos Survey in partnership with Regulatory Affairs.
- Launched a new learning management system.

Office of the General Counsel

- Completed 86 customer requests for legal review/assessment.
- Continued to streamline contract tracking and workflows.
- Continued to engage and represent Metro Water Recovery in various litigation, completing one active litigation from 2022.
- Continued to optimize the General Counsel Report for Board communications and General Counsel News Page for internal employee communications concerning legal activities.
- Jointly managed and successfully completed the International Sustainability and Carbon Certification (ISCC) registration and certification alongside the Technology and Innovation Department (TID).

Office of the CEO

- Managed monthly and special meeting cycles for Board members to include 79 meetings.
- Onboarded seven new Board members.
- Supported departments in fulfillment of strategic plan objectives.
- Facilitated five Connector presentations.
- Coordination and support of Board tours and employee events.

Strategy and Communications

- In collaboration with Eagle River Water and Sanitation District and South Platte Renew, engaged with legislators and other stakeholders to achieve the success of HB23-150 which requires “Do Not Flush” labeling on wipes packaging in Colorado.
- Completed Strategic Plan update and launched implementation and metric development.
- Completed first digital accessibility audit in preparation for meeting standards of a new Colorado law effective July 2024.

- Launched Tour Tuesdays, creating more opportunities for small group visits and resulting in hosting 70 members of the public, employee family members, industry partners, educators, and Connectors. Through this program, Metro Water Recovery hosted multiple municipalities and water utilities including the City of Brighton, City of Cheyenne, City of Aurora, Town of Parker, Consolidated Mutual Water, and St. Vrain Sanitation District.



Arvada West students, Dan DeLaughter (SPR), and Metro's Kim Cowan celebrate HB23-150 testimony.

ADMINISTRATIVE SERVICES

Accounting and Budget

- Finalized the [Purchasing and Contracts Policy](#) and the *Purchasing and Contracts Procedures* and began staff training.
- Completed the optimization of the accounts payable payment process.
- Completed the 2024 Budget Cycle.
- Completed the 2022 financial statement audit with an unqualified (clean) audit opinion.
- Completed the Request For Proposals (RFP) selection for the Enterprise Asset Management (EAM) software replacement.

Information Technology

- Completed the Process Information Management System (PIMS) migration to IPacs which is now in production.
- Formed the Records and Information Management Group and Steering Team.
- Work is in process on TEAMS conference room upgrades with most completed.
- Work is in process to implement new Records Management software at 90 percent complete.
- Completed Data Lake pilot with flows and loadings working, currently building a demonstration interface.
- Formed the Cybersecurity Division and hired a Senior Cybersecurity Manager.
- Implemented the Splunk-based continuous monitoring system to replace SolarWinds.

TECHNICAL SERVICES

Comprehensive Planning

- Initiated multiple planning projects including the Northern Treatment Plant (NTP) Wastewater Utility Plan and the Biosolids Master Plan.
- Finalized and implemented a new Phase Gate document template to simplify Phase Gates and developed Planning Workgroups training for all internal Planning Workgroup members and Project Managers.
-



TRAINING OVERVIEW

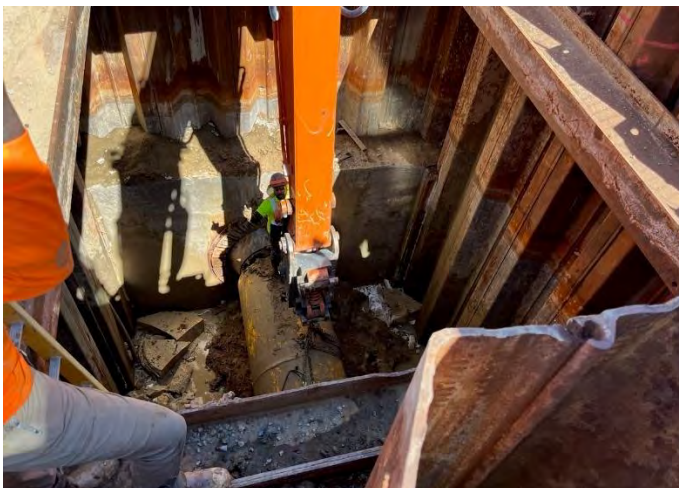
The following topics are covered in this training. For full training on how the planning workgroups work, review all slides. Otherwise, click the topic below for training on that specific topic.

1. [Planning Workgroups and Phase Gates Overview](#)
2. [Programs](#)
3. [Comprehensive Planning Workgroup](#)
4. [Program Controls Group](#)
5. [Steering Committee and Board](#)
6. [Planning Workgroups Guidance Documents and Tools and How-To's](#)
7. [FAQs and Contacts](#)

- Started development of a framework for quantifying project value numerically and a staff resource allocation tool to support prioritization and decision-making in the Planning Workgroups.
- Identified an overall planning strategy aimed at producing an Integrated Plan in 2026.
- Started to evaluate the [Ten-Year Capital Expenditure Schedule](#) process improvements and new tool alternatives.
- Developed a new Project Management guideline for all projects managed by the Comprehensive Planning Department.

Engineering

- *Second Creek Interceptor (PAR 1232):*
Completed construction of all tunnels. Remaining open cut segments are from 84th Ave. to 104th Ave. and First Creek spur (81st Ave. to Denver's Gateway Lift Station). Construction is roughly 90 percent complete.



Completion of Peña tunnel (left) and backfilling of deep excavation south of DEN (right)

- **South Thornton Lift Station (PAR 1312):**

Deep excavation is complete and new lift station structure is at grade. Construction is roughly 40 percent complete.



New lift station structure (left) and backfilling of south wall (right)

- **Aurora Westside Interceptor Rehabilitation (PAR 1425):**

Completed rehabilitation of approximately 200 feet at S. Dayton St. and S. Parker Rd. and approximately 6,800 feet from Alameda Ave. to Florida Ave. along S. Dayton St., constituting roughly 7,000 linear feet of the 23,000 linear feet (roughly 30 percent) of rehabilitation under the project.



Pipe staging for first bypass (left) and temporary trench under intersection (right) near S. Dayton St. and S. Parker Rd.

- **Sludge Process Building Improvements (PAR 1244):**

The new Biosolids Dewatering and Storage Facility has been operational since March. Construction of the emulsion [polymer](#) system and demolition of the old Dewater Sludge Storage Facility (DSSF) were completed. Construction of the dry polymer system modifications are underway.



Placement of an emulsion polymer tank (left) and demolition of the DSSF (right)

- **Electrical Transmission-Level Service Substation (PAR 1265):**

Construction permits have been issued and sitework around the East Blower Facility has started. Three transformers procured under Work Package 1 have been delivered on-site and will be installed in early 2024. Construction is ten percent complete.

- **Peracetic Acid Disinfection System Improvements (PAR 1400):**

Temporary chemical delivery access has been constructed and sitework has started for both chemical storage and feed systems. Construction is 20 percent complete.



Constructing temporary access for South PAA chemical delivery

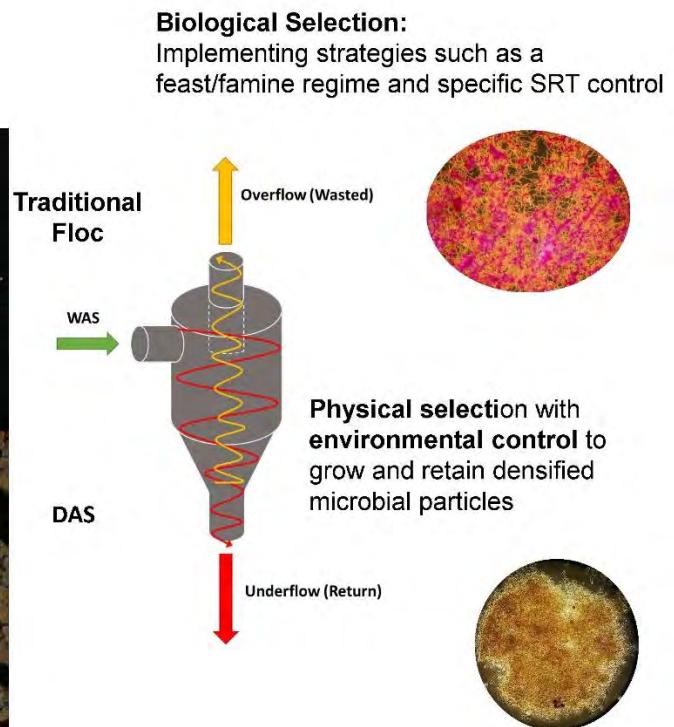
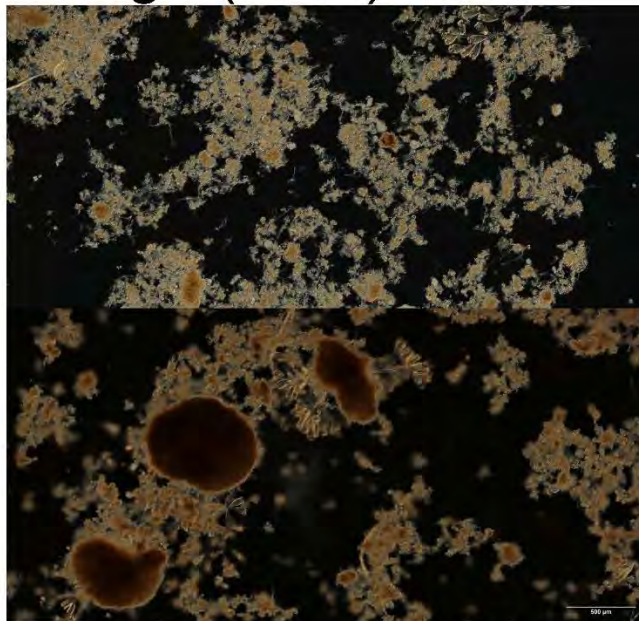
Environmental Services

- Continued [per- and polyfluoroalkyl substances](#) (PFAS) biosolids monitoring for both the Robert W. Hite Treatment Facility (RWHTF) and NTP as required by the state. Also continued PFAS effluent monitoring at the RWHTF pursuant to the state-initiated modification of the RWHTF discharge permit at the end of 2021. Commenced work on the PFAS Source Identification Study, which is also a requirement added to the RWHTF permit with the state-initiated permit modification.
- Provided ongoing subject matter expertise and support for Metro Water Recovery's stewardship and community outreach efforts.
- Following operational challenges which arose at the NTP in early 2023, worked with TID on a headworks pollutant loading evaluation and technical support for evaluating and developing supplemental local limits for dischargers to the NTP. This work is complex and will be ongoing.
- Provided continued technical and regulatory support to Engineering, Operations, and TID departments on multiple projects, including the NTP Cooling Tower Demonstration and the Biogas Projects.
- Submitted the renewal application for the RWHTF Title V air permit.

TECHNOLOGY and INNOVATION

- Led (as Co-Principal Investigator) the first Water Research Foundation (WRF) study focused on continuous flow densified activated sludge (DAS) to further industry understanding of the parameters required for successful implementation and operation.
- Supported completion of conceptual design phase of the North Secondary (NSEC) Upgrades and Intensification Project (PAR 1411) which will implement DAS based on data and results obtained under the North Secondary Pilot Program (PAR 1336). This innovative process increases the treatment capacity of the NSEC for projected increased organic loads in the future without having to pay for increased basin volume construction.

Densified Activated Sludge (DAS)



- Utilized the Alteryx data blending and analysis tool to automate [biosolids](#) regulatory reporting and operational monitoring reports. This data management and reporting system is valuable as it has increased the quality and transparency of data used by various departments for operational decision making and regulatory reporting.
- Completed first phase of cooling tower demonstration testing at NTP to support technical feasibility analysis. This is the first pilot of its kind and has yielded valuable first-time information for future operation and design

of such systems by Metro Water Recovery and the industry at large for thermal energy management in preparation of imminent permit requirements.

- Commenced full-scale pilot testing of an advanced [aeration](#) controller at the NTP in collaboration with APG-Neuros. This is the first comprehensive testing of this new machine learning controller which is tested and further developed for its ability to improve the accuracy and reliability of aeration control to improve process performance for nutrient removal and energy savings.

COORDINATED OPERATIONS

Maintenance and Operations

- Sludge Process Building Improvements Project (PAR 1244): Successfully completed the commissioning and start-up of the Process Dewatering Facility. Operations and Maintenance (O&M) staff worked through equipment start-up and warranty issues; supported Fixed Asset Replacement projects and worked collaboratively to identify needs and prioritize work; successfully completed several large efforts including the north-secondary bypass project, gate, and valve replacements in the north process areas; and made improvements to the centrate piping and process.
- Continued to make improvements in facility-wide housekeeping and cleaning. Efforts in this area have been limited with staffing challenges but making improvements continue to be a focus.
- Continued to support optimization efforts with peracetic acid and MagPrex™. O&M continues to optimize peracetic acid and MagPrex™ for chemical usage and manpower requirements. This includes monthly effluent line jetting, installing the temporary system to improve solids capture, and working with the design of a new effluent line.

Northern Treatment Plant Maintenance and Operations

- NTP began successfully treating 100 percent of the Brighton wastewater facility's influent flow as of July 27, 2023. Significant O&M effort was required to mitigate the equipment, process, and control issues which surfaced due to the increase of flows and loads.
- Launched the NTP Post Digestion Sidestream Improvements Project (PAR 1434), a [Construction Manager-At-Risk](#) (CMAR) project to design and construct critical improvements to sidestream nutrient removal processes in the solids treatment train. NTP O&M staff has and will continue to work closely with the project team, consultants, and CMAR contractors to ensure the process improvements provide reliable, effective, and efficient treatment with focus on operability and maintainability considerations.
- NTP O&M began support of onsite construction of the NTP Primary Clarifier Cover Replacement Project (PAR 1396), which includes replacing covers on the primary [clarifiers](#) and gravity thickeners after irreparable damage occurred following extreme heavy snows in April 2019. The project is also providing rehabilitation of the gravity thickeners, which includes recoating and repairing mechanisms and making [scum](#) collection improvements.

Resource Recovery and Reuse

- Improving and applying gravel to approximately two miles of Badger Creek Road while constructing and permitting a new containment area at the North METROGRO Farm was not completed this year due to multiple weather events which put the land application program behind. This goal will be a focus in 2024.
- In 2023, the Fleet Maintenance Division shifted from TerraGator® rebuilds to Peterbilt rebuilds. Staff discovered a trend that once a Peterbilt truck reaches 550,000 miles it is showing wear related to the fuel/exhaust after treatment. At the 550,000 – 600,000-mile mark there is significant carbon build up in the engine which requires disassembling. In 2023, staff has experienced four engine failures with the same faults. Moving forward, staff will proactively replace/rebuild Peterbilt engines at the 500,000-mile mark. This will provide the best opportunity to salvage the components to rebuild the engines. With these rebuilds staff can expect to get another five to eight years of service out of the Peterbilt Fleet. The TerraGator® rebuild program will continue in 2024.

Coordinated Operations Administrative Support

- In 2023, the Coordinated Operations Administrative Team provided technical and end-user expertise to inform the technical evaluations of Enterprise Asset Management (EAM) tool options. Ultimately, the team's technical evaluation referred two options to the Selection Committee, leading to a unanimous decision for the organization to move forward with the NexGen Asset Management system for improved efficiency and reporting of maintenance and asset management needs going forward.

METRO WATER RECOVERY

MEMORANDUM

TO: Board of Directors

DATE: October 31, 2023

FROM: Andrew Johnston, Chair of the Board

RE: Performance Evaluation Process for 2023 – Chief Executive Officer and General Counsel

The Board of Directors has two direct reports — the Chief Executive Officer (CEO) and the General Counsel. Under the performance evaluation process developed for the Board's direct reports, input from all Directors is essential. Please review this material prior to your November Standing Committee meeting.

In order to assist with the compilation of Directors' comments, please provide written comments about the CEO's performance and General Counsel's performance on the Performance Evaluation Forms (linked [here](#) and [here](#) as word documents and [here](#) and [here](#) as pdfs) and forward them to me at Andrew.Johnston@denvergov.org, or by mail to Andrew Johnston at City and County of Denver, 201 W. Colfax Avenue, Dept. 615, Denver, CO, 80202.

Please note, the Performance Evaluation Forms are in a digital format. You can complete these documents digitally by clicking the links above, downloading both forms, saving them to your computer, inputting your responses, saving, and then emailing or mailing them to me. You can also complete these documents physically by printing the forms, filling them out with a pen, and bringing hard copies to your Standing Committee meeting or mailing or emailing them to me.

If you do not bring a hard copy of your completed evaluation forms to your Committee Chair at the November Standing Committee meetings, the deadline to get the forms to me is noon on Monday, November 13, 2023. Please note, the agenda of each November Standing Committee meeting includes time for discussion of your comments, so be prepared to provide feedback on their performance.

It is important to be as specific as possible and to tie your observations to the following, which will be included in the November Committee meeting packet:

- **Strategic Plan Annual Progress Report**
- **2023 Year-End Report Department Updates**
- **Direct Report Performance Self Appraisals**

At the November 14, 2023 Executive Committee meeting the Committee chairs will summarize the Committee meeting discussions. Following discussion, the Executive Committee will prepare a consensus evaluation and salary recommendation for the coming year, for both the CEO and General Counsel.

The Executive Committee's evaluations and recommendations will be presented to the Board of Directors at the November 21, 2023 Board meeting. As Chair of the Board, I will meet individually with the CEO and General Counsel to present specific feedback to them.

Your attention to this matter is very much appreciated.

AJ:rk
Attachments



**MICKEY CONWAY, CHIEF EXECUTIVE OFFICER
METRO WATER RECOVERY
PERFORMANCE EVALUATION**

This evaluation is intended to provide information for Board Members related to their evaluation of the Chief Executive Officer's (CEO) performance in 2023. Pertinent information related to strategic objectives and significant accomplishments and work is included in the **2023 Strategic Plan Annual Progress Report** (Tab 8 of the November Standing Committee meeting books).

In addition to this report, information relating to the organization's performance has been provided continually to the Board by the CEO throughout the year. They include materials presented to the Board for meeting information and action items, Board Workshop presentations, as well as various reports relating to key areas of the operation, including those linked here:

- [Monthly Status of Capital Improvement Project Reports](#)
- [Monthly Current Activities/Operational Performance Reports](#)
- [Monthly Financial Reports](#)
- [Monthly CEO Reports](#)

Some examples of some specific work and accomplishments in which the CEO was directly or heavily involved are set forth below. These examples are organized under the subject areas of Section B of the Board's Performance Evaluation form, which refers to the Pillars of Metro's 2023 Strategic Plan.

<u>SPECIFIC PERFORMANCE BY CATEGORY</u>
<p><u>Pillar: OUR PEOPLE</u> Metro Water Recovery is a leader in attracting, developing, and engaging top talent who work together to foster an inclusive, professional, and productive work environment.</p> <ol style="list-style-type: none">1. Finalized the 2023 Strategic Plan Refresh; working with Board and staff, including input from Metro employees of every department through working groups and surveys.2. 2023 Employee Satisfaction Survey – improved overall scores and implemented action plans based on employee feedback from approximately 90 percent of staff.3. Employee engagements – Metro talks (monthly Lunch and Learns with staff on key topics), two annual Town Halls and a summer Field Day, Division Head Meetings and Senior Management Team meetings, and enhanced Employee Recognition program.4. Increased targeted resources and implemented creative programs for hiring, interviewing, and employee retention.5. Provided significant educational, certification and licensing opportunities, and incentives to all employees.6. Strengthened globally recognized Technology and Innovation Department with increased resources and hiring of top-level leadership team.

7. Personal Development: underwent a 360 Evaluation with Board members, peers, and staff and worked with a coach to improve strengths and address areas of opportunity; participated in local CEO peer group (Vistage) which focuses on business and leadership issue processing.

PILLAR: OUR WORK Metro Water Recovery delivers high-quality services by continuously innovating and investing in its processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

1. Led successful senior leadership team, managing complex and dynamic operations while continually planning for the future.
2. Oversaw multiple capital projects (projected year-end spending well over \$100M), including substantial progress on the Second Creek Interceptor, Solids Dewatering Building, and successful execution of complex and high-risk interceptor rehabilitation of the Robert W. Hite Treatment Facility's influent conduits and associated bypass pumping of over 30 million gallons per day (MGD).
3. Development of the Energy Management Program, including contracting for sale of energy credits related to Metro's methane conversion to electricity, which is expected to amount to significant revenue for Metro.
4. Oversaw significant expansion of Industrial Pretreatment Program and increased cooperation with Connectors.
5. Enhanced resources and activity at the Northern Treatment Plant (NTP) in managing increased flows and aging infrastructure, and older technology.
6. Maintained operations and capital programs while delivering annual charge rates well below national averages.

PILLAR: OUR COMMUNITIES Metro Water Recovery positively impacts the communities we serve by maintaining strong relationships, communicating effectively, and aligning with its communities' environmental priorities.

1. Facilitated and finalized agreement with the City of Brighton to accept all current flows to NTP and amended its service contract to accommodate.
2. Continued implementation of enhanced Connector customer service program, including a focus on improved communication through regular updates, in-person and hybrid meetings, creating contact points with Connector organizations and Board Member One-on-Ones with CEO. Personally presented to five Connector Boards in 2023.
3. Substantially increased social media reach and Metro Sponsorship program, including alliance with Greenway Foundation on regional water events.
4. Leveraged membership on National Water Boards including the National Association of Clean Water Agencies (NACWA) (serving on the Executive Committee and as Treasurer), Water Research Foundation (WRF), and the US Water Alliance.
5. Provided testimony before the US House of Representatives Transportation and Infrastructure Committee (Washington, D.C.) regarding challenges for clean water utilities under the Clean Water Act.
6. Named member of the Environmental Protection Agency's (EPA) national Biosolids/ per- and polyfluoroalkyl substances (PFAS) panel representing wastewater utility sector.
7. Continued numerous leadership meetings with the Colorado Department of Public Health and Environment (CDPHE), EPA and Colorado Utility Leaders.



**EMILY JACKSON, GENERAL COUNSEL
METRO WATER RECOVERY
2023 PERFORMANCE EVALUATION**

This evaluation is intended to provide information for Board Members related to their evaluation of the General Counsel's (GC) performance in 2023. Pertinent information related to strategic objectives and significant accomplishments and work is included in the **2023 Strategic Plan Annual Progress Report** (Tab 8 of the November Standing Committee meeting books).

In addition to this report, information relating to the organization's performance has been provided continually to the Board by the GC throughout the year. They include materials presented to the Board for meeting information and action items, Board Workshop presentations, as well as various reports relating to key areas of the operation, including those linked here:

[Monthly GC Reports](#)

Some examples of specific work and accomplishments in which the GC was directly or heavily involved are set forth below. These examples are organized under the subject areas of Section B of the Board's Performance Evaluation form, which refer to the Pillars of Metro's 2023 Strategic Plan.

SPECIFIC PERFORMANCE BY CATEGORY

PILLAR: OUR PEOPLE Metro Water Recovery is a leader in attracting, developing, and engaging top talent who work together to foster an inclusive, professional, and productive work environment.

1. As was reported in the legislative report, there were several laws passed during the 2023 legislative session which affected Metro's employment practices. The Human Resources Department and the Office of the General Counsel (OGC) worked together to update several policies to align with these changes.
2. I support all legal aspects of the Human Resources Department, including advising on all employment actions.
3. Actively supported the 2023 Strategic Plan Refresh. I participated in the Board Committee meetings, provided input throughout the process, and edited all materials associated with the refresh.
4. Created a page on the intranet site which provides monthly updates to the whole organization about OGC work and updates to increase awareness and transparency.

PILLAR: OUR WORK Metro Water Recovery delivers high-quality services by continuously innovating and investing in its processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

1. Worked in close collaboration with the Technology and Innovation Department to develop Metro's program to obtain certification under the International Sustainability and Carbon Credit System, which will allow Metro to sell the environmental attributes associated with its biogas on the European Market.
2. The litigation portfolio has been particularly active this year. This has consumed a significant amount of focus and resources. At one point in the year, OGC was managing four cases, in addition to filing the amicus brief in the 9th Circuit. A highlight of the year was bringing the Donald Temples case to conclusion with PCL indemnifying and defending Metro, which resulted in Metro not spending any money on its defense or settlement. In the other two cases, Metro has been vigorously defending itself and has several important motions pending before the courts.
3. The legislative session is always a critical and significant component of work within OGC's portfolio. This session I reviewed hundreds of bills. Success during the legislative session is often measured as much by what does not pass as what does. During this past legislative session, no bills were passed which would have had a significant negative impact on Metro. Additionally, Metro was able to advocate for the inclusion of wastewater thermal energy use (WTEU) into a few Colorado state statutes. Entities may use the WTEU option to meet their air quality goals.
4. I worked closely with the Engineering Department this year to conduct a comprehensive review of Metro's standard design and construction contracts relative to the most recent Engineers Joint Contract Documents Committee (EJCDC) templates. This comprehensive effort will reduce Metro's risk by ensuring Metro has protective and thorough terms and conditions throughout its contract templates.
5. Supporting Metro's capital program is always a core component of OGC's portfolio, including assistance with the legal permitting requirements and contracting. This year, I reviewed 83 contracts.
6. Being invited to represent Metro on Congresswoman Brittany Petersen's Water Advisory Council will allow me to provide the perspective of the organization and wastewater sector at the national level.
7. I collaborated with the National Association of Clean Water Agencies (NACWA) on the per- and polyfluoroalkyl substances (PFAS) legislation, which has been introduced in the Senate and, if adopted by Congress, would provide an exemption for Metro from liability for PFAS under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
8. Last, but not least, I successfully lead OGC. My team is extremely important to me and managing the group is an aspect of my performance which gives me great pride and is inherent to our cumulative success.

PILLAR: OUR COMMUNITIES Metro Water Recovery positively impacts the communities we serve by maintaining strong relationships, communicating effectively, and aligning with its communities' environmental priorities.

1. I drafted amendments to the Service Contract with the City of Brighton to accept all current flows to the Northern Treatment Plant. I led the organizations through the process to update the contract.
2. I am working closely with the Strategy and Communication Department to develop Metro's community engagement program. This program cultivates community partnerships to discuss concerns, educate stakeholders, and promote mutual understanding.
3. I attended water week in Washington, D.C. where we met with the offices of eight members of Colorado's congressional delegation. As an outcome of this effort, Congresswoman Caraveo visited the Robert W. Hite Treatment Facility in August, and Metro staff provided a primer on PFAS to Senator Bennet's staff.
4. I attended several meetings with the Colorado Department of Public Health and Environment (CDPHE) and the U.S. Environmental Protection Agency (EPA) about priority issues.
5. I had several national speaking engagements this year.
6. I supported requests throughout the year from Board members, including meeting one-on-one with several new Directors. Ensuring the Board has the information it needs to evaluate and understand the information staff presents is critical and it is my honor to provide all details requested.

NACWA President's Award

Although outside of the three pillars, a highlight of my year was receiving the President's Award from NACWA President Tom Sigmund. The President has the opportunity to select an individual who has made significant contributions toward achieving the Association's collective goals and objectives as part of the National Environmental Achievement Awards. He stated I was chosen for my significant contributions to our sector, including excellent work on PFAS and utility liability issues.



**MICKEY CONWAY, CHIEF EXECUTIVE OFFICER
METRO WATER RECOVERY
PERFORMANCE EVALUATION**

BOARD MEMBER'S NAME:	
RATING PERIOD (DATE RANGE HERE):	CURRENT DATE:
SECTION A – PERFORMANCE FACTORS	
PERFORMANCE FACTORS TO BE CONSIDERED	
<u>BOARD RELATIONS:</u> <i>Fair and effective in dealings with the Board; responsive to requests from Board members; provides the Board with relevant information, recommendations, and options prior to decision-making.</i>	
<u>COMMUNICATION:</u> <i>Uses diplomacy and treats everyone with respect; relates well to constituencies, including Board members, staff, and colleagues; clearly transmits ideas, recommendations, and technical information.</i>	
<u>FISCAL RESPONSIBILITY:</u> <i>Demonstrates innovative and efficient approaches to managing the organization's resources; presents a clear and comprehensive budget proposal; uses available resources effectively and efficiently.</i>	
<u>INTEGRITY:</u> <i>Demonstrates honest and ethical behavior in performing duties and responsibilities; assumes responsibility for own actions; earns trust; maintains confidentiality, impartiality, and fairness.</i>	
<u>LEADERSHIP:</u> <i>Articulates and implements Metro Water Recovery's mission and vision and takes the lead on strategic and change efforts; establishes himself within the community in a position of respect and has the confidence of key stakeholders.</i>	
<u>PLANNING and ORGANIZING:</u> <i>Anticipates future needs and effectively plans and organizes work to achieve goals; develops short- and long-range strategies; establishes priorities and manages multiple tasks effectively.</i>	
<u>PROBLEM SOLVING/JUDGMENT:</u> <i>Sees big picture; identifies and evaluates pertinent issues and makes sound, timely decisions; knows when to take independent action and when to seek further Board direction; uses good judgment</i>	

**MICKEY CONWAY, CHIEF EXECUTIVE OFFICER
METRO WATER RECOVERY
PERFORMANCE EVALUATION**

SECTION B – SPECIFIC PERFORMANCE RATINGS BY CATEGORY

Specific performance categories are based on the Strategic Plan pillars. Please consider input provided by the direct report, information provided relating to strategic initiatives, as well as information provided throughout the year and your observations of the performance related to achieving the standards set forth in these Pillar statements.

Ratings for each area include: (1) Improvement needed; (2) Successful; and (3) Highly proficient.

PILLAR: OUR PEOPLE Metro Water Recovery is a leader in attracting, developing, and engaging top talent who work together to foster an inclusive, professional, and productive work environment.

Rating:

Comments:

PILLAR: OUR WORK Metro Water Recovery delivers high-quality services by continuously innovating and investing in its processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

Rating:

Comments:

PILLAR: OUR COMMUNITIES Metro Water Recovery positively impacts the communities we serve by maintaining strong relationships, communicating effectively, and aligning with its communities' environmental priorities.

Rating:

Comments:

**MICKEY CONWAY, CHIEF EXECUTIVE OFFICER
METRO WATER RECOVERY
PERFORMANCE EVALUATION**

<u>SECTION C – OVERALL EVALUATION</u>		
Indicate your overall rating of the direct report below:		
IMPROVEMENT NEEDED <input type="checkbox"/>	SUCCESSFUL <input type="checkbox"/>	HIGHLY PROFICIENT <input type="checkbox"/>
WHY DID YOU ASSIGN THIS RATING?		
TO ASSIST THE CEO IN BECOMING EVEN MORE EFFECTIVE, WHERE DO YOU SEE OPPORTUNITY FOR IMPROVEMENT IN THE UPCOMING YEAR?		
WHAT DO YOU SEE AS THE KEY OBJECTIVES FOR THE CEO FOR THE UPCOMING YEAR?		
OTHER COMMENTS OR REMARKS YOU DEEM PERTINENT?		

SIGNATURE: _____

DATED: _____



EMILY JACKSON, GENERAL COUNSEL
METRO WATER RECOVERY
PERFORMANCE EVALUATION

BOARD MEMBER'S NAME:	
RATING PERIOD (DATE RANGE HERE):	CURRENT DATE:
SECTION A – PERFORMANCE FACTORS	
PERFORMANCE FACTORS TO BE CONSIDERED	
<u>BOARD RELATIONS:</u> <i>Fair and effective in dealings with the Board; responsive to requests from Board members; provides the Board with relevant information, recommendations, and options prior to decision-making.</i>	
<u>COMMUNICATION:</u> <i>Uses diplomacy and treats everyone with respect; relates well to constituencies, including Board members, staff, and colleagues; clearly transmits ideas, recommendations, and technical information.</i>	
<u>FISCAL RESPONSIBILITY:</u> <i>Demonstrates innovative and efficient approaches to managing the organization's resources; presents a clear and comprehensive budget proposal; uses available resources effectively and efficiently.</i>	
<u>INTEGRITY:</u> <i>Demonstrates honest and ethical behavior in performing duties and responsibilities; assumes responsibility for own actions; earns trust; maintains confidentiality, impartiality, and fairness.</i>	
<u>LEADERSHIP:</u> <i>Articulates and implements Metro Water Recovery's mission and vision and takes the lead on strategic and change efforts; establishes herself within the community in a position of respect and has the confidence of key stakeholders.</i>	
<u>PLANNING and ORGANIZING:</u> <i>Anticipates future needs and effectively plans and organizes work to achieve goals; develops short- and long-range strategies; establishes priorities and manages multiple tasks effectively.</i>	
<u>PROBLEM SOLVING/JUDGMENT:</u> <i>Sees big picture; identifies and evaluates pertinent issues and makes sound, timely decisions; knows when to take independent action and when to seek further Board direction; uses good judgment</i>	

**EMILY JACKSON, GENERAL COUNSEL
METRO WATER RECOVERY
PERFORMANCE EVALUATION**

SECTION B – SPECIFIC PERFORMANCE RATINGS BY CATEGORY

Specific performance categories are based on the Strategic Plan pillars. Please consider input provided by the direct report, information provided relating to strategic initiatives, as well as information provided throughout the year and your observations of the performance related to achieving the standards set forth in these Pillar statements.

Ratings for each area include: (1) Improvement needed; (2) Successful; and (3) Highly proficient.

PILLAR: OUR PEOPLE Metro Water Recovery is a leader in attracting, developing, and engaging top talent who work together to foster an inclusive, professional, and productive work environment.

Rating:

Comments:

PILLAR: OUR WORK Metro Water Recovery delivers high-quality services by continuously innovating and investing in its processes while upholding the highest standards of safety, financial stewardship, and environmental sustainability.

Rating:

Comments:

PILLAR: OUR COMMUNITIES Metro Water Recovery positively impacts the communities we serve by maintaining strong relationships, communicating effectively, and aligning with its communities' environmental priorities.

Rating:

Comments:

**EMILY JACKSON, GENERAL COUNSEL
METRO WATER RECOVERY
PERFORMANCE EVALUATION**

<u>SECTION C – OVERALL EVALUATION</u>		
Indicate your overall rating of the direct report below:		
IMPROVEMENT NEEDED <input type="checkbox"/>	SUCCESSFUL <input type="checkbox"/>	HIGHLY PROFICIENT <input type="checkbox"/>
WHY DID YOU ASSIGN THIS RATING?		
TO ASSIST THE GC IN BECOMING EVEN MORE EFFECTIVE, WHERE DO YOU SEE OPPORTUNITY FOR IMPROVEMENT IN THE UPCOMING YEAR?		
WHAT DO YOU SEE AS THE KEY OBJECTIVES FOR THE GC FOR THE UPCOMING YEAR?		
OTHER COMMENTS OR REMARKS YOU DEEM PERTINENT?		

SIGNATURE: _____

DATED: _____

METRO WATER RECOVERY

Board of Directors Meeting

Tuesday, November 21, 2023

The regular monthly meeting of the Board of Directors of Metro Water Recovery will be held Tuesday, November 21, 2023 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 October 17, 2023 (*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

6.a **Hearing for Metro Water Recovery's Second Amended 2023 Budget**

Consent Agenda

6.b **Consideration of Chemical Contract Extension – Dry Dewatering Cationic Polymer** [Recommended O/F/E] (*Tab No. 4*)

6.c **Consideration of Second Creek Interceptor (PAR 1232) Intergovernmental Agreement with South Adams County Water and Sanitation District – 88th Avenue Connection Reimbursement** [Recommended O/F/E] (*Tab No. 5*)

Roll Call Agenda

6.d **Consideration of the Chief Executive Officer's Salary** (*This discussion will be held in executive session*) (*Separate attachment*) [Recommended O/F/E] (*Tab No. 6*)

6.e **Consideration of the General Counsel's Salary** (*This discussion will be held in executive session*) (*Separate attachment*) [Recommended O/F/E] (*Tab No. 7*)

7. INDIVIDUAL DIRECTOR COMMENTS

8. OTHER INFORMATION

9. ADJOURNMENT

Andrew Johnston
Chair

Committee Meeting Minutes in Chronological Order (*Tab No. 8*).

MC:rak/lmn

METRO WATER RECOVERY

Board of Directors Meeting

November 21, 2023

Action Items—Committee Recommendations

1. **Hearing for Metro Water Recovery's Second Amended 2023 Budget**
Executive : Unanimously recommended approval.
2. **Consideration of Chemical Contract Extension – Dry Dewatering Cationic Polymer**
Operations : Unanimously recommended approval.
Finance : Unanimously recommended approval.
Executive : Unanimously recommended approval.
3. **Consideration of Second Creek Interceptor (PAR 1232) Intergovernmental Agreement with South Adams County Water and Sanitation District – 88th Avenue Connection Reimbursement**
Operations : Unanimously recommended approval.
Finance : Unanimously recommended approval.
Executive : Unanimously recommended approval.
4. **Consideration of the Chief Executive Officer's Salary**
Executive : Unanimously recommended approval.
5. **Consideration of the General Counsel's Salary**
Executive : Unanimously recommended approval.

METRO WATER RECOVERY

Minutes of the Regular Meeting of the Board of Directors

October 17, 2023

The Board of Directors of 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 at 6450 York Street, Denver, Colorado, Tuesday, October 17, 2023 at 5:30 p.m. in the Boardroom.

Chair Johnston called the meeting to order.

1. OATH OF OFFICE

The following Director has been appointed by her Member Municipality to complete a two-year term of office expiring June 30, 2025.

Appointed Director

Bonnie Baird

Member Municipality

Alameda Water and Sanitation District

2. ROLL CALL

Secretary Giddings called the roll.

Officers Present:

Andrew Johnston, Denver
Sarah Niyork, South Adams
Jo Ann Giddings, Aurora
Del Smith, Bancroft-Clover*

Chair
Chair Pro Tem
Secretary
Treasurer

Directors Present:

Curt Aldstadt, Westminster
Bonnie Baird, Alameda
Greg Baker, Aurora
Mike Barrett, Crestview
Travis Bogan, Denver
Phil Burgi, Wheat Ridge*
Nadine Caldwell, Aurora
John Chavez, Berkeley
David Councilman, Pleasant View
Deborah Crisp, East Lakewood
James DeHerrera, Aurora
Joan Iler, Westridge
Sharon Israel, Arvada*
Janet Kieler, Denver
Laura Kroeger, Lakewood

Doug Lazure, Denver
Marena Lertch, Aurora*
Martin Majors, Fruitdale*
Charlie Miller, Fort Lupton*
Steve Pott, Applewood
Josh Redman, Thornton
Thomas Roode, Denver
Greg Sekera, Lakewood
Peter Spanberger, Denver
Mary Beth Susman, Denver
Amerigo Svaldi, North Washington Street
Dennis Towndrow, North Pecos *
Scott Twombly, Thornton*
Jennifer Williams, Denver
Ronald Younger, Denver

Directors Absent:

Clint Blackhurst, Brighton
Clark Davenport, Northwest Lakewood
Mary Gearhart, Denver

Craig Kocian, Arvada
Bob LeGare, Aurora
Jamie Miller, North Table Mountain

Others Present:

Mickey Conway
Emily Jackson
Liam Cavanaugh
Ruth Kedzior*
Yvonne Kohlmeier
Lydia Nkem
*Attended virtually

Chief Executive Officer (CEO)
General Counsel
Deputy CEO/Chief Operating Officer (COO)
Assistant to the CEO
Senior Administrative Assistant
Executive Assistant

3. PUBLIC COMMENT

There was no comment.

4. APPROVAL OF MINUTES

4.a Minutes of the Board of Directors Meeting on September 19, 2023

Chair Johnston asked if there were any corrections, deletions, or additions to the minutes of the Regular Meeting of the Board of Directors held September 19, 2023.

Director Bogan moved and Director Younger seconded the motion to approve the minutes of the Regular Meeting of the Board of Directors held September 19, 2023

The motion carried unanimously.

5. PROGRESS AND PROJECTION REPORTS

5.a Report by CEO

CEO Conway remarked on the recent passing of Barbara Biggs, a former 23-year employee of Metro Water Recovery and industry leader, who will be greatly missed.

Mr. Conway reviewed his written report, highlighting his meeting and tour of the Robert W. Hite Facility (RWHTF) with WateReuse Association Executive Director Pat Sinicropi, the “Trenchless Technology Rehabilitation Project of the Year” award won by the Interceptor Rehabilitation 2020-2022 Project (PAR 1363) team, Dan Freedman’s selection as the new Director of Technology and Innovation, Metro Water Recovery staff members who were recognized by the Rocky Mountain Water Environment Association, Elevated Ops and Double Duty teams who placed second and third at the Water Environment Federation’s Technical Exhibition and Conference, and Metro’s 2022 Water Quality Report.

Director Niyork congratulated both Operation Challenge teams and appreciated their success and hard work.

5.b Report by General Counsel

General Counsel Jackson noted Metro Water Recovery has received the International Sustainability and Carbon Certification (ISCC) and appreciated the Board’s support on this effort.

Ms. Jackson provided an update on the recent developments in active litigation. Metro Water Recovery staff is preparing for scheduled depositions in the Farmers Reservoir

and Irrigation Company (FRICO), Burlington Ditch Reservoir and Land Company, and Henrylyn Irrigation District (Ditch Companies) case and the MWH Constructors case in November. The Ditch Companies case has a jury trial set for early December. Metro Water Recovery is also joining the amicus brief in the US Court of Appeals in the Ninth Circuit.

Ms. Jackson answered questions on the ISCC certificate, how selling the environmental attributes works, who buys the energy credits, and stated information will be provided on how this intangible asset is being financially recorded.

6. REPORTS OF OFFICERS AND COMMITTEES

6.a Meeting Minutes

There were no additions to the following meeting minutes:

Operations Committee	October 3, 2023
Finance Committee	October 5, 2023
Executive Committee	October 10, 2023

Chair Johnston stated the direct report evaluation forms will be distributed in the November Operations and Finance Committee packets and asked Directors to review before discussions during those committee meetings.

7. NEW BUSINESS

Consent Agenda

7.a Consideration of Annual Compensation Recommendations

Director Susman moved and Director Williams seconded the motion to adopt the following resolution:

WHEREAS, Metro Water Recovery, hereinafter referred to as “Metro,” is required by C.R.S. § 32-4-510(1)(aa) to fix compensation of employees at prevailing rates of pay for equivalent work; and

WHEREAS, Metro engaged Graves Consulting (Graves), a compensation consultant, to undertake a compensation study to assist the Board of Directors in determining the prevailing rates of pay in the Denver metropolitan area, and Graves’ findings were presented to the Operations and Finance committees; and

WHEREAS, based on the findings of Graves, the Chief Executive Officer provided a 2024 Pay Program Recommendation which includes a Merit Pool amount equal to 5.0 percent of 2023 year-end salaries, totaling approximately \$1.9 million, which will be provided to all eligible employees, and implementing adjustments to the four Salary Structures as follows:

- A one percent adjustment to the Field & Technician Salary Structure for 2024,
- A one percent adjustment to the Science & Engineering Salary Structure for 2024,

- A one percent adjustment to the Treatment & Transmission Salary Structure for 2024,
- A two percent adjustment to the Management & Professional Salary Structure for 2024; and

WHEREAS, the Operations, Finance, and Executive committees, after having reviewed the Chief Executive Officer's Pay Program Recommendation of a Merit Pool amount equal to 5.0 percent of 2023 year-end salaries, totaling approximately \$1.9 million, which will be provided to all eligible employees, recommend approval;

WHEREAS, the Operations, Finance, and Executive committees, after having reviewed the Chief Executive Officer's Pay Program Recommendation of adjusting the four Salary Structures, recommend approval; and

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer's Pay Program Recommendation to create a Merit Pool amount equal to 5.0 percent of 2023 year-end salaries for eligible employees be and hereby is approved for the 2024 Pay Program; and

BE IT FURTHER RESOLVED the Chief Executive Officer's Pay Program Recommendation to implement adjustments to the four Salary Structures as follows:

- A one percent adjustment to the Field & Technician Salary Structure for 2024,
- A one percent adjustment to the Science & Engineering Salary Structure for 2024,
- A one percent adjustment to the Treatment & Transmission Salary Structure for 2024,
- A two percent adjustment to the Management & Professional Salary Structure for 2024; and

be and hereby is approved for the 2024 Pay Program.

The motion carried unanimously.

7.b Consideration of Annual Benefits Recommendations

Director Susman moved and Director Williams 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 adopt adjustments to the benefits package for all Metro employees and for the compensation for all Metro employees to be at the prevailing rate of pay for equivalent work; and

WHEREAS, Metro is required by C.R.S. § 32-4-510(1)(aa) to fix compensation of employees at prevailing rates of pay for equivalent work; and

WHEREAS, the term "compensation" has been held to include all remuneration for services rendered by Metro employees, including but not limited to wages; salaries; pensions; overtime; holiday and vacation pay; educational assistance; and health, dental, and life insurance; and

WHEREAS, Metro hired Gallagher Benefit Services, Inc. (Gallagher), a benefits consultant, to conduct an annual review of Metro's health and dental insurance benefits program consistent with the statutory requirements; and

WHEREAS, for 2024, Gallagher recommends Metro increase its contribution to the cost of health insurance as follows:

- Contribute from 82 to 95 percent of the cost for employee-only coverage,
- Contribute from 76 to 90 percent of the cost for two-person coverage,
- Contribute from 76 to 90 percent of the cost for family coverage; and

WHEREAS, for 2024, Gallagher recommends Metro not change its contribution to the cost of dental insurance from Metro's 2023 contribution as follows:

- Continue to contribute 70 percent of the cost for employee-only coverage.
- Continue to contribute 56 percent of the cost for two-person coverage.
- Continue to contribute 56 percent of the cost for family coverage.

WHEREAS, for 2024, Gallagher recommends and has opined the employer contributions are within the prevailing range in the Denver metropolitan area; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend adopting the following funding distribution for Metro's health and dental insurance programs:

1. Health Insurance: Effective January 1, 2024, Metro will contribute 82 to 95 percent of the cost of employee-only coverage and 76 to 90 percent of the cost of two-person and family coverage, depending upon the health insurance plan chosen and the number of dependents covered; and
2. Dental Insurance: Effective January 1, 2024, Metro will continue to contribute 70 percent of the cost of employee-only coverage and 56 percent of the cost of two-person and family coverage; and

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

NOW, THEREFORE, BE IT RESOLVED the Board of Directors hereby determines the following funding distribution for Metro's health and dental insurance programs are necessary for the benefits package to meet the statutory mandate:

1. Health Insurance: Effective January 1, 2024, Metro will contribute 82 to 95 percent of the cost of employee-only coverage and 76 to 90 percent of the cost of two-person and family coverage, depending upon the health insurance plan chosen and the number of dependents covered; and
2. Dental Insurance: Effective January 1, 2024, Metro will continue to contribute 70 percent of the cost of employee-only coverage and 56 percent of the cost of two-person and family coverage.

The motion carried unanimously.

Roll Call Agenda

7.c Consideration of Enterprise Asset Management Project (PAR 1415) Software and Services Agreement and Appropriation

Director Aldstadt moved and Director Sekera 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 agreement for software and services for the Enterprise Asset Management (EAM) Project (PAR 1415) (Project); and

WHEREAS, HxGN (formally Infor) EAM is currently the software application used by multiple departments across Metro to perform a variety of business processes; and

WHEREAS, Metro's version of HxGN EAM is five versions behind the current HxGN version and in its current state, HxGN EAM does not adequately meet Metro's business requirements and is not positioned to accommodate future needs; and

WHEREAS, in February 2023, following its *Purchasing and Contracts Policy*, Metro solicited proposals through *BidNet* to provide EAM software and services, including implementation, and ten qualified proposals were received; and

WHEREAS, on August 29, 2023, two vendors were interviewed by a Selection Committee, comprised of Metro staff and Board Directors, and the Directors directed staff to negotiate an agreement with NEXGEN Asset Management; and

WHEREAS funding for the NEXGEN Asset Management Software and Services implementation will come from the Fixed Asset Replacement Fund Capital Project account and funding for the annual Software and Services beginning after implementation will come from Metro's Operating Budget; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into an agreement with NEXGEN Asset Management for Software and Services for the Project and appropriating \$3,000,000 from the Fixed Asset Replacement Fund Capital Project Account for the implementation portion of the Software and Services; 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 with NEXGEN Asset Management for Software and Services for the Enterprise Asset Management Project; and

BE IT FURTHER RESOLVED \$3,000,000 (100 percent) be and hereby is appropriated from the Fixed Asset Replacement Fund Capital Project Account for the implementation portion of the Software and Services.

Chair Johnston called for a roll call vote which carried with 34 Directors voting Yes:

Curt Aldstadt	Joan Iler	Josh Redman
Bonnie Baird	Sharon Israel	Thomas Roode
Greg Baker	Andrew Johnston	Greg Sekera
Mike Barrett	Janet Kieler	Del Smith
Travis Bogan	Laura Kroeger	Peter Spanberger
Phil Burgi	Doug Lazure	Mary Beth Susman
Nadine Caldwell	Marena Lertch	Amerigo Svaldi
John Chavez	Martin Majors	Dennis Towndrow
David Councilman	Charlie Miller	Scott Twombly
Deborah Crisp	Sarah Niyork	Jennifer Williams
James DeHerrera	Steve Pott	Ronald Younger
Jo Ann Giddings		

8. INDIVIDUAL DIRECTOR COMMENTS

Director Baird expressed appreciation for how organized the staff is at Metro Water Recovery' and stated it was a pleasure to meet everyone.

Chair Johnston thanked Director Baird for joining the Board.

9. OTHER INFORMATION

Chair Johnston reminded Directors to RSVP for the October 26 Fall Workshop being held at the Northern Treatment Plant and the November 2 Denver International Airport (DEN) tour.

Director Kieler stated the RSVP for the DEN tour would close on October 26. Chair Johnston reminded those attending the DEN tour to fill out the security information form in BoardEffect.

10. ADJOURNMENT

Chair Johnston adjourned the meeting at 5:56 p.m.

MC\raklyjk

METRO WATER RECOVERY

MEMORANDUM

TO: Board of Directors

DATE: November 9, 2023

FROM: Mickey Conway, Chief Executive Officer

RE: Chief Executive Officer's Report



1. Metro Water Recovery Honors Its Veterans for Veterans Day

Veterans Day is celebrated annually in the United States to recognize and honor military veterans – those who have served in the United States Armed Forces. Veterans Day coincides with holidays observed by other countries, including Armistice Day and Remembrance Day, which mark the end of World War I. Fighting formally ceased at the eleventh hour of the eleventh day of the eleventh month of 1918. In November 1919, President Wilson proclaimed November 11 as the first commemoration of Armistice Day, and at the urging of major United States veteran organizations, Armistice Day was renamed Veterans Day in 1954.

On behalf of Metro Water Recovery, I would like to thank the 39 Metro employees, any Directors, and all who have served in the military to protect our country. Your bravery and commitment are an inspiration. The names of Metro's veterans are listed below.

Administrative Services

Tawnya Thorfinson-Bennett, Navy
Stan Light, Army

Engineering

Chris Bailey, Navy
Warren Kerls, Air Force

Environmental Services

Jay Halliwell, Marines
Melanie Verke, Army Reserves

Human Resources

Colleen Dempsey, Army

Information Technology

Shawn Fredrickson, Marines

Maintenance

Matthew Botruff, Army
Leroy Canterbury, Army
Don Ekstein, Navy
Calvin Harding, Coast Guard
Daryl Miller, Army
Dan Pointon, Navy
Stan Thurber, Marines
Jonathan Westlund, Air Force
Will Williams, Army
Mark Wood, Air Force

Northern Treatment Plant

Sean Cooney, Navy
Malique Reyes, Marines

Office of the CEO

Yvonne Kohlmeier, Army

Operations

Marty Alvis, Navy
Ken Burton, Air Force
Chris Dole, Marines
Corey Kreifels, Navy
Kham Nguyen, Navy

Resource, Recovery and Reuse

Mike Callahan, Army
Daniel Dodge, Marines
Joe Helbok, Army
Juan Magana Jr., Army
Arlisa Michael, Army
Pat Moncrief, Army
Dan Moon, Navy
Chris Rowe, Marines
Mark Schantz, Marines
Larry Spelts, Army
Pat Stanley, Army
Mike Woolley, Navy

Technology & Innovation

Will Peterson, Navy

2. NACWA Executive Committee

I attended the National Association of Clean Water Agencies (NACWA) Fall Strategic Leadership and Board of Directors meetings from November 6-7. As part of the event, I moderated a discussion session with utility executives regarding the difficulty the water sector faces in attracting and retaining workers. The discussion was focused on solutions, identifying top issues, and what NACWA's role will be in the years ahead. In addition to workforce, meeting agenda topics included regulatory engagement, enhancing public perception and understanding of the clean water sector and our value, and deeper dives into specific challenges like infrastructure funding and [per-and polyfluoroalkyl substances](#) (PFAS). As NACWA Treasurer, I also reported on the Association's finances and budget updates.

3. Metro Water Recovery Town Hall Meeting

The all-employee Town Hall Meeting was held on Wednesday, November 15, 2023. Thanks to the Board Directors who were able to attend as we learned what's new in Metro's Innovation Group, what five employees do in their daily jobs, and which teams of employees will be recognized at the December Board meeting.

Left to right: Ronald Younger, Joan Iler, Mickey Conway, Mary Beth Susman, Andrew Johnston, Sarah Niyork, Clark Davenport, Emily Jackson, Curt Aldstadt, and Scott Twombly (not pictured: John Chavez)



4. General Information Manual Updates

Prior to going digital on BoardEffect, Directors received hard copies of the General Information Manual. Some of this content has been updated since the binders were printed, as periodically, the Manual's content becomes dated. As we do real time updates online, please go to BoardEffect to access the most updated version located in the library under the folder General Information Manual. You can access the Manual [here](#).

5. 2023 Fall Board Workshop

Thank you to the Directors who were able to participate in the Fall Board Workshop held on October 26, 2023. It was a successful day of informative presentations, and staff welcomed the engaging questions and dialogue.



Directors and Metro Water Recovery staff members enjoying the workshop (top right) and Northern Treatment Plant modeling and automation (left).

6. DEN Tour

Thank you to Director Janet Kieler for organizing a tour for Directors at the Denver International Airport (DEN) on November 2, 2023 and to all Directors who were able to attend. The day included a DEN sustainability overview and tour of Lift Station 1, the deicing pad, glycol ponds and laboratory building, and state-of-the-art glycol recycling plant. These facilities are crucial to DEN's partnership with Metro Water Recovery and its impressive sustainability goals. It was a very informative day and included an up close and personal visit to one of the DEN runways (see picture below).



DEN CEO Phil Washington presenting his remarks



Directors who were able to attend include: Curt Aldstadt, Phil Burgi, Nadine Caldwell, David Councilman, Clark Davenport, James DeHerrera, Jo Ann Giddings, Joan Iler, Andrew Johnston, Bob LeGare, Marena Lertch, Charlie Miller, Sarah Niyork, Josh Redman, Mary Beth Susman, Dennis Towndrow, Scot Twombly, and Ronald Younger.

7. The Connector – Issue 5

The latest issue of The Connector with pertinent information regarding the Northern Treatment Plant's tie-in with the City of Brighton and other relevant information has been distributed and can be found [here](#).

8. Metro Water Recovery Project Follow-Up

The attached report includes information regarding a change order for the Aurora Westside Interceptor Rehabilitation (PAR 1425) Construction Services Agreement and Appropriation approved by the Board in May 2023.

9. 2024 Calendar of Meetings

A 2024 calendar of meetings is attached to this memorandum. The calendar provides dates for the Operations, Finance, and Executive Committees plus the Board of Directors meetings.

10. Upcoming Events

Please add applicable meeting dates to your calendars.

<u>Date</u>	<u>Event/Location</u>
Thursday, November 30, 2023 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, November 30, 2023 12:30 p.m. (lunch served at noon)	Defined Contribution Plan Retirement Board Boardroom
Tuesday, December 19, 2023 4:45 p.m.	Annual Employee Recognition Reception Prior to Board of Directors Meeting

Aurora Westside Interceptor Rehabilitation (PAR 1425)
Prepared by Myles Howard, Staff Engineer

Background

Metro Water Recovery's Interceptor Condition Assessment Program involves an annual, collaborative effort between the Resource Recovery and Reuse Department's Transmission Division and the Engineering Department to complete video inspections of Metro's extensive interceptor piping system and provide condition ratings of individual pipe segments. The Interceptor Condition Assessment Program also includes visual inspections of manholes and other structures in the Transmission System. The goal is to annually identify and rehabilitate segments, manholes, and structures with the shortest anticipated remaining service life. Pipe segments rated Poor or Fair/Poor which are immediately adjacent to the Very Poor segments are also considered for rehabilitation. This approach results in lower overall costs for rehabilitation and reduced impact on the public.

The latest assessment effort estimated about 23,000 linear feet of existing interceptor pipe segments need rehabilitation. Most Very Poor segments were identified on the Aurora Westside Interceptor and will be the focus of this year's Project. The Project will use cured-in-place-pipe rehabilitation, a trenchless technology significantly less disruptive than traditional pipe replacement methods. During rehabilitation, temporary above-ground bypass piping will be required to convey wastewater around the pipes being rehabilitated.

Contract Status and Construction Update

PAR 1425 was advertised for bid in February 2023. Inliner Solutions submitted the lowest bid and entered into a contract with Metro Water Recovery as the general Contractor in June 2023. Since notice to proceed, Inliner and Metro have worked closely with multiple entities including the City of Aurora, City and County of Denver, Regional Transportation District (RTD), Colorado Department of Transportation (CDOT), Commonground Golf Course, and Lumen/CenturyLink to coordinate bypass and lining plans throughout the Project area. Metro finalized a temporary land agreement with Commonground Golf Course to be able to perform work outside of Metro's current easement within the course. This land agreement will enable work to proceed without disrupting the operation of the golf course.

Because the Project is highly visible to the public and affects traffic in busy roadways, Metro Water Recovery has hired GBSM to assist in public relations. Together, GBSM and Metro have developed a key stakeholder list for each work site and are implementing a proactive notification system to give businesses and nearby residents ample notice and information regarding construction. This has been successful in mitigating complaints from the public and has allowed Inliner and its subcontractors to perform work without interruption.

Inliner began construction on the first bypass for the project on October 3, 2023 beginning at S. Dayton St. and S. Parker Rd. As Inliner performs work following bypass setup in one location, the bypass for the next location will begin to be constructed to maintain Project schedule and limit disruption as much as possible. This allows for Inliner to complete lining work with less downtime caused by waiting for teardown, demobilization/mobilization, and setup of the next bypass and is a key cost and time advantage of rehabilitating consecutive segments on an interceptor. This "leapfrog" method of bypass setup and teardown will be implemented on most of the Project.

A secondary objective of PAR 1425 was to investigate and remove a pipe which had been bored through the Aurora Westside Interceptor segment AW 062/AW 063. Staff discovered the bore during CCTV inspections in 2021 but had not been able to identify the owner of the pipe. The bore does not allow for lining work to occur in this segment, which is also included in the Project scope. In September 2023, Inliner exposed the bore, and it was confirmed a two-inch Lumen/CenturyLink communications conduit had been bored through Metro Water Recovery's pipe. Since the confirmation, Metro has worked closely with Lumen to make sure the conduit is removed, at no cost to Metro, prior to lining work being performed by Inliner.

Although delays have occurred due to permitting requirements at the beginning of the Project, PAR 1425 remains on schedule for substantial completion by July 2024.

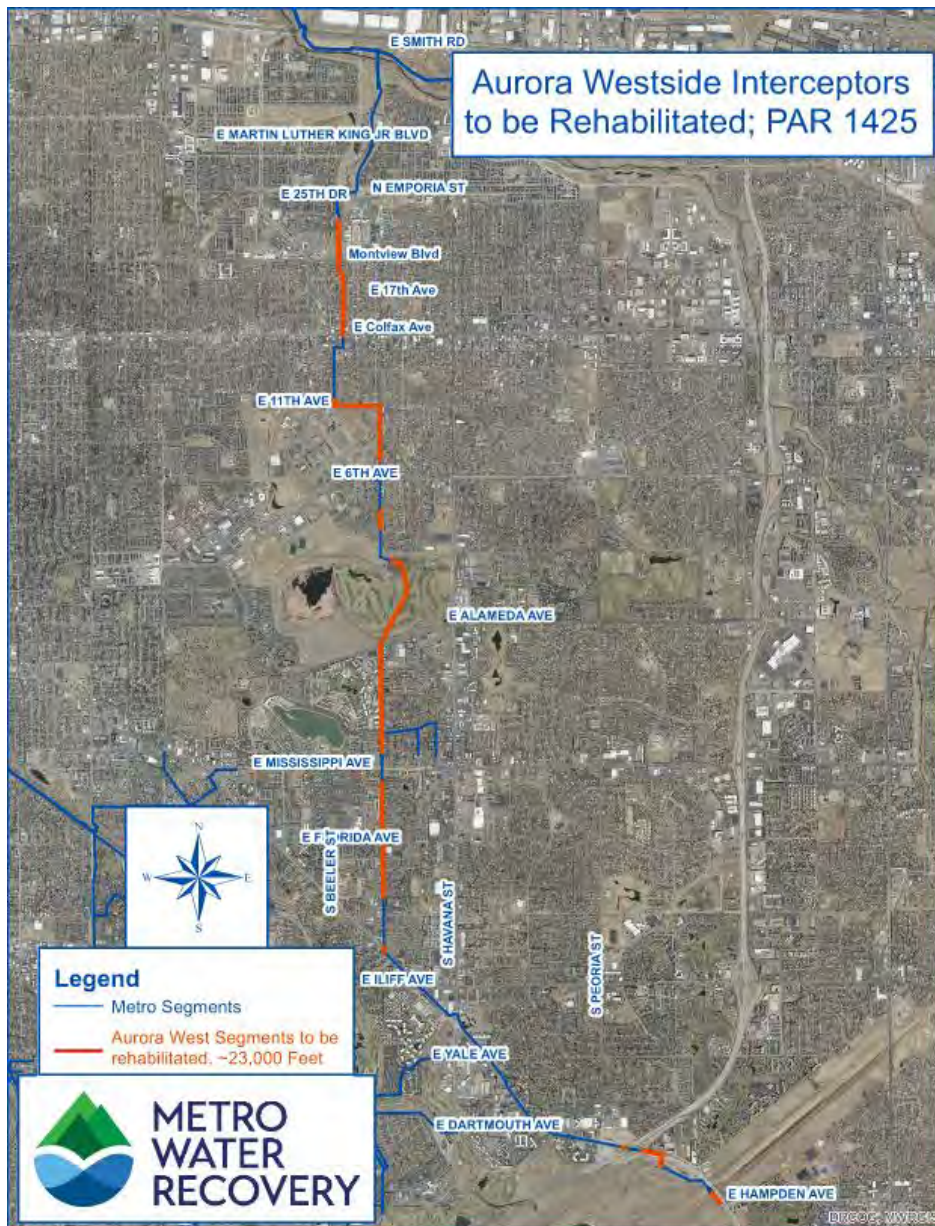


Figure 1: Project Map



Figures 2 & 3: Pipe staging for first bypass (left) and temporary trench under intersection (right)



Figures 4 & 5: Lumen Bore in Metro Interceptor from Outside (Left) and Inside (Right) of the Pipe

2024 Board and Standing Committee Meetings Calendar

2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January	July
Joint Operations and Finance	Joint Operations and Finance
4 Executive	9 Executive
16 Board	16 Board
February	August
6 Operations	6 Operations
8 Finance	8 Finance
13 Executive	13 Executive
20 Board	20 Board
March	September
5 Operations	Joint Operations and Finance
7 Finance	5 Operations and Finance
12 Executive	10 Executive
19 Board	17 Board
April	October
2 Operations	1 Operations
4 Finance	3 Finance
9 Executive	8 Executive
16 Board	15 Board
May	November
7 Operations	5 Operations
9 Finance	7 Finance
14 Executive	12 Executive
21 Board	19 Board
June	December
4 Operations	3 Operations
6 Finance	5 Finance
11 Executive	10 Executive
18 Board	17 Board

Operations/Finance
Executive
Board of Directors
Holidays



METRO WATER RECOVERY

MEMORANDUM

TO: Board of Directors

DATE: November 13, 2023

FROM: Emily Jackson, General Counsel

RE: General Counsel Report

DIRECTOR REFRESHER

Periodically, Office of the General Counsel (OGC) will revisit an aspect of a Director's duties and responsibilities or an integral Metro Water Recovery process to keep Directors up to date with their role on the Board.

OGC Monthly Numbers

- ✓ 4 Resolutions Drafted
- ✓ 11 Contracts Reviewed
- ✓ 21 Total Requests Completed

This month's Refresher: **COMMITTEE FUNCTIONS**

Each committee that meets each month was established with core duties and particular lenses to review action items and provide feedback to Metro Water Recovery staff. Based on your Committee assignment, keep these functions in mind while reviewing items.

Operations: reviews matters concerning operation and maintenance of Metro Water Recovery's facilities, including the METROGRO Farm, from both an operational and engineering standpoint. This Committee is responsible for providing planning continuity for Metro.

Finance: advises the Chief Executive Officer in the preparation of the Annual Budget of Metro Water Recovery, which includes reviewing drafts of the Annual Budget and providing feedback to Metro staff in a Budget Workshop setting. This Committee also reviews and monitors the monthly financial statements of Metro and reviews external financial audits, making recommendations to the Board of Directors or Audit Committee as appropriate.

Executive: establishes the agenda for the monthly Board of Directors meetings. It has such other powers and authority to act on behalf of Metro Water Recovery as the Board so determines by resolution or as provided in the [Bylaws of Metro Water Recovery](#) (Bylaws). In addition, the Executive Committee may approve expenditures up to \$750,000 for a specific project when the Board previously has appropriated funds for that project.

If you have any questions regarding these protocols, please reach out to Brittany Peshek at bpeshek@metrowaterrecovery.com for clarification or direction.

ONGOING BUSINESS

NACWA NATIONAL CLEAN WATER LAW AND ENFORCEMENT SEMINAR

The National Association of Clean Water Agencies (NACWA) National Clean Water Law and Enforcement Seminar is one of the significant annual reoccurring projects for the Office of the General Counsel. The three-day event featured discussions and presentations from the Nation's top clean water attorneys, professionals, and utility leaders on major legal challenges facing clean water utilities. Topics ranged from [per- and polyfluoroalkyl substances](#) (PFAS), waters of the United States, top developments in enforcement and permitting, artificial intelligence, and many more. I participated on the panel titled *Delivering Projects in the Age of Price Escalation, Labor Shortages, and Congressional Budget Cuts*. Building on past success, as a new item this year we added an event for the Women's Water Network. There was record attendance this year, with 30 new participants, and the feedback from the survey has been overwhelmingly positive.

INTERNATIONAL SUSTAINABILITY AND CARBON CERTIFICATION SYSTEM FIRST MONTH OF ACCOUNTING

Under its International Sustainability and Carbon Certification (ISCC), Metro Water Recovery tracked its environmental attribute production in October. Metro produced 1,104 metric tons of biogas. After the accounting of buying back the brown gas Metro invoiced OCI Fuels B.V. for \$406,770.

LITIGATION

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

MWH CONSTRUCTORS LITIGATION

On August 26, 2022, MWH Constructors (MWHC or Plaintiff) filed a civil action (2022cv32466) in Denver County District Court against Metro Water Recovery concerning the Solids Processing Building Improvements Project (PAR 1244) (Project). The action requests declaratory judgment related to the following allegations: implied warranty, a duty to disclose superior knowledge, mutual mistake, breach of contract, and MWHC not being responsible for delays and damages caused by KWS Manufacturing Company (KWS). The claims relate to issues arising from the gates supplied by KWS. The gates release biosolids from the four storage bins to the METROGRO trucks. Metro does not have a contractual relationship with KWS; MWHC holds the contract with KWS. Metro filed its Answer on November 17, 2022. Metro disputes the allegations in the Complaint and the relief sought.

On December 22, 2022, Metro Water Recovery filed a Motion for Judgment on the Pleadings, which is a form of a dispositive motion under Rule 12(b)(5) of the Rules of Civil Procedure, similar to a motion to dismiss. In the motion, Metro contends Counts I-IV in MWHC's complaint should be dismissed for a variety of reasons including a Supreme Court doctrine called the *Sperian* doctrine which does not apply to MWHC's implied warrant claim, the express warranties render *Sperian* inapplicable, and *Sperian* is inapposite to the KWS Relationship; the superior knowledge doctrine fails because the contract placed a duty of inquiry on MWHC; the allegation of mutual mistake fails because the mistake alleged was a future expectation not a present condition existing at the time the contract was executed; and the economic loss doctrine precludes MWHC from alleging a tort claim of negligence.

On January 5, 2023, Metro Water Recovery provided its initial disclosures.

In early February, MWHC filed a Motion for Summary Judgment, alleging there are no issues of material fact and requested the court take action on the claims in their complaint. In late February, MWHC filed a Motion to Stay Ruling on Defendant's Motion for Judgment on the Pleadings. MWHC argued Metro Water Recovery's Motion for Judgment on the Pleadings and MWHC's Motion for Partial Summary Judgment should be resolved together, and if discovery is necessary on its Motion for Partial Summary Judgment, both motions should be stayed. On February 22, 2023, the judge issued an order setting the matter for an in-person hearing on April 10, 2023.

On March 23, 2023, MWHC filed an unopposed motion for leave to join party, KWS, and amend its complaint. In its amended complaint, MWHC asserts a breach of contract claim against KWS.

On April 10, 2023, the in-person hearing occurred. The judge reviewed the pending motions with the parties and asked several questions. That same day, the judge issued an order agreeing with Metro Water Recovery on both issues: the motion for judgment on the pleadings is ripe (denying MWHC's motion to stay) and allowing discovery on MWHC's Motion for Partial Summary Judgment. Metro is conducting depositions in support of its response to MWHC's Motion for Summary Judgment, which was filed on July 14, 2023. The parties have begun conducting discovery in the underlying case, which continued through the summer and this fall. **Three depositions have been completed with several more scheduled this month.**

Metro Water Recovery has employed outside legal counsel to assist with this matter. Outside counsel for Metro is Laurin Quiat with BakerHostetler.

DITCH COMPANIES LITIGATION

On March 15, 2021, the Farmers Reservoir and Irrigation Company (FRICO), 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 to obtain a water quality discharge permit for an outfall to the Burlington Canal which is currently not in operation due to a lack of connecting infrastructure.

Metro Water Recovery 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. On February 15, 2022, the Court denied Metro's Motion to Dismiss. Metro submitted its answer including counterclaims on March 18, 2022. The trial has been set for December 4, 2023.

The parties conducted discovery in the underlying case. On September 1, 2023, Metro Water Recovery filed its Motion for Summary Judgment and Motion for Judgment on the Pleadings. The motion argued the court should rule in favor of Metro without the need for a trial for five reasons: the Court may not order Metro, a government entity, to specifically perform the 1968 Agreement; FRICO cannot establish any cognizable damages because it can and must satisfy all the water rights addressed in the 1968 Agreement at the Burlington Canal headgate; Metro's obligations

under the 1968 Agreement are discharged under the doctrine of frustration of purpose; Metro's obligations under the 1968 Agreement are discharged by the Colorado Department of Public Health and Environment's (CDPHE) supervening government regulation; and the 1968 Agreement expressly disclaims any obligation to treat effluent for FRICO.

Since September, Metro Water Recovery has four outstanding motions including Motion for 56(h) Determination of Question of Law, Motion to Amend its Answer to Assert the Statute of Limitations, Motion to Exclude FRICO's Experts' Testimony, and notice of discovery disputes. The judge assigned to our case has been away on military reserve duty, so we have not received rulings on these. It is unclear whether he will issue any orders before trial.

In October and November, both parties completed their depositions. Staff is preparing for trial in December, which is set for two weeks before a judge (no jury), called a bench trial. Finishing discovery has been a tremendous amount of work. Environmental Services Director Jennifer Robinett and Chief Operating Officer Liam Cavanaugh have both been deposed and will serve as Metro Water Recovery's primary fact witnesses at trial. Metro has also retained three experts on the subject matters of water rights, water quality framework, and water treatment. The Ditch Companies plan to have FRICO CEO Scott Edgar and FRICO's consultant Curt Bauers, who works on water quality issues, to serve as their fact witnesses. The Ditch Companies have also retained three experts.

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

**RESOLUTION
BOARD OF DIRECTORS
METRO WATER RECOVERY
November 21, 2023**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as "Metro," purchase a supply of dry dewatering cationic polymer used to condition anaerobically digested biosolids during the centrifugation process at the Robert W. Hite Treatment Facility; and

WHEREAS, a contract extension cost was received from Polydyne, Inc. to supply dry dewatering cationic polymer at a price of \$2.10 per pound, with a total estimated one-year price of \$2,252,250; and

WHEREAS, Metro typically performs performance trials to validate polymer product performance criteria, but have currently been unable to perform such trials due to delays associated with the Sludge Processing Building Improvements Project (PAR 1244) necessitating the extension to the Polydyne, Inc. contract; 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 extension effective February 1, 2024 through January 31, 2025 with Polydyne, Inc. for the supply of dry dewatering cationic polymer at a price of \$2.10 per pound with a price adjustment review every six months; 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 extension effective February 1, 2024 through January 31, 2025 with Polydyne, Inc. for the supply of dry dewatering cationic polymer at a price of \$2.10 per pound with a price adjustment review every six months; 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 two years, with potentially new unit prices, if he deems such extensions to be in the best interest of Metro.

**RESOLUTION
BOARD OF DIRECTORS
METRO WATER RECOVERY
November 21, 2023**

WHEREAS, it is in the best interest of Metro Water Recovery, hereinafter referred to as "Metro," to enter into an Intergovernmental Agreement (IGA) with South Adams County Water and Sanitation District (SACWSD) to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project (PAR 1232) (Project); and

WHEREAS, SACWSD has an existing ten-inch sanitary sewer line planned to connect into the Second Creek Interceptor (SD) just north of the 88th Avenue crossing and convey a portion of the SACWSD flow to the Northern Treatment Plant; and

WHEREAS, an IGA has been negotiated between Metro and SACWSD which facilitates the connection strategy and calls for abandonment of downstream piping currently owned and operated by SACWSD; and

WHEREAS, the cost of this construction is reimbursable to Metro and totals approximately \$130,000; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into an IGA with SACWSD to allow for construction of the 88th Avenue connection to the Project through change order and reimbursement of the final cost by SACWSD; 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 Intergovernmental Agreement with South Adams County Water and Sanitation District to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project through change order and reimbursement of the final cost by South Adams County Water and Sanitation District; and

BE IT FURTHER RESOLVED the Chief Executive Officer be and hereby is authorized to enter into additional amendments to the Intergovernmental Agreement which do not involve the transfer of land, require additional appropriations, or exceed the Chief Executive Officer's spending authority.

**RESOLUTION
BOARD OF DIRECTORS
METRO WATER RECOVERY
November 21, 2023**

WHEREAS, Metro Water Recovery, hereinafter referred to as "Metro," is required by C.R.S. § 32-4-510(1)(aa) to fix compensation of employees at prevailing rates of pay for equivalent work; and

WHEREAS, the Board Chair of Metro after having reviewed the salary survey information, Director performance evaluations, and current salary of the Chief Executive Officer, recommends to the Board of Directors the salary of the Chief Executive Officer for the period January 1, 2024 through December 31, 2024 be established at \$ _____, a component of the prevailing rate of pay for equivalent work; and

WHEREAS, the Board Chair of Metro, after having reviewed the survey information and the current monthly automobile stipend of the Chief Executive Officer, recommends to the Board of Directors the monthly automobile stipend of the Chief Executive Officer for the period January 1, 2024 through December 31, 2024 be established at \$ _____, which is also a component of the prevailing rate of pay for equivalent work; and

NOW, THEREFORE, BE IT RESOLVED the salary of the Chief Executive Officer for the period of January 1, 2024 through December 31, 2024 be and hereby is established at \$ _____ to be paid at Metro's regular pay periods in equal installments; and

BE IT FURTHER RESOLVED the monthly automobile stipend of the Chief Executive Officer for the period of January 1, 2024 through December 31, 2024 be and hereby is established at \$ _____ to be paid at the first regular pay periods of each month in equal installments.

**RESOLUTION
BOARD OF DIRECTORS
METRO WATER RECOVERY
November 21, 2023**

WHEREAS, Metro Water Recovery, hereinafter referred to as "Metro," is required by C.R.S. § 32-4-510(1)(aa) to fix compensation of employees at prevailing rates of pay for equivalent work; and

WHEREAS, the Board Chair of Metro after having reviewed the salary survey information, Director performance evaluations, and current salary of the General Counsel, recommends to the Board of Directors the salary of the General Counsel for the period January 1, 2024 through December 31, 2024 be established at \$_____, the prevailing rate of pay for equivalent work; and

WHEREAS, the Board Chair of Metro, after having reviewed the survey information and the current monthly automobile stipend of the General Counsel, recommends to the Board of Directors the monthly automobile stipend of the General Counsel for the period January 1, 2024 through December 31, 2024 be unchanged and maintained at the monthly 2023 rate, which is also a component of the prevailing rate of pay for equivalent work; and

WHEREAS, the Board Chair of Metro recommends changing the title of General Counsel to Chief Legal Officer;

NOW, THEREFORE, BE IT RESOLVED the salary of the General Counsel for the period of January 1, 2024 through December 31, 2024 be and hereby is established at \$_____ to be paid at Metro's regular pay periods in equal installments; and

BE IT FURTHER RESOLVED the monthly automobile stipend of the General Counsel for the period of January 1, 2024 through December 31, 2024 is maintained at the monthly 2023 rate; and

BE IT FUTHER RESOLVED the title of the General Counsel be changed to Chief Legal Officer.

METRO WATER RECOVERY

Audit Committee Meeting Minutes

Thursday, April 6, 2023

A meeting of the Audit Committee of Metro Water Recovery was held Thursday, April 6, 2023 at 9 a.m., in person and via a Teams meeting in the Boardroom of the Administration Building.

Roll Call

Chair Spanberger called the roll.

Members Present*

Peter Spanberger, Chair
Joan Iler
Doug Lazure

Members Absent

Greg Baker
Del Smith

Others Present*

Mickey Conway
Emily Jackson
Liam Cavanaugh
Colleen Dempsey
Molly Kostelecky
Ruth Kedzior
Sherman Papke
Yvonne Kohlmeier
Lydia Nkem*
Brittany Peshek
Olga Darlington, Moss Adams
LLP (Moss Adams)+

*Attended virtually

+Attended the Finance Committee meeting where Item #1 of the Audit Committee was presented. Ms. Darlington left the Finance Committee meeting following this discussion.

Public Comment

There was no comment.

Information Items

1. Annual Report by Moss Adams on the External Audit of Metro Water Recovery's 2022 Financial Statements

This item was discussed at a joint meeting of the Finance and Audit committees, at 7:30 a.m., on April 6, 2023. Ms. Kostelecky gave an overview of Metro Water Recovery's financial standing and Ms. Darlington gave a presentation and reviewed the Fiscal Year 2022 Financial Statement Audit Report. Ms. Darlington reported Metro received a clean opinion.

Ms. Kostelecky answered a question regarding the Moss Adams contract expiration and stated the Auditor's Annual Report is in BoardEffect.

Action Items

1. Approval of Minutes from the November 3, 2022 Meeting

Chair Spanberger asked if there were any corrections, deletions, or additions to the minutes of the Audit Committee held November 3, 2022.

Director Iler moved and Director Lazure seconded the motion to approve the minutes of the Audit Committee meeting held November 3, 2022.

The motion carried unanimously.

2. Consideration of Audit Reports

Director Iler moved and Director Lazure seconded the motion to consider audit reports.

Ms. Kostelecky responded to a question on the status of hiring a new internal auditor or outsourcing the audits to an accounting firm. She announced a plan to make a determination in the short term about moving forward with internal, external or a combination of both to move the audit program forward.

The motion carried unanimously.

Information Items *(continued)*

2. Five-Year History of Internal Audits

Ms. Kostelecky gave an overview of the item, noting audit items not started over the last year will either be conducted in the future or brought back to the Committee to determine relevance.

3. Next Audit Committee Meeting: November 9, 2023

The Audit Committee will meet on November 9, 2023 immediately following Finance Committee.

Other Information

Ms. Kostelecky answered a question regarding compliance with Governmental Accounting Standards Board (GASB) 96.

Adjournment

Chair Spanberger adjourned the meeting at 9:29 a.m.

MC:rklyjk

METRO WATER RECOVERY

Operations Committee Meeting Minutes

Tuesday, November 7, 2023

The meeting of the Operations Committee of Metro Water Recovery was held Tuesday, November 7, 2023 at 11:34 a.m., in the Boardroom.

Roll Call

Chair Williams called the roll.

Members Present

Jennifer Williams, Chair
Jamie Miller, Vice Chair
Travis Bogan
Nadine Caldwell
John Chavez
Clark Davenport
James DeHerrera
Sharon Israel
Bob LeGare
Martin Majors*
Steve Pott*
Greg Sekera
Mary Beth Susman
Amerigo Svaldi
Dennis Towndrow
Scott Twombly

Members Absent

Clint Blackhurst
David Councilman
Mary Gearhart
Joan Iler

Other Directors Present

Phil Burgi
Andrew Johnston
Sarah Niyork

Others Present

Liam Cavanaugh
Emily Jackson*
Martin Alvis
Kim Cowan
Colleen Dempsey
Shawn Fredrickson
Perry Holland
Ruth Kedzior
Molly Kostelecky
Andy Nelson
Sherman Papke
Tanja Rauch-Williams
Pat Stanley
Orren West
Lydia Nkem
Rienna Nuber
Brittany Peshek
Jon Wicke
Laurie Graves, Graves
Consulting*

*Attended virtually

Public Comment

There was none.

Action Items

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

1. Consideration of Chemical Contract Extension – Dry Dewatering Cationic Polymer

Director Twombly moved and Director Davenport seconded the motion to recommend authorizing the CEO to:

1. Enter into a one-year contract extension effective February 1, 2024 through January 31, 2025 with the sole qualifying bidder, Polydyne Inc., for the supply of dry dewatering cationic polymer for the dewatering process, at an initial price of \$2.10 per pound.
2. Enter into an additional one-year contract extension, not to exceed a total of two years, if the CEO determines the extension is in the best interest of Metro Water Recovery.

Deputy CEO Cavanaugh answered questions regarding the companies who did not submit a bid and why the budget is higher than the estimate.

The motion carried unanimously.

2. Consideration of Second Creek Interceptor (PAR 1232) Intergovernmental Agreement with South Adams County Water and Sanitation District – 88th Avenue Connection Reimbursement

Director Susman moved and Director Caldwell seconded the motion to recommend authorizing the CEO to enter an Intergovernmental Agreement with South Adams County Water and Sanitation District (SACWSD) to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project (PAR 1232) through change order and reimbursement of the final cost by SACWSD.

Mr. Nelson answered questions concerning the process for abandoning lines and when the connection is scheduled to be completed.

The motion carried unanimously.

Information Items

The Operations Committee reviewed the following Information Items.

1. New Special Connector Request: Todd Creek Village Metropolitan District (Todd Creek)

Deputy CEO Cavanaugh introduced the item and General Counsel Jackson gave an overview, noting this will be an action item in December 2023.

Ms. Jackson answered questions about the location of Todd Creek and if any facilities or septic areas are included in the service area.

Ms. Jackson and Mr. Cavanaugh answered questions regarding the planned schedule for Todd Creek's development and how it fits into the overall capacity and long-term plan for the Northern Treatment Plant (NTP) as well as how Todd Creek will be metered for flows and loadings.

Mr. Cavanaugh responded to a comment concerning other portions of Todd Creek which are already discharging to Metro Water Recovery and answered questions about how county lines impact metering and how Todd Creek could expand their service area served by Metro in the future.

2. Emerging Issues

Deputy CEO Cavanaugh introduced the topic and Mr. Papke gave an overview of the report, highlighting how Connectors can assist Metro Water Recovery in keeping an accurate list of industries in the service area, being proactive in sharing information about new businesses coming into the service area, and bringing in Metro in the planning stages so businesses aren't unprepared for having to meet local limit requirements.

Mr. Papke, Ms. Jackson, and Mr. Cavanaugh answered questions regarding how industries are defined.

Mr. Papke answered questions concerning the Industrial Pretreatment Program (IPP) permitting process and examples of industries.

Mr. Cavanaugh answered questions about how breweries are regulated and if they are required to pretreat discharge.

Director Israel asked for more information concerning how loadings from breweries are taken into account in the pretreatment program and if the pretreatment program should consider regulating brewery discharges.

Director Miller asked for a one-page educational flyer for Connectors regarding the impact of breweries on Annual Charges for Connectors.

The Committee discussed how Connectors could consider charging industries separately who are not permitted under the IPP for their contributions to flows and loadings.

3. Status of Capital Improvement Projects Report

4. Current Activities/Operational Performance Report

Director LeGare expressed appreciation for the team who handled the acetic spill at NTP.

5. Financial Reports

6. Upcoming Events

Chair Williams reminded Directors to RSVP for the November 15, 2023 Town Hall and the December 19, 2023 Employee Reception where the 2023 Board Chair award winner will also be announced, noting the early start time for the December Board meeting to interact with the employees being recognized.

7. 2024 Board and Standing Committees Meeting Calendar

Chair Williams encouraged Directors to be aware of the 2024 meeting dates.

8. Metro Water Recovery Strategic Plan Annual Progress Report

Deputy CEO Cavanaugh introduced the report, highlighting the new format and a few of the key projects.

9. Direct Report Performance Self Appraisals

Director Johnston asked Directors to turn in their appraisal forms by the end of the weekend for inclusion in the discussion at the Executive Committee.

Ms. Jackson gave an overview of the updated format of the self-appraisals.

Director Twombly expressed appreciation for how the concepts of the strategic plan are being included in everyday conversations and how they improve the direct report evaluation process.

10. Performance Appraisal for the Board of Directors' Direct Reports

Chair Williams stated, "This discussion will be conducted in executive session as authorized by C.R.S. § 24-6-402(4)(f)(l) which authorizes executive sessions determining personnel matters. The matter to be discussed in this executive session is the Performance Appraisal for the Chief Executive Officer and General Counsel and 2024 Salary Recommendations. As a reminder, no formal action may be taken in executive session. Additionally, the discussion must be confined to this topic."

Director Sekera moved and Director Davenport seconded the motion to enter executive session. The motion carried unanimously, and the Committee entered executive session at 12:23 p.m. All Metro Water Recovery staff left the meeting.

Chair Williams reconvened the regular meeting at 1:24 p.m.

Individual Director Comments

There was none.

Other Information

There was none.

Chair Williams adjourned the meeting at 1:25 p.m.

MC:raklmn

METRO WATER RECOVERY

Finance Committee Meeting Minutes Thursday, November 9, 2023

The meeting of the Finance Committee of Metro Water Recovery was held Thursday, November 9, 2023 at 7:30 a.m., in the Boardroom.

Roll Call

Chair Baker called the roll.

Members Present

Greg Baker, Chair
Curt Aldstadt
Bonnie Baird
Michael Barrett
Deborah Crisp
Jo Ann Giddings
Andrew Johnston
Janet Kieler
Craig Kocian
Laura Kroeger*
Doug Lazure*
Marena Lertch
Charlie Miller*
Sarah Niyork
Thomas Roode
Del Smith
Peter Spanberger
Ronald Younger*

Members Absent

Phil Burgi
Joshua Redman, Vice Chair

Other Directors Present

John Chavez
Joan Iler

Others Present

Mickey Conway
Martin Alvis
Liam Cavanaugh
Kim Cowan
Colleen Dempsey
Shawn Fredrickson
Dan Freedman
Perry Holland
Ruth Kedzior
Molly Kostelecky
Andy Nelson
Sherman Papke
Tanja Rauch-Williams
Pat Stanley*
Orren West
Kelley Merritt
Lydia Nkem
Brittany Peshek
Jon Wicke

*Attended virtually

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 Chemical Contract Extension – Dry Dewatering Cationic Polymer

Director Iler moved and Director Niyork seconded the motion to recommend authorizing the CEO to:

1. Enter into a one-year contract extension effective February 1, 2024 through January 31, 2025 with the sole qualifying bidder, Polydyne Inc., for the supply of dry dewatering cationic polymer for the dewatering process, at an initial price of \$2.10 per pound.

2. Enter into an additional one-year contract extension, not to exceed a total of two years, if the CEO determines the extension is in the best interest of Metro Water Recovery.

The motion carried unanimously.

- 2. Consideration of Second Creek Interceptor (PAR 1232) Intergovernmental Agreement with South Adams County Water and Sanitation District – 88th Avenue Connection Reimbursement**

Director Giddings moved and Director Baird seconded the motion to recommend authorizing the CEO to enter an Intergovernmental Agreement with South Adams County Water and Sanitation District (SACWSD) to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project (PAR 1232) through change order and reimbursement of the final cost by SACWSD.

The motion carried unanimously.

Information Items

The Finance Committee reviewed the following Information Items.

1. New Special Connector Request: Todd Creek Village Metropolitan District (Todd Creek)

CEO Conway gave an overview of the item, noting this will be an action item in December 2023.

Mr. Conway answered questions regarding the reasons a Connector would select to be a Special Connector over a Member Municipality, how a Special Connector could become a Member Municipality, and if buy ins to the system can be anticipated in the budget projections. He also responded to a comment regarding the development and connection process for Todd Creek.

Director Kieler expressed support for the item and its regional benefit.

Mr. Nelson answered a question concerning where Todd Creek would connect to the system.

2. Emerging Issues

CEO Conway introduced the topic and Mr. Papke gave an overview of the report, highlighting how Connectors can assist Metro Water Recovery in keeping an accurate list of industries in the service area, being proactive in sharing information about new businesses coming into the service area, and bringing in Metro in the planning stages so businesses are not unprepared for having to meet local limit requirements.

Chair Baker recommended Directors share the information with the Connector staff who are involved in interacting with industries through wastewater conveyance or other avenues.

Mr. Conway noted the burden on pretreatment staff is increasing due to permit limits and capacities and the nature of incoming flow. He also stated Connectors can help ease the burden on staff by sharing information regarding industries in their area and noted some Connectors are looking at charging fees to industries who produce waste which costs more than the residential average.

3. Status of Capital Improvement Projects Report
4. Current Activities/Operational Performance Report
5. Financial Reports
6. Upcoming Events

CEO Conway reminded Directors of the December 19, 2023 Employee Reception where the 2023 Board Chair award winner will be announced and select employee teams will be recognized.

7. 2024 Board and Standing Committees Meeting Calendar

Chair Baker encouraged Directors to be aware of the 2024 meeting dates.

8. Metro Water Recovery Strategic Plan Annual Progress Report

CEO Conway introduced the report, highlighting the new format and a few of the key projects.

Director Kroeger expressed appreciation for the progress made on the strategic plan.

Chair Baker expressed appreciation for the format of the report and the progress made on the plan.

9. Direct Report Performance Self Appraisals
10. Performance Appraisal for the Board of Directors' Direct Reports

Chair Baker stated, "This discussion will be conducted in executive session as authorized by C.R.S. § 24-6-402(4)(f)(I) which authorizes executive sessions determining personnel matters. The matter to be discussed in this executive session is the Performance Appraisal for the Chief Executive Officer and General Counsel and 2024 Salary Recommendations. As a reminder, no formal action may be taken in executive session. Additionally, the discussion must be confined to this topic."

Director Aldstadt moved and Director Giddings seconded the motion to enter executive session. The motion carried unanimously, and the Committee entered executive session at 8:04 a.m. All Metro Water Recovery staff left the meeting.

Chair Baker reconvened the regular meeting at 9:53 a.m.

Individual Director Comments

There was none.

Other Information

There was none.

Chair Baker adjourned the meeting at 9:53 a.m.

MC:rak\lmm

METRO WATER RECOVERY

Executive Committee Meeting Minutes

Tuesday, November 14, 2023

The meeting of the Executive Committee of Metro Water Recovery was held Tuesday, November 14, 2023 at 11:39 a.m., in the Boardroom.

Roll Call

Chair Johnston called the roll.

Members Present

Andrew Johnston, Chair
Sarah Niyork, Chair Pro Tem
Jo Ann Giddings, Secretary
Del Smith, Treasurer*
Janet Kieler*
Bob LeGare
Scott Twombly
Jennifer Williams

Members Absent

Greg Baker

Other Directors Present

Curt Aldstadt, Advisory
Philip Burgi, Advisory

Others Present

Mickey Conway
Emily Jackson
Liam Cavanagh*
Molly Kostelecky*
Ruth Kedzior
Tanja Rauch-Williams
Jennifer Robinett
Sherman Papke
Reed Koenig*
Lydia Nkem
Brittany Peshek
William Meyer, Polsinelli, PC*

*Attended virtually

Public Comment

There was none.

Action Items

Chair Johnston noted action items 4 and 5 would be discussed at the end of the meeting.

1. Consideration of Chemical Contract Extension – Dry Dewatering Cationic Polymer

Director Aldstadt moved and Director Niyork seconded the motion to recommend authorizing the Chief Executive Officer (CEO) to:

1. Enter into a one-year contract extension effective February 1, 2024 through January 31, 2025 with the sole qualifying bidder, Polydyne Inc., for the supply of dry dewatering cationic polymer for the dewatering process, at an initial price of \$2.10 per pound.
2. Enter into an additional one-year contract extension, not to exceed a total of two years, if the CEO determines the extension is in the best interest of Metro Water Recovery.

The motion carried unanimously.

2. Consideration of Second Creek Interceptor (PAR 1232) Intergovernmental Agreement with South Adams County Water and Sanitation District – 88th Avenue Connection Reimbursement

Director Aldstadt moved and Director Niyork seconded the motion to recommend authorizing the CEO to enter an Intergovernmental Agreement with South Adams County Water and Sanitation District (SACWSD) to allow for construction of the 88th Avenue connection to the Second Creek Interceptor Project (PAR 1232) through change order and reimbursement of the final cost by SACWSD.

The motion carried unanimously.

3. Hearing for Metro Water Recovery's Second Amended 2023 Budget

Director Aldstadt moved and Director Niyork seconded the motion to recommend scheduling a hearing to be held at approximately 5:30 p.m. at the November 21, 2023 Board of Directors Meeting for Metro Water Recovery's Second Amended 2023 Budget.

The motion carried unanimously.

- 4. Consideration of the Chief Executive Officer's Salary**
and
5. Consideration of the General Counsel's Salary

Director Burgi moved and Director Giddings seconded the motion to recommend discussing the CEO and General Counsel's salaries.

Chair Johnston stated, "This discussion will be conducted in executive session as authorized by C.R.S. § 24-6-402(4)(f)(I) which authorizes executive sessions determining personnel matters. The matter to be discussed in this executive session is the Performance Appraisal for the Chief Executive Officer and General Counsel and the 2023 Salary Recommendations. Pursuant to Colorado's Open Meetings Law, the executive session will be electronically recorded. As a reminder, no formal action may be taken in executive session. Additionally, the discussion must be confined to this topic."

Director Aldstadt moved and Director Williams seconded the motion to enter executive session. The motion carried unanimously, and the Committee entered executive session at 12:40 p.m. All Metro Water Recovery staff left the meeting.

Chair Johnston reconvened the regular meeting at 1:56 p.m.

Director Burgi moved and Director Williams seconded the motion to recommend adding the Chief Executive Officer's 2023 Salary and the General Counsel's 2023 Salary action items to the Board of Directors agenda for consideration.

The motion carried unanimously.

Information Items Presented/Discussed at Standing Committees

The Executive Committee reviewed the following Information Items.

1. New Special Connector Request: Todd Creek Village Metropolitan District (Todd Creek)

2. Emerging Issues
3. Status of Capital Improvement Projects Report
4. Current Activities/Operational Performance Report
5. Financial Reports
6. Upcoming Events
7. 2024 Board and Standing Committees Meeting Calendar
8. Metro Water Recovery Strategic Plan Annual Progress Report
9. Direct Report Performance Self Appraisals
10. Performance Appraisal for the Board of Directors' Direct Reports

Information Items

1. Strategic Plan Board Policy Rescind/Update

CEO Conway gave an overview of the item, noting the item will be brought to the full Board.

Mr. Conway answered a question regarding how the General Information Manual is kept up to date and how Directors can access it.

2. Litigation Update

Chair Johnston stated, "This discussion will be conducted in executive session as authorized by C.R.S. § 24-6-402(4)(e) which authorizes executive sessions determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators. The matter to be discussed in this executive session is the Ditch Companies Litigation. As a reminder, no formal action may be taken in executive session. Additionally, the discussion must be confined to this topic."

Director Burgi moved and Director Giddings seconded the motion to enter executive session. The motion carried unanimously, and the Committee entered executive session at 11:47 a.m. No Metro Water Recovery staff left the meeting. Directors Niyork and Twombly left the meeting.

Chair Johnston reconvened the regular meeting at 12:38 p.m. and Directors Niyork and Twombly rejoined the meeting.

Individual Director Comments

There was none.

Other Information

There was none.

Chair Johnston adjourned the meeting at 1:56 p.m.

MC:rak\lmm



You Are Invited
to a Celebration of Metro Water
Recovery Staff and Presentation of
the Board Chair Award
December 19, 2023, 4:45 p.m.



Please join us for a special reception and celebration of Metro Water Recovery staff at **4:45 p.m.** in the Administration Building Lunchroom just prior to the Board of Directors' Meeting.

During the Board Meeting, employees will be recognized for their significant contributions in 2023 and the recipient of the 2023 Board Chair Award will be announced.



South Platte River Stewardship Team:

Brad Bagby, Jim Dorsch, Kristen Libberton, Steve Lundt, Kelley Merritt, Michelle Nielson, Rienna Nuber, and Jordan Parman

Enterprise Asset Management Selection Team :

Tom Acampora, Hasson AlSai, Jena Cline, Mike Coff, Bill Marquez, Melissa Ortega, Matt Simmons, Edyta Stec-Uddin, and Tawnya Thorfinson

Digital Screens Team:

Brad Bagby, Douglas Bockman, Elliot Bond, Alyse Greenberg, Jack Hennes, Chris Kershner, Sean Morris, Rienna Nuber, Melissa Ortega, Maya Peterson, Adrian Quintana, and Christeen Thyfault

PAR 1363 Headworks Team:

Dan Dopler, Caleb Frandsen, Kelsey Gedge, Mark Hofmeister, Myles Howard, and Jim Nickolette



NTP Process Optimization Team:

Elias Carson, Leah Chamberlain, Sean Cooney, Matt Duncan, Maritza Franco, Bryan Gilbert, Sarah Gomez, Mark Hofmeister, Sarah Hossain, James Jackson, Katie Koplitz, Scotty MacGregor, Josh Monsrud, Link Mueller, Ian Myers, Raphael Nieves, Brian O'Malley, Aiden Travers, Christeen Thyfault, Jenny Trujillo, and Thomas Worley-Morse

RWHTF Process Optimization Team:

Marty Alvis, Ben Bailey, Greg Clark, Dan Dopler, Dan Freedman, Josh Goldman, Jeff Hlad, Pete Hulse, Rudy Maltos, Bill Marquez, Mike O'Mara, Ravi Raj, Gene Taylor, and Theresa Stone