

# 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:**        **October 23, 2024**

**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 September 25, 2024 Regular Meeting (enclosure).
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### II. PUBLIC COMMENT

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

III. FINANCIAL MATTERS

- A. Review and approve the payment of claims through the period ending October 31, 2024 as follows (enclosure):

General Fund	\$ 3,3940.82
Enterprise Fund	\$ 43,215.15
<b>Total:</b>	<b><u>\$ 77,154.97</u></b>

and accept the schedule of cash position as of September 30, 2024 (enclosure); and the unaudited financial statements for the period ending September 30, 2024; and a report on collections for the facilities renovation fees, grease trap inspection fee collections, commercial billing and any other fees imposed and collected by the District (enclosure).

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- B. Discuss 2025 Preliminary Budget (enclosure).
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- C. Discuss fee changes (enclosure).
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- D. Discuss new investment account and execution of all account documents (to be distributed).
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IV. LEGAL MATTERS

- A. Update on 11324 West 38<sup>th</sup> Avenue – Osborne’s.
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- B. Update on unpaid tap fees (enclosures).
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- C. Conduct Public Hearing on Certification of Delinquent Accounts and consider adoption of Resolution No. 2024-10-01 to Adopt Certification of Delinquent Accounts (to be distributed).
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- D. Review and consider approval of Amendment to Special District Management Services, Inc. (“SDMS”) Agreement (to be distributed).
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V. OPERATIONS MATTERS

- A. Operations Monthly Report (enclosures).
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Northwest Lakewood Sanitation District  
October 23, 2024 Agenda  
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- B. Engineer's Report (enclosure).
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1. Discuss status of 2024 Capital Improvements.
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- C. Discuss the Metro West Housing Solutions Williams Pointe Project (to be distributed).
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VI. OTHER BUSINESS

- A. Metro Water Recovery Operations Packet (enclosure).
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- B. Discuss changing time of November 27, 2024 Regular Meeting to 12:00 p.m. and the 2025 Budget Hearing Meeting and 2025 Rates & Fees Public Hearing will be conducted at this meeting.
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- C. Website update (enclosure).
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- D. Executive Session pursuant to section 24-6-402(4)(b) CRS for the purpose of conferring with legal counsel and obtaining legal advice regarding; (i) the proposed affordable housing project and certain infrastructure capacity issues related thereto Williams Point; and (ii) unpaid residential sewer tap fees for certain homes constructed from 2019 thru 2022.
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- E. Executive session pursuant to section 24-6-402(4)(e) CRS for the purpose of discussing the matters identified in Sections IV.B. and V.C. above.
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VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 27, 2024 – BUDGET HEARING.**

**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  
SEPTEMBER 25, 2024**

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, September 25, 2024, 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.

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**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.; Ireland Stapleton Pryor & Pascoe, PC

Bill Willis; Martin/Martin Consulting Engineers

Wayne Ramey (via video conference); Ramey Environmental Compliance

Dawn Schilling; Schilling & Company Inc.

Corina Hall; Toni Riggio; Jenna Helm; Heather Chappell; Barbara Bullen; Neicy Gulce; Robin Kerns; Jay Meyers; Julie Fleetwood; Lisa Hernandez; Erin Lawler;  
Residents

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**ADMINISTRATIVE  
MATTERS**

**Minutes:** The Board reviewed the minutes of the August 28, 2024 Regular Meeting.

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler, and upon vote, unanimously carried, the Minutes of the August 28, 2024 Regular Meeting were approved.

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# RECORD OF PROCEEDINGS

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**PUBLIC  
COMMENTS**

None.  
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**FINANCIAL  
MATTERS**

**Claims:** Mr. Beck reviewed the claims through the period ending September 30, 2024, as follows:

General Fund	\$ 35,718.29
Enterprise Fund	\$ 135,820.01
Total	<b><u>\$ 171,538.30</u></b>

Following discussion, upon motion duly made by Director Davenport, seconded by Director Kesler and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims for the period ending September 30, 2024, as amended.

**Unaudited Financial Statement:** Mr. Beck reviewed with the Board the unaudited financial statements of the District setting forth the cash deposits, investments, and budget analysis, accounts payable vouchers for the month ending August 31, 2024 the schedule of cash position dated August 31, 2024.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Davenport upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District setting forth the cash deposits, investments, budget analysis, accounts payable vouchers for the month ending August 31, 2024 the schedule of cash position dated August 31, 2024, as presented.

**Banking and Investment Options:** Director Kesler discussed with the Board the banking and diversification of investments sent.

**2023 Audit:** Ms. Schilling discussed with the Board the 2024 Audit.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Davenport upon vote, unanimously carried, the Board approved the 2024 Audit, subject to adjustment and authorized execution.  
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**LEGAL MATTERS**

**11324 West 38<sup>th</sup> Avenue:** Attorney Flynn discussed with the Board the update on 11324 West 38<sup>th</sup> Avenue. It was noted that all Agreements are signed and recorded.

**Update on Unpaid Tap Fees:** Attorney Flynn updated the Board on the status of the unpaid tap fees and discussions with Metro on the acceptable tap fees and updated list of payments. Mr. Beck discussed the payments.

Following discussion, upon motion duly made by Director Kesler, seconded by Director Davenport upon vote, unanimously carried, the Board approved allowing payments to October 31, 2024.  
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## RECORD OF PROCEEDINGS

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### OPERATION MATTERS

**Operations Monthly Report:** Mr. Ramey discussed the Operations Report with the Board.

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

**EXECUTIVE SESSION:** Following a discussion, a motion was made by Director Kesler, seconded by Director Davenport to go into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., for the purpose of conferring with legal counsel and to obtain legal advice regarding sewer service to the proposed Williams Pointe affordable housing project. Upon a call for a vote, the motion was unanimously adopted.

**RETURN TO OPEN PUBLIC MEETING:** At approximately 6:05 p.m. the Board came out of Executive Session.

**2024 Capital Improvements:** Mr. Willis discussed the status of the 2024 CIP plan development. It was noted that it is still in process.

**Metro West Housing Solutions Williams Point Affordable Housing Project:** Mr. Willis discussed the status of the Metro West Housing Solutions Williams Point Affordable Housing Project and flow study with the Board and public attendees.

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### OTHER BUSINESS

**Metro Water Recovery Operations Packet:** Director Davenport discussed with the Board the Metro Water Recovery Operations Packet. It was noted that a joint meeting is coming up.

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

**EXECUTIVE SESSION:** Following a discussion, a motion was made by Director Davenport, seconded by Director Kesler to go into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., for the purpose of obtaining legal advice regarding certain unpaid residential sanitary sewer tap fees. Upon a call for a vote, the motion was unanimously adopted. At approximately 5:08 p.m. the Board went into Executive Session.

**RETURN TO OPEN PUBLIC MEETING:** At approximately 5:21 p.m. the Board came out of Executive Session.

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**RECORD OF PROCEEDINGS**

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**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

## RECORD OF PROCEEDINGS

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### ATTORNEY STATEMENT

I, Timothy J. Flynn serve as general counsel for the Northwest Lakewood Sanitation District. I was present during the Executive Sessions that were convened during a regular meeting of the Board of Directors held on Wednesday, September, 2024 at approximately 5:08 p.m. I certify that the matters discussed during the Executive Sessions were attorney client privilege and for that reason both Executive Sessions were not recorded. No formal actions, decisions or resolutions were taken during the Executive Sessions.

Signed: \_\_\_\_\_  
Timothy Flynn, Esq.

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



Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.

Vendor Name	Invoice Number	Description	GL Account	Invoice Date	Invoice Amount	Created Date
<b>Colorado Special District P&amp;L</b>						
Colorado Special District	25WC-58083-01	Worker's Compensation I	1-150	08/07/2024	450.00	10/14/2024
<b>Total Colorado Special District P&amp;L:</b>					<b>450.00</b>	
<b>Consolidated Mutual Water Co</b>						
Consolidated Mutual Wat	2434 10/2024	Utilities	4-765	10/02/2024	24.90	10/14/2024
Consolidated Mutual Wat	8096	Repair and Maintenance-	4-740	10/07/2024	250.00	10/14/2024
<b>Total Consolidated Mutual Water Co:</b>					<b>274.90</b>	
<b>Freedom Mailing Services, Inc.</b>						
Freedom Mailing Service	48853	Billing	1-616	10/04/2024	2,257.36	10/14/2024
<b>Total Freedom Mailing Services, Inc.:</b>					<b>2,257.36</b>	
<b>Ireland Stapleton Pryor &amp; Pascoe PC</b>						
Ireland Stapleton Pryor &	159340	Legal	1-675	09/30/2024	9,145.00	10/14/2024
<b>Total Ireland Stapleton Pryor &amp; Pascoe PC:</b>					<b>9,145.00</b>	
<b>Martin/Martin</b>						
Martin/Martin	17.0638-00293	Sewer Lines/ Eng.	4-810	09/16/2024	7,596.25	10/14/2024
Martin/Martin	17.0638-00294	2024 CIP	4-886	09/25/2024	8,585.00	10/14/2024
<b>Total Martin/Martin:</b>					<b>16,181.25</b>	
<b>Metro Water Recovery District</b>						
Metro Water Recovery Di	NO. 4680- I	Interest	4-730	10/07/2024	512.40	10/14/2024
Metro Water Recovery Di	NO. 4680-T	Tap Fee	4-730	10/07/2024	4,270.00	10/14/2024
Metro Water Recovery Di	NO. 4681-I	Interest	4-730	10/16/2024	520.80	10/16/2024
Metro Water Recovery Di	NO. 4681-T	Tap Fee	4-730	10/16/2024	4,340.00	10/16/2024
<b>Total Metro Water Recovery District:</b>					<b>9,643.20</b>	
<b>Pat Lombardi</b>						
Pat Lombardi	F-5327	Website	1-677	10/01/2024	335.00	10/14/2024
<b>Total Pat Lombardi:</b>					<b>335.00</b>	
<b>Phyllis Chavez</b>						
Phyllis Chavez	09202024	Transfer Service Fee	4-570	09/20/2024	50.00	10/14/2024
<b>Total Phyllis Chavez:</b>					<b>50.00</b>	
<b>Ramey Enviromental Compliance</b>						
Ramey Enviromental Co	28372	COS- Collection	4-746	09/30/2024	8,186.10	10/14/2024
Ramey Enviromental Co	28372	COS-Locates	4-742	09/30/2024	5,923.02	10/14/2024
Ramey Enviromental Co	28372	COS-Emergency	4-748	09/30/2024	443.23	10/14/2024
Ramey Enviromental Co	28372	COS-Maintenance	4-749	09/30/2024	2,217.04	10/14/2024
<b>Total Ramey Enviromental Compliance:</b>					<b>16,769.39</b>	

Vendor Name	Invoice Number	Description	GL Account	Invoice Date	Invoice Amount	Created Date
<b>Special Dist Management Serv</b>						
Special Dist Management	09/2024	Admin	1-614	09/30/2024	10,630.10	10/14/2024
Special Dist Management	09/2024	Accounting	1-612	09/30/2024	7,131.80	10/14/2024
Special Dist Management	09/2024	Billing	1-616	09/30/2024	2,400.90	10/14/2024
Special Dist Management	09/2024	Office Supplies	1-690	09/30/2024	645.63	10/14/2024
<b>Total Special Dist Management Serv:</b>					<b>20,808.43</b>	
<b>UNCC</b>						
UNCC	224091016	Repairs & Maintenance-L	4-740	09/30/2024	295.41	10/14/2024
<b>Total UNCC:</b>					<b>295.41</b>	
<b>Upper Case Printing, Ink.</b>						
Upper Case Printing, Ink.	2268	Billing	1-616	10/04/2024	945.03	10/14/2024
<b>Total Upper Case Printing, Ink.:</b>					<b>945.03</b>	
<b>Grand Totals:</b>					<b>77,154.97</b>	

**Report Criteria:**

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

**Northwest Lakewood Sanitation District**  
**October-24**

	<b>General</b>	<b>Enterprise</b>	<b>Totals</b>
<b>Disbursements</b>	\$ 33,940.82	\$ 43,214.15	\$ 77,154.97
<b>Payroll</b>	\$ -		\$ -
			\$ -
<b>Payroll Taxes (Quarterly)</b>	\$ -		\$ -
<b>Direct Pay -- Consolidated Mutual Water</b>	\$ -		\$ -
<b>Total Disbursements from Checking Account</b>	<b>\$ 33,940.82</b>	<b>\$ 43,214.15</b>	<b>\$ 77,154.97</b>

Report Criteria:

Customer, Customer number = 1019001

10190.01 Chavez, Phyllis 2140 TABOR DR

Account Summary:


Period	Sewer	TSF	CCF	PNLTY	Billings	Billing Adjustments	Payments	Other	Balance
04/30/2024	-	-	-	-	-	-	-	-	100.00
05/31/2024	-	-	-	-	-	-	100.00 -	-	-
06/30/2024	100.00	-	-	-	100.00	-	-	-	100.00
07/31/2024	-	-	-	-	-	-	100.00 -	-	-
08/31/2024	-	-	-	-	-	-	50.00 -	-	50.00 -
09/04/2024	-	50.00	-	-	50.00	-	-	-	-
09/30/2024	-	-	-	-	-	-	50.00 -	-	50.00 -
<b>Totals:</b>	<b>100.00</b>	<b>50.00</b>	<b>-</b>	<b>-</b>	<b>150.00</b>	<b>-</b>	<b>300.00 -</b>	<b>-</b>	<b>-</b>

Transaction Detail:

Date	Type	Reference Number	Service	Description	Check Number	Source ID	Quantity Billed	Amount	Status
05/01/2024	Pmt	51		Online Payment	217792519	99.112736	0	100.00 -	
06/30/2024	Bill	1039	Sanitation	Automatic Billing			0	100.00	
07/15/2024	Pmt	50		Online Payment	222590872	99.115252	0	100.00 -	
08/01/2024	Pmt	40		Online Payment	223704730	99.116584	0	50.00 -	
09/04/2024	Bill	2	Transfer Serv	Automatic Billing			0	50.00	Final
09/16/2024	Pmt	8		Payment - Transfer Fee	5122008324	7.001172	0	50.00 -	

Refund \$50 to:  
Phyllis Chavez  
1773 S Union Blvd  
Lakewood, CO 80228

Dist. Name NWLSD

G/L Code	Amount
4570	50.00
Dist. Mgr. Initials	

## Workers' Compensation Coverage Invoice

**District:** Northwest Lakewood Sanitation District  
141 Union Blvd, Suite 150  
Lakewood, CO 80228


**Broker:** Highstreet TCW Risk Management  
384 Inverness Parkway  
Suite 170  
Englewood, CO 80112

Coverage No.		Entity ID		Effective Date		Expiration Date		Invoice Date
25WC-58083-0100		58083		1/1/2025		EOD 12/31/2025		8/7/2024
Class Code	Description	No. of Employees		No. of Volunteers	2025 Rate	2025 Estimated Employee Payroll	2025 Estimated Volunteer Payroll	Estimated Manual Contribution
		FT	PT					
8811	Board Member Coverage	0	0	5	0.7540	\$0.00	\$6,000.00	\$45.00

Manual Contribution:		\$45.00
Experience Modification:	x	1.00
Modified Contribution:	=	\$45.00
Minimum Contribution:		\$450.00
Contribution Volume Credit:	-	\$0.00
Designated Provider Discount:	-	\$0.00
Cost Containment Credit:	x	1.00
Manual Adjustment:	x	
Multi-Program Discount:	x	1.00

**Dist. Name** NWLSD

G/L Code	Amount
1150 ✓	450.00

**Dist. Mgr. Initials** 

Estimated Annual Contribution:		\$450.00
Pro Rata Factor:	x	1.00
<b>Total Estimated Contribution:</b>	<b>=</b>	<b>\$450.00</b>

**Total Amount Due:** **\$450.00**

**Estimated payroll is subject to yearend audit.  
Commission \$27.00 (9% first year and 6% thereafter) paid to the broker reflected above.**

Payment evidences "acceptance" of this coverage. The terms of the Intergovernmental Agreement (IGA) require timely payment to prevent automatic cancellation of coverage. Please return this invoice and reference the coverage number on your check to help us apply your payment correctly. Only prior notice to the board of directors of the Colorado Special Districts Property and Liability Pool and subsequent approval may extend cancellation provision.

**Please remit to:** Colorado Special Districts Property and Liability Pool  
c/o McGriff Insurance Services, LLC  
PO Box 1539  
Portland, OR 97207-1539

We accept online payments at [E-Bill Express](#)  
Refer to Payment Instructions page for additional options  
[billing@csdpool.org](mailto:billing@csdpool.org)  
800-318-8870 ext. 3



**Colorado Special Districts  
Property and Liability Pool**

**Workers' Compensation and Employer's Liability Declarations Page**

**Coverage Number:** 25WC-58083-0100  
**Coverage Period:** 1/1/2025 — EOD 12/31/2025

**FEIN:** 84-6009166  
**Entity ID:** 58083

**Named Member:**  
 Northwest Lakewood Sanitation District  
 141 Union Blvd, Suite 150  
 Lakewood, CO 80228

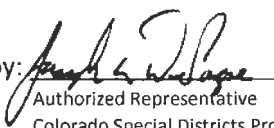
**Broker of Record:**  
 Highstreet TCW Risk Management  
 384 Inverness Parkway  
 Suite 170  
 Englewood, CO 80112

**Coverage is provided for only those coverages and classifications indicated below.**

**State:** Colorado  
**Limits of Liability:** Coverage A Workers' Compensation Statutory  
 Coverage B Employer's Liability \$2,000,000  
**Annual Contribution:** \$450

Class	Description	2025 Estimated Employee Payroll	2025 Estimated Volunteer Payroll
8811	Board Member Coverage	\$0.00	\$6,000.00

This Declarations page is made and is mutually accepted by the Pool and Named Member subject to all terms that are made a part of the Workers' Compensation Coverage Document. This Declarations page represents only a brief summary of coverages. Please refer to the Coverage Document at [csdpool.org](http://csdpool.org) for actual coverages, terms, conditions, and exclusions. Named Member must be a member of the Special District Association of Colorado and must adopt the Pool's Intergovernmental Agreement.

Countersigned by:   
 Authorized Representative  
 Colorado Special Districts Property and Liability Pool

Date: 8/7/2024



Statement Date: October 02, 2024

OCT 08 2024

Account Number: **1000032434** 10/2024  
 Customer Number: C003379  
 Invoice Number: 0000498282  
 Billing Date: October 02, 2024  
 Property Address: 4101 Miller St  
 Type: Single Occupancy

Previous Balance	\$49.00
Payment	-\$24.90
Payment	-\$24.90
Fixed Service Charge	\$24.90
<b>Total Amount Due October 23, 2024</b>	<b>\$24.90</b>



**SEE YOUR CONSUMPTION**

**READINGS/CONSUMPTION IN 1,000'S OF GALLONS**

Description	Previous Reading(date)	Present Reading(date)	Usage
Track your monthly, daily, and hourly water usage at <a href="http://MyWater.CMWC.net">MyWater.CMWC.net</a>			

Dist. Name Northwest

**MESSAGES**

G/L Code	Amount
4765	24.90
Dist. Mgr. Initials	<i>[Signature]</i>

Pay your bill online, by phone or by mail. Visit [www.CMWC.net/PayYourBill](http://www.CMWC.net/PayYourBill) for details.

Return only this portion with return address visible.



P.O. Box 150068  
Lakewood, CO 80215

**Total Amount Due October 23, 2024** **\$24.90**

Amount Enclosed:

Please make your check payable to The Consolidated Mutual Water Company and write your account number on your check.

10000324340000024908

Account Number: **1000032434**

356 1 SP 0.690 2 157472  
 \*\*\*\*\*SINGLE-PIECE 157472 358 2 S000356

000356

NORTHWEST LAKEWOOD SANITATION DIST  
 141 UNION BLVD STE 150  
 LAKEWOOD CO 80228-1898

MAIL TO:

The Consolidated Mutual Water Company  
 P.O. Box 150068  
 Lakewood, CO 80215-0068

OCT 10 2024

THE CONSOLIDATED MUTUAL WATER COMPANY  
P.O. BOX 150068 - Lakewood, Colorado 80215  
Telephone (303) 238-0451 - Fax (303) 237-5560

SOLD TO: Northwest Lakewood Sanitation  
141 Union Blvd Suite 150  
Lakewood, Colorado 80228  
303-422-4046

Date: October 7, 2024  
Our Invoice 8096  
Terms: Net 30 days


Description	Total
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FIRE HYDRANT PERMIT NUMBER: 12  
 FIRE HYDRANT LOCATION: VARIOUS  
 SERVICE AREA - DEN  
 READING: Load Count  
 READING: September 30, 2024 5 Loads  
 TOTAL GALLONS REGISTERED: 5,000

Service Charge:	\$	200.00
Gallons @ \$10.00 per 1,000:	\$	50.00
<b>TOTAL CHARGES:</b>	\$	<b>250.00</b>

A \$50.00 per month late charge will be added to all late payments.

Dist. Name NWLSD

G/L Code	Amount
4740	250.00
Dist. Mgr. Initials	



# Freedom Mailing Services, Inc.

459 W CENTER ST  
OREM UT 84057

UPPER CASE PRINTING, INK's  
'Brother' Company

## Invoice

DATE	INVOICE #
10/4/2024	48853


Ph# 801-373-2131

**OCT 09 2024**

### BILL TO

NORTHWEST LAKEWOOD SANITATION DIST  
141 UNION BLVD #150  
LAKEWOOD CO 80228

TERMS	DUE DATE
Net 30	11/3/2024

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
3,248	Bills	UTILITY BILL PROCESSING	0.665	2,159.92
3,248	PDF PREP	Bill Processing CREATING PDF IMAGES OF STATEMENTS	0.03	97.44
		Dist. Name <u>NWUSD</u>		
		G/L Code	Amount	
		<u>1616</u>	<u>2257.36</u>	
		Dist. Mgr. Initials		
			<b>Total</b>	\$2,257.36
<b>Customer Total Balance</b>			\$2,257.36	
			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	<b>\$2,257.36</b>

\*\*\* NOTICE OF POSTAGE RATE INCREASE \*\*\*

EFFECTIVE JULY 14, 2024

FIRST CLASS LETTER RATES INCREASED BY \$0.05 TO \$0.73

FIRST CLASS POSTCARD RATES INCREASED \$0.05 TO \$0.58

# Postage Statement - First-Class Mail and USPS Ground Advantage

**OCT 09 2024**

Use this form for First-Class Mail and USPS Ground Advantage

Post Office: Note Mail Arrival  
Date & Time (Do Not Round-Stamp)

<b>Mailer</b>	Permit Holder Name, Address, Email, Telephone		Mailing Agent (If other than permit holder) Name, Address, Telephone <b>FREEDOM MAILING SERVICES BART HENDRICKSON 459 W CENTER ST OREM UT 84057 801-373-2131</b>		Mail Owner (If other than permit holder) Name, Address <b>KENDRA HAUBERT 303-987-0835 NORTHWEST LAKEWOOD SANITATION DISTRICT 141 UNION BLVD, STE 150</b>	
	EPS Cust Ref. No. <b>N/A</b>		CRID <b>N/A</b>		CRID <b>25476407</b>	

<b>Mailing</b>	Post Office of Mailing <b>OREM UT 84057</b>		Mailer's Mailing Date <b>10/02/2024</b>		Federal Agency Cost Code <b>N/A</b>		Statement Seq. No. <b>N/A</b>		Permit # <b>1010</b>		No. and type of Containers <b>4 - 1"MM Trays 10 - 2"MM Trays</b>	
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Processing Category <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels		For Mail Enclosed within Another Class <input type="checkbox"/> Marketing Mail Bound <input type="checkbox"/> Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Media Mail <input type="checkbox"/> Combined Mailing <input type="checkbox"/> Single Class		Weight of a Single Piece <b>0.0100</b> pounds		SSF Transaction ID#		Parcels Only Hold For Pickup (HFPU)	
	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input checked="" type="checkbox"/> NCOA <sup>Link</sup> <input type="checkbox"/> ACS		Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		Total Pieces <b>3,248</b>		Total Weight <b>32.4800</b>		Letter or flat-size mailpieces contain: <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk.		No. of pieces Customer Generated Electronic Labels <input type="checkbox"/> SigCon For Automation Price Pieces, Enter Date of Address Matching and Coding <b>10/01/2024</b>	
	Political Campaign Mailing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Election Mail- Official Ballots <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Election Mail- Non-Ballot Material <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							

Parts Completed (Select all that apply):  A  B  C  D  S  NSA

<b>Postage</b>	1	Subtotal Postage (Add parts totals)		<b>\$1,770.64</b>
	2	Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.	0 pcs. x \$	\$ = Postage Affixed
	3	Incentive/Discount Flat Dollar Amount -		
	4	Fee Flat Dollar Amount +		
	5	Permit # _____	Net Postage Due (Line 1 +/- Lines 2, 3, 4)	

<b>USPS Use Only</b>	Additional Postage Payment (State reason)		
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.		<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in AIC 121 (Permit Imprint Only)		<b>Total Adjusted First-Class Mail Postage Permit Imprint</b>
	Postmaster: Report Total Postage in AIC 128 (Permit Imprint Only)		<b>Total Adjusted USPS Ground Advantage Postage Permit Imprint</b>

Incentive/Discount Claimed: \_\_\_\_\_ Type of Fee: \_\_\_\_\_

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).

Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form <b>BART HENDRICKSON</b>	Telephone <b>801-373-2131</b>
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<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds		Total Weight		Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:	Round Stamp (Required) Payment Date
	Total Pieces		Total Postage			
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No					
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)				Date Mailer Notified	Contact
	USPS Employee's Signature				By (Initials)	Time AM PM
					Print USPS Employee's Name	

OCT 09 2024



NORTHWEST LAKEWOOD SANITATION DISTRICT  
ATTN: Steve Beck  
141 UNION BLVD STE 150  
LAKEWOOD, CO 80228

FEDERAL TAXPAYER ID# 84-0587847  
October 9, 2024  
Billed through 09/30/2024  
Bill Number 159340  
16072

**SUMMARY OF CURRENT STATEMENTS FOR ALL NON-RETAINER MATTERS**

Total Fees Incurred for all Non-Retainer Matters	\$9,059.00
Total Disbursements for all Matters	\$86.00
<b>Total New Charges for all Matters</b>	<b>\$9,145.00</b>
Prior Balance for all Matters	\$6,934.00
Payments Received for all Matters	\$6,934.00
Adjustments Applied for all Matters	\$0.00
<b>Total Balance Due Including Prior Balance</b>	<b>\$9,145.00</b>

Dist. Name NWLSD

G/L Code	Amount
1675	9145.00
Dist. Mgr. Initials	<i>[Signature]</i>

**IRELAND  
STAPLETON**

NORTHWEST LAKEWOOD SANITATION  
DISTRICT  
ATTN: Steve Beck  
141 UNION BLVD STE 150  
LAKEWOOD, CO 80228

FEDERAL TAXPAYER ID# 84-0587847  
October 9, 2024  
Billed through 09/30/2024  
Bill Number 159340 TJF  
16072

**Matter 00000 GENERAL**

Total Fees Incurred	\$9,059.00
Total Disbursements	\$86.00
<b>Total New Charges for this Matter</b>	<b>\$9,145.00</b>
Prior Balance	\$6,934.00
Payments Received	\$6,934.00
Adjustments Applied	\$0.00
<b>Total Balance Due</b>	<b>\$9,145.00</b>



NORTHWEST LAKEWOOD SANITATION  
 DISTRICT  
 ATTN: Steve Beck  
 141 UNION BLVD STE 150  
 LAKEWOOD, CO 80228

FEDERAL TAXPAYER ID# 84-0587847  
 October 9, 2024  
 Billed through 09/30/2024  
 Bill Number 159340 TJF  
 16072

**Matter 00000 GENERAL**

**FOR PROFESSIONAL SERVICES RENDERED**

**Hours**

09/03/2024	CDS	Continue work on unpaid sewer tap fee matters.	0.40
09/03/2024	TJF	Review and reply to emails regarding unpaid tap fees; coordination regarding upcoming meeting; finalize email to claimants.	1.00
09/04/2024	CDS	Additional work on unpaid tap fee matters; conference with T.J. Flynn; work on Common Sewer Service Line Agreement.	1.90
09/04/2024	TJF	Prepare of Common Sewer Service Line Agreement for 1490 Normandy Road; proof and revised various emails to Steve Beck and Bill Willis.	1.10
09/04/2024	TJF	Follow up on outstanding district matters, including emails and telephone calls to various owners and Vicki Brentin and Brad Weiman.	0.60
09/04/2024	TJF	Telephone call regarding Jefferson County certification process.	0.20
09/05/2024	CDS	Continue work on Common Sewer Service Line Agreement matters.	0.50
09/05/2024	TJF	Telephone calls and emails regarding settlement offers and other matters; various emails with Vicki Brentin and other proeprty owners that have not paid tap fees to District or Metro Water Recovery.	1.20
09/09/2024	CDS	Review email regarding payment of delinquent sewer fee for 3217 Robb Street; email to Steve Beck regarding the same.	0.20
09/09/2024	TJF	Email regarding tap fee matters; emails to and from title company regarding same; discussed open claims.	0.40
09/09/2024	TJF	Review September meeting minutes; email comments to Special District Management Services; review of agenda items.	0.40
09/10/2024	CDS	Work on meeting follow up matters with T.J. Flynn.	0.40
09/10/2024	TJF	Telephone call regarding City of Lakewood tap fee letter/request regarding fees and methods.	0.20

**I R E L A N D  
S T A P L E T O N**

NORTHWEST LAKEWOOD SANITATION  
DISTRICT  
ATTN: Steve Beck  
141 UNION BLVD STE 150  
LAKEWOOD, CO 80228

FEDERAL TAXPAYER ID# 84-0587847  
October 9, 2024  
Billed through 09/30/2024  
Bill Number 159340 TJF  
16072

**Matter 00000 GENERAL**

**FOR PROFESSIONAL SERVICES RENDERED**

**Hours**

09/10/2024	TJF	Revise settlement email to Brad Weiman and Vicki Brentin; email to Greg Fabisiak regarding extension of time to pay; draft various responses to other property owner emails.	0.60
09/10/2024	TJF	Telephone call regarding tap fee matters from title company.	0.20
09/11/2024	TJF	Review Intergovernmental Agreement with College Park.	0.50
09/11/2024	TJF	Completed Common Sewer Service Line Agreement for Normandy Road; email to Bill Willis and Steve Beck.	0.30
09/11/2024	TJF	Telephone call regarding title claim and Brad Weiman unpaid taps.	0.20
09/12/2024	TJF	Began work on and review files for 2023 audit letter.	0.30
09/12/2024	TJF	Multiple emails regarding homeowners request regarding unpaid tap fees, including request for extension of time.	0.40
09/13/2024	CDS	Additional work on Common Sewer Service Line Agreement.	0.20
09/13/2024	TJF	Email to Special District Management Services and Bill Willis regarding outstanding issues.	0.30
09/16/2024	CDS	Work on meeting follow up matters; work on initial draft of 2023 audit response letter; email regarding the same; finalize audit letter and send.	0.90
09/16/2024	TJF	Review Northwest Lakewood Interceptor Agreement with College Park and determine College Park's obligation for paying for expansion of a portion of the Interceptor to service Whippoorwill development.	0.30
09/16/2024	TJF	Work on 2023 Audit letter.	0.30
09/17/2024	CDS	Review all Treasurer collection reports; draft Partial Release of Lien for majority of properties on 2023 Notice of Lien; email to Steve Beck regarding execution.	1.90



NORTHWEST LAKEWOOD SANITATION  
 DISTRICT  
 ATTN: Steve Beck  
 141 UNION BLVD STE 150  
 LAKEWOOD, CO 80228

FEDERAL TAXPAYER ID# 84-0587847  
 October 9, 2024  
 Billed through 09/30/2024  
 Bill Number 159340 TJF  
 16072

**Matter 00000 GENERAL**

<b>FOR PROFESSIONAL SERVICES RENDERED</b>			<b>Hours</b>
09/17/2024	TJF	Pre-board meeting conference call with Steve Beck and Bill Willis and follow up.	0.40
09/18/2024	CDS	Prepare document and e-record Partial Release of Lien for multiple properties on 2023 delinquent accounts; email to Steve Beck regarding recorded Release; work on additional meeting matters.	0.50
09/18/2024	TJF	Review partial release of lien; coordination with C.D. Schott.	0.20
09/19/2024	CDS	Work on budget memo and delinquent accounts memo; email to T.J. Flynn regarding the same.	0.40
09/19/2024	TJF	Review of lien release.	0.10
09/20/2024	TJF	Review of email from Steve Beck regarding unpaid tap fee matter.	0.20
09/20/2024	TJF	Review and reply to email regarding Whippoorwill Development.	0.20
09/20/2024	TJF	Research to locate documents; email to title company regarding title claim from unpaid tap fees.	0.50
09/20/2024	TJF	Telephone call from Bill Willis regarding calculation of participation charge for Whippoorwill development.	0.20
09/20/2024	TJF	Review meeting packet for September meeting.	0.30
09/24/2024	CDS	Emails regarding increasing rates and fees, notice, meeting and time frame; review statutes.	0.40
09/24/2024	TJF	Review of delinquent account letters.	1.00
09/25/2024	CDS	Draft Notice of Change of Law Firm Affiliation and Change of Address; file with the District Court.	0.20



NORTHWEST LAKEWOOD SANITATION  
 DISTRICT  
 ATTN: Steve Beck  
 141 UNION BLVD STE 150  
 LAKEWOOD, CO 80228

FEDERAL TAXPAYER ID# 84-0587847  
 October 9, 2024  
 Billed through 09/30/2024  
 Bill Number 159340 TJF  
 16072

Matter 00000 GENERAL

**FOR PROFESSIONAL SERVICES RENDERED**

**Hours**

09/25/2024	TJF	Multiple emails regarding unpaid tap fee issue; email regarding SFE assessment between multiple dwelling units; telephone call to Bill Willis; review Audit and noted subject to final adjustment of commercial accounts; telephone call from Dawn Schilling regarding 2023 Audit.	1.00
09/25/2024	TJF	Attend board meeting and follow up.	2.80
09/26/2024	CDS	Prepare Lochwood Commons Sewer Service Line Agreement and e-record with Jefferson County; follow up email regarding the same.	0.30
09/26/2024	TJF	Returned telephone call from title company considering paying claim for unpaid tap fees at 3251 Robb Street; walk through process and legal authority to impose liens and charge fees.	0.30
09/26/2024	TJF	Review to letter regarding taps and fees prepared by Steve Beck; provided comments; telephone call with Vicki Brentin.	0.20
09/30/2024	TJF	Email to property owners with unpaid tap fees notifying of extension of time to pay and of District's intent to send letter certifying for delinquent accounts; telephone call from homeowner.	0.40

Total Current Fees for this Matter \$9,059.00

**DISBURSEMENTS**

09/18/2024	JEFFERSON COUNTY - Recording Fee for Partial Release of Lien	28.00
09/26/2024	JEFFERSON COUNTY - Recording Fee for Lockwood 1490 Normandy Drive Common Sewer Service Line Agreement	58.00

Total Current Disbursements for this Matter \$86.00



**I R E L A N D  
S T A P L E T O N**

FEDERAL TAXPAYER ID# 84-0587847

October 9, 2024

NORTHWEST LAKEWOOD SANITATION  
DISTRICT  
ATTN: Steve Beck  
141 UNION BLVD STE 150  
LAKEWOOD, CO 80228

Billed through 09/30/2024  
Bill Number 159340 TJF  
16072

**Matter 00000 GENERAL**

**SUMMARY OF FEES**

Name	Initials	Hours	Rate	Billed Amount
Schott, Crystal D	CDS	8.20	\$250.00	2,050.00
Flynn, Timothy J	TJF	16.30	\$430.00	7,009.00
		<u>24.50</u>		<u>\$9,059.00</u>



FEDERAL TAXPAYER ID# 84-0587847

October 9, 2024

NORTHWEST LAKEWOOD SANITATION DISTRICT  
ATTN: Steve Beck  
141 UNION BLVD STE 150  
LAKEWOOD, CO 80228

Billed through 09/30/2024  
Bill Number 159340 TJF  
16072

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

CREDIT CARD NUMBER \_\_\_\_\_

SECURITY CODE FROM BACK OF CREDIT CARD \_\_\_\_\_

AMOUNT \_\_\_\_\_ EXP DATE \_\_\_\_\_

NAME AS IT APPEARS ON CREDIT CARD \_\_\_\_\_

MAILING ADDRESS OF CREDIT CARD BILL INCLUDING ZIP CODE \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

For your convenience, you can now fax directly to our Accounting Department at 720-287-5373, or scan and email to [accounting@irelandstapleton.com](mailto:accounting@irelandstapleton.com)

OCT 01 2024

# Pat Lombardi

Design and Production for Print and Web

765 Barberry Circle • Lafayette, Colorado 80026 • 303 484-0662

Dist. Name \_\_\_\_\_  
Invoice No. F-5327

G/L Code	Amount
<u>1677</u>	<u>335.00</u>

Dist. Mgr. Initials \_\_\_\_\_  
Date October 1, 2024

Sold to: Special District Management Services, Inc.  
Steve Beck - District Manager/Director of Finance  
S141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
sbeck@sdmsi.com | 303-987-0835 Ext. 206

Due: On Receipt

Please make check payable to:  
Pat Lombardi

Date	Description	Total
7-1-24 -	Third Quarter 2024 Hosting and General Website Updates	
9-30-24	(agenda, minutes, and updating meeting date) of NWLSD website	\$200.00
	Additional Accessibility work not included in maintenance fee:	
7-23-24	Scan website pages and create accessibility report for July = 45 min.	45.00
8-27-24	Scan website pages and create accessibility report for August = 45 min.	45.00
9-24-24	Scan website pages and create accessibility report for September = 45 min.	45.00
	Dist. Name <u>NWLS D</u>	
	G/L Code _____ Amount _____	
	_____	
	_____	
	Dist. Mgr. Initials <u>PL</u>	
	Make checks payable to: Pat Lombardi 765 Barberry Circle Lafayette, CO 80026	
	Thank you for your business. Please pay this amount ⇨	\$335.00

SEP 30 2024



Northwest Lakewood Sanitation District  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898

Email invoice to: sbeck@sdmsi.com

Invoice number: 17.0638-00293  
Date: 09/16/2024  
Project: 17.0638  
Northwest Lakewood Sanitation District  
Principal: William P. Willis, P.E.  
Federal ID: 84-1093281

Professional Services rendered through August 31, 2024.

(C01)

	Hours	Rate	Amount
C.01 General Consulting Services			
Principal	11.50	260.00	2,990.00
Associate	1.50	225.00	337.50
EIT II	1.00	135.00	135.00
EIT I	2.00	125.00	250.00
Designer	25.75	145.00	3,733.75
Project Coordinator	1.50	100.00	150.00
Phase subtotal			7,596.25
Invoice total			<b>7,596.25</b>

Dist. Name NWUSD

G/L Code	Amount
4810	7596.25
Dist. Mgr. Initials	<i>JB</i>

MARTIN/MARTIN, INC.

303.431.6100  
MARTINMARTIN.COM

REMIT PAYMENT TO: 12499 WEST COLFAX AVENUE, LAKEWOOD, COLORADO 80215

Please note: Invoice subject to service charge as applicable per contract.  
Changes and credits past accounting month end are not recorded.  
Contact ar@martinmartin.com with questions.





**Invoice Supporting Detail**

**17.0638 Northwest Lakewood Sanitation District**

**C.01 General Consulting Services**

Phase Status: Active

Billing Cutoff: 08/31/2024

	Date	Units	Rate	Amount
<b>Labor</b> WIP Status: Billable				
Principal				
William P. Willis				
Project Labor	08/15/2024	1.50	260.00	390.00
<i>Board Meeting</i>				
Project Labor	08/15/2024	1.00	260.00	260.00
<i>Whiper Will Flow Study information</i>				
Project Labor	08/20/2024	0.50	260.00	130.00
<i>Pre Board</i>				
Project Labor	08/22/2024	2.00	260.00	520.00
<i>Flow Study Along Maple Grove</i>				
Project Labor	08/23/2024	1.50	260.00	390.00
<i>Maple Grove area Flow Study</i>				
Project Labor	08/27/2024	0.50	260.00	130.00
<i>9775 W. 25th Refer</i>				
Project Labor	08/28/2024	3.00	260.00	780.00
<i>Flow Monitoring evaluation</i>				
Project Labor	08/28/2024	1.50	260.00	390.00
<i>Board Meeting</i>				
	Subtotal	<b>11.50</b>		<b>2,990.00</b>
Associate				
Brian L. Techau				
Project Labor	08/01/2024	1.00	225.00	225.00
<i>Coordination for Applewood proposed bypass pumping into NWLSD sanitary system</i>				
Project Labor	08/07/2024	0.50	225.00	112.50
<i>Coordination for proposed bypass pumping from Applewood SD</i>				
	Subtotal	<b>1.50</b>		<b>337.50</b>
EIT II				
Aurrey T. Ganda				
Project Labor	08/29/2024	1.00	135.00	135.00
<i>9775 W. 25th Ave - Referral</i>				
	Subtotal	<b>1.00</b>		<b>135.00</b>
EIT I				
William A. Jessup				
Project Labor	08/28/2024	2.00	125.00	250.00
<i>Aided with flow monitoring/rate study using GIS with Sean Pearson</i>				
	Subtotal	<b>2.00</b>		<b>250.00</b>



**Invoice Supporting Detail**

**17.0638 Northwest Lakewood Sanitation District**

**C.01 General Consulting Services**

Phase Status: Active

Billing Cutoff: 08/31/2024

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Designer

Sean E. Pearson

Project Labor	08/02/2024	2.00	145.00	290.00
<i>Applewood bypass pumping modeling of flows and research into affected pipes</i>				
Project Labor	08/15/2024	6.50	145.00	942.50
<i>Temporary metering data processing, rainfall data, District model recalibration, exhibits updates</i>				
Project Labor	08/20/2024	6.50	145.00	942.50
<i>Maple Grove Reservoir split flows analysis, assigned demands, process</i>				
Project Labor	08/21/2024	2.00	145.00	290.00
<i>Estimating pipe flow splits and possible capacities from field notes/pictures, model adjustments</i>				
Project Labor	08/27/2024	1.25	145.00	181.25
<i>Assisting with Flow study research and Will Jessup (GIS work, identifying assigned flows, upstream MH selections, etc)</i>				
Project Labor	08/27/2024	1.00	145.00	145.00
<i>Assisting with Flow study research and Will Jessup (GIS work, identifying assigned flows, upstream MH selections, etc)</i>				
Project Labor	08/28/2024	6.50	145.00	942.50
<i>Rate study research, new meter readings analysis for necessary pipe upsizings</i>				
Subtotal		<b>25.75</b>		<b>3,733.75</b>

Project Coordinator

Amanda L. Keeler

Project Labor	08/14/2024	0.25	100.00	25.00
<i>Password Protect Documents</i>				
Project Labor	08/20/2024	1.25	100.00	125.00
<i>Board Report</i>				
Subtotal		<b>1.50</b>		<b>150.00</b>
Labor total		<b>43.25</b>		<b>7,596.25</b>

SEP 30 2024



Northwest Lakewood Sanitation District  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898

Email invoice to: sbeck@sdmsi.com

Invoice number: 17.0638-00294  
Date: 09/25/2024  
Project: 17.0638  
Northwest Lakewood Sanitation District  
Principal: William P. Willis, P.E.  
Federal ID: 84-1093281

Professional Services rendered through August 31, 2024.

C11 - 2024 CCTV Review And CIP Report

	Hours	Rate	Amount
2024 CCTV Review and CIP Report			
Professional Engineer	16.00	150.00	2,400.00
EIT II	5.00	135.00	675.00
Designer	38.00	145.00	5,510.00
Phase subtotal			8,585.00
Invoice total			<b>8,585.00</b>

Dist. Name NWLSP

G/L Code	Amount
4886	8585.00
Dist. Mgr. Initials	<i>JB</i>

MARTIN/MARTIN, INC.

303.431.6100  
MARTINMARTIN.COM

REMIT PAYMENT TO: 12499 WEST COLFAX AVENUE, LAKEWOOD, COLORADO 80215

Please note: Invoice subject to service charge as applicable per contract.  
Changes and credits past accounting month end are not recorded.  
Contact ar@martinmartin.com with questions.





**Invoice Supporting Detail**

**17.0638 Northwest Lakewood Sanitation District  
 C11 2024 CCTV Review and CIP Report**

Phase Status: Active

Billing Cutoff: 08/31/2024

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Professional Engineer

Marie Fretzie T. Jennett

Project Labor 08/19/2024 8.00 150.00 1,200.00

*2022-2023 CIPP Report - Category updates*

Project Labor 08/20/2024 8.00 150.00 1,200.00

*2022-2023 CIPP Report - Category updates*

Subtotal **16.00 2,400.00**

EIT II

Aurrey T. Ganda

Project Labor 08/23/2024 2.00 135.00 270.00

*EOPC*

Subtotal **2.00 270.00**

Kortney J. Klipstine

Project Labor 08/19/2024 3.00 135.00 405.00

*2023 report*

Subtotal **3.00 405.00**

Designer

Sean E. Pearson

Project Labor 08/05/2024 1.00 145.00 145.00

*Initial CCTV review spreadsheet checks for unidentified/misidentified pipes*

Project Labor 08/06/2024 6.00 145.00 870.00

*CCTV review spreadsheet matching pipes in GIS, eliminating duplicates for import*

Project Labor 08/08/2024 3.00 145.00 435.00

*CCTV review spreadsheet into GIS for CIP maps, styling, mis-identified pipes updated to GIS*

Project Labor 08/09/2024 6.00 145.00 870.00

*CCTV review import into GIS, map layers for CIP maps, identifying past repairs duplicates*

Project Labor 08/12/2024 5.50 145.00 797.50

*CCTV review spreadsheet - QAQC on cat 2 pipes to cat 1, more CIP maps creation*

Project Labor 08/13/2024 2.00 145.00 290.00

*Reviewing cat 2 pipes for possible cat 1 downgrade*

Project Labor 08/14/2024 3.50 145.00 507.50

*Reviewing cat 2 pipes for possible cat 1 downgrade*

Project Labor 08/15/2024 0.50 145.00 72.50

*CCTV review*

Project Labor 08/16/2024 4.00 145.00 580.00

*CCTV review - more cat 2 to cat 1 or 3, updating maps for CIP*

Project Labor 08/19/2024 2.00 145.00 290.00



**Invoice Supporting Detail**

**17.0638 Northwest Lakewood Sanitation District**  
**C11 2024 CCTV Review and CIP Report**

Phase Status: Active

**Billing Cutoff: 08/31/2024**

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Designer

Sean E. Pearson

*CCTV review of cat 2 to cat 1 videos*

Project Labor 08/21/2024 2.50 145.00 362.50

*Reviewing NWLSD CCTV cat 2 videos for adjustment to cat 1*

Project Labor 08/26/2024 2.00 145.00 290.00

*CCTV CIP cat 2 review*

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Subtotal	<b>38.00</b>	<b>5,510.00</b>
Labor total	<b>59.00</b>	<b>8,585.00</b>

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NO. 4680

OCT 07 2024

NORTHWEST LAKEWOOD SANITATION DISTRICT

Application and Permit No 4680

Date: 10/7/24

APPLICATION FOR PERMIT TO LAY DRAIN

To Northwest Lakewood Sanitation District

Application is made by Victoria B. B... for a Permit to lay a sanitary sewer drain line to connect the building containing units at...

legal description... to the District's sewage collection system.

NOTICE

DISTRICT CHECKS ONLY PROPER CONNECTION TO DISTRICT'S LINE AND FOR INFILTRATION OF SERVICE LINE. DISTRICT IS NOT RESPONSIBLE FOR PROPER GRADE OF SERVICE LINE FROM OWNER'S PROPERTY TO DISTRICT'S SEWER LINE.

Signature of owner or agent below acknowledges responsibility.

Signature of Victoria B. B... Owner

PERMIT

Permit is hereby granted unto Victoria B. B... License No. 4680 to lay a 4 inch drain line to connect building located on the above described property, in accordance with the Rules and Regulations of the District to the District's sewer main in...

Received of the owner or agent the following fees:

Connection Fee	\$ 1,125.00
Inspection Fee	\$ 0.00
Total	\$ 1,125.00

NORTHWEST LAKEWOOD SANITATION DISTRICT

By [Signature] District Agent

DO NOT BACKFILL OVER THE DRAIN LINE WITHOUT WRITTEN APPROVAL FROM THE DISTRICT'S INSPECTOR. TAP THE SEWER MAIN ONLY IN THE PRESENCE OF THE DISTRICT INSPECTOR. BACKFILL MADE WITHOUT SPECIFIC WRITTEN APPROVAL OF DISTRICT'S INSPECTOR WILL BE SUBJECT TO REMOVAL AT APPLICANT'S EXPENSE.

Inspector's Copy

Dist. Name NWLSD

G/L Code	Amount
4730 - interest	512.40
4730 - tap fee	4270.00
} 4782.40	
Dist. Mgr. Initials	JBS

NO. 4681

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

Application and Permit **No 4681**

Date: 10/14/80

APPLICATION FOR PERMIT TO LAY DRAIN  
To Northwest Lakewood Sanitation District

Application is made by JUSTIN BOISEN  
for a Permit to lay a sanitary sewer drain line to connect the building containing 3 units at 3299 PIA ST

legal description LOT 32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000  
to the District's sewage collection system.

**NOTICE**

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Signature of owner or agent below acknowledges responsibility.

Justin Boisen  
Justin Boisen  
Owner  
Agent

**PERMIT**

Permit is hereby granted unto Justin Boisen  
License No. 4681 to lay 4 inch drain line to connect building located on the above described property, in accordance with the Rules and Regulations of the District, to the District's sewer main in PIA ST

Received of the owner or agent the following fees:

Connection Fee	\$ 4340.00
Inspection Fee	\$ 480.80
Total	\$ 4820.80

NORTHWEST LAKEWOOD SANITATION DISTRICT

By Justin Boisen  
District Agent

DO NOT BACKFILL OVER THE DRAIN LINE WITHOUT WRITTEN APPROVAL FROM THE DISTRICT'S INSPECTOR. TAP THE SEWER MAIN ONLY IN THE PRESENCE OF THE DISTRICT INSPECTOR. BACKFILL MADE WITHOUT SPECIFIC WRITTEN APPROVAL OF DISTRICT'S INSPECTOR WILL BE SUBJECT TO REMOVAL AT APPLICANT'S EXPENSE

Inspector's Copy

Dist. Name NWLSD

G/L Code	Amount
4730 - interest	520.80
4730 - tap fee	4340.00
} 4860.80	
Dist. Mgr. Initials	<u>[Signature]</u>

OCT 04 2024



Dist. Name NWUSD

**Ramey Environmental Compliance, Inc.**  
 Management and Operation Solutions for  
 Water and Wastewater Treatment  
**303-833-5505**

PO Box 99, Firestone, Colorado 80520  
 email: contact.us@RECinc.net  
**www.RECinc.net**

G/L Code	Amount
4746	8186.10
4742	5923.02
4748	443.23
4749	2217.04
Dist. Mgr. Initials	

*[Handwritten initials]*

# Invoice

Date	Invoice #
9/30/2024	28372

<b>Bill To</b>
NORTHWEST LAKEWOOD SANITATION DIST. SPECIAL DISTRICT MGMT. SERVICES 141 UNION BLVD SUITE 150 LAKEWOOD, CO 80228

Description	Amount
Operator Responsible in Charge and other services	0.00
Monthly Base Fee - September	5,786.87
VAC/JET Truck Services 9/4/24 (Wed. 1:00pm-4:00pm): Wide Acres & Yank Cleaned Line from MH B-86A to B-84, B-86 to B-84, B-84 to B-83A, B-85 to B-83 for total of 758 ft. 3 hrs @ \$312/hr	936.00
Customer Complaints/Inquires 9/9/24 (Mon. 4:00pm-5:00pm): 3365 Union St. Responded at request of Steve Beck reference Odor Complaint and Missing Manhole Lid. Upon arrival spoke to neighbor who observed someone dumping something into MH. Police interrupted and person fled. MH lid was replace by fire department. No odor was detected. Will check into a locking MH lid. 1 hr @ \$83.20/hr	83.20
Customer Complaints/Inquires 9/12/24 (Thurs. 11:45am-12:30pm): 3345 Ward Rd. Responded for report of strong sewage odor outside of residence. Upon arrival checked MH BF-9 and BF-8 and observed normal flows and no standing water. Homeowner was contacted and stated odor is strong in morning and goes away as day goes on. No odor detected and resident will notify next time odor is encountered. .75 hrs @ \$83.20/hr	62.40
Sub Total = \$ 6,868.47	
<b>Locates</b>	
Tier 1 Locates 197 @ \$20.51	4,040.47
Tier 2 Locates 27 @ \$40.45	1,092.15
Tier 3 Locates 5 @ \$83.20	416.00
Tier 4 Emergency Onsite After Hour Locates - 9/14/24 (Sat. 9:45am-10:15am): 2128 Iris St. Emergency Locate for Sewer Service repair. Work area clear of District Main. .5 hrs @ \$83.20	41.60
Tier 4 Emergency Onsite After Hour Locates 9/14/24 (Sat. 7:45pm-9:45pm): 10025 W. 29th Ave. Emergency Locate for Water Main repair. Upon arrival marked District Main and Taps. 2 hrs @ \$83.20/hr	166.40
Tier 4 Emergency Onsite After Hour Locates 9/26/24 (Thurs. 7:40pm-9:40pm): 3274 Pierson St. Emergency Locate for Gas Main repair. Upon arrival marked District Main and Services. 2 hrs @ \$83.20/hr	166.40
<b>Inspections</b>	
Grease Traps = 1	60.09
Inspections = 7 5.5 hrs @ \$94.76/hr	521.18
Grease Trap Forms	33.17
College Park Line Maintenance Jet/Cleaning 6"-12" Lines = 1,363 ft @ \$0.56/ft	763.28
Sub Total = \$7,300.74	

4746

4742

4746

Thank you for your business!

<b>Payments/Credits</b>
<b>Balance Due</b>



**Ramey Environmental Compliance, Inc.**  
 Management and Operation Solutions for  
 Water and Wastewater Treatment  
**303-833-5505**

PO Box 99, Firestone, Colorado 80520  
 email: [contact.us@RECinc.net](mailto:contact.us@RECinc.net)  
[www.RECinc.net](http://www.RECinc.net)

# Invoice

<b>Bill To</b>
NORTHWEST LAKEWOOD SANITATION DIST. SPECIAL DISTRICT MGMT. SERVICES 141 UNION BLVD SUITE 150 LAKEWOOD, CO 80228

<b>Date</b>	<b>Invoice #</b>
9/30/2024	28372

Description	Amount
Task #2 Emergency Services On-Call Services Sub Total = \$443.23	4748 - 443.23
Task #3 Additional Maintenance Service Maintenance Services -Jet/Cleaning 6"-12" Lines = 3,959 ft @ \$0.56/ft Sub Total = \$2,217.04	4749 - 2,217.04
	INV, 28363 ↓
Thank you for your business!	<b>Payments/Credits</b> 4746 -\$60.09
	<b>Balance Due</b> \$16,769.39

SEP 24 2024

**Ramey Environmental Compliance, Inc.**  
Management and Operation Solutions for  
Water and Wastewater Treatment  
**303-833-5505**



PO Box 99, Firestone, Colorado 80520  
email: contact.us@RECinc.net  
[www.RECinc.net](http://www.RECinc.net)

## Credit Memo

CUSTOMER
NORTHWEST LAKEWOOD SANITATION DIST. SPECIAL DISTRICT MGMT. SERVICES 141 UNION BLVD SUITE 150 LAKEWOOD, CO 80228

DATE	CREDIT NO.
9/24/2024	28363

4746

DESCRIPTION	QTY	RATE	AMOUNT
Grease Trap - Chick-Fil-A: Credit for Invoice #28204 due to location being Out of District	-1	60.09	-60.09
Thank you for your business!		<b>Total</b>	-\$60.09

# SDMS

Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
 Lakewood, CO 80228-1898  
 303-987-0835 | Fax: 303-987-2032  
 www.sdmsi.com

09/2024

Northwest Lakewood Sanitation District  
 141 Union Boulevard, Suite 150  
 Lakewood, CO 80228-1898

Statement Date: 09/30/2024  
 Account No. NWLSD.00

Dist. Name NWLSD

Invoice for Services Rendered - 09/30/2024

G/L Code	Amount
1614	10,630.10
1612	3,131.80
1616	2,400.90
1690	645.63
Dist. Mgr. Initials	<i>JB</i>

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
NWLSD-00	528.29	0.00	✓ 645.63 <sup>1690</sup>	0.00	-528.29	\$645.63
NWLSD-01 Board Meetings	2,044.90	✓ 1,673.10 <sup>1614</sup>	0.00	0.00	-2,044.90	\$1,673.10
NWLSD-02 Management Matters	8,940.10	✓ 8,889.40 <sup>1614</sup>	0.00	0.00	-8,940.10	\$8,889.40
NWLSD-03 Records Management	321.10	✓ 67.60 <sup>1614</sup>	0.00	0.00	-321.10	\$67.60
NWLSD-09 Financial Matters	3,633.50	✓ 3,836.30 <sup>1612</sup>	0.00	0.00	-3,633.50	\$3,836.30
NWLSD-10 Financial-Budget Matters	135.20	0.00	0.00	0.00	-135.20	\$0.00
NWLSD-12 Financial-Audit Matters	2,146.30	✓ 3,295.50 <sup>1612</sup>	0.00	0.00	-2,146.30	\$3,295.50
NWLSD-17 Fee Tracking and Collections	2,920.00	✓ 1,952.90 <sup>1616</sup>	0.00	0.00	-2,920.00	\$1,952.90
NWLSD-20 Operations Matters	16.90	0.00	0.00	0.00	-16.90	\$0.00
NWLSD-25 Payment Processing	792.00	✓ 448.00 <sup>1616</sup>	0.00	0.00	-792.00	\$448.00
	<u>21,478.29</u>	<u>20,162.80</u>	<u>645.63</u>	<u>0.00</u>	<u>-21,478.29</u>	<u>\$20,808.43</u>

*20,808.43*



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Lakewood, CO 80228-1898  
303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Northwest Lakewood Sanitation District

Statement Date: 09/30/2024  
Statement No. 139505  
Account No. NWLSD.00

## Expenses

09/30/2024	Postage, September 2024.	20.48
09/30/2024	Duplicating, September 2024.	<u>625.15</u>
	Total Expenses	645.63
	Total Current Work	645.63
	Previous Balance	\$528.29

## Payments

09/26/2024	Payment	-528.29
	Balance Due	<u>\$645.63</u>

# SDMS

Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139506  
Account No. NWLSD.01

## Northwest Lakewood Sanitation District

### Board Meetings

#### Fees

			Hours	
09/05/2024	SS	Receive and save August website accessibility Report for meeting packets.	0.10	16.90
09/06/2024	SS	Draft and transmit Agenda for September 25, 2024 regular meeting to District Manager. Draft and transmit Minutes from the August 28, 2024 meeting to District Manager. Receive and save Monthly Report for meeting packets.	1.60	270.40
09/13/2024	SS	Revise Minutes from August 28, 2024 meeting with attorney comments.	0.20	33.80
09/17/2024	PC	Revise agenda for September 25, 2024 meeting with manager comments. Transmit to attorney for review.	0.30	50.70
09/18/2024	PC	Receive enclosures for September 25, 2024 meeting packets.	0.10	16.90
09/20/2024	PC	Finalize and compile September 25, 2024 meeting packets for distribution to the Board.	1.10	185.90
09/24/2024	SS	Receive and save website statistics from September. Transmit statistics to District Manager.	0.20	33.80
09/25/2024	SB	Board Meeting-Travel and Attendance at the September Meeting at Martin/Martin.	2.80	473.20
	SB	Board Meeting Preparation and preparation of additional documents for the Board packets. Send additional files to Director Dursey.	3.50	591.50
		For Current Services Rendered	9.90	1,673.10
		Total Current Work		1,673.10
		Previous Balance		\$2,044.90

#### Payments

09/26/2024	Payment			-2,044.90
	Balance Due			<u>\$1,673.10</u>

# SDMS

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Lakewood, CO 80228-1898  
303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139507  
Account No. NWLSD.02

Northwest Lakewood Sanitation District

## Management Matters

### Fees

Hours

09/05/2024	SB	<p>Review and respond to correspondence from Pat Lombardi regarding the August Website Accessibility Report. Forward report to Mrs. Stevens and correspondence regarding the inclusion in the September Board Packet. Review and respond to correspondence with McKenna Delong with The Atlas Portfolio and Mrs. Herther regarding the requested account changes for billing.</p> <p>Telecon with and review voice messages with Attorney Flynn regarding the letters to the developers and residents of the homes without tap fees. Review correspondence from Mr. Ramey with Mr. Willis regarding the Denver Water Moffat Treatment Plant flows.</p> <p>Telecon with and correspondence with Jessica Shanahan regarding the unpaid tap issue. Forward correspondence from Jessica to Vicki Brentin as requested for additional conversation and response between the parties to the unpaid tap issues.</p> <p>Review correspondences with Attorney Flynn, Vicki Brentin and other residents and developers regarding the demand for payment letter from the District as to the amounts that will be accepted by the District and Metro Water in settlement of the unpaid tap issues.</p> <p>Telecons with Iliana with Coronado Excavation regarding the payment of the inspection fee for an inspection at 12870 Willow Lane.</p>	2.50	422.50
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# SDMS

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303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139507  
Account No. NWLSD.02

## Northwest Lakewood Sanitation District

		Hours	
09/06/2024	SB	<p>Review and respond to correspondence with Vicki Brentin regarding the request by Jessica Shanahan to discuss the unpaid tap issues.</p> <p>Review common service agreement for 1490 Normandy Road and correspondence from Mr. Willis and Attorney Flynn. Correspondence with Mr. Gomez to request a copy of the tap card for 1490 Normandy to include with the agreement.</p> <p>Review correspondences from Attorney Flynn to the developers and residents of the homes with unpaid tap issues. Download, review and save the letters sent to each.</p> <p>Review correspondence with Mr. Gomez regarding the inspections for 11715 W 30th Drive and 12901 W 30th Avenue. Telecon with Amber with Pipe-X regarding the payment for the inspections. Telecons with Mr. Raul Hernandez and Ms. Anna Sais with Payless Rooter regarding the payment for the inspection and the permit renewal. Correspondence with the office staff to advise of the payments to be brought to the office.</p> <p>Review correspondence from Cathy Daniels with Ramey. Review and approve the monthly operations report, and correspondence with Mrs. Stevens regarding the inclusion in the Board packet.</p> <p>Telecon with and correspondence with Taylor Jacobs regarding the sale and future development of 9660 W 22nd Place. Send system map file as requested.</p> <p>Review and respond to correspondence with Mrs. Stevens regarding the Preliminary Agenda and the August meeting minutes. Review and comment on both.</p>	3.10 523.90
09/09/2024	SB	<p>Review and respond to correspondence from Mrs. Stevens regarding the preliminary agenda for the September agenda telecon with Mr. Willis and Attorney Flynn.</p> <p>Review correspondence from Mr. Gomez regarding the available tap card for 1490 Normandy Road. Download and save the tap card file.</p> <p>Correspondence with Mr. Ganda regarding the tap card drawing and the location of the connection between the ADU and the main home.</p> <p>Telecon with Sue Cornish regarding her account and changes needed for billing. Refer to Mrs. McCabe for the updates.</p> <p>Telecons with Wendi Storrer regarding a manhole that the lid has been removed from a manhole in her yard and the foul odors. Research map to determine if it is the District main. Telecons with Mr. Gomez to check the manhole and recover it. Determined to not be the District line and call to Mr. Gomez canceled.</p> <p>Telecon with Mr. Cameron Belknap regarding the development of 9660 W 22nd Street. Review and respond to follow-up correspondence with Mr. Belknap. Send file of District map showing approximate locations of lines.</p> <p>Correspondece with Mr. Ganda regarding the proposed development.</p>	1.80 304.20

# SDMS | Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
 Lakewood, CO 80228-1898  
 303-987-0835 | Fax: 303-987-2032  
 www.sdmsi.com

Statement Date: 09/30/2024  
 Statement No. 139507  
 Account No. NWLSD.02

## Northwest Lakewood Sanitation District

### Hours

09/10/2024	SB	<p>Review correspondence from Heather Gutherless with Jefferson County regarding the Community Wildfire Protection Plan. Forward to Mr. Willis. Review documents from Wells Fargo regarding the trade confirmation for the T-Note purchase. Scan and save the confirmation notice and forward to Director Kesler.</p> <p>Review correspondence from Brad Weiman regarding the settlement of the unpaid tap issues for the homes on Quail and Robb Streets.</p> <p>Review and respond to correspondences from Attorney Flynn and Mrs. Schott regarding the settlement notice from Mr. Chandler with Alliant National Title Insurance regarding the tap fees for 3217 Robb Street.</p> <p>Review correspondence from Corina Hall regarding the tap fee for 3273 Robb Street. Telecon with Ms. Hall regarding the tap fees and who should have paid them and when they should have been paid.</p> <p>Review voice message from Jeff Fisher at 3241 Alkire Court. Research system location and verify address. Telecon with Mr. Gomez regarding the construction on Alkire Court. Telecons to Mr. Fisher to discuss the repairs and liabilities due to the repairs done by Applewood Sanitation.</p> <p>Telecon with Mr. Gomez regarding the tap location for 9660 W 22nd Place. Discuss development project with Mr. Gomez. Correspondence with Mr. Belknap regarding a probable solution to his taps.</p>	1.80	304.20
	PC	<p>Review District file for specific insurance coverage to update the District Insurance Tracking Spreadsheet.</p>	0.20	33.80
09/11/2024	SB	<p>Review and respond to multiple correspondences from Keith Dentrement with Dent Development LLC regarding the payment of the tap fees for 2259 Kipling Street. Research assessors records of the four (4) addresses on the property for the permit. Meeting with Mr. Dentrement to prepare the permit and accept payment. Correspondence with Mr. Gomez to advise him of the payment and upcoming inspection request. Correspondence with Directors Fabisiak and Davenport regarding the permit issuance.</p> <p>Review and respond to correspondence from Mr. Ganda with Attorney Flynn and Mr. Willis regarding the exhibit map for the CSA for 1490 Normandy Road.</p> <p>Review and respond to correspondence with Attorney Flynn and Mr. Willis regarding the call from Corina Hall, and her call to Mr. Willis.</p> <p>Telecon with Attorney Flynn regarding the response to the letter from Lakewood regarding fees and his request to draft a response letter for his review.</p> <p>Telecon with Jonna Helm regarding the Flow Study and the Whippoorwill/Williams Pointe Development.</p> <p>Telecon with a rep with National Fidelity regarding the unpaid tap fees for one of the residence claims. He would not provide me with his name or the address.</p>	2.10	354.90

# SDMS

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www.sdmsi.com

## Northwest Lakewood Sanitation District

Statement Date: 09/30/2024  
Statement No. 139507  
Account No. NWLSD.02

			Hours	
09/12/2024	SB	Review correspondence with Attorney Flynn and Director Fabisiak regarding the request by Brad Weiman to delay payment due date on the unpaid taps until October 31, 2024. Telecon with Ashley Keyshan regarding changing account info on her account. Advise her to sign on to her XBP account and access her profile and to make changes there.	0.30	50.70
09/13/2024	SS	Receive email from District Manager regarding 2023 Audit Engagement Letter. Review District file and reply to District Manager. Email Records regarding 2023 Audit Engagement Letter.	0.30	50.70
	SB	Draft response letter to the City of Lakewood regarding the request for fee information. Forward to Attorney Flynn for review and approval. Review correspondence from Attorney Flynn regarding response to request from Brad Weiman regarding the payment of the unpaid taps. Zoom meeting with Mrs. Herther and Mrs. McCabe regarding the title information for the letters to begin the certification process. Additional discussions and correspondence regarding the amounts to certify for the unpaid taps. Review and respond to correspondence with Mr. Gomez regarding the storage of the signs and stands. Review correspondence from Attorney Flynn regarding accounts for 2530 and 2540 Newcombe Way. Research account history and respond with the requested information.	2.80	473.20
09/16/2024	SB	Telecon with Scott Eberhard at 3475 Wright Street regarding changes needed for his account 22370.01. Refer to Mrs. Herther for additional assistance in making the changes requested. Review and approve September AP claims and coding. Discuss with Mr. Hartleben. Prepare W9 for Ireland Stapleton as requested. Discuss with Mr. Hartleben. Review correspondence from Mrs. Herther regarding delinquent accounts. Review preliminary schedule of accounts qualifying for delinquent certification. Meeting with Mrs. Herther regarding the Certification of Delinquent accounts for the unpaid taps and additional FRSF. Continue preparation of August financial statements.	4.80	811.20

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Statement Date: 09/30/2024  
Statement No. 139507  
Account No. NWLSD.02

## Northwest Lakewood Sanitation District

### Hours

09/17/2024	SB	<p>Telecon with Director Kesler regarding the Wells Fargo account information. Review correspondence from Attorney Flynn regarding the FRSF invoices for the Stavast and Flores/Smith accounts on Newcombe Way. Research and prepare a file to send to Attorney Flynn with the requested invoice information.</p> <p>Review and respond to correspondence from Attorney Flynn regarding information from Mr. Dan Chandler with Alliant National regarding two (2) payments of the unpaid taps for homes built by Workshop Colorado.</p> <p>Telecon with Sandy Scott regarding her account for 11380 W 27th Place. Discuss with Mrs. Herther.</p> <p>Telecons with Wendi Storrer at 3365 Union Street regarding individuals throwing objects into the sewer, an individual taking pictures inside of the sewer and a sign placed on the sewer. Telecon with Mr. Gomez regarding the activity and determine that she is confusing the system manholes with the stormwater drain and that no one from Ramey Environmental was onsite.</p> <p>Prepare permits for payments made for 3217 Robb Street and 2550 Newcombe Way.</p> <p>Telecons with Jessica Shanahan regarding the permit for 3217 Robb Street and confirmation that it has been paid and they are released from having a lien placed on the property. Draft letter of confirmation, and send with copy of the permit.</p> <p>Draft letter to Brandon and Diane Holliday regarding the payment made for the permit for 2550 Newcombe Way. Send the letter with the copy of the tap permit to the Holliday's.</p> <p>Telecon with Laurie with Elevated Title regarding status and final request for a property. Refer to Mrs. Herther.</p> <p>Telecon with Attorney Flynn and Mr. Willis regarding the preliminary agenda for the September Board Meeting. Update preliminary agenda and correspondence with Mrs. Stevens and Mrs. Corado regarding the agenda.</p> <p>Telecons with Gabby with Payless Plumbing regarding the payment and inspection of a line and tap at 10697 W 31st Place. Correspondence with Mr. Gomez regarding the scheduling of the inspection and payment status. Prepare Common Sewer Service Agreement for signature and send to Mr. Lockwood for signature. Correspondences with Mr. Lockwood regarding having signatures on separate pages.</p>	4.80	811.20
09/18/2024	JM	Notarize Mr. Beck Partial Release of Lien for the district.	0.10	16.90

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Statement Date: 09/30/2024  
 Statement No. 139507  
 Account No. NWLSD.02

**Northwest Lakewood Sanitation District**

		Hours	
	SB	<p>Review and respond to multiple correspondences with Pam Dorton and Jensen Santos with Metro regarding the reporting of the tap connections and the quarterly report for the third quarter due to the permit with no connection but an SFE charge and the resolution of the unpaid taps and the invoicing and reporting of the interest and prior year tap fees.</p> <p>Review, research, resolve and respond to correspondences from Sandy Scott, 11380 W 27th Place, and Mrs. Herther regarding the account balances, accrued late fees and her complaints about late fees and no notices being mailed or indicated on the e-mailed invoices.</p> <p>Review, research and respond to multiple correspondences with Magali Frederick with HomeSmart Elite, Gaime Esperanza with RG Engineers. Mike Bakarich with Westridge Sanitation, Mr. Willis and Mr. Gomez regarding the lateral, tap and cracked mainline pipe at 3210 Parfet. Following research and information from Mr. Gomez it was confirmed that this is a Westridge issue and not a NWLSD issue.</p> <p>Review and respond to correspondences with Katiana Siatris with Wells Fargo Investments regarding the FOMC Meeting Summary. Forward information to Director Kesler.</p>	2.30      388.70
09/19/2024	SB	<p>Review correspondence from Magali Frederick regarding the tap, lateral and mainline crack for 3210 Parfet Street. Correspondences with Mr. Willis and Mr. Gomez regarding the mainline crack and the confirmation that this is a Westridge line and not a NWLSD line.</p> <p>Review correspondence from Attorney Flynn regarding services provided to 14019 W 5th Avenue. Research address and system for account information. Research SDA Resources to determine District. Respond to Attorney Flynn that the property is within College Park WSD and not NWLSD.</p> <p>Correspondence with Mr. Willis and Attorney Flynn regarding the invoice from Ramey Environmental for the Flow Study. Discuss who will contact Metro West for the payment to cover the invoice.</p> <p>Review correspondence from ColoTrust regarding the FOMC changes and the effect on rates. Forward to Directors Fabisiak and Kesler.</p>	1.00      169.00
09/20/2024	SB	<p>Review and respond to correspondence with Attorney Flynn and Mr. Willis regarding the required deposit from Metro West Housing for the Flow Study costs.</p> <p>Review correspondence from Mr. Willis regarding the Engineering Report. Forward to Mrs. Corado and correspondence regarding the completion of the Board packet.</p> <p>Research information to include in the Fall issue of "The Pipeline".</p> <p>Correspondence with Mrs. Stevens regarding status of the newsletter.</p>	1.80      304.20



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Statement Date: 09/30/2024  
 Statement No. 139507  
 Account No. NWLSD.02

## Northwest Lakewood Sanitation District

		Hours		
09/23/2024	SB	Review scans of signed documents received from Adam Lockwood regarding the Common Service Agreement. Prepare final document for signature of the Board at the September Board Meeting. Review payment received from Alliant National Insurance for the tap for 3239 Robb Street. Prepare the payment for deposit. Prepare the Tap Permit for 3239 Robb Street. Draft letter to Mr. and Mrs. Dai regarding the payment and the issuance of the tap and removal from the subject to lien list. Prepare Board packets for the meeting. Telecon with Mr. Rich Somerville regarding the past due accounts for 2180 Quail Drive and 47 Skyline Drive. Additional discussion regarding the construction of an ADU at 2180 Quail Drive and the procedures that are necessary and the applicable fees. Review and respond to correspondence with Director Kesler regarding the paid taps and updated information for the Board. Prepare additional spreadsheet to show payment status.	4.30	726.70
09/24/2024	SS	Draft and transmit 2024 Fall Pipeline Newsletter to District Manager. Revise Newsletter with Manager comments and transmit to District Manager. Transmit Newsletter to Utility Billing for distribution.	3.60	608.40
	SS	Receive voicemail from Attorney Flynn regarding property District request. Research property and email Attorney Flynn.	0.40	67.60
	SS	Prepare and transmit Resolution Regarding 2025 Fees and Increases to District Manager. Revise Resolution with Manager comments. Transmit Resolution to Attorney.	0.60	101.40

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Northwest Lakewood Sanitation District

Statement Date: 09/30/2024  
Statement No. 139507  
Account No. NWLSD.02

	Hours
SB Review, research and respond to correspondence from Carol Duncan regarding the account for 2005 Miller Street and the payments made. Correspondence with Mrs. Herther regarding changes that need to be made to the account as requested. Correspondence with Mrs. Stevens regarding Resolution 2023-11-01 for the Approval of Fees for 2024. Forward to Attorney Flynn and Mrs. Schott. Inquire about an additional notice for the approval of fees at the November Board Meeting. Review and respond to correspondence with Mr. Willis regarding the Teams information for the Board Meeting. Verify accuracy of new information to the Agenda. Review and respond to correspondence from Mrs. Schott regarding the increase in fees and the public hearing notice. Update the Board Meeting packets to include additional website information. Review, comment on and respond to Mrs. Stevens regarding the Fall /Winter issue of The Pipeline. Review and approve the final version. Review, comment on and approve the draft Resolution 2024-11-01 for the approval of fees by the Board. Review and respond to correspondence from Director Fabisiak regarding the Board Meeting packet. Review and respond to correspondence from Director Zimmerman regarding the Board packet. Review and respond to correspondence with Mrs. Herther and McKenna Delong regarding the account for The Atlas Portfolio. Review and respond to correspondence with Mrs. Schilling regarding the invoice for services. Review and approve the invoice and forward to Mrs. Walter for processing and inclusion with the September payables. Review and respond to correspondence with Director Dursey regarding the Board Meeting and packet. Review and respond to correspondence from and meeting with Mrs. Herther regarding the Grease Trap billing from Ramey. Review the locations billed and confirm that the Chick-Fil-A is not within the District. Discuss receipt of credit for billings. Review correspondence and credit memo from Cathy Daniels with Ramey regarding the billing and reporting correction. Correspondence with Mr. Hartleben regarding the processing of the credit in AP.	6.30 1,064.70

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**Northwest Lakewood Sanitation District**

Statement Date: 09/30/2024  
 Statement No. 139507  
 Account No. NWLSD.02

Hours

09/25/2024	SB	<p>Review and respond to correspondence from Attorney Flynn and Mr. Dan Chandler with Alliant National Insurance regarding the payment for 3239 Robb Street and the confirmation of the receipt of payment and the issuance of the permit.</p> <p>Correspondence with Mr. Gomez regarding the tap card for 2180 Quail Drive.</p> <p>Correspondence with Mr. Gomez regarding the payment for the inspection at 12505 W 29th Place.</p> <p>Meeting with Pipeline Solutions regarding the payment for the inspection for 12505 W 29th Place. Prepare payment for deposit.</p> <p>Telecon and multiple correspondences with Jennifer Emmerich with FirstBank regarding a returned payment from Noodles &amp; Co. with an invalid ABA number imprinted on the payment. Correspondence with Mrs. Herther regarding the payment and contacting the issuer at Noodles &amp; Co. Review and respond to correspondence with Mrs. Herther regarding the check to be reissued and the addition of the NSF Returned Check Charge per the District R&amp;R.</p> <p>Post meeting follow-up. Correspondence with Mrs. Stevens regarding the meeting notes and signed minutes. Scan and file all of the documents signed at the meeting. Correspondence with Mrs. Schilling regarding the signed audit engagement letter. Correspondence with Attorney Flynn and Mr. Adam Lockwood to send the copy of the signed Common Service agreement.</p> <p>Correspondence with Mr. Gomez regarding the tap cards for the newly issued permits and the inspection of 12505 W 29th Place.</p> <p>Correspondence with Mrs. Walter regarding the discussion with Attorney Flynn regarding the review of archived documents.</p> <p>Discuss with Attorney Flynn and Mr. Willis the billing for the flow study. Prepare billing backup to bill Metro West Housing for the Flow Study.</p> <p>Correspondence with Mrs. Herther regarding the billing of Metro West Housing Solutions for the Flow Study performed by Ramey Environmental.</p>	2.50	422.50
09/26/2024	SB	<p>Review correspondence from Director Kesler to Mr. Ralph Janitell with Citywide Bank regarding the creation of an investment account.</p> <p>Correspondence with Mr. Janitell regarding the initiation of the paperwork to establish the investment accounts. Correspondence with Attorney Flynn to update on the process.</p> <p>Review and respond to multiple correspondences from Pam Dorton with Metro Water regarding the changes to the Flow &amp; Loading Reports for 2025.</p> <p>Review and respond to correspondence from Mrs. Emery regarding the payment from Elite Pipe MD for the inspection for 2103 Braun Court.</p> <p>Correspondence with Mr. Gomez regarding the payment and scheduling of the inspection. Correspondence with staff regarding the depositing of the payment..</p>	0.80	135.20

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Statement Date: 09/30/2024  
 Statement No. 139507  
 Account No. NWLSD.02

**Northwest Lakewood Sanitation District**

		Hours		
09/27/2024	SB	Draft invoice letter to Metro West Housing for reimbursement of Flow Study costs. Correspondence with and telecon with Mrs. Walter regarding the mailing of the letter. Telecon with and correspondence with Mr. Paul Abramson regarding the sale of 1965 Tabor Street and the transfer of the property to the Cordell Trust.	1.30	219.70
09/30/2024	CE	Open & distribute mail for month of September 2024.	0.60	101.40
	SB	Multiple correspondences with Ralph Janitell with Citywide Bank regarding the setting up the District investment account and the scheduling of a TEAMS meeting with him and staff. Correspondence with Directors Kesler and Fabisiak to advise of the meeting. Telecon with Robin with Afford-a-Rooter regarding a point repair at 11569 W 27th Avenue. Determine no inspection required until further notice. Review and respond to correspondence from Kim Hoff with Kieding Company and Mr. Ganda regarding the 1921 Youngfield Cradles to Crayons Expansion Project and the response to provide information for the revision to the Availability of Service Letter. Review correspondence from Attorney Flynn regarding the recorded Common Service Agreement for 1490 Normandy Road. Download and save the recorded agreement. Review and respond to correspondence from Attorney Flynn regarding the request from Lakewood for fee information. Revise draft letter and send to Lakewood with the attached 2024 approved fee schedule.	2.50	422.50
		For Current Services Rendered	52.60	8,889.40
		Total Current Work		8,889.40
		Previous Balance		\$8,940.10
		<b>Payments</b>		
09/26/2024		Payment		-8,940.10
		Balance Due		<u>\$8,889.40</u>

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Northwest Lakewood Sanitation District

Statement Date: 09/30/2024  
Statement No. 139508  
Account No. NWLSD.03

## Records Management

### Fees

			Hours	
09/13/2024	CLW	Research E-drive for 2023 Audit letter.	0.20	33.80
09/24/2024	SS	Review District file for Resolution Regarding Rates and Fees for 2023. Transmit Resolution to District Manager.	0.20	33.80
		For Current Services Rendered	0.40	67.60
		Total Current Work		67.60
		Previous Balance		\$321.10

### Payments

09/26/2024		Payment		-321.10
		Balance Due		<u>\$67.60</u>

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Statement Date: 09/30/2024  
Statement No. 139509  
Account No. NWLSD.09

## Northwest Lakewood Sanitation District

### Financial Matters

#### Fees

			Hours	
09/03/2024	JM	Enter receipt for 1 check, transmit deposit to the bank and electronically file deposit.	0.10	16.90
	TH	Print and file invoices for current month's accounts payable.	0.60	101.40
	DG	Download and save monthly statement from First Bank. Download First Bank transaction report and transmit to Billing Specialist. Download and save monthly ColoTrust statement.	0.30	50.70
09/05/2024	SB	Review and respond to correspondence from Jensen Santos with Metro Water regarding the payment of the Q4 treatment services invoice.	0.10	16.90
09/06/2024	SB	Review correspondence from XBP regarding the weekly funds transfer. Verify receipt of transfer and update cash reconciliation schedule. Review correspondence from Mrs. McCabe regarding the Payless Rooter payment. Prepare the payment for deposit.	0.30	50.70
	JM	Enter receipt for 1 check, transmit deposit to the bank and electronically file deposit.	0.10	16.90
	TH	Compile, code, and input invoices for September payments.	1.20	202.80
09/09/2024	DH	Enter receipts for 2 checks, transmit deposits to the bank and electronically file deposits.	0.20	33.80
	SB	Meeting with Iliana with Coronado Excavation regarding the payment for the inspection at 12820 Willow Lane. Prepare payment for deposit. Meeting with Amber with Pipe-X regarding an inspection. Prepare payment for deposit.	0.40	67.60
09/11/2024	SB	Prepare payment for 2259 Kipling Street for deposit. Begin preparation of the August financial statements.	3.00	507.00
	JM	Enter receipt for 1 check, transmit deposit to the bank and electronically file deposit.	0.10	16.90
09/12/2024	SB	Continue preparation of the August financial statements. Review, scan and save the August Wells Fargo statement. Update the Quarterly Connections Report for Metro. Review correspondence from the Ireland Stapleton billing office. Review and approve the August legal services invoice and forward to Mr. Hartleben for processing.	2.30	388.70
09/13/2024	SB	Review correspondence from XBP regarding the funds transfer. Verify receipt of funds. Update cash reconciliation schedule. Continue preparation of the August financials.	1.30	219.70

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Statement Date: 09/30/2024  
Statement No. 139509  
Account No. NWLSD.09

## Northwest Lakewood Sanitation District

			Hours	
	TH	Research and request current W-9 for Ireland Stapleton Pryor & Pascoe. Code and import additional invoices for September payments. Transmit additional invoices to District Manager for review and approval.	0.60	101.40
09/16/2024	TH	Save updated W-9 to E-Drive for new vendor.	0.10	16.90
09/17/2024	TH	Code and input additional invoices for September payments. Transmit invoices to District Manager for review and approval.	1.00	169.00
	SB	Review and discuss updated Delinquent Certification spreadsheet with Mrs. Herther	0.50	84.50
09/18/2024	JM	Enter receipt for 1 check, transmit deposit to the bank and electronically file deposit.	0.10	16.90
	SB	Finalize the August 2024 financial statements and related schedules.	2.50	422.50
09/19/2024	SB	Update permit documentation file for permits issued and the application documents in the 3rd Quarter. Meeting with Mr. Hartleben regarding the Flow Study invoice from Ramey Environmental. Review and approve the invoice for payment. Review and approve the final AP Claims and Coding. Update cash reconciliation schedule. Reconcile accounts and verify account balances. Initiate wire transfer from ColoTrust to the Liquid Asset account for AP. Initiate transfer of funds from the Liquid Asset Account to the Checking account for AP. Verify receipt of funds transfer and the wire transfer.	1.30	219.70
	TH	Confer with Mr. Beck GL splits and breakdowns in regards to tap fee payments. Print checks. Prepare accounts payable list. Transmit information to accountant. Update general ledger. Scan and assemble payables. Prepare cash disbursement packet. Prepare transmittal letter to Board members requesting signatures. Distribute checks for signature. Receive funding approval from Accountant for September checks. Update tracking and file approval until checks are returned.	2.30	388.70
09/23/2024	DG	Prepare special check for Metro Wastewater Reclamation. Transmit information to accountant. Scan and assemble payables. Distribute check for signature. Update general ledger. Confer with Mr. Beck re: same.	1.30	219.70
09/24/2024	CLW	Print Audit invoice. Create and print check for invoice and save to E-drive	0.30	50.70
09/25/2024	JM	Enter receipt for 1 check, transmit deposit to the bank and electronically file deposit.	0.10	16.90
	SB	Reconcile the accounts and verify account balances. Calculate additional funds required for additional AP. Initiate wire transfer from ColoTrust for AP. Verify receipt of funds transfer for AP. Initiate intraccount transfer of funds for AP. Verify receipt of transfer.	0.40	67.60
09/26/2024	CLW	Verify with accountant funds available for release of checks, distribute September checks and file back-up.	0.50	84.50

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Statement Date: 09/30/2024  
 Statement No. 139509  
 Account No. NWLSD.09

**Northwest Lakewood Sanitation District**

		Hours	
	SB	Review correspondence from Mrs. Walter regarding the mailing of the AP payments. Correspondence with Director Fabisiak regarding the signature needed for an AP check. Correspondence with staff regarding Director Fabisiak coming in to sign the payment. Correspondence with Mrs. Herther regarding the issuance of a billing to Metro West Housing Solutions for the Ramey Flow Study.	0.40      67.60
09/27/2024	JM	Enter receipt for 1 check, transmit deposit to the bank and electronically file deposit.	0.10      16.90
	SB	Review correspondence from XBP regarding the funds transfer. Verify receipt of transfer and update cash reconciliation schedule.	0.20      33.80
	CLW	Gather information needed for letter Mr. Beck wrote, scan and mail information to Lakewood Housing Authority.	0.20      33.80
09/30/2024	SB	Review correspondence from Marcia Hart with Martin/Martin regarding the August services invoices. Review and approve the invoices. Forward to Mr. Hartleben for processing. Correspondences with Mr. Willis regarding the times and costs applicable to the Flow Study and the Williams Pointe/Whippoorwill project. Calculate charges due and update security deposit schedule.	0.80      135.20
		For Current Services Rendered	22.70      3,836.30
		<b>Total Current Work</b>	<b>3,836.30</b>
		Previous Balance	\$3,633.50
		<u>Payments</u>	
09/26/2024		Payment	-3,633.50
		<b>Balance Due</b>	<b><u>\$3,836.30</u></b>



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Northwest Lakewood Sanitation District

Statement Date: 09/30/2024  
Statement No. 139510  
Account No. NWLSD.10

Financial-Budget Matters

	Previous Balance		\$135.20
		<u>Payments</u>	
09/26/2024	Payment		-135.20
	Balance Due		<u>\$0.00</u>

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Statement Date: 09/30/2024  
Statement No. 139511  
Account No. NWLSD.12

## Northwest Lakewood Sanitation District

### Financial-Audit Matters

#### Fees

			Hours	
09/11/2024	SB	Review, research and respond to correspondence from Roberta Stake regarding the 2023 audit.	0.80	135.20
09/12/2024	SB	Telecon with Roberta Stake regarding District matters and the audit. Research files and send additional requested documents. Correspondence with Mrs. Stevens regarding the engagement letter.	2.80	473.20
09/13/2024	SB	Review, research and respond to correspondence with Roberta Stake regarding the 2023 audit.	1.30	219.70
09/16/2024	SB	Review, research and respond to correspondence from Mrs. Stake regarding the 2023 audit.	1.30	219.70
09/17/2024	SB	Review, research and respond to correspondences from Mrs. Stake regarding the 2023 audit. Review correspondence from Mrs. Schott regarding the Legal Representation Letter. Forward letter to Mrs. Stake. Review downloads from Mrs. Herther regarding the Customer Counts and 2023 Transaction Summaries as requested by Mrs. Stake.	1.80	304.20
09/18/2024	SB	Review correspondences from Mrs. Stake regarding information requested for the audit. Research, prepare and send all requested information to Mrs. Stake.	2.00	0.00
09/19/2024	SB	Review and respond to correspondence with Mrs. Stake regarding the 2023 audit, the commercial billing and the permits issued for 2100 Youngfield. Revise and update the 2023 Commercial billing.	3.80	642.20
09/20/2024	SB	Finalize the update to the commercial billing schedule for 2023. Send to Mrs. Schilling and Mrs. Stake. Correspondence with same regarding the audit. Work on account reconciliations and entries in Caselle for the 2023 audit. Correspondence with Mrs. Schilling and Mrs. Stake.	3.30	557.70
09/23/2024	SB	Telecon with Mrs. Schilling regarding the audit. Review correspondences from Mrs. Schilling. Research and respond to questions regarding the audit.	1.80	304.20
09/26/2024	SB	Research and work on audit questions and schedules for the audit as requested by Mrs. Schilling.	1.30	219.70

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Northwest Lakewood Sanitation District

Statement Date: 09/30/2024  
Statement No. 139511  
Account No. NWLSD.12

		Hours		
09/27/2024	SB	Research and respond to audit questions from Mrs. Schilling regarding the audit.	1.30	219.70
		For Current Services Rendered	21.50	3,295.50
		Total Current Work		3,295.50
		Previous Balance		\$2,146.30
<u>Payments</u>				
09/26/2024		Payment		-2,146.30
		Balance Due		<u>\$3,295.50</u>



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www.sdmsi.com

Statement Date: 09/30/2024
Statement No. 139512
Account No. NWLSD.17

Northwest Lakewood Sanitation District

Fee Tracking and Collections

Fees

Table with columns for Date, Initials, Description, Hours, and Amount. Rows include entries for 09/03/2024, 09/04/2024, 09/05/2024, 09/06/2024, 09/09/2024, and 09/10/2024.

# SDMS

## Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139512  
Account No. NWLSD.17

### Northwest Lakewood Sanitation District

			Hours	
09/11/2024	DH	Process and transmit finals for accounts 3707004 and 2606002. Process billing adjustment on account 2947003 re: returned payment.	0.50	40.00
	JM	Organize and file finals/ status letters in district finals binder.	0.10	8.00
09/12/2024	JM	Conference call with Jake at IH Closing account 4262002 re: requesting final. Process waive of late fee for account 3682001.	0.30	24.00
09/13/2024	DH	Process transfer from Xpress Bill Pay bank to FirstBank. Conference call with Mr. Beck re: delinquent accounts. Conference call with Ms. Burks, account 473002 re: auto pay. Verify delinquent accounts that qualify for certification and collection through the county. Process and transmit 2023 reports to Mrs. Stake re: audit.	4.60	368.00
09/16/2024	DH	Process billing adjustments on accounts 4363001, 4364001, 4365001, 4366001, 4367001, 4368001, 4369001, 4370001, 4371001, 4372001, 4374001, 4375001, 4376001, 4377001 and 4382001 re: change in tap fees. Conference call with Fidelity re: verbal estimate for account 944001. Process and transmit final for account 3261001. Update of mailing address per voice mail communication re: account 2237001. Scan and save paid finals for accounts 260001, 2327002, 2267002 and 1019001. Update of account information re: account 9025001. Review certification list with Mr. Beck. Conference call with Ms. Watterworth, account 150001 re: billing questions.	1.60	128.00
	JM	Organize and file finals/ status letters in district finals binder.	0.10	8.00
09/17/2024	DH	Conference call with Mr. Eberhard, account 2237001 re: update of mailing address. Conference call with Land Title re: verbal estimate for account 414001. Conference call with Fidelity re: double payment for account 260001. Conference call with Ms. Young, account 2614001 re: account balance. Process and transmit customer history for account 2614001 re: customer request. Conference call with Elevated Title re: requesting final for account 3382001. Process customer history for account 4382001 re: refund. Transmit customer history for account 4382001 to Mr. Hartleben re: refund check. Process and transmit final for account 3382001.	1.40	112.00
	JM	Process paper billing request for account 2105004.	0.10	8.00
09/18/2024	DH	Analyze billings, late fees and payment re: account 2614001. Email communication to Ms. Young and Mr. Beck re: findings of research. Update verbiage re: late fees on the Xpress Bill Pay website. Process waive of late fees for account 2614001. Process and transmit finals for accounts 3004004, 1603002, 686003 and 2773002. Process waive of late fee for accounts 260001 and 9030001. Process current aging report re: refund research. Email communication to Ms. Chavez, account 1019001 re: forwarding address for refund.	3.10	248.00
	JM	Organize and file finals/ status letters in district finals binder.	0.10	8.00
09/19/2024	DH	Conference call with Land Title re: updated status for account 2710002.	0.10	8.00

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Statement Date: 09/30/2024  
Statement No. 139512  
Account No. NWLSD.17

### Northwest Lakewood Sanitation District

			Hours	
	JM	Process and save text files from Xpress Bill Pay re: July and August.	0.80	64.00
09/20/2024	DH	Process cancel final bill re: account 3261001. Conference call with Chicago Title re: confirmation of closing date for account 2477001. Conference call with Elevated Title re: confirmation of closing date for account 3382001. Manually bill grease traps re: 3rd quarter. Process customer history for account 1019001 re: refund. Transmit customer history for account 1019001 to Mr. Hartleben re: refund check.	0.80	64.00
	JM	Organize and file finals/ status letters in district finals binder.	0.10	8.00
09/23/2024	JM	Process updates to licensing folder and spreadsheet re: Stone Concrete, Inc. Organize and file finals/ status letters in district finals binder.	0.20	16.00
09/24/2024	DH	Scan and save paid finals for accounts 3159002, 2606002 and 3812002. Conference call with Fidelity re: responsible party for Westland Village Association. Email communication to Ms. DeLong, account 2210002 re: account balance.	0.50	40.00
09/25/2024	DH	Process billing adjustment on account 260001 re: stop payment on check. Shredding of aged utility payments. Review delinquent accounts and payments. Process billing adjustment on accounts 2947003 and 9021001 re: returned payment and NSF fee. Conference calls with Homestead Title re: verbal estimates for accounts 3495001 and 952001. Conference calls with and email communication to Noodles & Co, account 9021001 re: who to call re: payment issue.	1.10	88.00
09/26/2024	DH	Process online payments. Save daily deposit.	0.20	16.00
	DH	Process waive of late fee for account 2210002. Conference call with Mr. Schwietert, account 188002 re: account balance.	0.20	16.00
	JM	Process paperless billing request for account 4377001. Process paper billing request for account 1356002. Process and transmit new customer packets re: accounts 260002, 2327003, 2267003, 1019003, 2812004, 2606003 and 3159003.	1.60	128.00
	CE	Received payment from Elite Pipe MD, LLC for inspection on 2103 Braun Court. Provided customer with a receipt.	0.10	8.00
09/27/2024	DH	Process transfer from Xpress Bill Pay bank to FirstBank. Process billing adjustments on accounts 4382001, 2235002 and 1257002 re: refunds. Scan and save customer correspondence re: refunds for accounts 4382001, 2235002 and 1257002.	0.40	32.00
09/30/2024	DH	Gather and research all Status Letters with a September closing date, for period end.	0.40	32.00
		For Current Services Rendered	24.30	1,952.90
		Total Current Work		1,952.90

# SDMS

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www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139512  
Account No. NWLSD.17

## Northwest Lakewood Sanitation District

	Previous Balance		\$2,920.00
		<u>Payments</u>	
09/26/2024	Payment		-2,920.00
	Balance Due		<u>\$1,952.90</u>

# SDMS

Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
Lakewood, CO 80226-1898  
303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139513  
Account No. NWLSD.20

Northwest Lakewood Sanitation District

Operations Matters

	Previous Balance		\$16.90
		<u>Payments</u>	
09/26/2024	Payment		-16.90
	Balance Due		<u>\$0.00</u>



# SDMS

Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139514  
Account No. NWLSD.25

## Northwest Lakewood Sanitation District

### Payment Processing

#### Fees

			Hours	
09/03/2024	DH	Process incoming mail, organize checks for deposit, and verify account numbers. Process online payments. Save daily deposit.	0.60	48.00
09/04/2024	DH	Process online payments. Save daily deposit.	0.20	16.00
09/05/2024	DH	Process online payments. Save daily deposit. Match title company checks with finals/ Status letters. Organize paid finals, and verify closing dates and final payment amounts.	0.30	24.00
09/06/2024	DH	Process online payments. Save daily deposit.	0.20	16.00
09/09/2024	DH	Process online payments. Save daily deposit.	0.30	24.00
09/11/2024	DH	Process online payments. Save daily deposit.	0.30	24.00
09/13/2024	DH	Process online payments. Save daily deposit.	0.30	24.00
09/16/2024	DH	Process online payments. Save daily deposit. Process incoming mail, organize checks for deposit, and verify account numbers. Match title company checks with finals/ Status letters. Organize paid finals, and verify closing dates and final payment amounts. Enter receipts for 8 checks, transmit deposits to the bank, update accounts and electronically file deposit.	0.80	64.00
09/17/2024	DH	Process online payments. Save daily deposit. Match title company checks with finals/ Status letters. Organize paid finals, and verify closing dates and final payment amounts.	0.30	24.00
09/18/2024	DH	Process online payments. Save daily deposit.	0.10	8.00
09/19/2024	DH	Process online payments. Save daily deposit.	0.20	16.00
09/20/2024	DH	Process online payments. Save daily deposit.	0.10	8.00
09/23/2024	DH	Process online payments. Save daily deposit. Process incoming mail, organize checks for deposit, and verify account numbers. Match title company checks with finals/ Status letters. Organize paid finals, and verify closing dates and final payment amounts.	0.60	48.00

# SDMS

Special District Management Services, Inc.

141 Union Boulevard, Suite 150  
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303-987-0835 | Fax: 303-987-2032  
www.sdmsi.com

Statement Date: 09/30/2024  
Statement No. 139514  
Account No. NWLSD.25

## Northwest Lakewood Sanitation District

			Hours	
09/24/2024	DH	Process online payments. Save daily deposit. Enter receipts for 6 checks, transmit deposits to the bank, update accounts and electronically file deposit.	0.30	24.00
09/25/2024	DH	Process online payments. Save daily deposit.	0.20	16.00
09/27/2024	DH	Process online payments. Save daily deposit.	0.20	16.00
09/30/2024	DH	Process online payments. Save daily deposit. Process incoming mail, organize checks for deposit, and verify account numbers. Match title company checks with finals/ Status letters. Organize paid finals, and verify closing dates and final payment amounts.	0.60	48.00
		For Current Services Rendered	5.60	448.00
		Total Current Work		448.00
		Previous Balance		\$792.00
			<u>Payments</u>	
09/26/2024		Payment		-792.00
		Balance Due		<u>\$448.00</u>

OCT 01 2024

# UNCC

# invoice

"IT'S THE LAW, CALL BEFORE YOU DIG"

UTILITY NOTIFICATION  
CENTER OF COLORADO

P.O. Box 208903, Dallas, TX 75320-8903  
OFC (303) 232-1991 FAX (303) 234-1712

To:

NORTHWEST LAKEWOOD SANITATION DISTRICT  
ATTN: STEVE BECK  
141 UNION BLVD, SUITE 150  
LAKEWOOD, CO 80228-1556

Invoice #: 224091016  
Invoice Date: 09/30/24  
Invoice for September 2024  
P.O.#  
Due Date: Upon Receipt  
Member ID: 54210

Qty	Item	ID/Description	Price	Extension
229	1	RTL Transmissions NLSN01	1.29	295.41
6	2	Cancelled RTL Transmissions NLSN01	0.00	0.00

Dist. Name NWLSD

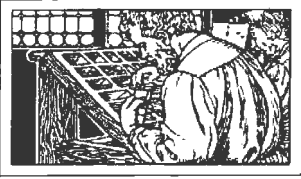
G/L Code	Amount
4740	295.41
Dist. Mgr. Initials	<i>SB</i>

Amount Due 295.41

PLEASE INCLUDE MEMBER ID NUMBER AND INVOICE NUMBER ON CHECK.  
PLEASE MAKE CHECKS PAYABLE TO UTILITY NOTIFICATION CENTER OF COLORADO OR UNCC.

EFFECTIVE JANUARY 1, 2024, THE PER TRANSMISSION RATE  
WILL BE \$1.29

PLEASE NOTE OUR ACCOUNTS PAYABLE ADDRESS IS:  
Utility Notification Center of Colorado P.O. Box 208903, Dallas, TX 75320-8903



# Upper Case Printing, Ink

459 w center st  
Orem, UT 84057

# Invoice

Date	Invoice #
10/4/2024	2268

### Bill To

Northwest Lakewood Sanitation  
141 Union Blvd #150  
Lakewood, CO 80228

**OCT 11 2024**

Phone #	Fax #
(801) 373-0507	(801) 373-0508
<b>E-mail</b>	
ucp_ink@yahoo.com	

P.O. No.	Terms

Quantity	Description	Rate	Amount				
3,270	8.5x11 pipline 4/4	0.289	945.03				
<p>Dist. Name <u>NWLS</u></p> <table border="1"> <tr> <td>G/L Code</td> <td>Amount</td> </tr> <tr> <td><u>1616</u></td> <td><u>945.03</u></td> </tr> </table> <p>Dist. Mgr. Initials <u>JB</u></p>				G/L Code	Amount	<u>1616</u>	<u>945.03</u>
G/L Code	Amount						
<u>1616</u>	<u>945.03</u>						
Delivered to Freedom Mailing Services		<b>Total</b>	\$945.03				

OCT 02 2024

# INVOICE

## xpress BILL PAY

108 S 700 E | American Fork, UT 84003

**Invoice To:** Northwest Lakewood Sanitation District  
141 Union Blvd. Suite 150  
Lakewood, CO, 80228-1898

**Invoice #:** INV-XPR016058  
**Date:** 09/30/2024  
**Due Date:** 10/05/2024  
**Terms:** Net 5

**Account #:** 10487

PRODUCT / SERVICE DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
EFT Web Transactions	23	\$0.64	\$14.72
Credit/Debit Card Web Transactions	21	\$0.49	\$10.29
Bank Bill Pay Transactions	13	\$0.25	\$3.25
Lock Box Service Transactions	15	\$0.58	\$8.70
Toll Free Operator Assisted Transactions	4	\$1.25	\$5.00
Maintenance & Support	1	\$10.00	\$10.00
<b>Subtotal</b>			<b>\$ 51.96</b>
<b>Tax</b>			<b>\$ 0.00</b>
<b>Total</b>			<b>\$ 51.96</b>

Payment will be debited on the 5th of the month, as per your agreement.  
DO NOT MAIL CHECKS

Dist. Name NWLSD

G/L Code	Amount
4666	51.96

Dist. Mgr. Initials \_\_\_\_\_ **Auto Pay Invoice Approval -**  


**NORTHWEST LAKEWOOD SANITATION DISTRICT**

Schedule of Cash Position

September 30, 2024

	<u>Rate</u>	<u>Operating</u>	<u>Enterprise</u>	<u>Total</u>
<b>Checking:</b>				
Checking Acct 1st Bank		\$ 2,226.02	\$ 10,994.55	\$ 13,220.57
<b>Investments:</b>				
Cash in Bank-ColoTrust	5.2684%	1,964,039.24	2,154,251.09	4,118,290.33
1st Bank Liquid Asset Account	###	39.00	7,450,372.93	7,450,411.93
Xpress Bill Pay		-	25,525.00	25,525.00
5% T-Note 91282CHV6 Par Value 8/31/2025	5.0000%	-	2,270,000.00	2,270,000.00
5% T-Note Premium	5.0000%	-	19,197.46	19,197.46
Money Mkt Investment Acct	5.0300%	-	57,605.30	57,605.30
<b>TOTAL FUNDS:</b>		<u>\$ 1,966,304.26</u>	<u>\$ 11,987,946.33</u>	<u>\$ 13,954,250.59</u>

### First Bank paid interest at 4.310% from 08/31 - 09/17. From 09/18 - 09/24 the rate was 4.309%. From 09/25 -09/30 the rate wa:

**2024 Mill Levy Information**

Certified General Fund Mill Levy	7.696
2023 Refund	-0.014
Abatements	0.006
Temporary Mill Levy Reduction	<u>-2.008</u>
Total Certified Mill Levy	<u><u>5.680</u></u>

**Board of Directors**

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

\* Authorized signer on the Checking Account

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**FINANCIAL STATEMENTS**

September 30, 2024

NORTHWEST LAKEWOOD SANITATION DISTRICT  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 September 30, 2024

	GENERAL	ENTERPRISE	TOTAL
<b>Assets</b>			
Checking Acct 1st Bank	\$ 2,226.02	\$ 10,994.55	\$ 13,220.57
1st Bank of Colorado-Lock Box		-	-
1st Bank Liquid Asset Account	39.00	7,450,372.93	7,450,411.93
Xpress Bill Pay	-	25,525.00	25,525.00
Cash in Bank-ColoTrust	1,964,039.24	2,154,251.09	4,118,290.33
5% T-Note 91282CHV6 Par Value	-	2,270,000.00	2,270,000.00
5% T-Note Premium	-	19,197.46	19,197.46
Money Mkt Investment Acct	-	57,605.30	57,605.30
Deferred Interest-T Bills	-	(321,256.43)	(321,256.43)
Cash with County Treasurer	3,392.04	1,166.46	4,558.50
Property Taxes Receivable	-	-	-
Accounts Receivable-Commercial	-	63,522.47	63,522.47
Accounts Receivable-Other	-	177,197.50	177,197.50
Accounts Rec-Fac Renovtion Fee	-	750,863.69	750,863.69
A/R Fee Cert to Cty Treasurer	-	5,854.97	5,854.97
Account Rec-Grease Trap Insp	-	6,375.00	6,375.00
Prepaid Expenditures	10,227.00	-	10,227.00
<b>Total Current Assets</b>	<u>1,979,923.30</u>	<u>12,671,669.99</u>	<u>14,651,593.29</u>
<b>Capital Assets</b>			
Land	-	7,584.33	7,584.33
Sewer Lines	-	17,833,626.52	17,833,626.52
Accumulated Depreciation	-	(6,134,970.76)	(6,134,970.76)
<b>Total Capital Assets</b>	<u>-</u>	<u>11,706,240.09</u>	<u>11,706,240.09</u>
<b>Total Assets</b>	<u>\$ 1,979,923.30</u>	<u>\$ 24,377,910.08</u>	<u>\$ 26,357,833.38</u>
<b>Liabilities</b>			
Accounts Payable	\$ 33,940.82	\$ 38,353.35	\$ 72,294.17
Payroll Liabilities	504.90	-	504.90
Expense Reimbursement Deposit	20,150.00	-	20,150.00
<b>Total Liabilities</b>	<u>54,595.72</u>	<u>38,353.35</u>	<u>92,949.07</u>
<b>Deferred Inflows of Resources</b>			
Deferred Property Taxes	-	-	-
<b>Total Deferred Inflows of Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balance</b>			
Contributed Capital-Sewer Line	-	6,250,713.25	6,250,713.25
Contributed Capital-Inclusions	-	1,752,454.13	1,752,454.13
Fund Balance	1,399,314.66	13,651,711.15	15,051,025.81
Fund Balance-Restricted	52,800.00	-	52,800.00
Current Year Earnings	473,212.92	2,684,678.20	3,157,891.12
<b>Total Fund Balances</b>	<u>1,925,327.58</u>	<u>24,339,556.73</u>	<u>26,264,884.31</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<u>\$ 1,979,923.30</u>	<u>\$ 24,377,910.08</u>	<u>\$ 26,357,833.38</u>



**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending,**  
**September 30, 2024**  
**General Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over) Budget</u>	<u>% of Budget</u>
<b>Revenues</b>					
Property Tax	\$ (5,811.79)	\$ 1,810,758.57	\$ 1,750,702.00	\$ (60,056.57)	103.4%
Specific Ownership Tax	9,472.35	85,556.79	120,000.00	34,443.21	71.3%
Interest & Misc. Income	8,188.47	82,012.89	90,000.00	7,987.11	91.1%
<b>Total Revenues</b>	<u>11,849.03</u>	<u>1,978,328.25</u>	<u>1,960,702.00</u>	<u>-17,626.25</u>	<u>100.9%</u>
<b>Expenditures</b>					
Accounting	7,131.80	43,900.70	50,000.00	6,099.30	87.8%
Administration	10,630.10	73,997.27	68,000.00	(5,997.27)	108.8%
Audit	6,200.00	6,200.00	6,500.00	300.00	95.4%
Billing	5,603.29	41,092.97	53,000.00	11,907.03	77.5%
Bank Charges	-	40.90	120.00	79.10	34.1%
Director's Fees	-	3,300.00	6,000.00	2,700.00	55.0%
Dues & Subscriptions	-	1,237.50	1,400.00	162.50	88.4%
Election and Publication	-	16.90	25,000.00	24,983.10	0.1%
Insurance and Bonds	3,259.00	29,326.00	30,740.00	1,414.00	95.4%
Legal	9,145.00	48,387.00	55,000.00	6,613.00	88.0%
Website	335.00	900.00	2,500.00	1,600.00	36.0%
Miscellaneous Expenses	-	-	1,000.00	1,000.00	0.0%
Office Supplies	645.63	5,636.80	5,000.00	(636.80)	112.7%
Payroll Taxes-Directors	-	252.45	459.00	206.55	55.0%
Treasurer's Fees	(92.59)	27,168.09	26,261.00	(907.09)	103.5%
Treatment Charges	-	1,223,658.75	1,631,548.00	407,889.25	75.0%
Engineering	-	-	60,000.00	60,000.00	0.0%
Utilities	-	-	4,000.00	4,000.00	0.0%
Contingency	-	-	350,000.00	350,000.00	0.0%
Emergency Reserve	-	-	58,821.00	58,821.00	0.0%
<b>Total Expenditures</b>	<u>42,857.23</u>	<u>1,505,115.33</u>	<u>2,435,349.00</u>	<u>930,233.67</u>	<u>61.8%</u>
<b>Transfers and Other Sources (Uses)</b>					
Transfer to Enterprise Fund	-	-	-	-	
<b>Total Transfers and Other Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	(31,008.20)	473,212.92	(474,647.00)	(947,859.92)	
Beginning Fund Balance	1,956,335.78	1,452,114.66	870,415.00	(581,699.66)	
<b>Ending Fund Balance</b>	<u>\$ 1,925,327.58</u>	<u>\$ 1,925,327.58</u>	<u>\$ 395,768.00</u>	<u>\$ (1,529,559.58)</u>	

**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending,**  
**September 30, 2024**  
**Enterprise Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over) Budget</u>	<u>% of Budget</u>
<b>Revenues</b>					
Service Agreement-Westridge	\$ -	\$ 3,200.00	\$ 4,000.00	\$ 800.00	80.0%
Service Agreement-Applewood	-	14,400.00	14,400.00	-	100.0%
Treatment Chgs-College Park	-	144,392.00	288,784.00	144,392.00	50.0%
Maintenance-College Park	-	-	575,836.00	575,836.00	0.0%
Facilities Renovation Fees	539,444.40	2,496,135.62	2,350,000.00	(146,135.62)	106.2%
Service Fees-Commercial	-	-	44,000.00	44,000.00	0.0%
Tap Fees	63,159.00	63,159.00	66,240.00	3,081.00	95.3%
Grease Trap Inspection	2,800.00	10,655.00	12,000.00	1,345.00	88.8%
Interest Income	35,998.10	310,386.57	150,000.00	(160,386.57)	206.9%
Transfer Service Fee	550.00	3,081.05	4,500.00	1,418.95	68.5%
Miscellaneous Income	-	2,762.96	-	(2,762.96)	0.0%
Inspection Fees	1,050.00	4,200.00	4,500.00	300.00	93.3%
Permit Fees	100.00	550.00	600.00	50.00	91.7%
Denver Water Service Agreement	-	-	36,000.00	36,000.00	0.0%
<b>Total Revenues</b>	<b>643,101.50</b>	<b>3,052,922.20</b>	<b>3,550,860.00</b>	<b>497,937.80</b>	<b>86.0%</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Billing	3,951.93	13,393.90	24,000.00	10,606.10	55.8%
Legal	-	-	750.00	750.00	0.0%
Miscellaneous Expenses	-	-	500.00	500.00	0.0%
Treasurer's Fees	11.78	280.90	450.00	169.10	62.4%
<b>Total Administrative</b>	<b>3,963.71</b>	<b>13,674.80</b>	<b>25,700.00</b>	<b>12,025.20</b>	<b>53.2%</b>
<b>Operations and Maintenance</b>					
NWLSD Treatment Chg-College Pk	-	-	288,784.00	288,784.00	0.0%
Treatment Charges-Westridge	-	-	10,200.00	10,200.00	0.0%
Treatment Charges-Applewood	-	2,500.00	3,800.00	1,300.00	65.8%
Tap Fees-Metro's Portion	52,444.80	52,444.80	33,120.00	(19,324.80)	158.3%
Repairs & Maintenance-Lines	545.41	9,736.70	45,000.00	35,263.30	21.6%
COS-Grease Trap	-	-	9,500.00	9,500.00	0.0%
COS-Locates	5,923.02	56,851.60	62,500.00	5,648.40	91.0%
COS-Collection System Oversight	8,186.10	76,558.65	100,000.00	23,441.35	76.6%
COS-Daily Operations	-	-	16,000.00	16,000.00	0.0%
COS-Emergency Service	443.23	8,044.57	-	(8,044.57)	0.0%
COS-Maintenance	2,217.04	84,347.50	175,000.00	90,652.50	48.2%
Utilities	24.90	224.10	250.00	25.90	89.6%
<b>Total Operations and Maintenance</b>	<b>69,784.50</b>	<b>290,707.92</b>	<b>744,154.00</b>	<b>453,446.08</b>	<b>39.1%</b>
<b>Capital Outlay</b>					
Sewer Lines/Eng./Observ.	7,596.25	43,360.63	200,000.00	156,639.37	21.7%
Williams Pointe Flow Study	39,331.65	39,331.65	-	(39,331.65)	0.0%
2022 CIP	-	18,417.50	-	(18,417.50)	0.0%
2023 CIP	-	104,720.10	2,136,675.00	2,031,954.90	4.9%
2024 CIP	8,585.00	57,505.00	-	(57,505.00)	0.0%
<b>Total Capital</b>	<b>55,512.90</b>	<b>263,334.88</b>	<b>2,336,675.00</b>	<b>2,073,340.12</b>	<b>11.3%</b>
<b>Total Expenditures</b>	<b>129,261.11</b>	<b>567,717.60</b>	<b>3,106,529.00</b>	<b>2,538,811.40</b>	<b>18.3%</b>
Excess (Deficiency) of Revenues Over Expenditures	513,840.39	2,485,204.60	444,331.00	(2,040,873.60)	
Beginning Fund Balance	15,796,953.96	13,825,589.75	6,070,313.00	(7,755,276.75)	
<b>Ending Fund Balance</b>	<b>\$ 16,310,794.35</b>	<b>\$ 16,310,794.35</b>	<b>\$ 6,514,644.00</b>	<b>\$ (9,796,150.35)</b>	

Customer Number	Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
34680.03	Yevara, Luis	330.00	100.00	15.00	.00	215.00	03/21/24	230.00-		
32680.02	Yoder, Mark & Carrie	100.00	85.00	.00	.00	15.00	08/05/24	100.00-		
35450.03	Yoder, Tina	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
17430.03	Young Yang and TR Ber	100.00	100.00	.00	.00	.00	07/31/24	100.00-		
29800.01	Young, Don	100.00	100.00	.00	.00	.00	07/17/24	100.00-		
17120.03	Young, Michael Krizan a	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
23460.01	Young, Ronald	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
26140.01	Young, Scott J	100.00	100.00	.00	.00	.00	08/01/24	100.00-		
8900.02	Young, Tim and Angela	115.00	100.00	.00	.00	15.00	09/04/24	100.00-		
38790.01	Young, Tonia	100.00	100.00	.00	.00	.00	08/03/24	100.00-		
18890.01	Young, Wendell R	100.00	100.00	.00	.00	.00	07/29/24	100.00-		
6150.02	Youngerman Living Trst,	100.00	85.00	.00	.00	15.00	08/01/24	100.00-		
38560.01	Youngfield Park Holding	450.00	450.00	.00	.00	.00	10/11/24	450.00-		
36890.01	Youngfield Park Holding	1,100.00	1,100.00	.00	.00	.00	10/11/24	1,100.00-		
33500.02	Ytterberg, Donald and K	100.00	100.00	.00	.00	.00	07/26/24	100.00-		
4230.02	Yu, Kenny and Hui	100.00	100.00	.00	.00	.00	08/02/24	100.00-		
11420.04	Z. Murasko and A. Podo	100.00	100.00	.00	.00	.00	10/05/24	100.00-		
32690.02	Zabrusky, Kelsey	100.00	100.00	.00	.00	.00	07/03/24	215.00-		
26480.02	Zachmann, Derek.	100.00	85.00	.00	.00	15.00	08/05/24	100.00-		
14280.02	Zadler, Brian and Elizab	100.00	100.00	.00	.00	.00	07/31/24	100.00-		
38410.01	Zamagni, Julie	100.00	100.00	.00	.00	.00	07/18/24	100.00-		
28570.03	Zanganeh, Shaheen	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
33310.02	Zanichowsky, Nikita	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
34040.01	Zanin, Robert R	100.00	85.00	.00	.00	15.00	07/29/24	100.00-		
17340.04	Zaragoza, Juan and De	100.00	100.00	.00	.00	.00	07/31/24	100.00-		
40450.01	Zarlengo, Carl T.	215.00	100.00	15.00	.00	100.00	04/30/24	100.00-		
15270.01	Zarlengo, Gerald V	100.00	100.00	.00	.00	.00	07/18/24	100.00-		
8520.01	Zarlengo, Gerald V	100.00	100.00	.00	.00	.00	10/11/24	100.00-		
39140.02	Zarlengo, Margaret	100.00	85.00	.00	.00	15.00	08/01/24	100.00-		
8400.03	Zarlengo, Michael and	166.50	39.14	15.00	.00	112.36	11/06/23	578.50-		
40430.01	Zarlengo, Robert	100.00	100.00	.00	.00	.00	08/04/24	100.00-		
10310.01	Zeiler, Louetta	100.00	100.00	.00	.00	.00	10/10/24	100.00-		
33530.01	Zeiner, Hugh N	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
22460.01	Zeman, Matthew F	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
15180.01	Zepeda, Gloria R & And	100.00	100.00	.00	.00	.00	07/07/24	100.00-		
13150.01	Zika, Jack	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
38180.03	Zilli, Michael Mums and	100.00	100.00	.00	.00	.00		.00		
20020.01	Zimmerman II, William	100.00	100.00	.00	.00	.00	07/18/24	100.00-		
39070.01	Zimmerman, Gerald G	100.00	100.00	.00	.00	.00	07/23/24	100.00-		
6250.01	Zimmerman, James D	100.00	85.00	.00	.00	15.00	08/01/24	100.00-		
19230.01	Zinke, Sally	100.00	100.00	.00	.00	.00	08/02/24	100.00-		
34290.01	Zinn, Richard C	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
38220.01	Zittel, Michael G	100.00	100.00	.00	.00	.00	10/11/24	100.00-		
28960.03	Zoellner, Andrew & Cas	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
5720.02	Zoesch, Eric and Alexa	100.00	85.00	.00	.00	15.00	08/02/24	100.00-		
35690.03	Zoldak, Frank & Daria	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
23400.01	Zucca, David & Allison	100.00	100.00	.00	.00	.00	10/10/24	100.00-		
1820.02	Zustak, Frederick & Chri	100.00	100.00	.00	.00	.00	08/05/24	100.00-		
Total None:		734,023.69	509,321.58	4,660.00	100.00	219,942.11				
Grand Totals:		750,863.69	514,471.73	5,020.00	100.00	231,271.96				

# Commercial Customers

Northwest Lakewood Sanitation District

Aging Report - by Collection Code

Page: 1

Report Date: 09/30/2024

Oct 15, 2024 10:46AM

Report Criteria:

- Include inactive customers
- Include active customers
- Include customers with a credit balance
- Aged using billing periods
- Customer.Customer number = 8000001-9000000

Customer Number	Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
<b>None</b>										
80210.02	2201 Management LLC	98.08-	98.08-	.00	.00	.00	04/12/22	98.08-		
80940.01	Abrusci's Fire and Wine	15.00-	30.00-	.00	.00	15.00	04/08/22	298.43-		
80820.01	Atria Applewood Senior	1,816.29	49.50-	.00	.00	1,865.79	01/12/21	525.39-		
80830.01	Bink M Company LLC	15.00-	15.00-	.00	.00	.00	04/19/22	543.21-		
81000.01	Chili's	980.95	.00	15.00	.00	965.95	02/16/23	200.00-	Final	12/01/23
80090.01	Family Assisted Living	505.31-	1,198.99-	.00	.00	693.68	08/01/19	305.00-		
80900.01	M&T Properties Jellison	15.00-	15.00-	.00	.00	.00	05/26/22	71.69-		
80430.01	Palo Alto Inc - Taco Bell	375.15-	375.15-	.00	.00	.00	04/27/22	375.15-		
Total None:		1,773.70	1,781.72-	15.00	.00	3,540.42				
Grand Totals:		1,773.70	1,781.72-	15.00	.00	3,540.42				

# GRUDGE TRAP CUSTOMERS

Report Criteria:

- Include inactive customers
- Include active customers
- Include customers with a credit balance
- Aged using billing periods
- Customer.Customer number = 9000001-9999999

Customer Number	Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
<b>None</b>										
90360.01	Abrusci's Fire and Wine	100.00	.00	.00	.00	100.00	07/18/24	100.00-		
90020.01	Applewood Place Assist	100.00	15.00	.00	.00	85.00	07/30/24	15.00-		
90050.01	Apro LLC dba United P	100.00	30.00-	.00	.00	130.00	07/23/24	100.00-		
90030.01	Chili's	460.00	.00	15.00	.00	445.00	09/24/21	845.00-	Final	12/01/23
90040.01	Chipotle Mexican Grill #	100.00	100.00	.00	.00	.00	07/16/24	100.00-		
90070.01	Denny's - DDK Properti	100.00	100.00	.00	.00	.00	10/10/24	100.00-		
90030.02	First Watch Breakfast	645.00	200.00	15.00	.00	430.00		.00		
90080.01	Goodtimes Burgers & Fr	100.00	85.00	.00	.00	15.00	07/22/24	100.00-		
90100.01	KPS LLC	230.00	100.00	15.00	.00	115.00	04/29/24	1,760.00-		
90110.01	KPS LLC	230.00	85.00-	15.00	.00	300.00	04/29/24	1,260.00-		
90140.01	Lu House	100.00	85.00	.00	.00	15.00	07/16/24	100.00-		
90160.01	Manning High School	100.00	85.00	.00	.00	15.00	10/11/24	100.00-		
90170.01	Maple Grove Elementar	100.00	85.00	.00	.00	15.00	10/11/24	100.00-		
90190.01	McDonald's	100.00	100.00	.00	.00	.00	07/18/24	100.00-		
90200.01	Mountain Tap Bar & Gril	660.00	85.00	15.00	.00	560.00	04/20/23	100.00-		
90210.01	Noodles and Company	145.00	145.00	.00	.00	.00	10/07/24	15.00-		
90060.01	OK26 LLC	100.00	85.00	.00	.00	15.00	08/01/24	400.00-		
90220.01	OK26 LLC	100.00	100.00	.00	.00	.00	07/29/24	100.00-		
90300.01	Palo Alto Inc - Taco Bell	85.00	85.00	.00	.00	.00	09/10/24	130.00-		
90240.01	Prospect Valley Elemen	100.00	100.00	.00	.00	.00	10/11/24	100.00-		
90230.01	Romeo's Pizza	1,375.00	.00	15.00	.00	1,360.00	02/04/21	100.00-	Final	06/01/24
90260.01	Senor Burritos	100.00	100.00	.00	.00	.00	10/09/24	100.00-		
90270.01	Smashburger	260.00	.00	15.00	.00	245.00	05/18/23	315.00-		
90280.01	Stober Elementary Sch	100.00	85.00	.00	.00	15.00	10/11/24	100.00-		
90310.01	Tafolino's Mexican Rest	215.00	15.00-	15.00	.00	215.00	03/08/24	1,160.00-		
90320.01	Teller's Taproom & Kitch	100.00	100.00	.00	.00	.00	07/24/24	100.00-		
90330.01	Thai Green & Sushi	100.00	100.00	.00	.00	.00	07/12/24	100.00-		
90370.01	Uncle Julio's Corporatio	85.00	85.00	.00	.00	.00	05/21/24	100.00-		
90340.01	Vivian Elementary Scho	100.00	85.00	.00	.00	15.00	10/11/24	100.00-		
90350.01	Welchester Elementary	100.00	85.00	.00	.00	15.00	10/11/24	100.00-		
90400.01	Wend Summit LLC	85.00	85.00	.00	.00	.00	07/23/24	115.00-		
<b>Total None:</b>		<b>6,375.00</b>	<b>2,150.00</b>	<b>120.00</b>	<b>.00</b>	<b>4,105.00</b>				
<b>Grand Totals:</b>		<b>6,375.00</b>	<b>2,150.00</b>	<b>120.00</b>	<b>.00</b>	<b>4,105.00</b>				

Oct 15, 2024 10:40AM

Past Due AP >\$500.00

Northwest Lakewood Sanitation District

9/30/2024

CustomerNu Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024
39001. Johnson, Dorothy	515.00	100.00	15.00	.00	400.00
2091001. Downing, Kevin J	525.00	100.00	15.00	.00	410.00
2959002. 2124 Federal Blvd LLC	560.00	100.00	15.00	.00	445.00
2280002. Goodside, Brittany and Geoffrey	560.00	100.00	15.00	.00	445.00
3373001. Knox, Steven	560.00	100.00	15.00	.00	445.00
1796002. Manzanares, Andrew Bussler & F	560.00	100.00	15.00	.00	445.00
111003. Reyes, Brady Balls & Jillarae	560.00	100.00	15.00	.00	445.00
3124003. Stano, Damon	560.00	100.00	15.00	.00	445.00
770001. Dokken, Joni	575.00	100.00	15.00	.00	460.00
3464001. Dewoody, Jason	575.00	100.00	15.00	.00	460.00
4086001. Volzke, Carolyn	600.00	190.00	.00	.00	410.00
1073001. Pine, Lance & Nicki	639.00	100.00	.00	.00	539.00
9003002. First Watch Breakfast	645.00	200.00	15.00	.00	430.00
9020001. Mountain Tap Bar & Grill	660.00	85.00	15.00	.00	560.00
1289001. Wrenfrow, Betty	660.00	100.00	15.00	.00	545.00
3778001. Payea II, Norman	675.00	40.00	15.00	.00	620.00
2543002. Miller Commercial Properties LLC	726.00	726.00	.00	.00	.00
2677002. Adkins, Donna	735.00	100.00	15.00	.00	620.00
3174001. Herrera, Michael & Catherine	745.00	100.00	15.00	.00	630.00
1834001. DeRose, Louis & Susan	745.00	100.00	15.00	.00	630.00
2579002. Linn-Jeffrey, Sharon	745.00	100.00	15.00	.00	630.00
2115001. The Richard & Cathy Page Revok:	745.00	100.00	15.00	.00	630.00
1477001. Kanger, Ryan	760.00	100.00	15.00	.00	645.00
3791002. Barr, Casey	760.00	100.00	15.00	.00	645.00
2580001. Alexander, Mary	775.00	100.00	15.00	.00	660.00
388001. Carlisle, Jason and Kelly	775.00	100.00	15.00	.00	660.00
2396001. Daley Residuary Trust, Lisa	775.00	100.00	15.00	.00	660.00
2795001. Diegel, Kurt C	775.00	100.00	15.00	.00	660.00

Oct 15, 2024 10:40AM

Past Due AP >\$500.00

Northwest Lakewood Sanitation District

9/30/2024

CustomerNu Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024
1136001. McKay, Troy & Jesse	775.00	100.00	15.00	.00	660.00
1166003. Sanders, Maggie	775.00	100.00	15.00	.00	660.00
3020001. Skrbina, Cassidy	775.00	100.00	15.00	.00	660.00
401001. Jones, Rodney M	789.90	100.00	15.00	.00	674.90
1519001. Brown, Shannon	790.00	40.00	15.00	.00	735.00
2687001. Dewys, Mark	790.00	100.00	15.00	.00	675.00
3001001. Litz, William & Sarah	790.00	40.00	15.00	.00	735.00
871001. Miller, Garrett	790.00	60.00-	15.00	.00	835.00
435001. O'Brien, Daniel	790.00	100.00	15.00	.00	675.00
2180001. Reynolds, Eric	790.00	100.00	15.00	.00	675.00
495002. Battaglia, Paul and Catherine	790.00	100.00	15.00	.00	675.00
2565001. Bosma, Julia	790.00	50.00	15.00	.00	725.00
243002. Cotgageorge, Evan	790.00	100.00	15.00	.00	675.00
2014005. Craig, Shawn	790.00	100.00	15.00	.00	675.00
1896005. El Merendero LLC	790.00	100.00	15.00	.00	675.00
1269002. Foster, Michael	790.00	100.00	15.00	.00	675.00
741002. Gerni, Renee	790.00	100.00	15.00	.00	675.00
1450001. Hartmann, Douglas	790.00	100.00	15.00	.00	675.00
424001. Haschenburger, Roy	790.00	100.00	15.00	.00	675.00
1075001. Horton, Michelle	790.00	100.00	15.00	.00	675.00
3289002. Jespersen, Joseph	790.00	100.00	15.00	.00	675.00
3602001. Johnson, Kelly	790.00	100.00	15.00	.00	675.00
196001. Jones, James W	790.00	100.00	15.00	.00	675.00
3267005. Keller, Christen	790.00	100.00	15.00	.00	675.00
3608001. Lutz, William & Lynn	790.00	100.00	15.00	.00	675.00
3245001. Marks Jr, Curtis Marks and John	790.00	50.00	15.00	.00	725.00
157003. Mi Casa Properties LLC	790.00	100.00	15.00	.00	675.00
3631003. Moore, Kenneth & Kelsi	790.00	50.00	15.00	.00	725.00

Oct 15, 2024 10:40AM

Past Due AP >\$500.00

Northwest Lakewood Sanitation District

9/30/2024

CustomerNu	Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024
2118001.	Mullen, Tim and Teresa	790.00	40.00	15.00	.00	735.00
3832001.	Stoneking, Valerie	790.00	100.00	15.00	.00	675.00
3008001.	Trujillo, Felicia	790.00	40.00	15.00	.00	735.00
363001.	Upshaw, Alfred & Clemencia	790.00	100.00	15.00	.00	675.00
2325002.	Wood, Johnny & Alexa	790.00	100.00	15.00	.00	675.00
4116002.	King, Laurie	805.00	100.00	15.00	.00	690.00
4108002.	Wadsworth, James Harley	805.00	190.00	15.00	.00	600.00
4362001.	Wymac Enterprises Inc	845.00	200.00	15.00	.00	630.00
1645003.	Rivera, Shane Gillis & Monique	865.00	100.00	15.00	.00	750.00
1057002.	Deane, Randall and Debra	905.00	100.00	15.00	.00	790.00
1331001.	Nestor, Irene A	905.00	40.00	15.00	.00	850.00
3816002.	Pomponio, Annie L	905.00	100.00	15.00	.00	790.00
2449001.	Kellogg, Harold E	920.00	100.00	15.00	.00	805.00
8100001.	Chili's	980.95	.00	15.00	.00	965.95
1494001.	Spreier, Mary	1,041.00	100.00	15.00	.00	926.00
4080001.	Adobe Properties LLC	1,270.00	190.00	15.00	.00	1,065.00
9023001.	Romeo's Pizza	1,375.00	.00	15.00	.00	1,360.00
8082001.	Atria Applewood Senior Living	1,816.29	49.50-	.00	.00	1,865.79
3612003.	Applewoods Property Owner LLC	<u>12,615.00</u>	<u>4,200.00</u>	<u>15.00</u>	<u>.00</u>	<u>8,400.00</u>
	<b>TOTAL PAST DUE &gt;\$500.00</b>	70,568.14	11,661.50	1,065.00	.00	57,841.64
<b>UNPAID TAP FEES</b>						
4371001.	Britsch, Justin and Krissa	9,821.60	100.00	.00	.00	9,721.60
4368001.	Catania, Christopher and Pamela	9,821.60	100.00	.00	.00	9,721.60
4372001.	Chaldekas, Chase and Amy	9,936.60	100.00	15.00	.00	9,821.60
4369001.	Gloria J Spedding Trust	10,124.50	100.00	15.00	.00	10,009.50
4364001.	Brentin, John and Victoria	10,154.80	100.00	15.00	.00	10,039.80
4377001.	Hall, Grant Proctor and Corina	10,292.00	100.00	.00	.00	10,192.00
4363001.	Greager, Jason and Meredith	10,339.80	100.00	.00	.00	10,239.80



Oct 15, 2024 10:40AM

Past Due AP >\$500.00

Northwest Lakewood Sanitation District

9/30/2024

CustomerNu Name	Balance	09/30/2024	08/31/2024	07/31/2024	06/30/2024
4370001. Daniels, Brian and Emily	10,407.00	100.00	15.00	.00	10,292.00
4367001. W. Adams & K. Hoversten Fam Ti	10,536.60	100.00	.00	.00	10,436.60
4376001. Parzbok, Kyle	10,765.40	100.00	15.00	.00	10,650.40
4365001. Smith, Robert Flores and Trentor	11,969.80	100.00	15.00	.00	11,854.80
4366001. Stavast, Joseph	<u>11,969.80</u>	<u>100.00</u>	<u>15.00</u>	<u>.00</u>	<u>11,854.80</u>
	<u>126,139.50</u>	<u>1,200.00</u>	<u>105.00</u>	<u>.00</u>	<u>124,834.50</u>
	<u>196,707.64</u>	<u>12,861.50</u>	<u>1,170.00</u>	<u>0.00</u>	<u>182,676.14</u>

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

<b>2024</b>	<b>2025</b>
<b>Actual</b>	<b>Preliminary Budget</b>

<b>Assessed Valuation</b>	\$	308,222,182	\$	307,797,114
<b>Mill Levy</b>				
General Fund		7.696		7.696
Temporary Mill Levy Reduction		(2.008)		(2.008)
2023 Refund		(0.014)		
Refunds and Abatements		0.006		
<b>Total Mill Levy</b>		5.680		5.688
<b>Property Taxes</b>				
General Fund	\$	2,372,078	\$	2,368,807
Temporary Mill Levy Reduction		(618,910)		(618,057)
2021 Refund		(4,315)		-
Refunds and Abatements		1,849		-
<b>Actual/Budgeted Property Taxes</b>	<b>\$</b>	<b>1,750,702</b>	<b>\$</b>	<b>1,750,750</b>



**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**GENERAL FUND  
2025 Preliminary Budget  
with 2023 Actual, 2024 Budget, and 2024 Estimated**

	<b>2023</b>	<b>01/24-09/24</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>
	<b>YTD Actual</b>	<b>YTD Actual</b>	<b>Adopted Budget</b>	<b>Estimated</b>	<b>Preliminary Budget</b>
<b>1-501 BEGINNING FUND BALANCE</b>	<b>\$ 2,088,416</b>	2,547,134	870,415	2,547,134	\$ 2,667,685
<b>REVENUE</b>					
1-510 Property Tax	1,676,056	1,810,759	1,750,702	1,825,000	1,750,750
1-515 Specific Ownership Tax	120,879	85,557	120,000	120,000	120,000
1-575 Interest & Misc. Income	95,226	82,013	90,000	90,000	90,000
1577 Permit Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>1,892,161</b>	<b>1,978,328</b>	<b>1,960,702</b>	<b>2,035,000</b>	<b>1,960,750</b>
<b>Total Funds Available</b>	<b>3,980,577</b>	<b>4,525,462</b>	<b>2,831,117</b>	<b>4,582,134</b>	<b>4,628,435</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
1-612 Accounting	51,251	43,901	50,000	58,500	58,500
1-614 Administration	72,290	73,997	68,000	88,000	88,000
1-615 Audit	5,900	6,200	6,500	6,500	6,500
1-616 Billing	56,570	41,093	53,000	53,000	53,000
1-618 Bank Charges	33	41	120	50	120
1-619 Consultant	-	-	-	-	-
1-620 Director's Fees	5,000	3,300	6,000	6,300	6,600
1-630 Dues & Subscriptions	1,238	1,238	1,400	1,250	1,400
1-635 Election and Publication	18,989	17	25,000	150	25,000
1-670 Insurance and Bonds	28,163	29,326	30,740	29,326	32,259
1-675 Legal	36,925	48,387	55,000	65,000	55,000
1-677 Website	1,895	900	2,500	1,500	2,500
1-685 Miscellaneous Expenses	-	-	1,000	-	1,000
1-690 Office Supplies	4,813	5,637	5,000	6,500	5,000
1-693 Payroll Taxes-Directors	383	252	459	500	512
1-700 Treasurer's Fees	25,173	27,168	26,261	27,375	26,261
<b>Total Administrative</b>	<b>308,621</b>	<b>281,457</b>	<b>330,980</b>	<b>343,951</b>	<b>361,652</b>

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**GENERAL FUND  
2025 Preliminary Budget  
with 2023 Actual, 2024 Budget, and 2024 Estimated**

	<b>2023</b>	<b>01/24-09/24</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>
	<b>YTD Actual</b>	<b>YTD Actual</b>	<b>Adopted Budget</b>	<b>Estimated</b>	<b>Preliminary Budget</b>
<b>Operations and Maintenance</b>					
1-720 Treatment Charges	1,124,822	1,223,659	1,631,548	1,631,548	1,524,304
1-745 Engineering	-	-	60,000	-	60,000
1-765 Utilities	-	-	4,000	-	4,000
1-795 Contingency	-	-	350,000	-	350,000
<b>Total Operations and Maintenance</b>	<b>1,124,822</b>	<b>1,223,659</b>	<b>2,045,548</b>	<b>1,631,548</b>	<b>1,938,304</b>
<b>Total Expenditures</b>	<b>1,433,442</b>	<b>1,505,115</b>	<b>2,376,528</b>	<b>1,975,499</b>	<b>2,299,956</b>
<b>Transfers and Other Uses</b>					
1-895 Emergency Reserve	-	-	(58,821)	(61,050)	(58,823)
1-897 Transfer to Enterprise Fund	-	-	-	-	-
<b>Total Transfers and Other (Uses)</b>	<b>-</b>	<b>-</b>	<b>(58,821)</b>	<b>(61,050)</b>	<b>(58,823)</b>
<b>Total Expenditures Requiring Appropriation</b>	<b>1,433,442</b>	<b>1,505,115</b>	<b>2,435,349</b>	<b>1,914,449</b>	<b>2,241,134</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,547,134</b>	<b>\$ 3,020,347</b>	<b>395,768</b>	<b>\$ 2,667,685</b>	<b>\$ 2,387,301</b>

**NOTES TO GENERAL FUND**

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**ENTERPRISE FUND**

**2025 Preliminary Budget**

with 2023 Actual, 2024 Adopted Budget, and 2024 Estimated

	2023 Actual	01/24-09/24 YTD Actual	2024 Adopted Budget	2024 Estimated	2025 Preliminary Budget
4-501 BEGINNING FUND BALANCE	\$ 7,783,327	\$ 8,689,996	\$ 6,070,313	\$ 8,689,996	\$ 10,525,727
<b>REVENUE</b>					
4-520 Service Agreement-Westridge	4,000	3,200	4,000	4,000	4,000
4-525 Service Agreement-Applewood	14,400	14,400	14,400	14,400	14,400
4-535 Treatment Chgs-College Park	199,094	144,392	288,784	199,094	289,000
4-536 Maintenance-College Park	94,287	-	575,836	575,836	575,836
4-539 Facilities Renovation Fees	2,275,797	2,496,136	2,350,000	2,350,000	2,400,000
4-540 Service Fees-Commercial	-	-	44,000	44,000	44,000
4-555 Tap Fees	286,720	63,159	66,240	300,000	70,920
4-557 Grease Trap Inspection	9,115	10,655	12,000	11,000	12,000
4-560 Interest Income	219,011	310,387	150,000	360,000	250,000
4-570 Transfer Service Fee	4,060	3,081	4,500	4,000	4,500
4-590 Denver Water Service Agreement	-	-	36,000	36,000	36,000
4-596 Inspection Fees	5,575	4,200	4,500	5,200	4,500
4-598 Permit Fees	700	550	600	600	600
4-595 Other Income	100	-	-	39,432	100
<b>Total Revenue</b>	<b>3,112,859</b>	<b>3,052,922</b>	<b>3,550,860</b>	<b>3,908,274</b>	<b>3,705,756</b>
<b>Total Funds Available</b>	<b>10,896,186</b>	<b>11,742,919</b>	<b>9,621,173</b>	<b>12,598,271</b>	<b>14,231,483</b>
<b>EXPENDITURES</b>					
<b>Administrative</b>					
4-616 Billing	24,638	13,394	24,000	21,000	24,000
4-675 Legal	-	-	750	-	750
4-685 Miscellaneous Expenses	-	-	500	-	500
4-700 Treasurer's Fees	281	281	450	450	450
<b>Total Administrative</b>	<b>24,919</b>	<b>13,675</b>	<b>25,700</b>	<b>21,450</b>	<b>25,700</b>
<b>Operations and Maintenance</b>					
4-721 NWLSD Treatment Chg-College Pk	-	-	288,784	199,094	288,784
4-725 Treatment Charges-Westridge	-	-	10,200	10,200	10,200
4-726 Treatment Charges-Applewood	3,800	2,500	3,800	3,800	3,800
4-730 Tap Fees-Metro's Portion	143,973	52,445	33,120	150,000	33,120
4-740 Repairs & Maintenance-Lines	12,815	9,737	45,000	15,000	45,000
4-741 COS-Grease Trap	-	-	9,500	-	9,500
4-742 COS-Locates	66,469	56,852	62,500	75,000	75,000
4-746 COS-Collection System Oversight	110,287	76,559	100,000	100,000	100,000
4-747 COS-Daily Operations	-	-	16,000	-	16,000

**NORTHWEST LAKEWOOD SANITATION DISTRICT**

**ENTERPRISE FUND  
2025 Preliminary Budget**

with 2023 Actual, 2024 Adopted Budget, and 2024 Estimated

	<b>2023 Actual</b>	<b>01/24-09/24 YTD Actual</b>	<b>2024 Adopted Budget</b>	<b>2024 Estimated</b>	<b>2025 Preliminary Budget</b>
4-748 COS-Emergency Service	22,043	8,045	-	15,000	15,000
4-749 COS-Maintenance	212,067	84,348	175,000	120,000	175,000
4-765 Utilities	245	224	250	250	250
<b>Total Operations and Maintenance</b>	<b>936,416</b>	<b>290,708</b>	<b>744,154</b>	<b>688,344</b>	<b>771,654</b>
<b>Capital Outlay</b>					
4-810 Sewer Lines/Eng./Observ.	172,901	43,361	200,000	200,000	200,000
4833 Williams Pointe Flow Study	-	39,332	-	39,332	-
4-884 2022 CIP	124,375	18,418	-	18,418	-
4-885 2023 CIP	947,579	104,720	2,136,675	105,000	-
4-886 2024 CIP	-	57,505	-	1,000,000	2,200,000
<b>Total Capital Outlay</b>	<b>1,244,855</b>	<b>263,335</b>	<b>2,336,675</b>	<b>1,362,750</b>	<b>2,400,000</b>
<b>Total Expenditures Requirng Appropriation</b>	<b>2,206,189</b>	<b>567,718</b>	<b>3,106,529</b>	<b>2,072,544</b>	<b>3,197,354</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 8,689,996</b>	<b>\$ 11,175,201</b>	<b>\$ 6,514,644</b>	<b>\$ 10,525,727</b>	<b>\$ 11,034,129</b>

# NORTHWEST LAKEWOOD SANITATION DISTRICT

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

October 23, 2024

Following is a preliminary schedule of fees for 2025 to be considered for approval at the Public Hearing to be held on November 27. This schedule is an update of the 2024 schedule and given to you to consider prior to the public hearing for the increase of fees.

In **RED** are the changes for the tap fees that have been set by Metro. Prior history per Board approval is that the District matches the fee set by Metro.

In **GREEN** are some suggested changes.

For **Deposits By Contractor**, does this wording need to be changed? We have never received a deposit of “110% of the estimated cost of the improvements” as a deposit. I would recommend that the wording be changed to something such as “Deposit based on the estimated costs to review and approve the project as determined by the District Engineer. If necessary additional funds may need to be requested and are due from the Developer. Any funds remaining after the completion of the project will be refunded.”

For **Sewer Treatment Charges**, I have added a brief description of what the NWLSD charge is.

For the **Delinquent Account Certification Fee**, the District has historically charged \$100.00 per account certified. With all of the staff effort required to process each account, and with the increased legal costs involved, would the Board want to consider increasing this fee to an amount of \$200.00, or a flat percentage rate like the County does (30%), or maybe a combination of a fee or percentage such as 10% of the fees due or \$200.00, whichever is greater?

In **BLUE** are some new fees that the Board may want to consider.

We have been experiencing quite a number of Returned Checks/NSF checks or payments through the Xpress Bill Pay account and these do require additional staff processing plus XBP hits the District \$14.00 for every one of these checks/payments that bounce.

In lieu of the fiasco that we have just experienced with the non-payment of the tap fees, and a couple of years ago with the “illegal” connections at 2100 Youngfield, would the Board want to enact some type of penalty to be applied against any developer who does not purchase the tap and still connects to the system? In the last R&R and By-Laws adopted on 07/11/1996, Section 10.11 deals with Improper Use Charge/Penalty but does not define a specific amount and alludes more to RV and sump dumping into the system rather than anything specific.



For the current taps that are being paid for the prior year connections, we included interest at the rate of 12% for one (1) year because this was what was assessed by Metro and it has been Board policy to assess what Metro assesses. Shouldn't we also include this in our fee schedule just so that we are totally transparent and clear that this is also applicable?

Please let me know if you require any additional information regarding these changes and proposed items for consideration.

Sincerely,

*Steve*

James Steven Beck, MBA, CPA, CGMA  
District Manager

**NORTHWEST LAKEWOOD SANITATION DISTRICT**  
**FEE SCHEDULE**  
**EFFECTIVE DATE JANUARY 1, 2025**

<b>Northwest Lakewood Sanitary Fees*</b>
Tap Permit 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 - \$ 2,500.00 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 Water Recovery District and matched by adopted NWLSD Board resolution.
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
Returned Check/NSF Fee -
Non-payment of Tap Fee Penalty -
Interest -
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	\$ 5,910.00	\$ 5,910.00	\$ 11,820.00
<b>SFRE determination for normal use listed below</b>					

**Metro Waste Water Fee\***

	Size - Water Service	Equivalent SFRE	NWLSD Connection Fee	Metro Wastewater Connection Fee	Total Connection Fee
Single Family	3/4"	1	\$ 5,910.00	\$ 5,910.00	\$ 11,820.00
Commercial	3/4"	2	\$ 11,820.00	\$ 11,820.00	\$ 23,640.00
	1"	4.8	\$ 28,368.00	\$ 28,368.00	\$ 56,736.00
	1 1/2"	11	\$ 65,010.00	\$ 65,010.00	\$ 130,020.00
	2"	20	\$ 118,200.00	\$ 118,200.00	\$ 236,400.00
	3"	43	\$ 254,130.00	\$ 254,130.00	\$ 508,260.00
	4"	86	\$ 508,260.00	\$ 508,260.00	\$ 1,016,520.00

\* - Metro Wastewater Reclamation Fees change each January

\* - 6" or larger shall be determined by Metro Wastewater District formula

SFRE = Single Family Residential Equivalent

<b>Adhere to Metro Wastewater Reclamation District Fractions for calculations for Large Users</b>	
<b>Investment Fractions for Large User Formula</b>	
Flow = 0.5245	
BOD = 0.2309	
SS = 0.1684	
TKN = 0.0762	





**Northwest Lakewood Sanitation District**  
**Monthly Report**  
**September 1-30, 2024**

<b>Task #1 – Other Line Maintenance</b>			
<b>Complaints/Inquiries</b>	<b>2</b>	<b>Emergency call outs</b>	<b>2</b>
		<b>Vac truck</b>	<b>0</b>
		<b>TV truck</b>	<b>0</b>
<b>Work Orders</b>	<b>1</b>		

<b>Task #2 – Inspections/Locations</b>			
<b>Locates:</b>		<b>Inspections:</b>	
<b>Tier 1:</b>	<b>197</b>	<b>Tap</b>	<b>7</b>
<b>Tier 2:</b>	<b>27</b>	<b>Grease Trap</b>	<b>1</b>
<b>Tier 3:</b>	<b>5</b>		
<b>Total #</b>	<b>229</b>		

### Task #3 - Maintenance Services 2024

	<b>Projected 2024 Footage</b>	<b>YTD Actual 2024 Footage</b>	<b>Current Monthly 2024 Footage</b>	<b>YTD Percentage 2024</b>
	<b>Zone C</b>			
<b>Jetting</b>				
14" or Less		92,561.0	5,322.0	
15 or More"		12,301.0		
Easement				
<b>Total Jetting</b>	<b>104,684.0</b>	<b>104,862.0</b>	<b>5,322.0</b>	<b>100%</b>
<b>Televising</b>				
14" or Less		736.7		
15 or More"				
<b>Total Televising</b>		<b>736.7</b>	<b>0.0</b>	<b>0%</b>
<b>Accelerated Maintenance</b>				
Non-Routine Jetting		<b>1,514.0</b>		
Non-Routine Televising				
Hot Spot Jetting		<b>4,718.0</b>	<b>758.0</b>	<b>0%</b>
Hot Spot Televising				<b>0%</b>
Accelerated Jetting				<b>0%</b>
Annual Root Televising				<b>0%</b>
Annual Root Cut				<b>0%</b>
Annual Mineral Cleaning				<b>0%</b>
Annual Mineral Televising				<b>0%</b>
<b>Total Accelerated Maintenance</b>	<b>0.0</b>	<b>6,232.0</b>	<b>758.0</b>	<b>0%</b>
<b>Total Length of Cleaning</b>	<b>104,684.0</b>	<b>109,580.0</b>	<b>6,080.0</b>	<b>105%</b>
<b>Total Length of Televising</b>	<b>0.0</b>	<b>736.7</b>	<b>0.0</b>	<b>0%</b>
<b>Total Task #3</b>	<b>104,684.0</b>	<b>116,548.7</b>	<b>6,838.0</b>	<b>111%</b>

**Northwest Lakewood Sanitation District**  
**Monthly Report**  
**September 1-30, 2024**

**September 9, 2024**

**3365 Union St.**

**Odor Complaint And Missing Manhole Lid**

On Monday, September 9, 2024, at 4:00pm, Mark Doody of REC. Inc. was contacted by Steve Beck of Special District Management Services regarding an odor complaint as well as a missing manhole lid at 3365 Union St. Mark responded on site and observed the manhole lid had been put back into place, reportedly by the fire department, prior to his arrival. Mark proceeded to speak with Beth Wahler, a neighbor, and she informed him a pick-up truck has been observed, multiple times, dumping something into the manhole, the police interrupted them on this occasion, and they fled the scene leaving the lid off the manhole. Mark will speak with Mr. Beck about putting a locking lid on the manhole at this location. Mark did not detect an odor while on site. This is an ongoing issue.

**Total time on this issue: Mark Doody – 1.00hrs.**

**September 12, 2024**

**3345 Ward Rd.**

**Odor Complaint**

On Thursday, September 12, 2024, at 11:45am, Ismael Gomez and Ruben Crespo of REC. Inc. was contacted by the After-Hours Service regarding an odor complaint at 3345 Ward Rd. Fernanda Hernandez (303-847-6625), the homeowner, called the after-hours number stating she noticed a strong sewage odor outside of her house. Ismael and Ruben arrived on site and proceeded to open manholes BF-9, in front of the residence, BF-8, and BF-8-1 and observed normal flows in all of the manholes with no signs of standing water. Ismael contacted Ms. Hernandez, and she informed him the smell is only outside of her house, not inside, and she can smell it more in the morning and goes away as the day goes on. Ismael asked her to contact him the next time she encountered the odor, and he and Ruben departed the site. No further action needed at this time.

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

**Ruben Crespo -- .75hrs.**

**September 14, 2024**

**2128 Iris St.**

**Emergency Locate**

On Saturday, September 15, 2024, at 9:45am, David Moore of REC. Inc. was contacted by Locator Logix regarding an emergency locate for a sewer service repair at 2128 Iris St. David contacted Jose Guerrero (303-810-5321) of Pipeline Solutions LLC. to get more information on the work and work area and informed Mr. Guerrero the work area was clear of the District main. No further action needed at this time.

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

**September 14, 2024**

**10025 W. 29<sup>th</sup> Ave.**

**Emergency Locate**

On Saturday, September 14, 2024, at 7:45pm, David Moore of REC. Inc. was contacted by Locator Logix regarding an emergency locate for a water main repair at 10025 W. 29<sup>th</sup> Ave. David contacted Clinton Dattel (303-8-0453) of Consolidated Mutual Water Co. to get more information on the work and work area and determined a site visit was necessary. David arrived on site, marked the District mains and taps, met with Mr. Dattel to go over the locate with him, and departed the site. No further action needed at this time.

**Total time on this issue: David Moore – 2.00hrs.**

**September 26, 2024**

**3274 Pierson St.**

**Emergency Locate**

On Thursday, September 26, 2024, at 7:40pm, Andrew George of REC. Inc. was contacted by Locator Logix regarding an emergency locate for a gas main repair at 3274 Pierson St. Andrew determined a site visit was necessary, arrived on site, proceeded to mark the location of the District main and services and departed the site. No further action needed at this time.

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

**Northwest Lakewood Sanitation District Grease Trap & Interceptor Inspections 2024**

Business	Address	City	ZIP	Phone	Grease Trap Y/N	Interceptor Y/N	1st Quarter - February									2nd Quarter - May						3rd Quarter - August			Comments						
							Date	Results	% Total	Re-Inspect Date	Result	% Total	Re-Inspect Date	Result	% Total	Date	Result	% Total	Re-Inspect Date	Result	% Total	Date	Results	% Total							
Abrucci's Italian Restaurant	2200 Youngfield St.	Wheat Ridge	80033	303.232.2424		Y	2/12/2024	PASS	9.0%									5/23/2024	PASS	17.5%				8/22/2024	PASS	6.0%					
Applewood Auto Body Inc. (Annual November)	2595 Youngfield St.	Golden	80401	303.835.4180			Annual November									Annual November						Annual November			Annual in November						
Morning Star Nursing Home ( WAS: Atria Applewood Senior Living)	2800 Youngfield St	Lakewood	80215	303.238.2161		Y	2/12/2024	PASS	3.5%									5/23/2024	PASS	6.0%				8/22/2024	PASS	7.5%					
First Watch Breakfast (Was Chili's)	3240 Youngfield St.	Wheat Ridge	80033	303.238.4229		Y	2/7/2024	FAIL	75.0%	2/21/2024	PASS	8.0%						5/23/2024	PASS Content - FAIL Caps	7.0%	6/26/2024	PASS	Repairs Completed	8/28/2024	PASS	5.0%					
Chipotle Mexican Grill	3294 Youngfield St.	Wheat Ridge	80033	303.234.1600		Y	2/7/2024	PASS	8.0%									5/9/2024	PASS	12.5%				8/26/2024	PASS	7.0%					
Apro LLC (Conoco Break Place)	12851 W. 32nd Ave.	Golden	80401	303.249.9210			2/7/2024	PASS	7.0%									5/7/2024	PASS	7.0%				8/23/2024	PASS	5.0%					
Ester's Neighborhood Pub / Queen City Collective	10151 W. 26th Ave.	Wheat Ridge	80215	720-464-0088		Y	2/15/2024// 2/28/2024	FAIL // FAIL	55% // 75%	3/11/2024 // 3/21/2024 // 4/4/24 //	FAIL // FAIL //	60% // 55% // 60%	4/22/2024	FAIL	60.0%			5/9/2024	PASS	25.0%				8/28/2024	PASS	6.0%	Reinspection date -- Thursday 5/2/2024				
Denny's #8149	3291 Youngfield Service Rd.	Golden	80401	303.279.6659		Y	2/7/2024	PASS	5.0%									5/7/2024	PASS	3.0%				8/23/2024	PASS	6.0%					
Sunwest Services (Was Sun West Services an HVAC Company)	2500 Kipling St.	Lakewood	80215			Y	2/15/2024	SEE COMMENTS									SEE COMMENTS						SEE COMMENTS			2/14/2024 - Upon site visit it was observed a new Refridgeration Heating and A/C business in this location					
Illegal Pete's	10009 W. 26th Ave.	Wheat Ridge	80215			Y	2/15/2024	SEE COMMENTS									5/9/2024	PASS	2.0%				8/28/2024	PASS	2.0%				5/9/2024 - Upon our site visit it was observed this establishment is now open for business.		
Goodtimes Burgers & Frozen Custard	3230 Youngfield Service Rd.	Golden	80401	303.273.9292		Y	2/7/2024	PASS	5.0%									5/7/2024	PASS	7.5%				8/23/2024	PASS	4.0%					
Hacienda Colorado	3298 Youngfield St.	Wheat Ridge	80033	720-617-0046		Y	2/7/2024	PASS	10.0%									5/9/2024	PASS	11.0%				8/28/2024	PASS	6.0%					
Blue Nest Coffee	2050 Youngfield St.	Lakewood	80215			REMOVED	2/22/2024	SEE COMMENTS									CLOSED						CLOSED			2/22/24 - Upon our site visit it was observed this location is now Blue Nest Coffee and it was learned the owner removed the grease trap and did not replace it with a new one.					
King Soopers #1 (North)	3400 Youngfield St.	Wheat Ridge	80033	303.238.6486		Y	2/7/2024	PASS	8.0%									5/10/2024	PASS	7.5%				8/26/2024	PASS	10.0%					
King Soopers #2 (South)	3400 Youngfield St.	Wheat Ridge	80033	303.238.6487		Y	2/7/2024	FAIL	51.0%	2/21/24	PASS	5.0%						5/10/2024	PASS	5.0%				8/26/2024	PASS	6.0%					
OUT OF BUSINESS (CLOSED)	3490 Youngfield St.	Wheat Ridge	80033			Y	2/15/2024	CLOSED									CLOSED						CLOSED			2/15/2024 -- Business remains closed.					
Advanced Hardscape Construction	2520 Kipling St.	Lakewood	80215	720-409-8289		Y	2/15/2024	SEE COMMENTS									SEE COMMENTS						SEE COMMENTS			2/15/2024 - Upon our site visit it was observed the drains to the interceptor have been cemented over and the interceptor is not in use.					
Lu House	2098 Youngfield St.	Denver	80228	303.232.9411	Y		2/12/2024	PASS	3.0%									5/30/2024	PASS	10.0%				8/22/2024	PASS	10.0%					
Lube & Latte (Annual November)	2595 Kipling St.	Lakewood	80215	303.274.0713		Y	Annual November									Annual November						Annual November									
Manning School (Bi-Annual February/August)	13200 W.32nd Ave.	Golden	80401	303.982.6340		Y	2/21/2024	PASS	3.5%									Bi-Annual February/August						8/30/2024	PASS	6.0%	As of 9/22/21, Schools will now be inspected bi-annually.				
Maple Grove Elementary (Bi-Annual February/August)	3085 Alkire St.	Golden	80401	303.982.5808		Y	2/21/2024	PASS / FAIL	2% / Missing Cap	3/25/24	PASS	Repairs Completed						Bi-Annual February/August						8/30/2024	PASS	6.0%					
Marina Car Wash (Annual November)	2503 Kipling St.	Lakewood	80215	720.341.7288		Y	Annual November									Annual November						Annual November			Annual in November						
McDonalds	2881 Youngfield St.	Golden	80401	303.238.8671		Y	2/12/2024	PASS	17.5%									5/23/2024	PASS	9.0%				8/22/2024	PASS	6.0%					
Mountain Tap Bar & Grill	1901 Youngfield St.	Golden	80401	720.689.5972		Y	2/12/2024	PASS	2.0%									5/23/2024	PASS	12.0%				8/22/2024	PASS	2.0%					
Noodles & Company	3294 Youngfield St., Suite F	Wheat Ridge	80033	303.232.6688		Y	2/7/2024	PASS	2.0%									5/9/2024	PASS	2.0%				8/26/2024	PASS	3.5%					
XO Gift Co. (WAS NY Pizza Pub)	10071 W. 26th Ave.	Lakewood	80215	303-257-2817	Y		2/15/2024	NO FOOD PREP/SERVED ON SITE									NO FOOD PREP/SERVED ON SITE						D PREP/SERVED			2/15/2024 - This business remains a gift and card business and does not serve food or use the grease trap					
OUT OF BUSINESS (CLOSED)	1921 Youngfield St.	Golden	80401		Y		2/22/2024	CLOSED									CLOSED						CLOSED			Site visit on 2/22/24 finds this location remains closed.					
Live Slow Brewing - Under Construction (CLOSED)	2625 Kipling St.	Wheat Ridge	80215		Y		2/22/2024	Under Construction - Closed									CLOSED						CLOSED			2/22/24 - Upon our site visit it was observed this location will now be Live Slow Brewing and is currently under construction.					
OUT OF BUSINESS --SINK-- (CLOSED)	3352 Youngfield St.	Wheat Ridge	80033		Y		2/15/2024	CLOSED									CLOSED						CLOSED			2/15/2024 - Business remains closed.					
OUT OF BUSINESS --INGROUND-- (CLOSED)	3352 Youngfield St.	Wheat Ridge	80033		Y		2/15/2024	CLOSED									CLOSED						CLOSED			2/15/2024 - Business remains closed.					
Prospect Valley Elementary School (Bi-Annual February/August)	3400 Pierson St.	Wheat Ridge	80033	303.982.7535		Y	2/22/2024	PASS	6.0%									Bi-Annual February/August						8/30/2024	FAIL	Missing Caps	Reinspection date -- Monday 9/30/24.				
Purple Ginger Asian Fusion (Annual May)	2610 Youngfield St.	Lakewood	80215	303.237.1133		Y	Annual May									5/29/2024	PASS	4.0%					Annual May						Annual in May		
Señor Burritos	2553 Kipling St.	Lakewood	80215	303.202.1185	Y		2/15/2024	PASS	2.0%									5/23/2024	PASS	7.0%				8/29/2024	PASS	10.0%	5/3/2023 -- Upon our site visit it was observed the business is closed-no access to the grease trap. It appears it has possible gone out of business.				
OUT OF BUSINESS (Was Smashburger)	3356 Youngfield St.	Wheat Ridge	80033	303.233.2234	Y		2/15/2024	Under Construction - Closed									CLOSED						CLOSED			2/15/2024 -- Upon our site visit it was observed this establishment is closed and under construction.					
Stober Elementary School (Bi-Annual February/August)	2300 Urban St.	Lakewood	80215	303.982.7610		Y	2/22/2024	PASS	6.0%									Bi-Annual February/August						8/30/2024	PASS	12.0%	As of 9/22/21, Schools will now be inspected bi-annually.				
Urban Autocare (Was Sundance Auto) ( Bi-Annual February/August)	10110 W. 26th Ave.	Lakewood	80215	303.445.8869		Y	2/15/2024	PASS	6.0%									Bi-Annual February/August						9/3/2024	PASS	7.5%	Bi - Annual February/August				
Taco Bell	3050 Youngfield St.	Wheat Ridge	80215	303.232.1409		Y	2/12/2024	PASS	4.0%									5/23/2024	PASS	10.0%				8/22/2024	PASS	8.0%					
Tafolino's Mexican Grill	2001 Youngfield St.	Golden	80401	303.232.5118	Y		2/12/2024	PASS	2.0%									5/23/2024	PASS	10.0%				8/22/2024	PASS	17.0%					
Teller's Taproom & Kitchen	1990 Youngfield St.	Lakewood	80215	303.237.1002		Y	2/12/2024	PASS	10.0%									5/23/2024	PASS	5.0%				8/22/2024	PASS	10.0%					
Thai Green & Sushi	3300 Youngfield St.	Wheat Ridge	80033	303.238.8866		Y	2/7/2024	PASS	7.5%									5/10/2024	PASS	12.0%				8/26/2024	PASS	2.0%					
Vivian Elementary School (Bi-Annual February/August)	10500 W.25th Ave.	Lakewood	80215	303.982.7670		Y	2/21/2024	PASS	2.0%	SCHOOL CLOSED									Bi-Annual February/August						8/30/2024	PASS	2.0%	As of our visit on 2/21/24 it was observed that this school has been closed.			
Wendy's	3190 Youngfield St.	Wheat Ridge	80033			Y	1/5/2024	SEE COMMENTS			NOT OPEN FOR BUSINESS							5/21/2024	PASS Content - FAIL Caps	6.0%	6/26/2024	PASS	Repairs Completed	8/26/2024	PASS	4.0%					
Welchster Elementary School (Bi-Annual February/August)	13000 W. 10th Ave.	Golden	80401	303.982.7450		Y	2/21/2024	PASS	26.5%									Bi-Annual February/August						8/30/2024	PASS	12.5%	As of 9/22/21, Schools will now be inspected bi-annually.				

Indicates location where the interceptor is no longer used	Indicates location where the interceptor is no longer used.	Indicates location where the interceptor is no longer used.	Indicates location where the interceptor is no longer used.
Indicates vacant building	Indicates vacant building	Indicates vacant building	Indicates vacant building
Indicates business that is inspected on an annual or bi-annual basis	Indicates business that is inspected on an annual or bi-annual basis	Indicates business that is inspected on an annual or bi-annual basis	Indicates business that is inspected on an annual or bi-annual basis



UNCC Locates

Month: September 2024

District: Northwest Lakewood

Address	Locate Type	Date	Notes: What was located	Ticket Number
1 Hillside Dr.	1	8/31/2024	Sprinklers Replace	B424400057-00B
3541 Parfet St.	1	9/3/2024	Sewer Main Repair	A424701934-00A
Alkire St. & W. 32nd Ave.	1	9/3/2024	Curb/Gutter/Sidewalk/Ramp Replace	B424701356-00B
3741 Oak St.	1	9/3/2024	Sewer Main Manhole New	A424701909-00A
1995 Nelson St.	1	9/3/2024	Gas Main Reroute	B424702215-00B
11724 W. 28th Pl.	1	9/3/2024	Foundation Repair	A424701563-00A
11724 W. 28th Pl.	1	9/3/2024	Foundation Repair	A424301191-01A
10191 W. 38th Ave.	1	9/3/2024	Electric Main New	A424701266-00A
2020 Newcombe Dr.	3	9/3/2024	Gas Main Reroute	B424702226-00B
2005 Newcombe Dr.	3	9/3/2024	Gas Main Reroute	B424702234-00B
1990 Owens Ct.	3	9/3/2024	Gas Main Reroute	B424702247-00B
2122 Beech Ct.	1	9/4/2024	Fence Replace	B424800140-00B
3341 Vivian Ct.	1	9/4/2024	Landscaping	B424800522-00B
Youngfield St. & W. 27th Ave.	2	9/4/2024	Engineering	B424802432-00B
2001 Union Dr.	3	9/4/2024	Gas Service Replace	A424800677-00A
11724 W. 28th Pl.	1	9/5/2024	Foundation Repair	A424701563-01A
11775 W. 30th Pl.	1	9/5/2024	Sewer Service Repair	B424900066-01B
10200 W. 26th Ave.	1	9/5/2024	Gas Service Repair	A424901248-00A
3203 Pierson St.	1	9/5/2024	H2O Main Repair	A424901568-00A
12901 W. 20th Ave.	1	9/5/2024	Sewer Service Repair	A424901595-00A
12901 W. 20th Ave.	1	9/5/2024	Sewer Service Repair	A424901948-00A
12901 W. 20th Ave.	1	9/5/2024	Sewer Service Repair	B424900187-00B
11775 W. 30th Pl.	1	9/5/2024	Sewer Service Repair	B424900066-00B
3582 Simms St.	1	9/5/2024	Fence Replace	A424900389-00A
11724 W. 28th Pl.	1	9/5/2024	Foundation Repair	B424900872-00B
10527 W. 31st Ave.	1	9/5/2024	French Drain New	A424900800-00A
3310 Youngfield St.	1	9/5/2024	Electric Main Replace	B424901069-00B
3244 Youngfield St.	1	9/5/2024	Electric Main Replace	A424901304-00A
3244 Youngfield St.	1	9/5/2024	Electric Main Replace	A424902046-00A
3320 Youngfield St.	1	9/5/2024	Electric Main Replace	A424901289-00A
11725 W. 22nd Pl.	1	9/5/2024	Fence New	A424900117-00A
13050 W. 21st Ave.	1	9/5/2024	Electric Poles Replace	A424902039-00A
26 Morningside Dr.	1	9/5/2024	Tree/Shrub Planting	A424900574-00A
Moore Ct. & W. 36th Pl.	1	9/5/2024	H2O Main Replace	B424901840-00B
W. 34th Pl. & Moore Ct.	1	9/5/2024	H2O Main Replace	B424901850-00B
Moore St. & W. 34th Pl.	1	9/5/2024	H2O Main Replace	B424901858-00B
W. 36th Pl. & Nelson St.	1	9/5/2024	H2O Main Replace	B424901808-00B
3264 Youngfield St.	2	9/5/2024	Electric Main Replace	B424901679-00B
3264 Youngfield St.	2	9/5/2024	Electric Main Replace	B424901084-00B
12290 W. 31st Pl.	1	9/6/2024	Patio Replace	A425000602-00A
12895 Willow Way	1	9/6/2024	Sewer Service Repair	B425000924-00B
Miller St. & W. 38th Ave.	1	9/6/2024	H2O Main Replace	B425000104-00B
3320 Youngfield St.	1	9/6/2024	Electric Main Replace	A425000071-00A
3310 Youngfield St.	1	9/6/2024	Electric Main Replace	B425000033-00B
2587 Taft Ct.	1	9/6/2024	Hidden Fence New	B425001830-00B
2262 Yellowstone St.	1	9/6/2024	Egress Window New	B425001689-00B
2430 Miller St.	1	9/6/2024	Egress Window New	A425001824-00A
1515 Whippoorwill Dr.	1	9/6/2024	Grading Overlot	A425001524-00A
12290 W. 31st Pl.	1	9/6/2024	Patio Replace	A425000632-00A
14025 W. Colfax Dr.	1	9/6/2024	Retaining Wall New	B425001318-00B
Miller St. & W. 38th Ave.	1	9/6/2024	H2O Main Replace	B425000596-00B

**0.25** CONTRACTOR NO SHOW FOR SCHEDULED MEET  
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**0.25**

4020 Nelson St.	1	9/6/2024	Rototilling	B425000734-00B
W. 31st Ave. & Zinnia Ct.	1	9/6/2024	Sewer Main New	B425001623-00B
W. 32nd Ave. & Alkire Ct.	2	9/6/2024	Sewer Main Replace	B425001557-00B
1075 Zinnia St.	1	9/7/2024	Landscaping	A425100004-00A
3295 Ward Rd.	1	9/9/2024	Fence New	A425300065-00A
3555 Moore St.	1	9/9/2024	Comcast Drop Bury 12	A425301134-00A
4010 Miller Way	1	9/9/2024	Comcast Drop Bury 12	B425300812-00B
2886 Quail St.	1	9/9/2024	Stump Grinding	B425300556-00B
12555 W. 29th Ave.	1	9/9/2024	Fence New/Down Spouts	B425301605-00B
13200 W. 32nd Ave.	1	9/9/2024	Electric Poles Replace	A425301992-00A
1045 Alkire St.	1	9/9/2024	Fence Replace	B425300314-00B
2627 Parfet Ct.	1	9/9/2024	Fence New	A425300249-00A
3571 Parfet St.	1	9/10/2024	Sewer Main Repair	A425401730-00A
11694 W. 37th Ave.	1	9/10/2024	Stump Grinding	A425400944-00A
14065 W. Colfax Dr.	1	9/10/2024	Stump Grinding	A425400938-00A
2627 Parfet Ct.	1	9/10/2024	Fence Replace	B425400684-00B
1135 Zinnia St.	1	9/10/2024	Tree Planting	B425401790-00B
10050 W. 29th Ave.	1	9/11/2024	Sewer Service Repair	B425500117-00B
3059 Vivian St.	1	9/11/2024	H2O Service Repair	B425501115-00B
11658 W. 39th Pl.	1	9/11/2024	Comcast Drop Bury 12	A425500473-00A
11662 W. 39th Pl.	1	9/11/2024	Comcast Drop Bury 12	A425500466-00A
10187 W. 38th Ave.	1	9/11/2024	Gas Service New	B425501328-00B
10175 W. 38th Ave.	1	9/11/2024	Gas Service New	B425501325-00B
10169 W. 38th Ave.	1	9/11/2024	Gas Service New	B425501323-00B
10163 W. 38th Ave.	1	9/11/2024	Gas Service New	A425501353-00A
10181 W. 38th Ave.	1	9/11/2024	Gas Service New	B425501317-00B
10157 W. 38th Ave.	1	9/11/2024	Gas Service New	B425501312-00B
10151 W. 38th Ave.	1	9/11/2024	Gas Main New	A425501347-00A
3230 Youngfield Service Rd.	1	9/11/2024	Curb & Sidewalk Replace	B425500185-00B
11755 Carmel Dr.	1	9/11/2024	Fence Replace	B425501197-00B
2264 Zang St.	1	9/11/2024	Egress Window New	A425500966-00A
12032 W. 27th Dr.	1	9/11/2024	Foundation Repair	A425500380-00A
1525 Arbutus Ct.	1	9/11/2024	Fence New	B425501279-00B
10193 W. 38th Ave.	1	9/11/2024	Gas Service New	A425501362-00A
3325 Robb St.	1	9/12/2024	Geotechnical Drill	A425600514-00A
11925 W. 18th Ave.	1	9/12/2024	Rototilling/H2O/Service Replace	A425602120-00A
11802 W. 17th Ave.	1	9/13/2024	Fence Replace	A425701070-00A
2526 Moore St.	1	9/13/2024	Stump Grinding	A425701773-00A
1840 Winfield Dr.	1	9/13/2024	Landscaping	A425701900-00A
1075 Zinnia St.	1	9/14/2024	Landscaping	A425800005-00A
2128 Iris St.	1	9/14/2024	Sewer Service Repair	A425800040-00A
10025 W. 29th Ave.	2	9/14/2024	H2O Main Repair	B425800111-00B
12820 Willow Ln.	1	9/16/2024	Sewer Service Repair	A426000179-00A
12820 Willow Ln.	1	9/16/2024	Sewer Service Repair	A426000114-01A
12820 Willow Ln.	1	9/16/2024	Sewer Service Repair	A426000114-00A
12820 Willow Ln.	1	9/16/2024	Sewer Service Repair	B426000762-00B
2293 Yellowstone St.	1	9/16/2024	Electric Poles Replace	A426001626-00A
2293 Yellowstone St.	1	9/16/2024	Electric Poles Replace	B426001174-00B
Overhill Rd. & Wide Acres Rd.	2	9/16/2024	H2O Main Repair	A426000352-00A
2577 Newcombe St.	1	9/16/2024	Landscaping	A426000940-00A
32 Hillside Dr.	1	9/16/2024	Tree Removal	B426001466-00B
2502 Beech Ct.	1	9/16/2024	Electric Poles Replace	B426001266-00B
2522 Beech Ct.	1	9/16/2024	Electric Poles Replace	B426001256-00B
2572 Beech Ct.	1	9/16/2024	Electric Poles Replace	B426001252-00B
12858 W. 26th Ave.	1	9/16/2024	Electric Poles Replace	A426001689-00A
13377 W. 22nd Pl.	1	9/16/2024	Electric Poles Replace	A426001590-00A
13377 W. 22nd Pl.	1	9/16/2024	Electric Poles Replace	B426001154-00B
2837 Zang Way	1	9/16/2024	Fence New	A426002158-00A
2080 Ellis St.	1	9/16/2024	Electric Poles Replace	B426001198-00B

2111 Garland St.	1	9/16/2024	Tree/Shrub Planting	A426000224-00A
2293 Yellowstone St.	1	9/17/2024	Electric Poles Replace	A426001626-01A
2293 Yellowstone St.	1	9/17/2024	Electric Poles Replace	B426001174-01A
10211 W. 25th Ave.	1	9/17/2024	Gas Service Replace	B426100651-00B
2293 Yellowstone St.	1	9/17/2024	Electric Poles Replace	A426100277-00A
2293 Yellowstone St.	1	9/17/2024	Electric Poles Replace	A426100266-00A
2128 Iris St.	1	9/17/2024	Sewer Service Repair	A426100139-00A
3085 Alkire St.	1	9/17/2024	Irrigation New/Landscaping	B426101800-00B
12555 W. 29th Ave.	1	9/17/2024	Fence New	B426100420-00B
10683 W. 38th Ave.	1	9/17/2024	Tree Planting	A426100432-00A
3233 Taft Ct.	1	9/17/2024	Landscaping	B426100696-00B
2033 Beech Ct.	1	9/17/2024	Electric Poles Replace	B426100737-00B
2003 Beech Ct.	1	9/17/2024	Electric Poles Replace	B426100752-00B
1945 Zinnia St.	1	9/17/2024	Electric Poles Replace	B426100767-00B
12045 W. 34th Pl.	1	9/17/2024	Driveway New	A426101302-00A
1960 Zinnia St.	1	9/17/2024	Electric Poles Replace	A426100924-00A
2291 Youngfield St.	1	9/17/2024	Stump Removal	B426100809-00B
1940 Zinnia St.	1	9/17/2024	Electric Poles Replace	B426100817-00B
1910 Zinnia St.	1	9/17/2024	Electric Poles Replace	B426100828-00B
Youngfield St. & W. 19th Ave.	1	9/17/2024	Electric Poles Replace	B426100841-00B
1821 Youngfield St.	1	9/17/2024	Electric Poles Replace	B426100867-00B
12820 Willow Ln.	1	9/17/2024	Electric Poles Replace	A426101035-00A
2331 Beech Ct.	1	9/17/2024	Electric Poles Replace	A426101041-00A
2103 Braun Ct.	1	9/18/2024	Sewer Service Repair	B426200148-00B
12 Twilight Dr.	1	9/18/2024	Electric Poles Replace	A426200158-00A
16 Morningside Dr.	1	9/18/2024	Electric Poles Replace	B426200193-00B
23 Twilight Dr.	1	9/18/2024	Electric Poles Replace	A426200148-00A
10401 W. 20th Ave.	1	9/18/2024	Foundation Repair	B426200238-00B
3244 Youngfield St.	1	9/18/2024	Electric Main Replace	B426201601-00B
3310 Youngfield St.	1	9/18/2024	Electric Main Replace	A426201779-00A
3320 Youngfield St.	1	9/18/2024	Electric Main Replace	A426201769-00A
3244 Youngfield St.	1	9/18/2024	Electric Main Replace	A426201345-00A
3310 Youngfield St.	1	9/18/2024	Electric Main Replace	A426201338-00A
3320 Youngfield St.	1	9/18/2024	Electric Main Replace	A426201331-00A
3300 Oak St.	1	9/18/2024	Piers Install	A426201956-00A
3264 Youngfield St.	2	9/18/2024	Electric Main Replace	B426201604-00B
3264 Youngfield St.	2	9/18/2024	Electric Main Replace	A426201350-00A
11874 Applewood Knolls Dr.	2	9/18/2024	Roadway Repair	B426200692-00B
2130 Myrtlewood Ln.	3	9/18/2024	Gas Service Repair	A426200660-00A
10617 W. 31st Pl.	1	9/19/2024	Sewer Service Replace	B426300125-01A
10617 W. 31st Pl.	1	9/19/2024	Sewer Service Replace	B426300125-00B
12100 W. 35th Ave.	1	9/19/2024	H2O Service Repair	B426300384-00B
13087 W. 27th Ln.	1	9/19/2024	Fence Replace	B426301522-00B
Orchard Rd. & W. Colfax Ave.	1	9/19/2024	Fence Replace	B426301238-00B
11538 W. 27th Ave.	1	9/19/2024	Sprinklers New	B426301711-00B
3599 Parfet St.	1	9/19/2024	Comcast Drop Bury 12	A426300624-00A
10545 W. 36th Pl.	1	9/19/2024	Tree/Shrub Planting	A426300388-00A
12900 W. 16th Dr.	1	9/19/2024	Electric Conduit New	B426300532-00B
11482 W. 28th Ave.	1	9/19/2024	Tent Stakes Install	A426301321-00A
13700 Braun Dr.	1	9/19/2024	Tree Planting	B426301982-00B
13947 W. 22nd Ave.	1	9/19/2024	Fence Replace	B426301992-00B
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300462-00A
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300474-00A
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300480-00A
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300478-00A
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300476-00A
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	B426300489-00B
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	B426300487-00B
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300488-00A

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W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	B426300485-00B
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300486-00A
W. 15th Pl. & Youngfield Dr.	2	9/19/2024	Electric Main New	A426300482-00A
2171 Braun Dr.	1	9/20/2024	Electric Poles Replace	A426400097-00A
2202 Braun Ct.	1	9/20/2024	Electric Poles Replace	B426400109-00B
2201 Braun Dr.	1	9/20/2024	Electric Poles Replace	B426400116-00B
23 Hillside Dr.	1	9/20/2024	Electric Poles Replace	A426400831-00A
13585 W. 21st Pl.	1	9/20/2024	Electric Poles Replace	B426400127-00B
13563 W. 21st Ave.	1	9/20/2024	Electric Poles Replace	A426400126-00A
2133 Braun Ct.	1	9/20/2024	Electric Poles Replace	A426400131-00A
2301 Braun Dr.	1	9/20/2024	Electric Poles Replace	A426400137-00A
2402 Braun Ct.	1	9/20/2024	Electric Poles Replace	A426400139-00A
2341 Braun Dr.	1	9/20/2024	Electric Poles Replace	A426400143-00A
11 Hillside Dr.	1	9/20/2024	Landscaping	B426400616-00B
3230 Youngfield Service Rd.	1	9/20/2024	Tree Removal	B426400609-00B
13967 W. 22nd Ave.	1	9/20/2024	Fence Replace	B426400492-00B
25 Hillside Dr.	1	9/20/2024	Electric Poles Replace	B426400759-00B
2342 Braun Ct.	1	9/20/2024	Electric Poles Replace	B426400166-00B
Youngfield St. & W. 32nd Ave.	1	9/20/2024	Engineering	A426400668-00A
10001 W. 32nd Ave.	2	9/20/2024	Gas Service Replace	B426400086-00B
2240 Miller Ct.	2	9/20/2024	Gas Service Replace	A426400085-00A
12505 W. 29th Pl.	1	9/21/2024	Sewer Service Replace	B426500028-00B
11380 W. 26th Ave.	1	9/23/2024	Fence Repair	A426700203-00A
2644 Taft Ct.	1	9/23/2024	Hidden Fence New	A426700677-00A
13295 W. 16th Dr.	1	9/23/2024	Comcast Drop Bury 12	A426700472-00A
1707 Cole Blvd.	1	9/23/2024	New Electric	B426700583-00B
12410 W. 16th Pl.	1	9/23/2024	Fence Replace	A426702489-00A
W. 15th Pl. & Youngfield Dr.	2	9/23/2024	Electric Main New	B426701732-00B
1910 Zinnia Ct.	1	9/24/2024	Electric Poles Replace	A426800098-00A
1910 Zinnia Ct.	1	9/24/2024	Electric Poles Replace	A426800098-01A
2375 Iris St.	1	9/24/2024	Fence Replace	A426800237-00A
2335 Urban St.	1	9/24/2024	Gas Service New/Generator New	A426801470-00A
2158 Applewood Dr.	1	9/24/2024	Comcast Drop Bury 12	A426800194-00A
1920 Alkire St.	1	9/24/2024	Electric Poles Replace	B426800124-00B
1960 Alkire St.	1	9/20/2024	Electric Poles Replace	B426800105-00B
1830 Zinnia Ct.	1	9/24/2024	Electric Poles Replace	B426800097-00B
1930 Alkire St.	1	9/24/2024	Electric Poles Replace	B426800070-00B
9670 W. 25th Pl.	1	9/24/2024	Gas Service Replace	A426800070-00A
12153 W. 30th Pl.	2	9/24/2024	Gas Service New	B426801389-00B
12163 W. 30th Pl.	2	9/24/2024	Gas Service New	B426801393-00B
3115 Mountain Shadows Dr.	2	9/24/2024	Gas Service New	B426801396-00B
12505 W. 29th Pl.	1	9/25/2024	Sewer Service Repair	A426900423-00A
12395 W. 34th Pl.	1	9/25/2024	Landscaping/Sprinklers	B426900231-00B
11367 W. 26th Pl.	1	9/25/2024	Gardening	A426900299-00A
35 Skyline Dr.	1	9/25/2024	Landscaping	A426901399-00A
2225 Lee St.	1	9/25/2024	Foundation Repair	A426901926-00A
2492 Braun Ct.	1	9/25/2024	Ground Rod Install	B426900921-00B
W. 32nd Ave. & Braun Ct.	1	9/25/2024	Grading Rough/Storm/Sewer New	B426902538-00B
3274 Pierson St.	2	9/26/2024	Gas Main Repair	B427001893-00B
12225 W. 18th Dr.	1	9/26/2024	Egress Window New	B427001236-00B
3071 Mountain Shadows Dr.	1	9/26/2024	Gate/Posthole Replace/Repair	A427001150-00A
12165 Applewood Knolls Dr.	1	9/26/2024	Foundation Repair	A427000230-00A
10500 W. 38th Ave.	1	9/26/2024	Stump Grinding	A427001415-00A
21 Morningside Dr.	1	9/26/2024	Electric Poles Replace	A427000045-00A
11635 W. 35th Ave.	1	9/26/2024	Landscaping	B427000976-00B
2001 Union Dr.	1	9/27/2024	Gas Service Repair	A427100556-00A
11095 Linda Vista Dr.	1	9/27/2024	Stump Grinding	B427100960-00B
11125 W. 25th Pl.	1	9/27/2024	Tree Planting	A427100640-00A
10213 W. 25th Ave.	1	9/30/2024	Gas Service Repair	A427400884-00A

10213 W. 25th Ave.	1	9/30/2024	Gas Service Repair	B427400820-00B
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**Northwest Lakewood Sanitation District  
Engineering Report  
October 23, 2024**

**2024 Capital Improvements Design**

**UPDATE: 10/23/2024 – 2024 Capital Improvement Plan report is underway and will be presented in November.**

**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.

08/26/2024 – updates are being performed to accommodate flow information along the Maple Grove West side flow monitoring. 09/23/2024 – M/M followed up on the temporary meters along Maple Grove Reservoir and asked if they were able to shift a 24" meter to get a quick 1-2 day reading off of it helping define the split flow between the upstream manholes. Metering information has been provided and the modeling completed with Maple Grove updates.

**UPDATE: 10/23/2024 - M/M received the flow monitoring information and applied the data to the existing model to assess over-capacity pipes.**

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

(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. 02/26/2024 – Rashawn Burrows reached out to Steve and requested the plan review process/ plan requirements per the District's requirements. M/M reached out to Rashawn and requested any and all plans for this development and asked if he was working with Studio 646 Architecture or Robin at Metro West Housing Solutions on this project. Rashawn stated yes, they are both still on the Project and he is the Civil Engineer. We will coordinate the existing service that runs along the north property line from the east. 03/25/2024 – M/M received a referral for this work from Lakewood. A response was provided that addressed all previous comments that had not been addressed. 04/22/2024 – M/M sent a referral response



to Kara which mirror the previous comments. 05/26/2024 – Rashawn reached out stating they are ready to make our first formal submittal and wanted clarity on the deposit status and any outstanding items other than plans. M/M responded that we received the deposit, and requested the plans, also noting that we will begin the flow study and have results soon. M/M sent a will serve letter and requested which addresses are correct as there are 3 on the application but only 2 buildings proposed. Rashawn clarified that the new addresses are 1530 Youngfield Drive and 1550 Youngfield Drive. 06/24/2024 – M/M gave Rashawn an update, stating that we have run the flow study and have run into some capacity concerns downstream of this development but are doing our due diligence to investigate this and try to minimize the potential off-site improvements. M/M will send a flow study summary and plan review comments. 07/22/2024 – M/M sent survey out to confirm a few significant flat slopes to see if we are able to reduce capacity concerns downstream of the project and sent the prelim of current findings stating that there are a number of areas downstream of the proposed development where the modeled system indicates capacities at/over 100% in the system. M/M stated that we would not be able to take on the development flows until such time replacement or a parallel line can be constructed, and stated one option is if their project wants to finance the sanitary upsizing, otherwise the District is also looking at a potential participation fee that all tributary SFRE's would be required to pay. Rashawn (Engineer for West Metro) set up a meeting with the District along with Tim to discuss. It was decided to monitor flows at strategic locations to verify existing average day conditions. After the meeting, 5 MHs were identified to best capture flow data for the system in question and pricing from REC is being obtained. 08/26/2024 – M/M received the REC fee and the developer accepted the value. The flow meters were installed and Rashawn asked when he can expect to see the first round of results. M/M noted that flows did reduce using monitored values vs. calculated values (rain events were extracted). A few lines are no longer in the range for capacity concern but a few still remain a concern. Based on the special meeting direction, MM is putting an opinion of cost together with potential phasing and estimating the SFRE potential growth to establish a participation charge per SFRE attributed to this development and future developments. 09/23/2024 – Ramey sent flows for the flow monitoring and noted that at one point they had to change out a transducer on one of the meters. M/M informed Rashawn that the flows were found to be less than previously calculated and that a few of the lines are no longer a capacity concern; M/M is working on an opinion of probable cost to upsize lines with capacity concerns and to establish a participation charge per SFRE.

**UPDATE: 10/23/2024 – City of Lakewood provided comments relative to the proposed storm and sanitary design within Youngfield Dr. and utility crossings. Rashawn then proposed two options of how to revise the design to meet the city's comments. M/M stated a preference for keeping the Youngfield Dr Sanitary alignment. As requested by the District Board, M/M has prepared a phased approach to needed capacity improvements with Estimate (EOPC) and corresponding summary report related to the Maple Grove Service Area and the new Whippoorwill development.**

#### **1921 Youngfield – 5/13/2024**

05/26/2024 – M/M received a permit request from Jeffco for the above address. This is an expansion of the existing Day Care. They are to have a warming kitchen but does not look like a need for grease interceptor.

06/24/2024 – M/M requested plans, and after reviewing them sent a referral letter.

**UPDATE: 10/23/2024 – M/M received response to the referral letter and plans are now under review.**

#### **3291 Youngfield Dr – Eric Linder (Car Wash)**

**UPDATE: 10/23/2024 – M/M received questions about the possibility of moving a sanitary main within the property, and whether or not a parking lot could be installed over the easement. M/M replied saying the district would not pay for a relocation, and the easement agreement would need to be reviewed to determine the potential for paving and parking over it.**

#### **9755 W. 25<sup>th</sup> Ave – Lot Line Adjustment – 7/24/2024 (East of Kipling)**

08/26/2024 – M/M informed the Nico that he will need to have a private easement that shows us there is a means to maintain or replace the service line following the lot line adjustment. Nico sent the Survey Drawing and M/M requested the recorded easement language and exhibit. A plat has been created, providing a lot line and



utility easement. With recordation, and a copy to MM, this will be acceptable. 09/23/2024 – Nico sent in easements they are proposing. M/M sent a referral response regarding the above project to The City of Lakewood. An easement for sanitary service line is needed between the two parcels involved, either by plat or by agreement.

**UPDATE: 10/23/2024 - None**

**Youngfield Beautification – Lenoard Meade – 7/25/2024**

08/26/2024 – M/M sent a referral letter as a response to the 90% plans for the above project. Comments include making sure the District MH's are maintained and exposed.

**UPDATE: 10/23/2024 – None.**

**1901 Youngfield – Matthew Taylor – Proposed Multi-family with retail/commercial space**

06/24/2024 – Bryan Gilliland indicated a multifamily development with 275 to 300 units, some ground floor retail and commercial activation. A request was made to see if capacity is available for the development. A new flow study would be required that the development would need to participate. It was noted if a mainline downstream is over the desired capacity, the development would be responsible for upsizing those lines. Bryan states they are in very preliminary planning. 07/22/2024 – M/M stated that The District has had multifamily projects in the past, but the past is not necessarily an accurate representation of the present state of the District; The easiest way to move forward is to participate in the District flow study and Provide the District with the requested concept plans.

**UPDATE: 10/23/2024 – None.**

**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. 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. 02/26/2024 – Brad gave M/M an update and noted that they have updated calculations for the water service that shows they only need a 1" tap, and will send those calcs over once approved by Consolidated Mutual. M/M notes that they will need an acceptance letter from Consolidated Mutual stating the acceptance of a 1" meter. This will modify required connection fees. 03/25/2024 – Consolidated approved a 1" domestic tap, and 4" fire line service, Steve sent him Tap Fees. 05/26/2024 – M/M sent the signed availability letter to Austin.

**UPDATE: 10/23/2024 – None.**





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

11324 W. 38<sup>th</sup> 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. 03/25/2024 – M/M sent standard manhole details with a cast-in-place MH base, noting that plans need to be submitted defining the new MH connection. Tim reached out to Tyler stating that the District will need a 12’ wide sanitary sewer easement for the length of the property, and requested when his Engineer provides the legal description and drawing for the sewer line easement he send it to Tim to prepare the easement agreement, and states that the construction of the manhole is Tyler’s responsibility, but the plans still need to be approved by the District. Tyler has requested M/M provide the necessary design. 04/22/2024 – MM is working on the needed detail and easement legal / exhibit. 05/26/2024 – Tim sent the agreement for wastewater service that both Westridge and Northwest need in order to provide wastewater service to the home for execution. Tim sent the agreement to Amy for signature from herself and Tyler along with the Osborne parents. 06/24/2024 – M/M sent the sanitary connection drawing to Tyler and noted before work can begin, we need the easement in place. M/M sent Tyler the Easement Agreement. 07/22/2024 – The Intergovernmental Agreement between Northwest, Westridge, and the homeowners/family has been recorded, Tim sent the Sewer Line Easement Deed to be executed. Tim also sent a copy of the recorded Wastewater Service Agreement entered with the Westridge Sanitation District, and the Northwest Lakewood Sanitation District.

**UPDATE: 10/23/2024 – None.**

### 3325 Robb Street

06/24/2024 –SDMS was contacted by Title Company to check on outstanding fees. This is a lot with potential single-family building. We will await a referral from the City.

**UPDATE: 10/23/2024 – None.**

### Applewood Neighborhood – ADU (4/6/2024) Jessie Patterson

04/22/2024 – M/M reached out to Jessie who is contemplating an ADU, and explained the process and the difference in needs for different types of ADUs.

**UPDATE: 10/23/2024 – None.**

### 2300 – 2324 Kipling – Eric Burtzlaff (1/17/2024)

02/26/2024 –Eric sent concept plans for M/M’s review, and requested an early concept meeting with the District to discuss current system conditions and if we expect their project to have any issues conceptually. M/M set up a meeting and sent a prelim referral letter that outlines our initial look at the concept plan.

**UPDATE: 10/23/2024 – None.**



**2419 Ward Dr. ADU – (9/20/2023) -New Single Family with Walls Built in San. Easement**

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. 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. 01/24/2024 – M/M Survey of the retaining walls is complete and it shows the retaining wall is just outside of the derived property boundary. However, the walls are within the sanitary easement. A graphic attached.

**UPDATE: 10/23/2024 – 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: 10/23/2024 – None.**

**Miscellaneous**

- 03/25/2024 – M/M reached out to Lakewood and asked if there might be a way that prior to City giving any C.O. that they require a signoff from the District or a copy of the District permit. Kristi the head of permits is process of seeing how we can implement this requirement. Kristi is working on a way to provide a form similar to the W & S availability forms but it will state that all requirements of the district have been met, she's anticipating that it will be a requirement on any permit that requires a CO.

# METRO WATER RECOVERY

## Board of Directors Meeting

Tuesday, October 15, 2024

The regular monthly meeting of the Board of Directors of Metro Water Recovery will be held Tuesday, October 15, 2024 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 September 17, 2024 (*Tab No. 1*)

**4. PROGRESS AND PROJECTION REPORTS**

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

4.b Report by Chief Legal Officer (*Tab No. 3*)

**5. REPORTS OF OFFICERS AND COMMITTEES**

**6. NEW BUSINESS**

**Consent Agenda**

6.a **Consideration of Annual Compensation Recommendations** [Recommended O/F/E] (*Tab No. 4*)

6.b **Consideration of Annual Benefits Recommendations** [Recommended O/F/E] (*Tab No. 5*)

6.c **Consideration of Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer** [Recommended O/F/E] (*Tab No. 6*)

6.d **Consideration of Robert W. Hite Treatment Facility Biogas Utilization (PAR 1395) Work Authorization #3 and Appropriation** [Recommended O/F/E] (*Tab No. 7*)

6.e **Consideration of Robert W. Hite Treatment Facility Personnel Building Project (PAR 1448) Consultant Agreement and Appropriation** [Recommended O/F/E] (*Tab No. 8*)

**Roll Call Agenda**

6.f **Consideration of Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) Engineer Agreement and Appropriation** [Recommended O/F/E] (*Tab No. 9*)

**7. INDIVIDUAL DIRECTOR COMMENTS**

**8. OTHER INFORMATION**

**9. ADJOURNMENT**

Sarah Niyork  
Chair

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

MC:rak/lmn

# METRO WATER RECOVERY

## Board of Directors Meeting

October 15, 2024

### Action Items—Committee Recommendations

**1. Consideration of Annual Compensation Recommendations**

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

**2. Consideration of Annual Benefits Recommendations**

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

**3. Consideration of Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer**

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

**4. Consideration of Robert W. Hite Treatment Facility Biogas Utilization (PAR 1395) Work Authorization #3 and Appropriation**

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

**5. Consideration of Robert W. Hite Treatment Facility Personnel Building Project (PAR 1448) Consultant Agreement and Appropriation**

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

**6. Consideration of Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) Engineer Agreement and Appropriation**

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

# METRO WATER RECOVERY

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

September 17, 2024

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, September 17, 2024 at 5:30 p.m. in the Boardroom.

Chair Niyork called the meeting to order.

### 1. ROLL CALL

Treasurer Kieler called the roll.

#### Officers Present:

Sarah Niyork, South Adams  
Marena Lertch, Aurora  
Del Smith, Bancroft-Clover\*  
Janet Kieler, Denver

Chair  
Chair Pro Tem  
Secretary  
Treasurer

#### Directors Present:

Greg Baker, Aurora\*  
Mike Barrett, Crestview  
Cody Berg, Applewood\*  
Clint Blackhurst, Brighton\*  
Travis Bogan, Denver  
Nadine Caldwell, Aurora  
John Chavez, Berkeley  
David Councilman, Pleasant View  
Deborah Crisp, East Lakewood\*  
Clark Davenport, Northwest Lakewood  
James DeHerrera, Aurora  
Mary Gearhart, Denver\*  
Joan Iler, Westridge  
Sharon Israel, Arvada\*  
Andrew Johnston, Denver

Craig Kocian, Arvada\*  
Bob LeGare, Aurora  
Martin Majors, Fruitdale\*  
Charlie Miller, Fort Lupton\*  
Jamie Miller, North Table Mountain\*  
Josh Redman, Thornton\*  
Thomas Roode, Denver  
Greg Sekera, Lakewood  
Peter Spanberger, Denver  
Mary Beth Susman, Denver\*  
Dennis Towndrow, North Pecos\*  
Scott Twombly, Thornton  
Jennifer Williams, Denver\*  
Ronald Younger, Denver\*

#### Directors Absent:

Curt Aldstadt, Westminster  
Joe Drew, Wheat Ridge  
Laura Kroeger, Lakewood

Doug Lazure, Denver  
George Mazzotti, North Washington Street  
Bob Roth, Aurora

#### Others Present:

Mickey Conway  
Emily Jackson  
Liam Cavanaugh  
Colleen Dempsey  
Ruth Kedzior  
Yvonne Kohlmeier  
Lydia Nkem

Chief Executive Officer (CEO)  
Chief Legal Officer  
Chief Operating Officer  
Chief Human Resources Officer  
Senior Administrative Manager  
Executive Assistant  
Assistant to the CEO

\*Attended virtually

## **2. PUBLIC COMMENT**

There was no comment.

## **3. APPROVAL OF MINUTES**

### **3.a Minutes of the Board of Directors Meeting on August 20, 2024**

Chair Niyork asked if there were any corrections, deletions, or additions to the minutes of the Regular Meeting of the Board of Directors held August 20, 2024.

Director Davenport moved and Director Twombly seconded the motion to approve the minutes of the Regular Meeting of the Board of Directors held August 20, 2024.

The motion carried unanimously.

## **4. PROGRESS AND PROJECTION REPORTS**

### **4.a Report by CEO**

CEO Conway reviewed his written report, highlighting the presentation and tour of the Robert W. Hite Treatment Facility (RWHTF) on August 29, 2024 with legislators from the offices of Sen. Hickenlooper, Rep. DeGette, Rep. Crow, Rep. Caraveo, and Rep. Petterson. Mr. Conway remarked on Metro Water Recovery's and the Mile High Flood District's sponsorship at The Greenway Foundation's Reception on the River where he and Director Kroeger were speakers. He also gave an update on the harvest at the METROGRO Farm.

### **4.b Report by Chief Legal Officer**

Chief Legal Officer Jackson provided an update on the Verified Petition Metro Water Recovery filed as the result of a Colorado Open Records Act (CORA) request from Channel 9 News for inspection records in the Industrial Pretreatment Program, noting this request has been withdrawn, remarked on the Colorado Department of Public Health and Environment (CDPHE) Water Quality Control Division working with the National Water Research Institute (NWRI) Feasibility and Implementation Stakeholder Workgroup in deciding goals for Colorado treatment facilities, and noted upcoming mediations in both the MWH Constructors and Farmers Reservoir and Irrigation Company, Burling Ditch Reservoir and Land Company, and Henrylyn Irrigation District litigations.

Ms. Jackson answered questions on the scope and purpose of the NWRI workgroup, stating Metro Water Recovery staff will monitor their progress, nutrients and temperature should be looked at together, and updates will be sent out to those who are interested.

CEO Conway stated Metro Water Recovery is educating Governor Polis' team on heat recovery related to temperature issues on the sustainability side, setting achievable limits for utilities.

**5. REPORTS OF OFFICERS AND COMMITTEES**

**5.a Rules and Regulations Committee**

Director Twombly stated the Rules and Regulations Committee would not meet again until November and the goal is to update the *Metro Water Recovery Rules and Regulations Governing the Operation, Use, and Services of the System* later in 2025.

**5.b Meeting Minutes**

There were no additions to the following meeting minutes:

Defined Benefit Plan Retirement Board Meeting	May 22, 2024
Defined Contribution Plan Retirement Board Meeting	May 22, 2024
Joint Operations and Finance Committee Meeting	September 5, 2024
Executive Committee	September 10, 2024

**6. NEW BUSINESS**

**Consent Agenda**

**6.a Consideration of Resolution Recognizing Employees’ Years of Service**

Director DeHerrera moved and Director Sekera seconded the motion to adopt the following resolution:

WHEREAS, by the year ending December 31, 2024, certain employees of Metro Water Recovery, hereinafter referred to as “Metro;” will have completed five, ten, fifteen, twenty, twenty-five, thirty, and thirty-five years of faithful service on behalf of Metro and the people of the Denver metropolitan area; and

WHEREAS, it is right and proper such loyal service be recognized by the Board of Directors on behalf of the people served by Metro;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of Metro Water Recovery by this resolution hereby recognizes the loyal and faithful service rendered by:

**35 YEARS OF SERVICE**

*Mary M. Williams*

**30 YEARS OF SERVICE**

*Brenda K. Adams*

*Jena C. Cline*

*Pamela S. Dorton*

**25 YEARS OF SERVICE**

*Norma L. Arnwine  
Jeffrey D. Hayden  
Miranda N. Martinez  
Craig M. Norden*

*Carol D. Collins  
Peter J. Hulsey  
Bryan W. Mitchell  
Jenny C. Trujillo*

*Shawn M. Fredrickson  
Warren E. Kerls  
Robert J. Neal  
Christopher Young*



**20 YEARS OF SERVICE**

*Christopher L. Dole*

*Linden B. Ellis  
Christina Virgilio*

*Lewis T. Kitting*

**15 YEARS OF SERVICE**

*Daniel Dopler  
Daniel A. Rader*

*Chad E. Grooms*

*Jessica L. Maloney  
Stanley S. Thurber*

**10 YEARS OF SERVICE**

*Kelli L. Dalton  
Adam R. Dyche Jr.  
Bambi K. Martinez*

*Daniel L. Dodge  
Katie Garst  
David J. Slaughter  
Bradley Van Anderson*

*Jonathan G. Downey  
Corey R. Kreifels  
Jennifer R. Tully*

**5 YEARS OF SERVICE**

*Kurt Babcock  
Steven C. Chandler  
Benjamin Hulse  
Benjamin C. Macleod  
Lydia Nkem  
Samantha L. Seagren  
Ronnie Victor*

*Eleonora Borisova  
Joshua Goldman  
Yvonne J. Kohlmeier  
Daren R. Mark  
Babatimilehin Osundina  
Larry L. Spelts  
Michael L. Woolley*

*Stefan Boyer  
Jack A. Hennes  
Jacob A. Kowalczyk  
Rubyn K. McMaster  
Tammy J. Perske  
Alysha Turgeon  
Brennan Zimbelman*

BE IT FURTHER RESOLVED awards and certificates of five, ten, fifteen, twenty, twenty-five, thirty, and thirty-five years of service be tendered to the above-named employees to express the appreciation of the Metro Water Recovery Board of Directors and the people whom it represents.

The motion carried unanimously.

**6.b Consideration of the Estimated 2020 Annual Charges for Service**

Director DeHerrera moved and Director Sekera seconded the motion to adopt the following resolution:

WHEREAS, by the year ending December 31, 2024, certain members of the Board of Directors of Metro Water Recovery, hereinafter referred to as "Metro;" will have completed five years of faithful service on behalf of Metro; and

WHEREAS, it is right and proper such loyal service be recognized by the Board of Directors on behalf of the people served by Metro;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of Metro Water Recovery by this Resolution recognizes the loyal and faithful service rendered by:

**FIVE YEARS OF SERVICE**

*Bob LeGare, City of Aurora  
Sarah Niyork, South Adams Water and Sanitation District  
Greg Sekera, City of Lakewood*

BE IT FURTHER RESOLVED certificates of five years of service be tendered to the above-named Directors to express the appreciation of the Metro Water Recovery Board of Directors and the people to whom it represents.

The motion carried unanimously.

**6.c Consideration of North Washington Street Water and Sanitation District Type 1 Connection Request for the Flatiron Development**

Director DeHerrera 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 a Construction Services Agreement to provide Construction Services for work on the South Platte River Aquatic Life Habitat Improvements Phase V Project (PAR 1437) (Project); and

WHEREAS, to meet the obligations of the Memo of Understanding with the Colorado Division of Wildlife, U.S. Environmental Protection Agency, and Colorado Department of Public Health and Environment, Metro has constructed four phases of aquatic life/habitat improvements downstream of the Robert W. Hite Treatment Facility (RWHTF) over the last 20 years; and

WHEREAS, Phase V of the project is the final phase of construction improvements, which consist of one riffle, boulder clusters, wood snags, revegetation, and site restoration on the South Platte River just downstream of 160th Ave; and

WHEREAS, pursuant to Metro's Purchasing and Contracts Policy, the Project team used the Mile High Flood District (MHFD) prequalified list of contractors approved to work within the South Platte River to pre-qualify four contractors and seek interest in the Project; and

WHEREAS, on June 20, 2024, Metro issued an Invitation for Bid for the Project and received one bid from Naranjo Civil Constructors (Naranjo) on July 17; and

WHEREAS, Naranjo and Metro staff have negotiated a fee in the amount of \$1,484,020 to provide these services; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into a Construction Services Agreement with Naranjo in the amount of \$1,484,020 to provide Construction Services for work on the Project, and appropriate \$1,942,000 from the General Fund Capital Project Account for this purpose; 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 Construction Services Agreement with Naranjo Civil Constructors in the amount of \$1,484,020 to provide Construction Services for work on the South Platte River Aquatic Life Habitat Improvements Phase V Project; and

BE IT FURTHER RESOLVED that the sum of \$1,942,000 (100 percent) be and hereby is appropriated from the General Fund Capital Project Account for this Project.

The motion carried unanimously.

#### **6.d Consideration of Chemical Contract for Sodium Bisulfite Solution**

Director DeHerrera moved and Director Sekera seconded the motion to adopt the following resolution:

WHEREAS, it is necessary that Metro Water Recovery, hereinafter referred to as "Metro," purchase a supply of liquid ferric chloride (ferric chloride), a commonly used chemical in the wastewater treatment process at the Robert W. Hite Treatment Facility (RWHTF); and

WHEREAS, in June 2024, Metro posted a Request for Qualifications for the supply of ferric chloride on the Rocky Mountain E-Purchasing site (*BidNet*); and

WHEREAS, two proposals were received and evaluated by Metro subject matter experts; and

WHEREAS, it was determined Kemira Water Solutions, Inc. (Kemira) provided the best overall value to Metro to supply ferric chloride at a price of \$463.00 per wet ton, with a total estimated one-year price of \$392,700; and

WHEREAS, PVS Technologies, Inc. (PVS) submitted the next best proposal to supply ferric chloride at a price of \$484.00 per wet ton, with a total estimated one-year price of \$410,500; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend entering into separate one-year contracts from November 1, 2024, through October 31, 2025, for the supply of ferric chloride with Kemira as the primary supplier at a price of \$463.00 per wet ton and with PVS as the secondary supplier at a price of \$484.00 per wet ton; and

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

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year contract from November 1, 2024, through October 31, 2025, with Kemira Water Solutions, Inc. for the supply of liquid ferric chloride at a price of \$463.00 per wet ton; and

BE IT FURTHER RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year secondary contract from November 1, 2024, through October 31, 2025, with PVS Technologies, Inc. for the supply of liquid ferric chloride at a price of \$484.00 per wet ton in the event the primary supplier is determined unresponsive per the contract requirements; and

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

The motion carried unanimously.

**6.e Consideration of Interceptor Rehabilitation 2018-2019 Project (PAR 1332) Construction Contract Award and Funding Appropriation**

Director DeHerrera moved and Director Sekera seconded the motion to adopt the following resolution:

WHEREAS, it is necessary that Metro Water Recovery, hereinafter referred to as "Metro," purchase a supply of sodium bisulfite solution used to neutralize residual peracetic acid remaining after the disinfection process at the Robert W. Hite Treatment Facility (RWHTF); and

WHEREAS, in June 2024, a Request for Qualifications for the supply of sodium bisulfite solution was posted on the Rocky Mountain E-Purchasing site (*BidNet*); and

WHEREAS, five proposals were received and evaluated by Metro subject matter experts; and

WHEREAS, it was determined PVS DX, Inc. provided the overall best value to Metro to supply sodium bisulfite solution at a price of \$0.194 per pound, with a total estimated one-year price of \$135,800; and

WHEREAS, Thatcher Company submitted the next best proposal to supply sodium bisulfite solution at a price of \$0.189 per pound, with a total estimated one-year price of \$132,300; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend entering into separate one-year contracts from October 1, 2024, through September 30, 2025, for the supply of sodium bisulfite solution with PVS DX, Inc. as the primary supplier at a price of \$0.194 per pound and with Thatcher Company as the secondary supplier at a price of \$0.189 per pound; and

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

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year contract from October 1, 2024, through September 30, 2025, with PVS DX, Inc. for the supply of sodium bisulfite solution at a price of \$0.194 per pound; and

BE IT FURTHER RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year secondary contract from October 1, 2024, through September 30, 2025, with Thatcher Company for the supply of sodium bisulfite solution at a price of \$0.189 per pound in the event the primary supplier is determined unresponsive per the contract requirements; and

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

The motion carried unanimously.

## **Roll Call Agenda**

### **6.f Consideration of Digester Complex Rehabilitation Project (PAR 1259) Construction Contract Change Order Execution, Engineering Consultant Agreement Amendment, and Funding Appropriation**

Director Bogan moved and Director Iler 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 amend the Energy Services Agreement (ESA) with ENGIE Denver Metro LLC (ENGIE) to extend the term through December 31, 2027; and

WHEREAS, this ESA Amendment will flexibly extend the agreement through 2027 to allow Metro to properly sequence the construction activities for the Robert W. Hite Treatment Facility (RWHTF) Biogas Utilization Project (PAR 1395); and

WHEREAS, Metro has worked with ENGIE to negotiate an amendment to the ESA to allow the Cogeneration Facility to continue to operate through construction and commissioning of the Boiler Mechanical Facility; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to amend the ESA with ENGIE to extend the term through December 31, 2027; 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 amend the Energy Services Agreement with ENGIE Denver Metro LLC to extend the term through December 31, 2027.

Chair Niyork called for a roll call vote which carried with 33 Directors voting Yes:

Greg Baker	Mary Gearhart	Sarah Niyork
Mike Barrett	Joan Iler	Josh Redman
Cody Berg	Sharon Israel	Thomas Roode
Clint Blackhurst	Andrew Johnston	Greg Sekera
Travis Bogan	Janet Kieler	Del Smith
Nadine Caldwell	Craig Kocian	Peter Spanberger
John Chavez	Bob LeGare	Mary Beth Susman
David Councilman	Marena Lertch	Dennis Towndrow
Deborah Crisp	Martin Majors	Scott Twombly
Clark Davenport	Charlie Miller	Jennifer Williams
James DeHerrera	Jamie Miller	Ronald Younger

## **7. DIRECTOR RECOGNITION**

CEO Conway commemorated the milestones of Directors LeGare, Sekera, and Niyork who were presented with certificates recognizing their five-years of service on the Board of Directors.

The Board gave a round of applause for the recognized Directors.

Chair Niyork stated she was honored to serve on the Metro Water Recovery Board of Directors and appreciated the trust they placed in electing her as the Chair.

**8. INDIVIDUAL DIRECTOR COMMENTS**

Director Lertch complimented Metro Water Recovery staff on their presentations and support of one another at the recent Rocky Mountain Water Conference in Keystone.

**9. OTHER INFORMATION**

There was none.

**10. ADJOURNMENT**

Chair Niyork adjourned the meeting at 5:57 p.m.

MC\raklyjk

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Mickey Conway, Chief Executive Officer  
**RE:** Chief Executive Officer's Report

**DATE:** October 10, 2024

### 1. Director Recognition

At the September 17, 2024 Board of Directors meeting, we had the privilege of recognizing Chair Sarah Niyork and Directors Bob LeGare and Greg Sekera for five years of service on the Board. Thank you for your dedication to our community and the clean water world.



Left to right: Chief Legal Officer Emily Jackson, Director Greg Sekera, Director Bob LeGare, Chair Sarah Niyork, and CEO Mickey Conway.

### 2. NACWA's 2024 PFAS Virtual Workshop

On September 18, 2024, I presented in the National Association of Clean Water Agencies (NACWA)'s 2024 [per- and polyfluoroalkyl substances](#) (PFAS) Virtual Workshop, along with utility leaders, consultants, Environmental Protection Agency (EPA) and state regulators, and NGO's. My presentation, which was part of an hour-long panel, centered around challenges with PFAS removal from the wastewater system, biosolids management options, and burdens on ratepayers. The program was attended by 266 people.

### 3. Metro Water Recovery Staff Shines at WEFTEC

The Water Environment Federations Technical Exhibition and Conference (WEFTEC) was underway October 5 – 9, 2024 in New Orleans. It is the largest conference of its kind in North America and offers water quality professionals from around the world the best water quality

education and training available. Several Metro Water Recovery staff attended WEFTEC, and they represented the industry as thought leaders through their impressive presentations to national audiences, leading sessions as moderators, and through peer-to-peer dialogue.

I am proud to announce our Elevated Ops team has earned first place in Division I of the Operations Challenge, the water sector's most exciting professional development program, and our Double Duty team ranked seventh out of ten in Division I. This win represents Metro Water Recovery's third National Championship in five years, an incredible feat. Congratulations to our Elevated Ops team comprised of Matt Duncan, Josh Mallore, and Jesse Turpin led by Coach Lance Wenholz and Team Captain Kelsey Gedge and to our Double Duty team comprised of Mark Hoffmeister, Diego Navarro, and Adrian Quintana, coached by Brenda Adams and Team Captain Michael Grengs. It was an absolute thrill to see them in action. Congratulations also to the "Godfather" and GM of our Ops Challenge program, Orren West, for his tireless leadership and support.

Each team earned an overall score based on their weighted performance in each of the five Operations Challenge events. Each event tests a different aspect of work in the wastewater profession: Process Control, Laboratory, Safety, Collection Systems, and KSB Maintenance. Elevated Ops took first place in the Process Control event – with Jesse Turpin scoring the highest score of all time in the event – and second place in Safety, Maintenance, and Collections. Double Duty placed third in the Lab event.



Left to right: Senior Communications Manager Rienna Nuber, past Chair of Operations Challenge Brenna Durkin, Chief Technical Officer Sherman Papke, Director of Maintenance Orren West, Elevated Ops members Lance Wenholz, Jesse Turpin, Matt Duncan, Josh Mallore, and Kelsey Gedge and Chief Operating Officer Liam Cavanaugh and Senior Continuous Improvement Manager Muzit Kiflai.

#### **4. Compliance Issue**

During the monitoring period of May 2024, Metro Water Recovery registered a failure to monitor (i.e. collect and analyze samples) the effluent of Robert W. Hite Treatment Facility (RWHTF) for nonylphenol. The failure was specifically associated with the sample collection component of monitoring and resulted in Metro not having nonylphenol data to report on the RWHTF Discharge Monitoring Report for the monitoring period.



Because nonylphenol analysis of wastewater samples can be challenging, specifically with respect to the complexity of the matrix and impacts on the quality control aspects of the method, Metro Water Recovery's set frequency for nonylphenol sampling at the RWHTF effluent had been customary at a minimum of two events per month for many years in an effort to ensure the minimum monthly requirement specified in the permit was met. As Metro completed its investigation of the May 2024 nonylphenol monitoring failure, three issues were identified: (1) the minimum monthly monitoring frequency had been incorrectly reduced to once per month, (2) a miscommunication regarding nonylphenol sample event scheduling at RWHTF had occurred and resulted in zero nonylphenol RWHTF effluent samples collected in May 2024, and (3) the failure to collect RWHTF effluent samples for nonylphenol in May 2024 was not discovered by Metro staff until June 2024, which was too late to collect additional samples.

In response to these identified issues and to prevent a recurrence of the issues which resulted in Metro Water Recovery's monitoring failure:

1. Metro has resumed the scheduling of a minimum of two RWHTF effluent sampling events for nonylphenol each month.
2. Access to Metro's sampling schedule has been further restricted to ensure only a very small number of authorized personnel can make changes to the schedule.
3. Metro is in the process of implementing a monitoring (e.g. sampling and analysis) completeness checklist that will be completed, reviewed, and signed off prior to the end of each month.

In August 2024, Metro Water Recovery received a compliance advisory from the Colorado Department of Public Health and Environment (CDPHE) associated with the May 2024 failure to monitor for nonylphenol at the RWHTF effluent. Metro responded to the advisory and does not anticipate further action from CDPHE.

## **5. The History of Hunting at METROGRO Farm**

The METROGRO Farm (Farm) was purchased in separate transactions in the 1990s. Up until 2010, hunting was not permitted at the Farm. In 2010, Metro Water Recovery entered into a hunting lease agreement with Comanche Wilderness Outfitters (CWO) to manage the big game population on the Farm. The lease was for a five-year period with Metro receiving \$12,000/yr from CWO. The hunting had little effect on game populations over the lease period and it was decided not to issue another lease after the 2014 hunting season.

Following recent direction from Board leadership in light of a public comment made at a Board meeting in the spring, Metro Water Recovery staff reviewed the possibility of reinitiating the hunting lease program at the Farm. It was determined the risks outweighed the benefits. The primary reason for maintaining the current system is employee safety as Metro employees work across the Farm six days a week, sometimes seven days a week depending on the time of year. Operational concerns in coordinating with outside entities for designating hunting areas with employees working all over the Farm created increased hazards. Additionally, Metro's liability in the event of an accident or injury created added risk, leading to the decision to confirm the position of not permitting hunting on the farm.

## 6. **Metro Talks: Engagement – Moving the Needle on the State and National Dialogue**

On August 28, 2024 at the Northern Treatment Plant and October 2, 2024 at the Robert W. Hite Treatment Facility I led discussions with employees on the avenues and groups Metro Water Recovery makes use of to impact state and federal policy, legislation, and regulations, along with providing resources and education to utilities and other members.

## 7. **Metro Water Recovery in the Media**

- [ASOS OPEX Gen AI - PEX Network \(processexcellencenetwork.com\)](https://processexcellencenetwork.com)
- [Colorado Public Works Journal, Fall 2024](#)

## 8. **The Connector Issue 17**

The latest issue of The Connector with pertinent updates regarding the Second Creek Interceptor, Metro Water Recovery's Peak Performance and Gold awards, and other relevant information has been distributed and can be found [here](#).

## 9. **Board of Directors Fall Workshop**

The Board of Directors Fall Workshop will be held on Thursday, October 31, 2024 in the Visitors Center at the Northern Treatment Plant. Please RSVP via the [event card](#) in BoardEffect by October 16, 2024 and note costumes are optional.

## 10. **Town Hall – An Invitation**

You are invited to Metro Water Recovery's next Town Hall – scheduled for Wednesday, November 20, at 11 a.m. The Town Hall will be held in the Resource Recovery and Reuse Building for Fleet Services (RBSF) at the RWHTF. This is a fantastic opportunity for Directors to interact with employees and celebrate their accomplishments. The Town Hall will be approximately 45 minutes with a food truck lunch immediately following.

## 11. **Metro Water Recovery Project Follow-Up**

The attached report includes information regarding the Biosolids Master Plan (PAR 1404) Professional Study Services Agreement and Appropriation approved by the Board in April 2024.

## 12. **Upcoming Events**

Please add applicable meeting dates to your calendars.

<b><u>Date</u></b>	<b><u>Event/Location</u></b>
Thursday, October 31, 2024 8 a.m. (breakfast served at 7 a.m.)	Fall Board Workshop Northern Treatment Plant Visitors Center
Thursday, November 7, 2024 9 a.m. or directly following Finance	Audit Committee Boardroom
<b><i>Tuesday, November 19, 2024 4 p.m.</i></b>	<b><i>Rules and Regulations Committee Finance Conference Room</i></b>

<u>Date</u>	<u>Event/Location</u>
Wednesday, November 20, 2024 <b>11 a.m. (lunch served at noon)</b>	Fall Metro 6.0 Town Hall <b>RBSF</b>
Thursday, November 21, 2024 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, November 21, 2024 12:30 p.m. (lunch served at noon)	Defined Contribution Plan Retirement Board Boardroom
<b>Tuesday, December 17, 2024</b> <b>3:30 p.m.</b>	<b>Rules and Regulations Committee</b> <b>Finance Conference Room</b>
Tuesday, December 17, 2024 4:45 p.m.	Annual Employee Recognition Reception Prior to Board of Directors Meeting

MC:rak/lmn

## **Biosolids Master Plan (PAR 1404)**

**Prepared by Dan Wcislo, Senior Wastewater Infrastructure Planner**

### **Background**

The objective of the Biosolids Master Plan (Biosolids MP) is to establish an optimal biosolids management strategy and recommend future biosolids facilities improvements for a 20-year planning horizon (2045). The Project will conduct a holistic evaluation of Metro Water Recovery's solids handling processes and facilities at the Robert W. Hite Treatment Facility and the METROGRO Farm (Farm). The Northern Treatment Plant's (NTP) solids handling processes and facilities will be evaluated under the NTP Facility Plan (PAR 1455). The evaluation will consider current and potential future regulatory drivers and policy, energy and resource recovery, capacity and fixed asset replacement needs, and sustainable resource utilization to ultimately provide prioritized recommendations for improvements to Metro's solids handling processes and facilities. The Biosolids MP will align with Metro's mission to protect the region's health and environment by cleaning water and recovering resources as well as supporting Metro's strategic pillars of Our Communities, Our People, and Our Work.

### **Project Scope of Work and Status**

PAR 1404 is being delivered through a Professional Study Services Agreement. Brown & Caldwell (B&C) was selected as the consulting engineer and the agreement was executed in May 2024. To date, the majority of Phase 1 – Project Foundation tasks have been completed, and Phase 2 – Basis of Planning is underway.

As part of Phase 1, two project initiation and chartering workshops were held in July and August 2024, and a project kickoff meeting was held in September 2024. The project initiation and chartering workshops were held to gain insight and feedback from project leadership, including the Steering Committee; the project Leadership Team; and the Technical Advisory Committee, consisting of a diverse set of specialty experts in the biosolids field who provide guidance and feedback to the project team in the development of the Biosolids MP. These workshops included alignment of project stakeholders on desired outcomes; review of project scope and decision-making process; review of the current state of Metro Water Recovery's Biosolids Program; development of a program vision and critical success factors; and identification of major project risks. A key result of these workshops was the development of a Project Charter which will be used by B&C and the project leadership team to serve as a guiding reference throughout the execution of the project to ensure stakeholder alignment, guide decision-making, and aid in change management.

Phase 2 – Basis of Planning tasks are currently in progress and are scheduled to extend through the end of the first quarter of 2025. The Metro Water Recovery project team is scheduled to complete the initial information request in October 2024, providing data and background information to the B&C team. This information will inform B&C's flow and load projections and solids production forecasting, existing biosolids facilities capacity and condition assessments (already in progress including condition assessments of Digester No. 7 and No. 9), Biosolids Management Program review, and biosolids regulatory and market assessments.

Phase 3 is scheduled for the second quarter through the fourth quarter of 2025 and will identify and screen alternatives and ultimately select and prioritize end-to-end process train configurations. Phase 4 is scheduled for the fourth quarter of 2025 through the second quarter of 2026 and will finalize cost estimating and prioritization of the selected alternatives for inclusion in the [Ten-Year Capital Expenditure Schedule](#) and produce the final Biosolids MP report.





*Figure 3 – Unloading of Biosolids at the Farm during the Technical Advisory Committee Tour*



## METRO WATER RECOVERY

### MEMORANDUM

**TO:** Board of Directors

**DATE:** October 7, 2024

**FROM:** Emily Jackson, Chief Legal Officer

**RE:** Legal Report

### DIRECTOR REFRESHER

Periodically, the Legal Department 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 of Directors.

This month's Refresher: **Public Meetings and Public Comment/Participation**

All meetings of three or more members of the Board at which public business is discussed or at which any formal action may be taken, are public meetings open to the public. Public notice is required where the meeting is part of the policy-making procedure and is held for the purpose of discussing or undertaking a rule, regulation, ordinance, or formal action.

Every January, the Board reviews and approves a designated public place for posting meeting notices. For the past several years, the lighted, glass-enclosed bulletin board located at the turnaround outside of the security guard house at the main entrance to the Robert W. Hite Treatment Facility has served as Metro Water Recovery's meeting notice board. Staff also posts the agendas for all public meetings on Metro's website for public access.

If any member of the public wishes to speak during a public Committee or Board meeting, staff follows the Guidelines for Public Participation which include procedures for public sign-in, allotting three minutes to speak during the Public Comment portion of the meeting agenda, and ensuring topics of discussion relate to agenda items.

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

#### Legal Dept Monthly Numbers

- ✓ 6 Resolutions Drafted
- ✓ 6 Contracts Reviewed
- ✓ 7 Total Requests Completed

## ONGOING BUSINESS

### ACCESSIBILITY PROGRESS

The Legal Department continues to support and work closely with the Strategy and Communication Department (StratComm) to ensure compliance with technology accessibility standards mandated under HB21-1110 and regulatory implementation standards established by the Office of Information Technology at 8 CCR 1501-11. Recognizing public entities needed additional time for compliance, HB24-1454 provided a one-year grace period through July 1, 2025. StratComm will provide a presentation at the Fall Board Workshop explaining the full effort. Of note for the current work of the Legal Department, we are focusing on identifying third-party technologies used by Metro Water Recovery to evaluate whether those are encompassed by the law. For those that fall within the law, we will then develop an action plan.

### INTERNATIONAL SUSTAINABILITY AND CARBON CERTIFICATION

In recent months, the Legal Department has reported on the status of Metro Water Recovery's annual audit and recertification under the International Sustainability and Carbon Certification (ISCC) framework. Preparations for the multi-phase audit, conducted by ISCC certifying body SCS Global Services, began this past spring and concluded with a site visit and document inspection in June-July. On September 26, 2024, SCS Global Services informed Legal that Metro passed its audit without major non-conformities or findings and issued a renewed ISCC certificate, valid through September 30, 2025. This renewed certificate will allow Metro to continue selling its environmental attributes on the European market under the European Union Renewable Energy Directive.

### REVISING POLICY REGARDING CONFIDENTIAL BUSINESS INFORMATION

The Legal Department is working with the Environmental Services Department (ES) to revise the *Industrial Pretreatment Program Confidential Information Policy*, which outlines the steps Legal and ES staff take in reviewing alleged confidential information provided by Industrial Users and determining whether it must be protected from public disclosure pursuant to the Colorado Open Records Act. This work is an outgrowth of the verified petition Metro Water Recovery filed last month in response to a request from 9 News for information about a food processing facility, which the facility had designated as confidential business information. As shared during the September Board of Directors meeting, 9 News elected not to pursue its CORA request, and all parties agreed to dismiss the proceeding on September 12, 2024. The revisions to the policy incorporate lessons learned from the proceeding and are focused on ensuring Metro adheres to all obligations under the Colorado Open Records Act, while enabling Industrial Users in the Industrial Pretreatment Program to adequately protect confidential information from public disclosure. Legal is finishing its revisions soon and the updated policy will be finalized later this month.



## 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 act 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 conducted discovery in the underlying case, which continued through the summer and fall. The parties attended mediation on March 18, 2024. Several more depositions took place in May. The three-week trial is now postponed until August 4, 2025. **The Parties are participating in mediation October 21-22, 2024.**

PAR 1244 reached substantial completion as of April 12, 2024.

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 was 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. In October and November, both parties completed their depositions.

On November 27, 2023, Judge Roberto Ramirez issued a continuance in the case, delaying the start of trial until 2024. In his reasoning under the Order, Judge Ramirez re-affirmed Metro Water Recovery is authorized to amend its Complaint to plead a new statute of limitations defense, as initially addressed in his November 15, 2023 Order.

A case management conference was set for January 31, 2024 by a new judge, Arturo G. Hernandez. During the conference Judge Hernandez agreed with Metro Water Recovery's motion and is allowing the parties to take additional discovery related to Metro's amended complaint. He also set a new trial date for January 21, 2025. Metro and outside counsel have begun preparing for the January trial. **The Parties are participating in mediation October 24, 2024.**

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

## MULTI DISTRICT LITIGATION

For background, please read the summary linked [here](#).

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
October 15, 2024**

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 2025 Pay Program Recommendation which includes a Merit Pool amount equal to 5.0 percent of 2024 year-end salaries, totaling approximately \$2.14 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 Treatment & Transmission Salary Structure for 2025,
- A 2.5 percent adjustment to the Field & Technician Salary Structure for 2025,
- A 3.5 percent adjustment to the Science & Engineering Salary Structure for 2025, and
- A 3.5 percent adjustment to the Management & Professional Salary Structure for 2025; 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 2024 year-end salaries, totaling approximately \$2.14 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 2024 year-end salaries for eligible employees be and hereby is approved for the 2025 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 Treatment & Transmission Salary Structure for 2025,
- A 2.5 percent adjustment to the Field & Technician Salary Structure for 2025,
- A 3.5 percent adjustment to the Science & Engineering Salary Structure for 2025, and
- A 3.5 percent adjustment to the Management & Professional Salary Structure for 2025; and

be and hereby is approved for the 2025 Pay Program.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
October 15, 2024**

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 2025, Gallagher recommends Metro increase its contribution to the cost of health insurance as follows:

- Contribute from 82 to 98 percent of the cost for employee-only coverage,
- Contribute from 76 to 91 percent of the cost for two-person coverage,
- Contribute from 76 to 91 percent of the cost for family coverage; and

WHEREAS, for 2025, Gallagher recommends Metro not change its contribution to the cost of dental insurance from Metro’s 2024 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; and

WHEREAS, for 2025, Gallagher recommends and has opined the employer contributions are within the prevailing range in the Denver Metropolitan area; and

WHEREAS, staff recommends a change to how the value of sick leave is calculated within the Retiree Healthcare Savings Program Using Accumulated Sick Leave Policy to include a cash out option at the time of retirement all accumulated sick hours up to a maximum accrual of 960 hours at 50 percent of the retiree’s pay rate to be paid into the retiree’s Retirement Healthcare Savings (RHS)account; and

WHEREAS, staff recommends adding one holiday, Martin Luther King Day, for all eligible employees annually to bring the number of holiday hours in line with other Denver Metropolitan area governmental entities; and

WHEREAS, staff recommends increasing the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes; 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, 2025, Metro will contribute 82 to 98 percent of the cost of employee-only coverage and 76 to 91 percent of the cost of two-person and family coverage, depending upon the health insurance plan chosen and the number of dependents covered,
2. Dental Insurance: Effective January 1, 2025, 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,
3. Sick Leave: Effective January 1, 2025, Metro will change how the value of sick leave is calculated within the Retiree Healthcare Savings Program Using Accumulated Sick Leave Policy to include a cash out option at the time of retirement for all accumulated sick hours up to a maximum accrual of 960 hours at 50 percent of the retiree's pay rate to be paid into the retiree's RHS account,
4. Holiday: Effective January 1, 2025, Metro will add one holiday, Martin Luther King Day, for all eligible employees annually, and
5. Educational Assistance: Effective January 1, 2025, Metro will increase the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes; 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, 2025, Metro will contribute 82 to 98 percent of the cost of employee-only coverage and 76 to 91 percent of the cost of two-person and family coverage, depending upon the health insurance plan chosen and the number of dependents covered,
2. Dental Insurance: Effective January 1, 2025, 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,
3. Sick Leave: Effective January 1, 2025, Metro will change how the value of sick leave is calculated within the Retiree Healthcare Savings Program Using Accumulated Sick Leave Policy to include a cash out option at the time of retirement all accumulated sick hours up to a maximum accrual of 960 hours at 50 percent of the retiree's pay rate to be paid into the retiree's Retirement Healthcare Savings account,
4. Holiday: Effective January 1, 2025, Metro will add one holiday, Martin Luther King Day, for all eligible employees annually, and
5. Educational Assistance: Effective January 1, 2025, Metro will increase the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
October 15, 2024**

WHEREAS, it is necessary Metro Water Recovery, hereinafter referred to as "Metro," purchase a supply of dewatering emulsion polymer used to condition anaerobically digested biosolids during the centrifugation process at the Northern Treatment Plant; and

WHEREAS, to ensure the polymer products would meet Metro's performance criteria, full-scale performance trials for centrifuge dewatering dry polymer were held between February and June 2024; and

WHEREAS, Metro staff determined two vendors, Polydyne Inc. (Polydyne) and Solenis LLC (Solenis) met the performance criteria and, based on their performance during the trial, both were issued Requests for Quotes; and

WHEREAS, quotes were received and opened on August 15, 2024, with Solenis being the vender with the lowest annual cost, submitting a bid to supply dewatering emulsion polymer at a price of \$3.475 per active pound; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into a one-year contract from November 1, 2024 through October 31, 2025, with Solenis for the supply of dewatering emulsion polymer at a price of \$3.475 per active pound, enter into a one-year contract with Polydyne, effective November 1, 2024 through October 31, 2025, as the alternate supplier at a price of \$3.140 per active pound, and enter into additional contract periods, not exceeding a total of five years, if it is determined by the Chief Executive Officer to be in the best interest of Metro; and

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

NOW, THEREFORE, BE IT RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year contract from November 1, 2024 through October 31, 2025, with Solenis LLC for the supply of dewatering emulsion polymer at a price of \$3.475 per active pound; and

BE IT FUTHER RESOLVED the Chief Executive Officer be and hereby is authorized to enter into a one-year contract with Polydyne, Inc., effective November 1, 2024 through October 31, 2025, as the alternate supplier at a price of \$3.140 per active pound; and

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

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
October 15, 2024**

WHEREAS, it is in the best interest of Metro Water Recovery, hereinafter referred to as "Metro," to execute Work Authorization #3 (WA3) under the existing Construction Manager-at-Risk (CMAR) Agreement with Moltz Construction, Inc. (Moltz) for procurement of components of the Renewable Natural Gas (RNG) upgrading system for the Robert W. Hite Treatment Facility Biogas Utilization Project (PAR 1395) (Project); and

WHEREAS, WA3 will provide procurement for long-lead equipment items (such as transformers, switchgear, motor control centers, and amine gas conditioning vendor package) to minimize potential impacts to the schedule for RNG facility construction; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to execute WA3 under the existing CMAR Agreement with Moltz in the amount of \$21,147,875 for procurement of components of the RNG upgrading system for the Project and appropriating \$22,970,000 from the General Fund Capital Project Account for this purpose; 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 execute Work Authorization #3 under the existing Construction Manager-at-Risk Agreement with Moltz Construction, Inc. in the amount of \$21,147,875 for procurement of components of the Renewable Natural Gas upgrading system for the Robert W. Hite Treatment Facility Biogas Utilization Project (PAR 1395) (Project); and

BE IT FURTHER RESOLVED the sum of \$22,970,000 (100 percent) from the General Fund Capital Project Account be and hereby is appropriated for this Project.

**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
October 15, 2024**

WHEREAS, it is in the best interest of Metro Water Recovery, hereinafter referred to as “Metro,” to enter into an Agreement for Professional Services to provide services through programming and preliminary design of the new Robert W. Hite Treatment Facility (RWHTF) Personnel Building (PAR 1448) (Project); and

WHEREAS, this Project will replace the aging Technical Services Building, which houses the Environmental Services Department and laboratory; and

WHEREAS, pursuant to the bid process in Metro’s *Purchasing and Contracts Policy*, a Request for Proposal was posted on July 10, 2024, with eight firms submitting proposals on August 20, 2024; and

WHEREAS, a Selection Committee of Metro staff and Board members determined Eidos Architects, PC (Eidos) to be the highest ranked firm; and

WHEREAS, Metro staff has negotiated a standard Professional Services Agreement with Eidos in the amount of \$1,019,584 for programming and preliminary (schematic) design phase services; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to enter into a Professional Services Agreement with Eidos in the amount of \$1,019,584 to provide services through programming and preliminary design of the new RWHTF Personnel Building as part of the Project and appropriate \$1,086,000 from the General Fund Capital Project Account and \$724,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose; 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 Professional Services Agreement with Eidos Architects, PC in the amount of \$1,019,584 to provide services through programming and preliminary design of the Robert W. Hite Treatment Facility Personnel Building (PAR 1448) (Project); and

BE IT FURTHER RESOLVED the sum of \$1,086,000 be and hereby is appropriated from the General Fund Capital Project Account and \$724,000 be and hereby is appropriated from the Fixed Asset Replacement Fund Capital Project Account for this Project.



**RESOLUTION  
BOARD OF DIRECTORS  
METRO WATER RECOVERY  
October 15, 2024**

WHEREAS, it is in the best interest of Metro Water Recovery, hereinafter referred to as “Metro,” enter into an Agreement for Professional Study Services to provide study phase services for phase 1 for the Northern Treatment Plant (NTP) 2025 Facility Plan Project (PAR 1455) (Project); and

WHEREAS, due to the timing of the 2018 Facility Plan, there was not enough operational data, hands on experience, or equipment run time to perform a thorough analysis of NTP processes and assets; and

WHEREAS, Metro requires the experience of a qualified consultant to help develop a comprehensive plan to address the drivers the NTP faces moving into the future; and

WHEREAS, pursuant to the bid process in Metro’s *Purchasing and Contracts Policy*, a Request for Proposals (RFP) for consulting services was posted on July 16, 2024, with five firms submitting proposals on August 20, 2024; and

WHEREAS, a Selection Committee of Metro staff and Board members determined Carollo Engineers (Carollo) to be the highest ranking choice; and

WHEREAS, Carollo and Metro staff have negotiated a fee in the amount of \$445,000 for the initial phase of work; and

WHEREAS, future phases of work will include liquids stream treatment alternative evaluations, solids stream treatment alternative evaluations, electrical evaluations, support facilities evaluations, a staffing plan, an implementation plan, and a final report with an estimated fee of \$905,000, which equates to a total contract value of \$1,350,000; and

WHEREAS, the Operations and Finance committees, after having reviewed the matter, recommend authorizing the Chief Executive Officer to:

1. Enter into an Agreement for Professional Study Services with Carollo in the amount of \$445,000 to provide study phase services for phase 1 for the Project,
2. Approve future contract amendments for this Project up to a total contract value of \$1,350,000, and
3. Appropriate \$1,500,000 from the General Fund Capital Project Account for this purpose; 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:

1. Enter into an Agreement for Professional Study Services with Carollo Engineers in the amount of \$445,000 to provide study phase services for phase 1 for the Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) (Project), and
2. Approve future contract amendments for this Project up to a total contract value of \$1,350,000; and

BE IT FURTHER RESOLVED the sum of \$1,500,000 (100 percent) be and hereby is appropriated from the General Fund Capital Project Account for this Project.

# METRO WATER RECOVERY

## Operations Committee Meeting Minutes

Tuesday, October 1, 2024

The meeting of the Operations Committee of Metro Water Recovery was held Tuesday, October 1, 2024 at 11:30 a.m., in the Boardroom.

### Roll Call

Chair Williams called the roll.

#### Members Present

Jennifer Williams, Chair  
James DeHerrera, Vice Chair  
Clint Blackhurst\*  
Travis Bogan  
Nadine Caldwell  
John Chavez  
David Councilman  
Clark Davenport  
Joeseph Drew  
Mary Gearhart  
Joan Iler  
Sharon Israel\*  
Bob LeGare  
Martin Majors\*  
Jamie Miller\*  
Greg Sekera  
Mary Beth Susman  
Dennis Towndrow  
Scott Twombly

#### Members Absent

Bob Roth

#### Other Directors Present

Mike Barrett  
Sarah Niyork

#### Others Present

Mickey Conway  
Emily Jackson  
Liam Cavanaugh  
Martin Alvis  
Dawn Ambrosio  
Kim Cowan  
Colleen Dempsey  
Shawn Fredrickson  
Dan Freedman  
Perry Holland  
Molly Kostelecky  
Andy Nelson  
Sherman Papke  
Tanja Rauch-Williams  
Jennifer Robinett  
Pat Stanley  
Orren West  
Brad Bagby  
Erin Bertoli  
Anne Marie Boger  
Gerri Bragdon  
Eric Burggraf  
Martiza Franco  
Alyse Greenberg  
Jack Hennes  
Mark Hofmeister  
Muzit Kiflai  
Reed Koenig  
Yvonne Kohlmeier  
Amy Lovatt  
Kelley Merritt  
Lydia Nkem  
Rienna Nuber  
Brittany Peshek  
Charles Seglem  
Stew Stewart  
Jenny Trujillo

\*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 Annual Compensation Recommendations**

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

- Approve a 2025 Merit Pool equal to 5.0 percent of 2024 year-end salaries for eligible employees, totaling approximately \$2,140,000. (Employees are eligible if they are employed on both October 1, 2024 and December 31, 2024 and are not temporary/seasonal/interns or in a journeyman training program with a different pay program.)
- Approve a 1.0 percent adjustment to the Treatment & Transmission Salary Structure for 2025.
- Approve a 2.5 percent adjustment to the Field & Technician Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Science & Engineering Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Management & Professional Salary Structure for 2025.

The motion carried unanimously.

### **2. Consideration of Annual Benefits Recommendations**

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

1. Approving the employer contribution percentage rate ranges, for Metro Water Recovery employee medical insurance, effective January 1, 2025 through December 31, 2025, as follows:
  - Continue to contribute from 82 to 98 percent of the cost for employee-only coverage.
  - Continue to contribute from 76 to 91 percent of the cost for two-person coverage.
  - Continue to contribute from 76 to 91 percent of the cost for family coverage.
2. Approving the employer contribution percentage rate ranges, for Metro Water Recovery employee dental insurance, effective January 1, 2025 through December 31, 2025, 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.

3. Approving a cash out at the time of retirement of all accumulated sick hours up to the maximum accrual of 960 hours, at .5 of the retiree’s pay rate into the retiring employee’s RHS account.
4. Adding one holiday, Martin Luther King Day, for all full-time eligible employees annually.
5. Approving the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes

Ms. Dempsey answered a question regarding whether educational expense reimbursement has a clawback provision, stating there is none, but participating employees have remained at Metro Water Recovery after using the benefit.

The motion carried unanimously.

**3. Consideration of Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer**

Director Bogan moved and Director Iler seconded the motion to recommend authorizing the CEO to:

1. Enter into a one-year contract for the supply of emulsion polymer with Solenis LLC, effective November 1, 2024 through October 31, 2025 at a price of \$3.475 per Active Pound; and a one-year contract with Polydyne, Inc. as the alternate supplier at a price of \$3.140 per Active Pound.
2. The current bid price from each vendor is as follows:

<u>Vendor</u>	<u>Price per Active Pound</u>	<u>Total Estimated One-Year Price*</u>
Solenis LLC	\$3.475	\$393,147.60
Polydyne, Inc.	\$3.140	\$408,413.52

\*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 projected rate of consumption.

\*The current price per Active Pound is \$3.3519

3. Enter into additional contract periods, not exceeding a total of five years, if it is determined by the CEO to be in the best interest of Metro Water Recovery.

Pricing will remain firm for the initial contract term and is subject to annual review.

Solenis LLC will be the primary vendor for routine purchases of emulsion polymer as they provide the best overall value to Metro Water Recovery. The alternate contract with Polydyne, Inc. may be used if emulsion polymer supply from Solenis LLC is ineffective, disrupted, unavailable, or needed for emergency situations.

Mr. Cavanaugh answered a question concerning the reason for the differences in prices between the two vendors.

The motion carried unanimously.

**4. Consideration of Robert W. Hite Treatment Facility (RWHTF) Biogas Utilization (PAR 1395) Work Authorization #3 and Appropriation**

Director LeGare moved and Director Caldwell seconded the motion to recommend:

1. Authorizing the CEO to execute Work Authorization #3 under the existing Construction Manager-at-Risk Agreement (CMAR) with Moltz Construction, Inc. in the amount of \$21,147,875 for procurement of components of the Renewable Natural Gas upgrading system for the RWHTF Biogas Utilization Project (PAR 1395).
2. Appropriating \$22,970,000 (100 percent) from the General Fund Capital Project Account for this purpose.

Mr. Nelson answered a question about how the CMAR delivery method is ensuring competitive costs.

The motion carried unanimously.

**5. Consideration of RWHTF Personnel Building Project (PAR 1448) Consultant Agreement and Appropriation**

Director Susman moved and Director Sekera seconded the motion to recommend:

1. Authorizing the CEO to enter into a Professional Services Agreement with Eidos Architects, PC in the amount of \$1,019,584 to provide services through programming and preliminary design of the new Robert W. Hite Treatment Facility Personnel Building (PAR 1448) (Project).
2. Appropriating \$1,086,000 from the General Fund Capital Project Account and \$724,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

Mr. Nelson answered a question regarding the expected delivery method for the project.

The motion carried unanimously.

**6. Consideration of Northern Treatment Plant (NTP) 2025 Facility Plan Project (PAR 1455) Engineer Agreement and Appropriation**

Director DeHerrera moved and Director Chavez seconded the motion to recommend:

1. Authorizing the CEO to enter into an Agreement for Professional Study Services with Carollo Engineers in the amount of \$4,450,000 to provide study phase services for the Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) (Project).
2. Authorizing the CEO to approve future contract amendments for this Project up to a total contract value of \$1,350,000.
3. Appropriating \$1,500,000 from the General Fund Capital Project Account for this purpose.

Mr. Nelson answered a question concerning how staff incorporates development information from Connectors. Mr. Papke and Mr. Nelson answered a question about the reference year for the information provided by Connectors.

Chair Williams and Director DeHerrera remarked on Carollo's thoughtful approach presented at the September 11, 2024 Selection Committee, expressed appreciation to staff for the professional decision process, and voiced confidence in the selection.

The motion carried unanimously.

### **Information Items**

The Operations Committee reviewed the following Information Items.

1. Suncor Energy USA Inc., Refinery (Suncor) Groundwater Contamination on the RWHTF Site

Mr. Hofmeister presented the Suncor Groundwater Contamination on the RWHTF Site update, highlighting changes in contamination levels seen on the plant site, cleanup measures taken in the past six months, and upcoming efforts.

Chief Legal Officer Jackson answered a question regarding whether Metro Water Recovery ever submits a public comment on Suncor's air quality.

Mr. Hofmeister answered a question concerning the end goal for contamination cleanup.

2. Metro Water Recovery Meet the Team – Strategy and Communication Department

Ms. Ambrosio introduced the team members present and gave an overview of their work, noting the department was formed as an outcome of the 2016 Strategic Plan and has pioneered several areas for Metro Water Recovery.

The Committee gave a round of applause for the team.

Ms. Nuber answered questions about whether staff could provide guidance on website accessibility compliance, noting this item will also be featured at the Fall Board Workshop.

Ms. Ambrosio answered a question regarding Metro Water Recovery's media placements.

Ms. Ambrosio and CEO Conway answered a question concerning the metrics the department uses to measure success.

3. Status of Capital Improvement Projects Report

4. Current Activities/Operational Performance Report

5. Financial Reports

6. Upcoming Events

Chair Williams reminded Directors of the October 31, 2024 Fall Board Workshop and the annual employee recognition starting prior to the December 17, 2024 Board meeting.

### **Individual Director Comments**

There was none.

### **Other Information**

There was none.

Chair Williams adjourned the meeting at 12:15 p.m.

MC:rak\lmn



## **METRO WATER RECOVERY**

### **Finance Committee Meeting Minutes**

Thursday, October 3, 2024

The meeting of the Finance Committee of Metro Water Recovery was held Thursday, October 3, 2024 at 7:30 a.m., in the Boardroom.

#### **Roll Call**

Chair Redman called the roll.

#### **Members Present**

Joshua Redman, Chair  
Tom Roode, Vice Chair  
Curt Aldstadt  
Greg Baker  
Michael Barrett  
Cody Berg\*  
Deborah Crisp\*  
Andrew Johnston  
Craig Kocian\*  
Doug Lazure\*  
Marena Lertch  
George Mazzotti  
Sarah Niyork  
Del Smith\*  
Peter Spanberger  
Ronald Younger\*

#### **Members Absent**

Janet Kieler  
Laura Kroeger  
Charlie Miller

#### **Others Present**

Mickey Conway  
Emily Jackson  
Liam Cavanaugh  
Martin Alvis  
Dawn Ambrosio  
Kim Cowan  
Colleen Dempsey  
Shawn Fredrickson  
Dan Freedman  
Perry Holland  
Molly Kostelecky  
Andy Nelson  
Sherman Papke  
Tanja Rauch-Williams  
Jennifer Robinett  
Pat Stanley  
Orren West  
Brad Bagby  
Erin Bertoli  
Martiza Franco  
Alyse Greenberg  
Mark Hofmeister  
Muzit Kiflai  
Yvonne Kohlmeier  
Kelley Merritt  
Lydia Nkem  
Rienna Nuber  
Brittany Peshek  
Charles Seglem  
Stew Stewart  
Jenny Trujillo

\*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 Annual Compensation Recommendations**

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

- Approve a 2025 Merit Pool equal to 5.0 percent of 2024 year-end salaries for eligible employees, totaling approximately \$2,140,000. (Employees are eligible if they are employed on both October 1, 2024 and December 31, 2024 and are not temporary/seasonal/interns or in a journeyman training program with a different pay program.)
- Approve a 1.0 percent adjustment to the Treatment & Transmission Salary Structure for 2025.
- Approve a 2.5 percent adjustment to the Field & Technician Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Science & Engineering Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Management & Professional Salary Structure for 2025.

CEO Conway answered a question regarding how the merit pool is distributed to employees.

The motion carried unanimously.

### **2. Consideration of Annual Benefits Recommendations**

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

1. Approving the employer contribution percentage rate ranges, for Metro Water Recovery employee medical insurance, effective January 1, 2025 through December 31, 2025, as follows:
  - Continue to contribute from 82 to 98 percent of the cost for employee-only coverage.
  - Continue to contribute from 76 to 91 percent of the cost for two-person coverage.
  - Continue to contribute from 76 to 91 percent of the cost for family coverage.
2. Approving the employer contribution percentage rate ranges, for Metro Water Recovery employee dental insurance, effective January 1, 2025 through December 31, 2025, 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.

3. Approving a cash out at the time of retirement of all accumulated sick hours up to the maximum accrual of 960 hours, at .5 of the retiree’s pay rate into the retiring employee’s RHS account.
4. Adding one holiday, Martin Luther King Day, for all full-time eligible employees annually.
5. Approving the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes

Ms. Dempsey reviewed a question asked at the Operations Committee regarding whether educational expense reimbursement has a clawback provision, stating there is none, but participating employees have remained at Metro Water Recovery after using the benefit.

Director Johnston expressed support for adding Martin Luther King Day to the list of Metro Water Recovery holidays.

The motion carried unanimously.

**3. Consideration of Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer**

Director Aldstadt moved and Director Johnston seconded the motion to recommend authorizing the CEO to:

1. Enter into a one-year contract for the supply of emulsion polymer with Solenis LLC, effective November 1, 2024 through October 31, 2025 at a price of \$3.475 per Active Pound; and a one-year contract with Polydyne, Inc. as the alternate supplier at a price of \$3.140 per Active Pound.
2. The current bid price from each vendor is as follows:

<u>Vendor</u>	<u>Price per Active Pound</u>	<u>Total Estimated One-Year Price*</u>
Solenis LLC	\$3.475	\$393,147.60
Polydyne, Inc.	\$3.140	\$408,413.52

\*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 projected rate of consumption.

\*The current price per Active Pound is \$3.3519

3. Enter into additional contract periods, not exceeding a total of five years, if it is determined by the CEO to be in the best interest of Metro Water Recovery.

Pricing will remain firm for the initial contract term and is subject to annual review.

Solenis LLC will be the primary vendor for routine purchases of emulsion polymer as they provide the best overall value to Metro Water Recovery. The alternate contract with Polydyne, Inc. may be used if emulsion polymer supply from Solenis LLC is ineffective, disrupted, unavailable, or needed for emergency situations.

Mr. Cavanaugh answered a question about whether any impacts are expected due to the east coast dockworkers strike, stating Metro Water Recovery stores enough chemicals it should be able to weather the duration.

The motion carried unanimously.

**4. Consideration of Robert W. Hite Treatment Facility (RWHTF) Biogas Utilization (PAR 1395) Work Authorization #3 and Appropriation**

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

1. Authorizing the CEO to execute Work Authorization #3 under the existing Construction Manager-at-Risk Agreement (CMAR) with Moltz Construction, Inc. in the amount of \$21,147,875 for procurement of components of the Renewable Natural Gas upgrading system for the RWHTF Biogas Utilization Project (PAR 1395).
2. Appropriating \$22,970,000 (100 percent) from the General Fund Capital Project Account for this purpose.

The motion carried unanimously.

**5. Consideration of RWHTF Personnel Building Project (PAR 1448) Consultant Agreement and Appropriation**

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

1. Authorizing the CEO to enter into a Professional Services Agreement with Eidos Architects, PC in the amount of \$1,019,584 to provide services through programming and preliminary design of the new Robert W. Hite Treatment Facility Personnel Building (PAR 1448) (Project).
2. Appropriating \$1,086,000 from the General Fund Capital Project Account and \$724,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

Director Johnston expressed appreciation the item is moving forward and noted the critical work carried out by the lab.

CEO Conway answered a question concerning the scope of the agreement.

The motion carried unanimously.

**6. Consideration of Northern Treatment Plant (NTP) 2025 Facility Plan Project (PAR 1455) Engineer Agreement and Appropriation**

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

1. Authorizing the CEO to enter into an Agreement for Professional Study Services with Carollo Engineers in the amount of \$4,450,000 to provide study phase services for the Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) (Project).

2. Authorizing the CEO to approve future contract amendments for this Project up to a total contract value of \$1,350,000.
3. Appropriating \$1,500,000 from the General Fund Capital Project Account for this purpose.

The motion carried unanimously.

### **Information Items**

The Finance Committee reviewed the following Information Items.

1. Suncor Energy USA Inc., Refinery (Suncor) Groundwater Contamination on the RWHTF Site

Mr. Hofmeister presented the Suncor Groundwater Contamination on the RWHTF Site update, highlighting changes in contamination levels seen on the plant site, cleanup measures taken in the past six months, and upcoming efforts.

CEO Conway and Chief Legal Officer Jackson answered a question regarding the end goal for contamination cleanup

Mr. Hofmeister and Mr. Conway answered questions concerning how much Suncor pays Metro Water Recovery for cleanup efforts and how long payments will continue.

Mr. Hofmeister answered questions about which petroleum products are represented on the graphics, the history of the spill, and if the products have an aerosol component.

Mr. Conway and Mr. Hofmeister answered questions regarding whether any short or long-term health risks were expected for employees and how they would be handled if they emerged.

2. Metro Water Recovery Meet the Team – Strategy and Communication Department

Ms. Ambrosio introduced the team members present and gave an overview of their work, noting the department was formed as an outcome of the 2016 Strategic Plan and has pioneered several areas for Metro Water Recovery.

The Committee gave a round of applause for the team.

Director Baker expressed appreciation for the team and especially their communication work in the community.

3. Status of Capital Improvement Projects Report
4. Current Activities/Operational Performance Report
5. Financial Reports
6. Upcoming Events

Chair Redman reminded Directors to RSVP for the October 31, 2024 Fall Board Workshop.

**Individual Director Comments**

There was none.

**Other Information**

There was none.

Chair Redman adjourned the meeting at 8:15 a.m.

MC:rak\lmn

# METRO WATER RECOVERY

## Executive Committee Meeting Minutes

Tuesday, October 8, 2024

The meeting of the Executive Committee of Metro Water Recovery was held Tuesday, October 8, 2024 at 11:36 a.m., in the Boardroom.

### **Roll Call**

Chair Niyork called the roll.

### **Members Present**

Sarah Niyork, Chair  
Marena Lertch, Chair Pro Tem\*  
Del Smith, Secretary  
Janet Kieler, Treasurer  
Curt Aldstadt  
Andrew Johnston  
Bob LeGare  
Josh Redman  
Jennifer Williams  
\*Attended virtually

### **Other Directors Present**

Greg Baker, Advisory  
Scott Twombly, Advisory

### **Others Present**

Mickey Conway  
Emily Jackson  
Liam Cavanagh\*  
Colleen Dempsey  
Molly Kostelecky  
Ruth Kedzior  
Lydia Nkem  
Brittany Peshek

### **Public Comment**

There was none.

### **Action Items**

#### **1. Consideration of Annual Compensation Recommendations**

Director Aldstadt moved and Director Kieler seconded the motion to recommend authorizing the CEO to:

- Approve a 2025 Merit Pool equal to 5.0 percent of 2024 year-end salaries for eligible employees, totaling approximately \$2,140,000. (Employees are eligible if they are employed on both October 1, 2024 and December 31, 2024 and are not temporary/seasonal/interns or in a journeyman training program with a different pay program.)
- Approve a 1.0 percent adjustment to the Treatment & Transmission Salary Structure for 2025.
- Approve a 2.5 percent adjustment to the Field & Technician Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Science & Engineering Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Management & Professional Salary Structure for 2025.

The motion carried unanimously.

**2. Consideration of Annual Benefits Recommendations**

Director Aldstadt moved and Director Kieler seconded the motion to recommend:

1. Approving the employer contribution percentage rate ranges, for Metro Water Recovery employee medical insurance, effective January 1, 2025 through December 31, 2025, as follows:
  - Continue to contribute from 82 to 98 percent of the cost for employee-only coverage.
  - Continue to contribute from 76 to 91 percent of the cost for two-person coverage.
  - Continue to contribute from 76 to 91 percent of the cost for family coverage.
2. Approving the employer contribution percentage rate ranges, for Metro Water Recovery employee dental insurance, effective January 1, 2025 through December 31, 2025, 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.
3. Approving a cash out at the time of retirement of all accumulated sick hours up to the maximum accrual of 960 hours, at .5 of the retiree’s pay rate into the retiring employee’s RHS account.
4. Adding one holiday, Martin Luther King Day, for all full-time eligible employees annually.
5. Approving the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes

The motion carried unanimously.

**3. Consideration of Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer**

Director Aldstadt moved and Director Kieler seconded the motion to recommend authorizing the CEO to:

1. Enter into a one-year contract for the supply of emulsion polymer with Solenis LLC, effective November 1, 2024 through October 31, 2025 at a price of \$3.475 per Active Pound; and a one-year contract with Polydyne, Inc. as the alternate supplier at a price of \$3.140 per Active Pound.
2. The current bid price from each vendor is as follows:

<u>Vendor</u>	<u>Price per Active Pound</u>	<u>Total Estimated One-Year Price*</u>
Solenis LLC	\$3.475	\$393,147.60
Polydyne, Inc.	\$3.140	\$408,413.52



\*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 projected rate of consumption.

\*The current price per Active Pound is \$3.3519

3. Enter into additional contract periods, not exceeding a total of five years, if it is determined by the CEO to be in the best interest of Metro Water Recovery.

Pricing will remain firm for the initial contract term and is subject to annual review.

Solenis LLC will be the primary vendor for routine purchases of emulsion polymer as they provide the best overall value to Metro Water Recovery. The alternate contract with Polydyne, Inc. may be used if emulsion polymer supply from Solenis LLC is ineffective, disrupted, unavailable, or needed for emergency situations.

The motion carried unanimously.

**4. Consideration of Robert W. Hite Treatment Facility (RWHTF) Biogas Utilization (PAR 1395) Work Authorization #3 and Appropriation**

Director Aldstadt moved and Director Kieler seconded the motion to recommend:

1. Authorizing the CEO to execute Work Authorization #3 under the existing Construction Manager-at-Risk Agreement (CMAR) with Moltz Construction, Inc. in the amount of \$21,147,875 for procurement of components of the Renewable Natural Gas upgrading system for the RWHTF Biogas Utilization Project (PAR 1395).
2. Appropriating \$22,970,000 (100 percent) from the General Fund Capital Project Account for this purpose.

The motion carried unanimously.

**5. Consideration of RWHTF Personnel Building Project (PAR 1448) Consultant Agreement and Appropriation**

Director Aldstadt moved and Director Kieler seconded the motion to recommend:

1. Authorizing the CEO to enter into a Professional Services Agreement with Eidos Architects, PC in the amount of \$1,019,584 to provide services through programming and preliminary design of the new Robert W. Hite Treatment Facility Personnel Building (PAR 1448) (Project).
2. Appropriating \$1,086,000 from the General Fund Capital Project Account and \$724,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

The motion carried unanimously.

**6. Consideration of Northern Treatment Plant (NTP) 2025 Facility Plan Project (PAR 1455) Engineer Agreement and Appropriation**

Director Aldstadt moved and Director Kieler seconded the motion to recommend:

1. Authorizing the CEO to enter into an Agreement for Professional Study Services with Carollo Engineers in the amount of \$4,450,000 to provide study phase services for the Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) (Project).
2. Authorizing the CEO to approve future contract amendments for this Project up to a total contract value of \$1,350,000.
3. Appropriating \$1,500,000 from the General Fund Capital Project Account for this purpose.

The motion carried unanimously.

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

The Executive Committee reviewed the following Information Items.

1. Suncor Energy USA Inc., Refinery (Suncor) Groundwater Contamination on the RWHTF Site
2. Metro Water Recovery Meet the Team – Strategy and Communication Department
3. Status of Capital Improvement Projects Report
4. Current Activities/Operational Performance Report
5. Financial Reports
6. Upcoming Events

**Information Items for the Executive Committee**

1. Litigation Updates

Chair Niyork 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 are Litigation Updates. As a reminder, no formal action may be taken in executive session. Additionally, the discussion must be confined to this topic.”

Director Twombly moved and Director Redman seconded the motion to enter executive session. The motion carried unanimously, and the Committee entered executive session at 11:40 a.m. No Metro Water Recovery staff left the meeting.

Chair Niyork reconvened the regular meeting at 11:44 a.m.

### **Individual Director Comments**

Director Johnston expressed anticipation for the Fall Board Workshop.

CEO Conway answered a question regarding the Fall Board Workshop agenda.

### **Other Information**

Chair Niyork noted the Officers discussed the Board direct report review process and asked Executive Committee members to bring thoughtful discussion into the November Committee meetings.

CEO Conway stated Metro Water Recovery staff is doing well on a number of presentations at the Water Environment Federation's Technical Exhibition and Conference, Chief Innovation Officer Tanja Rauch-Williams has also won an award, and the operations challenge teams are competing today.

Chair Niyork adjourned the meeting at 11:48 a.m.

MC:rak\lmm



# Fall Workshop

METRO WATER RECOVERY

**THURSDAY, OCTOBER 31, 2024**

**NORTHERN TREATMENT PLANT VISITORS CENTER**

Breakfast available at 7 a.m., Presentations  
until approximately 2:30 p.m.

**HALLOWEEN COSTUMES OPTIONAL**

Please RSVP by Wednesday,  
October 16, 2024 on BoardEffect:

[RSVP Here](#)

# METRO WATER RECOVERY Town Hall

Wednesday, November 20, 2024 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.

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RSVP on BoardEffect [here](#) by November 13, 2024

Click [here](#) for directions.

# METRO WATER RECOVERY

## Operations Committee Meeting

### Agenda

Tuesday, October 1, 2024

11:30 a.m.

Boardroom

Administration Building

### Roll Call

### Public Comment

### Action Items

### Tab No.

1. **Consideration of Annual Compensation Recommendations (O/F/E/Bd)** 1

#### **Chief Executive Officer's Proposal:**

Authorize the Chief Executive Officer to:

- Approve a 2025 Merit Pool equal to 5.0 percent of 2024 year-end salaries for eligible employees, totaling approximately \$2,140,000. (Employees are eligible if they are employed on both October 1, 2024 and December 31, 2024 and are not temporary/seasonal/interns or in a journeyman training program with a different pay program.)
- Approve a 1.0 percent adjustment to the Treatment & Transmission Salary Structure for 2025.
- Approve a 2.5 percent adjustment to the Field & Technician Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Science & Engineering Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Management & Professional Salary Structure for 2025.

2. **Consideration of Annual Benefits Recommendations (O/F/E/Bd)** 2

#### **Chief Executive Officer's Proposal:**

1. Approve the employer contribution percentage rate ranges, for Metro Water Recovery employee medical insurance, effective January 1, 2025 through December 31, 2025, as follows:
  - Continue to contribute from 82 to 98 percent of the cost for employee-only coverage.
  - Continue to contribute from 76 to 91 percent of the cost for two-person coverage.
  - Continue to contribute from 76 to 91 percent of the cost for family coverage.

**Tab No.**

2. Approve the employer contribution percentage rate ranges, for Metro Water Recovery employee dental insurance, effective January 1, 2025 through December 31, 2025, 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.
  3. Approve a cash out at the time of retirement of all accumulated sick hours up to the maximum accrual of 960 hours, at .5 of the retiree’s pay rate into the retiring employee’s RHS account.
  4. Add one holiday, Martin Luther King Day, for all full-time eligible employees annually.
  5. Approve the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes
3. **Consideration of Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer (O/F/E/Bd)** 3

**Chief Executive Officer’s Proposal:**

Authorize the Chief Executive Officer to:

1. Enter into a one-year contract for the supply of emulsion polymer with Solenis LLC, effective November 1, 2024 through October 31, 2025 at a price of \$3.475 per Active Pound; and a one-year contract with Polydyne, Inc. as the alternate supplier at a price of \$3.140 per Active Pound.
2. The current bid price from each vendor is as follows:

<u>Vendor</u>	<u>Price per Active Pound</u>	<u>Total Estimated One-Year Price*</u>
Solenis LLC	\$3.475	\$393,147.60
Polydyne, Inc.	\$3.140	\$408,413.52

\*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 projected rate of consumption.

\*The current price per Active Pound is \$3.3519

3. Enter into additional contract periods, not exceeding a total of five years, if it is determined by the CEO to be in the best interest of Metro Water Recovery.

Pricing will remain firm for the initial contract term and is subject to annual review.

**Tab No.**

Solenis LLC will be the primary vendor for routine purchases of emulsion polymer as they provide the best overall value to Metro Water Recovery. The alternate contract with Polydyne, Inc. may be used if emulsion polymer supply from Solenis LLC is ineffective, disrupted, unavailable, or needed for emergency situations.

4. **Consideration of Robert W. Hite Treatment Facility Biogas Utilization (PAR 1395) Work Authorization #3 and Appropriation (O/F/E/Bd)** 4

**Chief Executive Officer's Proposal:**

1. Authorize the Chief Executive Officer to execute Work Authorization #3 under the existing Construction Manager-at-Risk Agreement with Moltz Construction, Inc. in the amount of \$21,147,875 for procurement of components of the Renewable Natural Gas upgrading system for the Robert W. Hite Treatment Facility Biogas Utilization Project (PAR 1395).
2. Appropriate \$22,970,000 (100 percent) from the General Fund Capital Project Account for this purpose.

5. **Consideration of Robert W. Hite Treatment Facility Personnel Building Project (PAR 1448) Consultant Agreement and Appropriation (O/F/E/Bd)** 5

**Chief Executive Officer's Proposal:**

1. Authorize the Chief Executive Officer to enter into a Professional Services Agreement with Eidos Architects, PC in the amount of \$1,019,584 to provide services through programming and preliminary design of the new Robert W. Hite Treatment Facility Personnel Building (PAR 1448) (Project).
2. Appropriate \$1,086,000 from the General Fund Capital Project Account and \$724,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

6. **Consideration of Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) Engineer Agreement and Appropriation (O/F/E/Bd)** 6

**Chief Executive Officer's Proposal:**

1. Authorize the Chief Executive Officer to enter into an Agreement for Professional Study Services with Carollo Engineers in the amount of \$4450,000 to provide study phase services for the Northern Treatment Plant 2025 Facility Plan Project (PAR 1455) (Project).
2. Authorize the CEO to approve future contract amendments for this Project up to a total contract value of \$1,350,000.
3. Appropriate \$1,500,000 from the General Fund Capital Project Account for this purpose.



**Tab No.**

**Information Items**

1. Suncor Energy USA Inc., Refinery Groundwater Contamination on Robert W. Hite Treatment Facility Site (O/F/E)
2. Metro Water Recovery Meet the Team – Strategy and Communication Department (O/F/E) 7
3. Status of Capital Improvement Projects Report (O/F/E) 8
4. Current Activities/Operational Performance Report (O/F/E) 9
5. Financial Reports (O/F/E) 10
6. Upcoming Events (O/F/E) (*Separate Attachment*)

MC:rak/lmn

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Board of Directors

**DATE:** September 5, 2024

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

**RE:** 2025 Compensation Recommendations

### MANAGEMENT RECOMMENDATION

The recommendation presented in this memorandum was discussed at the September 2024 Joint Standing Committee meeting. Based on the findings of Graves Consulting (Graves), Metro Water Recovery's compensation consultant, I recommend the Board of Directors authorize the Chief Executive Officer to:

- Approve a 2025 Merit Pool equal to 5.0 percent of 2024 year-end salaries for eligible employees, totaling approximately \$2,140,000. (Employees are eligible if they are employed on both October 1, 2024 and December 31, 2024 and are not temporary/seasonal/interns or in a journeyman training program with a different pay program.)
- Approve a 1.0 percent adjustment to the Treatment and Transmission Salary Structure for 2025.
- Approve a 2.5 percent adjustment to the Field and Technician Salary Structure for 2025.
- Approve a 3.5 percent adjustment to the Science and Engineering Salary Structure for 2025
- Approve a 3.5 percent adjustment to the Management and Professional Salary Structure for 2025.

I believe this recommendation is reasonable and takes into consideration the 2024 survey data and local labor market and economic conditions as detailed in the Total Compensation Philosophy approved by the Board in 2012.

### SUMMARY

As an information item at the September Joint Standing Committee meeting, Graves presented their findings and recommendations in executive session regarding a prevailing wage assessment of the pay structures and merit pool based on prevailing wage data.

Based on Graves' recommendation, information presented by staff, and discussions with the Board, I am recommending the Board approve a 2024 compensation increase budget of five (5.0) percent of 2024 year-end salaries for eligible employees totaling approximately \$2,140,000. This pool will be allocated to all eligible employees based upon Metro Water Recovery's year-end performance management process. Adopting my recommendation at the October 15, 2024 Board meeting ensures continuation of Metro's Compensation Program with pay increases for employees based their job performance in 2024.

## **BACKGROUND**

### **Statutory Requirements**

Pursuant to C.R.S. § 32-4-510(1)(aa) of the [Metropolitan Sewage Disposal Districts Act](#), Metro Water Recovery is required to establish compensation for Metro employees at prevailing rates of pay for equivalent work. In order to comply with this mandate, Metro retains a compensation consultant to review its pay ranges and recommend pay range adjustments to reflect current market wages. Following a selection process in accordance with the Metro's [Purchasing and Contracts Policy](#), Graves Consulting was hired as Metro's compensation consultant in early 2020.

### **Prevailing Data**

The current economy is causing the labor market to experience rapid changes, making it difficult to determine what is "prevailing." Graves Consulting recommended a 4.0 – 5.0 percent average pay increase. This takes into consideration Metro Water Recovery's 11 percent vacancy rate with over 50 open positions and low unemployment in the Denver Metropolitan area

## **JUSTIFICATION FOR BOARD ACTION**

Metro Water Recovery is required by C.R.S. § 32-4-510(1)(aa) of the Metropolitan Sewage Disposal Districts Act to fix compensation of employees at prevailing rates of pay for equivalent work.

## **FINANCIAL IMPACTS**

The 2025 budget adopted by the Board in June 2024 included a five percent budget of \$2,435,100 for pay increases. The recommended merit increase is less than the adopted budget by \$295,100.

A summary of the financial impact of both the compensation recommendations and benefit recommendations are detailed in Exhibit B.

Attachment:

Exhibit A: 2025 Pay Structures

Exhibit B: Financial Impact of Compensation and Benefit Recommendations

## 2025 Metro Water Recovery Pay Structures

### Field & Technician Annual Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
FT1	\$44,075.20	\$47,975.19	\$47,975.20	\$51,875.20	\$55,764.80	\$55,764.81	\$59,654.40
FT2	\$47,611.20	\$51,812.79	\$51,812.80	\$56,014.40	\$60,226.40	\$60,226.41	\$64,438.40
FT3	\$50,502.40	\$55,494.39	\$55,494.40	\$60,486.40	\$65,488.80	\$65,488.81	\$70,491.20
FT4	\$54,558.40	\$59,945.59	\$59,945.60	\$65,332.80	\$70,720.00	\$70,720.01	\$76,107.20
FT5	\$58,905.60	\$64,739.99	\$64,740.00	\$70,574.40	\$76,388.00	\$76,388.01	\$82,201.60
FT6	\$63,648.00	\$69,919.19	\$69,919.20	\$76,190.40	\$82,482.40	\$82,482.41	\$88,774.40
FT7	\$68,744.00	\$75,524.79	\$75,524.80	\$82,305.60	\$89,096.80	\$89,096.81	\$95,888.00
FT8	\$74,214.40	\$81,546.39	\$81,546.40	\$88,878.40	\$96,210.40	\$96,210.41	\$103,542.40
FT9	\$80,163.20	\$88,087.99	\$88,088.00	\$96,012.80	\$103,927.20	\$103,927.21	\$111,841.60
FT10	\$86,590.40	\$95,139.19	\$95,139.20	\$103,688.00	\$113,276.80	\$113,276.81	\$122,865.60
FT11	\$91,249.60	\$101,607.99	\$101,608.00	\$111,966.40	\$122,335.20	\$122,335.21	\$132,704.00
FT12	\$98,571.20	\$109,751.19	\$109,751.20	\$120,931.20	\$132,121.60	\$132,121.61	\$143,312.00
FT13	\$106,454.40	\$118,528.79	\$118,528.80	\$130,603.20	\$142,688.00	\$142,688.01	\$154,772.80
FT14	\$114,961.60	\$128,003.19	\$128,003.20	\$141,044.80	\$154,107.20	\$154,107.21	\$167,169.60

### Field & Technician Hourly Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
FT1	\$21.19	\$23.06	\$23.07	\$24.94	\$26.81	\$26.82	\$28.68
FT2	\$22.89	\$24.90	\$24.91	\$26.93	\$28.96	\$28.97	\$30.98
FT3	\$24.28	\$26.67	\$26.68	\$29.08	\$31.49	\$31.50	\$33.89
FT4	\$26.23	\$28.81	\$28.82	\$31.41	\$34.00	\$34.01	\$36.59
FT5	\$28.32	\$31.12	\$31.13	\$33.93	\$36.73	\$36.74	\$39.52
FT6	\$30.60	\$33.61	\$33.62	\$36.63	\$39.66	\$39.67	\$42.68
FT7	\$33.05	\$36.30	\$36.31	\$39.57	\$42.84	\$42.85	\$46.10
FT8	\$35.68	\$39.20	\$39.21	\$42.73	\$46.26	\$46.27	\$49.78
FT9	\$38.54	\$42.34	\$42.35	\$46.16	\$49.97	\$49.98	\$53.77
FT10	\$41.63	\$45.73	\$45.74	\$49.85	\$54.46	\$54.47	\$59.07
FT11	\$43.87	\$48.84	\$48.85	\$53.83	\$58.82	\$58.83	\$63.80
FT12	\$47.39	\$52.76	\$52.77	\$58.14	\$63.52	\$63.53	\$68.90
FT13	\$51.18	\$56.98	\$56.99	\$62.79	\$68.60	\$68.61	\$74.41
FT14	\$55.27	\$61.53	\$61.54	\$67.81	\$74.09	\$74.10	\$80.37

### Management & Professional Annual Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
MP1	\$44,865.60	\$48,827.99	\$48,828.00	\$52,790.40	\$56,742.40	\$56,742.41	\$60,694.40
MP2	\$48,464.00	\$52,738.39	\$52,738.40	\$57,012.80	\$61,297.60	\$61,297.61	\$65,582.40
MP3	\$52,332.80	\$56,950.39	\$56,950.40	\$61,568.00	\$66,175.20	\$66,175.21	\$70,782.40
MP4	\$56,513.60	\$61,505.59	\$61,505.60	\$66,497.60	\$71,479.20	\$71,479.21	\$76,460.80
MP5	\$59,987.20	\$65,894.39	\$65,894.40	\$71,801.60	\$77,729.60	\$77,729.61	\$83,657.60
MP6	\$64,750.40	\$71,156.79	\$71,156.80	\$77,563.20	\$83,959.20	\$83,959.21	\$90,355.20
MP7	\$69,950.40	\$76,855.99	\$76,856.00	\$83,761.60	\$90,677.60	\$90,677.61	\$97,593.60
MP8	\$75,545.60	\$83,002.39	\$83,002.40	\$90,459.20	\$97,926.40	\$97,926.41	\$105,393.60
MP9	\$81,577.60	\$89,637.59	\$89,637.60	\$97,697.60	\$105,757.60	\$105,757.61	\$113,817.60
MP10	\$85,987.20	\$95,752.79	\$95,752.80	\$105,518.40	\$115,273.60	\$115,273.61	\$125,028.80
MP11	\$92,892.80	\$103,427.99	\$103,428.00	\$113,963.20	\$124,508.80	\$124,508.81	\$135,054.40
MP12	\$100,297.60	\$111,685.59	\$111,685.60	\$123,073.60	\$134,461.60	\$134,461.61	\$145,849.60
MP13	\$108,326.40	\$120,619.19	\$120,619.20	\$132,912.00	\$145,204.80	\$145,204.81	\$157,497.60
MP14	\$117,000.00	\$130,280.79	\$130,280.80	\$143,561.60	\$156,842.40	\$156,842.41	\$170,123.20
MP15	\$124,030.40	\$139,536.79	\$139,536.80	\$155,043.20	\$170,539.20	\$170,539.21	\$186,035.20
MP16	\$133,952.00	\$150,695.99	\$150,696.00	\$167,440.00	\$184,184.00	\$184,184.01	\$200,928.00
MP17	\$144,664.00	\$162,749.59	\$162,749.60	\$180,835.20	\$198,931.20	\$198,931.21	\$217,027.20
MP18	\$156,228.80	\$175,770.39	\$175,770.40	\$195,312.00	\$214,832.80	\$214,832.81	\$234,353.60
MP19	\$168,729.60	\$189,831.19	\$189,831.20	\$210,932.80	\$232,013.60	\$232,013.61	\$253,094.40
MP20	\$182,228.80	\$205,015.19	\$205,015.20	\$227,801.60	\$250,577.60	\$250,577.61	\$273,353.60
MP21	\$196,809.60	\$221,415.99	\$221,416.00	\$246,022.40	\$270,618.40	\$270,618.41	\$295,214.40

### Management & Professional Hourly Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
MP1	\$21.57	\$23.47	\$23.48	\$25.38	\$27.28	\$27.29	\$29.18
MP2	\$23.30	\$25.35	\$25.36	\$27.41	\$29.47	\$29.48	\$31.53
MP3	\$25.16	\$27.37	\$27.38	\$29.60	\$31.82	\$31.83	\$34.03
MP4	\$27.17	\$29.56	\$29.57	\$31.97	\$34.37	\$34.38	\$36.76
MP5	\$28.84	\$31.67	\$31.68	\$34.52	\$37.37	\$37.38	\$40.22
MP6	\$31.13	\$34.20	\$34.21	\$37.29	\$40.37	\$40.38	\$43.44
MP7	\$33.63	\$36.94	\$36.95	\$40.27	\$43.60	\$43.61	\$46.92
MP8	\$36.32	\$39.90	\$39.91	\$43.49	\$47.08	\$47.09	\$50.67
MP9	\$39.22	\$43.09	\$43.10	\$46.97	\$50.85	\$50.86	\$54.72
MP10	\$41.34	\$46.03	\$46.04	\$50.73	\$55.42	\$55.43	\$60.11
MP11	\$44.66	\$49.72	\$49.73	\$54.79	\$59.86	\$59.87	\$64.93
MP12	\$48.22	\$53.69	\$53.70	\$59.17	\$64.65	\$64.66	\$70.12
MP13	\$52.08	\$57.98	\$57.99	\$63.90	\$69.81	\$69.82	\$75.72
MP14	\$56.25	\$62.63	\$62.64	\$69.02	\$75.41	\$75.42	\$81.79
MP15	\$59.63	\$67.08	\$67.09	\$74.54	\$81.99	\$82.00	\$89.44
MP16	\$64.40	\$72.44	\$72.45	\$80.50	\$88.55	\$88.56	\$96.60
MP17	\$69.55	\$78.24	\$78.25	\$86.94	\$95.64	\$95.65	\$104.34
MP18	\$75.11	\$84.50	\$84.51	\$93.90	\$103.29	\$103.30	\$112.67
MP19	\$81.12	\$91.26	\$91.27	\$101.41	\$111.55	\$111.56	\$121.68
MP20	\$87.61	\$98.56	\$98.57	\$109.52	\$120.47	\$120.48	\$131.42
MP21	\$94.62	\$106.44	\$106.45	\$118.28	\$130.11	\$130.12	\$141.93

### 2025 Metro Water Recovery Pay Structures

#### Science & Engineering Annual Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
SE1	\$50,211.20	\$54,631.19	\$54,631.20	\$59,051.20	\$63,429.60	\$63,429.61	\$67,808.00
SE2	\$54,225.60	\$59,009.59	\$59,009.60	\$63,793.60	\$68,577.60	\$68,577.61	\$73,361.60
SE3	\$57,532.80	\$63,211.19	\$63,211.20	\$68,889.60	\$74,568.00	\$74,568.01	\$80,246.40
SE4	\$62,129.60	\$68,265.59	\$68,265.60	\$74,401.60	\$80,537.60	\$80,537.61	\$86,673.60
SE5	\$67,100.80	\$73,735.99	\$73,736.00	\$80,371.20	\$86,985.60	\$86,985.61	\$93,600.00
SE6	\$72,467.20	\$79,622.39	\$79,622.40	\$86,777.60	\$93,932.80	\$93,932.81	\$101,088.00
SE7	\$78,249.60	\$85,976.79	\$85,976.80	\$93,704.00	\$101,452.00	\$101,452.01	\$109,200.00
SE8	\$84,510.40	\$92,871.99	\$92,872.00	\$101,233.60	\$109,574.40	\$109,574.41	\$117,915.20
SE9	\$89,107.20	\$99,215.99	\$99,216.00	\$109,324.80	\$119,444.00	\$119,444.01	\$129,563.20
SE10	\$96,200.00	\$107,130.39	\$107,130.40	\$118,060.80	\$128,980.80	\$128,980.81	\$139,900.80
SE11	\$103,916.80	\$115,710.39	\$115,710.40	\$127,504.00	\$139,297.60	\$139,297.61	\$151,091.20
SE12	\$112,236.80	\$124,976.79	\$124,976.80	\$137,716.80	\$150,446.40	\$150,446.41	\$163,176.00
SE13	\$121,222.40	\$134,971.19	\$134,971.20	\$148,720.00	\$162,489.60	\$162,489.61	\$176,259.20
SE14	\$130,915.20	\$145,766.39	\$145,766.40	\$160,617.60	\$175,479.20	\$175,479.21	\$190,340.80
SE15	\$141,398.40	\$157,432.69	\$157,432.70	\$173,467.01	\$189,527.10	\$189,527.11	\$205,587.20

#### Science & Engineering Hourly Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
SE1	\$24.14	\$26.26	\$26.27	\$28.39	\$30.50	\$30.51	\$32.60
SE2	\$26.07	\$28.36	\$28.37	\$30.67	\$32.97	\$32.98	\$35.27
SE3	\$27.66	\$30.38	\$30.39	\$33.12	\$35.85	\$35.86	\$38.58
SE4	\$29.87	\$32.81	\$32.82	\$35.77	\$38.72	\$38.73	\$41.67
SE5	\$32.26	\$35.44	\$35.45	\$38.64	\$41.82	\$41.83	\$45.00
SE6	\$34.84	\$38.27	\$38.28	\$41.72	\$45.16	\$45.17	\$48.60
SE7	\$37.62	\$41.33	\$41.34	\$45.05	\$48.78	\$48.79	\$52.50
SE8	\$40.63	\$44.64	\$44.65	\$48.67	\$52.68	\$52.69	\$56.69
SE9	\$42.84	\$47.69	\$47.70	\$52.56	\$57.43	\$57.44	\$62.29
SE10	\$46.25	\$51.50	\$51.51	\$56.76	\$62.01	\$62.02	\$67.26
SE11	\$49.96	\$55.62	\$55.63	\$61.30	\$66.97	\$66.98	\$72.64
SE12	\$53.96	\$60.08	\$60.09	\$66.21	\$72.33	\$72.34	\$78.45
SE13	\$58.28	\$64.88	\$64.89	\$71.50	\$78.12	\$78.13	\$84.74
SE14	\$62.94	\$70.07	\$70.08	\$77.22	\$84.37	\$84.38	\$91.51
SE15	\$67.98	\$75.68	\$75.69	\$83.40	\$91.12	\$91.13	\$98.84

#### Treatment & Transmission Annual Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
TT1	\$51,792.00	\$56,367.99	\$56,368.00	\$60,944.00	\$65,499.20	\$65,499.21	\$70,054.40
TT2	\$55,931.20	\$60,871.19	\$60,871.20	\$65,811.20	\$70,751.20	\$70,751.21	\$75,691.20
TT3	\$59,342.40	\$65,218.39	\$65,218.40	\$71,094.40	\$76,939.20	\$76,939.21	\$82,784.00
TT4	\$64,105.60	\$70,439.19	\$70,439.20	\$76,772.80	\$83,096.00	\$83,096.01	\$89,419.20
TT5	\$69,222.40	\$76,055.19	\$76,055.20	\$82,888.00	\$89,731.20	\$89,731.21	\$96,574.40
TT6	\$74,755.20	\$82,139.19	\$82,139.20	\$89,523.20	\$96,917.60	\$96,917.61	\$104,312.00
TT7	\$80,724.80	\$88,711.99	\$88,712.00	\$96,699.20	\$104,676.00	\$104,676.01	\$112,652.80
TT8	\$85,113.60	\$94,764.79	\$94,764.80	\$104,416.00	\$114,077.60	\$114,077.61	\$123,739.20
TT9	\$91,915.20	\$102,346.39	\$102,346.40	\$112,777.60	\$123,219.20	\$123,219.21	\$133,660.80
TT10	\$99,257.60	\$110,520.79	\$110,520.80	\$121,784.00	\$133,057.60	\$133,057.61	\$144,331.20
TT11	\$107,203.20	\$119,364.95	\$119,364.96	\$131,526.72	\$143,700.96	\$143,700.97	\$155,875.20
TT12	\$115,772.80	\$128,910.82	\$128,910.83	\$142,048.86	\$155,191.63	\$155,191.64	\$168,334.40

#### Treatment & Transmission Hourly Rates

Pay Grade	Bottom of 1st	Top of 1st	Bottom of 2nd	Midpoint	Top of 2nd	Bottom of 3rd	Top of 3rd
TT1	\$24.90	\$27.09	\$27.10	\$29.30	\$31.49	\$31.50	\$33.68
TT2	\$26.89	\$29.26	\$29.27	\$31.64	\$34.02	\$34.03	\$36.39
TT3	\$28.53	\$31.35	\$31.36	\$34.18	\$36.99	\$37.00	\$39.80
TT4	\$30.82	\$33.86	\$33.87	\$36.91	\$39.95	\$39.96	\$42.99
TT5	\$33.28	\$36.56	\$36.57	\$39.85	\$43.14	\$43.15	\$46.43
TT6	\$35.94	\$39.48	\$39.49	\$43.04	\$46.60	\$46.61	\$50.15
TT7	\$38.81	\$42.64	\$42.65	\$46.49	\$50.33	\$50.34	\$54.16
TT8	\$40.92	\$45.55	\$45.56	\$50.20	\$54.85	\$54.86	\$59.49
TT9	\$44.19	\$49.20	\$49.21	\$54.22	\$59.24	\$59.25	\$64.26
TT10	\$47.72	\$53.13	\$53.14	\$58.55	\$63.97	\$63.98	\$69.39
TT11	\$51.54	\$57.38	\$57.39	\$63.23	\$69.09	\$69.10	\$74.94
TT12	\$55.66	\$61.97	\$61.98	\$68.29	\$74.61	\$74.62	\$80.93

## FIELD & TECHNICIAN

<u>Pay Grade</u>	<u>Job Name</u>
<b>FT11-E</b>	Electrical and Instrumentation Supervisor Maintenance Planner Maintenance Project Coordinator NTP Electrical & Instrumentation Supervisor RR&R Work Planner Senior
<b>FT10-NE</b>	Principal Electrician Instrumentation Technician
<b>FT9-E</b>	Fleet Maint. Supv. HVAC Supervisor Industrial Maintenance Supervisor Land Application Coordinator Mechanical Maintenance Supv METROGRO Farm Administrator NTP Maintenance Planner NTP Mechanical Maintenance Supervisor RR&R Operations Supervisor RR&R Work Planner Warehouse Operation Supervisor
<b>FT9-NE</b>	Electrician Instrument Tech Senior
<b>FT8-E</b>	Facilities Maintenance Supervisor Maintenance Reliability Engineer NTP Facilities Maintenance Supervisor
<b>FT8-NE</b>	Principal Mechanical Industrial Technician
<b>FT7-NE</b>	Electrician Instrument Tech Equipment & Transp Tech II Lead HVAC Technician Mechanical Industrial Tech Senior RR&R Operator - Lead
<b>FT6-NE</b>	Equipment & Transp Tech I Mechanical Industrial Technician RR&R Heavy Equipment/AG Operator Senior HVAC Technician
<b>FT5-NE</b>	Electrician Instrumentation Technician Apprentice Equipment & Transportation Tech Associate Facility Electrician Industrial Maintenance Equipment Operator II Industrial Maintenance Technician III RR&R Operator II
<b>FT4-NE</b>	Facilities Maintenance Lead Fleet Maintenance Technician HVAC Technician Industrial Maintenance Equipment Operator I Industrial Maintenance Technician II Mechanical Industrial Technician Apprentice RR&R Operator I Utility Repairman Senior Warehouse Operations Lead
<b>FT3-NE</b>	Associate HVAC Technician Facilities Maintenance Worker III Industrial Maintenance Technician I Senior Maint Worker-Maint Senior Maint Worker-RR&R Utility Repairman
<b>FT2-NE</b>	Facilities Maintenance Worker II Maintenance Worker II

## FIELD & TECHNICIAN

<u>Pay Grade</u>	<u>Job Name</u>
<b>FT2-NE</b>	Warehouse Operations Technician
<b>FT1-NE</b>	Facilities Maintenance Worker I Maintenance Worker - FM Maintenance Worker - RR&R

## Management & Professional

<u>Pay Grade</u>	<u>Job Name</u>
<b>MP18-E</b>	Chief Financial Officer Chief Human Resources Officer Chief Innovation Officer Chief Strategy Officer Chief Technical Officer Deputy CEO/Chief Operating Officer
<b>MP17-E</b>	Director of Comprehensive Planning Director of Engineering Director of Environmental Services Director of IT Director of Maintenance Director of Operations Director of RR&R Director of Technology and Innovation NTP Director of Operations and Maintenance
<b>MP15-E</b>	Senior Cybersecurity Manager Senior Electrical/I&C Engineering Manager Senior Industrial Pretreatment Process Engineering Manager Senior IT Enterprise Architect Manager Senior IT Operations Manager Senior Laboratory Manager Senior Quality Control Engineering Manager Senior Regulatory Affairs Manager Senior Transmission Systems Engineering Manager Senior Treatment Plant Engineering Manager Senior Wastewater Process Engineering Manager
<b>MP14-E</b>	Cloud Solutions Architect Manager Governmental Affairs Liaison IT Applications Manager
<b>MP13-E</b>	Associate General Counsel Electrical Maintenance Manager Infrastructure Manager IT Business Solutions Manager IT Service Delivery Manager Senior Compensation & Benefits Manager Senior Environmental Health and Safety Manager Senior Human Resources Manager Senior NTP O&M Manager Senior RWHTF Operations Manager
<b>MP12-E</b>	Database Administrator Facilities Maintenance Manager Fleet Maintenance Manager Maintenance Program Manager Mechanical Maintenance Manager RR&R Operations Manager Senior Accounting Manager

## Management & Professional

<u>Pay Grade</u>	<u>Job Name</u>
<b>MP12-E</b>	Senior Budget Manager Senior Business Intell Solution Architect Senior Communications Manager Senior Continuous Improvement Manager Senior Coordinated Operations Administrative Manager Senior Data Analytics Engineer Senior Instrument Solutions Manager Senior IT Systems Engineer Senior Programmer/Analyst Senior Public Information Manager Senior Purchasing Manager Senior Water Quality Manager Transmission Operations Manager
<b>MP11-E</b>	Community Engagement Liaison EAM Administrator IT Business Analyst Senior IT Network Engineer Senior Warehouse Operations Manager
<b>MP10-E</b>	IT Cybersecurity Analyst IT Infrastructure Analyst Organizational Development & Learning Manager Project Manager Records Mgmt Administrator Senior Compensation Analyst
<b>MP9-E</b>	Assistant to the Chief Executive Officer Communications Specialist Senior Data Analytics Engineer Programmer/Analyst Security Manager Senior Administrative Manager Systems Administrator Senior
<b>MP8-E</b>	Continuous Improvement Specialist Senior Senior Benefits Administrator Senior Internal Auditor
<b>MP7-E</b>	Business Intelligence Analyst Communications Specialist Cybersecurity Analyst Associate Environmental Health & Safety Specialist Senior Inventory Control Supervisor IT Customer Experience Manager IT Service Desk Analyst III Learning and Development Specialist LMS Administrator and Training Coordinator Organizational Training Specialist Safety Training Specialist Senior Strategic Sourcing Specialist Systems Administrator Utility Charge Manager
<b>MP6-E</b>	Accounting Analyst Associate Data Analytics Engineer Continuous Improvement Specialist DEI Specialist Financial Accountant II Internal Auditor



## Management & Professional

<u>Pay Grade</u>	<u>Job Name</u>
<b>MP6-E</b>	Legal Administrator Public Information Specialist Senior Accountant Senior MRO Specialist Talent Acquisition Specialist Wastewater Process Engineer Technician
<b>MP6-NE</b>	Records Mgmt Specialist II Security Specialist Senior
<b>MP5-E</b>	Administrative Analyst Associate Continuous Improvement Specialist Budget Analyst Coordinated Operations Business Analyst Digital Communications Specialist Financial Accountant I IPP Document Control Coordinator MRO Specialist Strategic Sourcing Specialist
<b>MP5-NE</b>	Executive Assistant IT Service Desk Analyst II
<b>MP4-NE</b>	Inventory Control Specialist IT Service Desk Analyst I Payroll Specialist Records Mgmt Specialist I
<b>MP3-NE</b>	Accounts Payable Technician Administrative Assistant Senior Environmental Health & Safety Technician Human Resources Technician Sourcing Technician
<b>MP1-NE</b>	Administrative Assistant

## Science & Engineering

<u>Pay Grade</u>	<u>Job Name</u>
<b>SE13-E</b>	Control Systems Manager Energy Manager Principal Civil Engineer Senior Civil Engineer Wastewater Process Principal Engineer
<b>SE12-E</b>	Principal Control Systems Engineer Principal Engineer Principal Engineer Elec I&C Principal Permitting Engineer Senior Wastewater Infrastructure Planner Wastewater Process Senior Engineer
<b>SE11-E</b>	Senior Engineer Senior Engineer Elec I&C
<b>SE10-E</b>	Geospatial Manager Real Property Manager Regulatory Compliance Manager Senior Control Systems Engineer Wastewater Process Staff Engineer
<b>SE9-E</b>	BIM Supervisor Industrial Pretreatment Manager Instrument Specialist Manager

## Science & Engineering

<u>Pay Grade</u>	<u>Job Name</u>
<b>SE9-E</b>	Laboratory Research Manager Quality Assurance Manager Regulatory Compliance Specialist Senior Staff Civil Engineer Staff Control Systems Engineer Staff Engineer Staff Engineer Elec I&C Technology & Innovation Project Coordinator Wastewater Infrastructure Planner
<b>SE8-E</b>	Industrial Pretreatment Program Supervisor Wastewater Process Associate Engineer
<b>SE7-E</b>	Environmental Sampling Supervisor GIS Specialist Industrial Pretreatment Program Specialist II Laboratory Research Scientist II Laboratory Supervisor Laboratory Work Planner Regulatory Compliance Speclst Senior Instrument Specialist Senior Modeler Water Quality Scientist Senior
<b>SE6-E</b>	Associate Civil Engineer Associate Wastewater Infrastructure Planner Control Systems Engineering Technician Engineer Associate Engineer Electrical I&C Associate Industrial Pretreatment Program Specialist I Laboratory Research Scientist I QA/QC Specialist I Staff Instrument Specialist Staff Modeler Water Quality Scientist
<b>SE6-NE</b>	Environmental Sampling Lead Laboratory Analyst III Water Quality Chemist III
<b>SE5-E</b>	Regulatory Compliance Associate Water Quality Scientist Associate
<b>SE5-NE</b>	Associate Instrument Specialist Laboratory Analyst II Water Quality Chemist II
<b>SE4-NE</b>	Environmental Sampling Field Specialist Industrial Pretreatment Sector Investigator II
<b>SE3-NE</b>	Associate Modeler Industrial Pretreatment Sector Investigator I Laboratory Analyst I Water Quality Chemist I
<b>SE2-NE</b>	Environmental Sampling Field Technician Regulatory Compliance Technician

## Treatment & Transmission

<u>Pay Grade</u>	<u>Job Name</u>
<b>TT10-E</b>	Operations Manager - RWHTF
<b>TT9-E</b>	Operations Work Planner Senior

## Treatment & Transmission

<u>Pay Grade</u>	<u>Job Name</u>
<b>TT9-E</b>	Transmissions Work Planner Senior
<b>TT8-E</b>	Operations Supervisor Operations Work Planner Transmission Operations Supervisor Transmissions Work Planner
<b>TT6-NE</b>	Plant Operator - Lead Utility Equipment Operator V
<b>TT5-NE</b>	Utility Equipment Operator IV Utility Worker V
<b>TT4-NE</b>	Plant Operator II Utility Equipment Operator III Utility Worker IV
<b>TT3-NE</b>	Utility Equipment Operator II Utility Worker III
<b>TT2-NE</b>	Plant Operator I Utility Equipment Operator I Utility Worker II
<b>TT1-NE</b>	Collections System Technician Operator Technician Utility Worker I

**Updated 9/9/2024**

## Exhibit B

### Financial Impacts of Compensation and Benefit Recommendations

	<b>2025 Approved Budget</b>	<b>Recommendation</b>	<b>Comments</b>
Merit Increase	\$2,435,100	\$2,140,000	
Medical Premiums increase of 9.2% plus increase to HSA contribution	\$9,120,000	\$8,036,194	
Impact of increase Metro cost share for high deductible plan		\$78,000	Based upon current enrollment
Dental Premiums	\$304,000	\$240,355	
Add Martin Luther King Day as holiday	-	-	Potential overtime
Education assistance	\$45,000	\$60,000	Proposed increase will be added to 2025R budget
Formula change for sick leave conversion at retirement into RHS account	\$186,665	\$202,246	

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Mickey Conway, Chief Executive Officer **DATE:** September 5, 2024

**FROM:** Colleen Dempsey, Chief Human Resources Officer  
Brian Haggerty, Senior Compensation and Benefits Manager  
Norma Arnwine, Senior Benefits Administrator

**RE:** Annual Benefit Review and Recommendations

### 1. Medical Insurance

Metro Water Recovery offers three medical plans to its employees – CIGNA Performance, CIGNA Classic, and CIGNA CDHP. To manage costs, there is a financial incentive (higher cost share paid by Metro) provided to employees who elect the lower-cost Consumer Driven Health Plan (CDHP). Metro's financial savings for employees who enroll in the CDHP is significant, even after Metro's annual contribution to the Health Savings Account (HSA). Cost share details by plan and level of coverage are given on Exhibits 1 and 2.

### MANAGEMENT RECOMMENDATION

We recommend the Board of Directors approve the employer contribution percentage rate ranges, which reflect minor changes from the 2024 percentage contribution, for Metro Water Recovery employee medical insurance, effective January 1, 2025 through December 31, 2025, as follows:

#### Medical Insurance

- Contribute from 82 to 98 percent of the cost for employee-only coverage.
- Contribute from 76 to 91 percent of the cost for two-person coverage.
- Contribute from 76 to 91 percent of the cost for family coverage.

The specific employer contribution is dependent on which of three medical plans an employee elects and how many dependents are covered, as detailed in Exhibit 1. Enrollment in the CDHP plan includes an employer HSA contribution equal to 50 percent of the annual deductible.

The annual cost to Metro Water Recovery based on current enrollment for both medical premiums and HSA contributions is expected to be \$8,306,194 and is within the budgeted amount of \$9,120,000.

### 2. Dental Insurance

Metro Water Recovery offers two dental plans to its employees. The specific employer contribution is dependent on which of two dental insurance plans an employee elects and how many dependents are covered, as detailed in Exhibit 2.

**MANAGEMENT RECOMMENDATION**

We recommend the Board approve the employer contribution percentage rate ranges, which reflect no changes from the 2024 percentage contribution, for Metro Water Recovery employee dental insurance, effective January 1, 2025 through December 31, 2025, 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.

The annual cost to Metro Water Recovery based on current enrollment for dental insurance is expected to be \$240,355 and is within the budgeted amount of \$304,000.

**3. Retiree Healthcare Savings Program Using Accumulated Sick Leave**

We recommend the Board approve a change in how the value of sick leave is calculated within the Retiree Healthcare Savings Program Using Accumulated Sick Leave Policy. Currently, calculations for all sick leave hours accumulated at the time of retirement exceeding 480 hours up to a maximum of 960 hours are cashed out at retiree’s current pay rate to be paid into a Retirement Healthcare Savings (RHS) Account. The recommendation is to cash out at the time of retirement all accumulated sick hours up to the maximum accrual of 960 hours, at .5 of the retiree’s pay rate into the retiring employee’s RHS account.

The annual cost to Metro Water Recovery based on estimated retirement trends is expected to increase approximately eight percent, or \$16,000.

**4. Holidays**

The annual review of leave benefits revealed the number of holidays for Metro Water Recovery employees is slightly low compared to Denver Metropolitan area governmental entities. We recommend the Board add one holiday, Martin Luther King Day, for all full-time eligible employees annually. Metro employees’ holidays are in the amount of their regularly scheduled work hours. If approved, this new holiday will go into effect January 1, 2025. This change is anticipated to assist with recruiting and retention. The financial impact is approximately \$250,000 per year, based upon current headcount and salaries.

<b>Holidays</b>		
Metro (inclusive of “floating” personal hours)	10.4 days	104 hours
Peer Group (inclusive of “floating” holidays)	13.3 days	106.3 hours
Metro with addition of Martin Luther King Day	11.4 days	114 hours

## **5. Education Assistance**

To support employee growth and development, we recommend the Board approve the amount of educational expenses eligible for reimbursement each calendar year to the IRS eligible amount of \$5,250 for approved classes. This increased amount reflects the increase of tuition at Colorado colleges since 2007, the last time the benefit was reviewed. The financial impact is estimated to be less than \$25,000 per year, based upon current enrollment, and is funded within the operational budget.

### **SUMMARY**

Metro Water Recovery is mandated by Colorado law to set compensation for its employees at the prevailing rate of pay for equivalent work. According to Metro's Total Compensation Philosophy, in order to comply with the requirements to pay prevailing rates of pay, an employee's total compensation includes both wages and benefits. A summary of all Metro benefits is detailed in Exhibit 3. A significant component of benefits is medical and dental insurance. Metro works with a benefits consultant, Gallagher, to review its benefits program and analyze costs and benefits to prevailing practices.

### **JUSTIFICATION FOR BOARD ACTION**

Board approval is required to continue the employer contribution for Metro Water Recovery's employee medical and dental insurance programs. In addition, Metro's employer contribution percentage rates for its medical and dental insurance programs must remain within the prevailing range. The Board has ultimate fiscal oversight and policy determination with respect to benefit plans, which require approval of all annual program recommendations.

### **FINANCIAL IMPACTS**

Based on current enrollment, there are no anticipated budget ramifications with these recommendations. The 2025 budget the Board adopted in June 2024 included \$9,424,000 for benefits, including medical and dental insurance, plus the HSA contributions. Actual costs based upon the recommended cost share and current employee population's benefit elections are expected to be approximately \$8,546,549, not including the additional holiday.

#### **Exhibits:**

- 1- Medical Insurance Premiums Funding Distribution
- 2- Dental Insurance Premiums Funding Distribution
- 3- Summary of Benefits

**EXHIBIT 1  
METRO WATER RECOVERY  
CIGNA GROUP MEDICAL INSURANCE – 2025 MEDICAL INSURANCE PREMIUMS**

CIGNA Medical Insurance Plan	Proposed 2025 premium	Metro Monthly Contribution	% Metro Funded	Employee Monthly Contribution**	% Employee Funded	Employee Monthly Increase from 2024	Recap of % Employee Cost Changes					
							2021	2022	2023	2024	2025***	
<b>Performance</b>												
<b>Employee Only</b>	\$1,341.82	\$1,098.44	82%	\$243.38	18%	\$20.60	0.0%	5.0%	14.9%	12.0%	9.2%	
<b>Employee + 1</b>	\$2,817.65	\$2,145.27	76%	\$672.38	24%	\$56.88	0.0%	5.0%	14.9%	12.0%	9.2%	
<b>Family</b>	\$4,051.99	\$3,085.03	76%	\$966.96	24%	\$81.80	0.0%	5.0%	14.9%	12.0%	9.2%	
<b>Classic</b>												
<b>Employee Only</b>	\$1,136.00	\$976.96	86%	\$159.04	14%	\$10.14	0.0%	5.0%	14.9%	12.0%	9.2%	
<b>Employee + 1</b>	\$2,385.53	\$1,836.87	77%	\$548.66	23%	\$48.36	0.0%	5.0%	14.9%	12.0%	9.2%	
<b>Family</b>	\$3,430.62	\$2,607.28	76%	\$823.34	24%	\$73.88	0.0%	5.0%	14.9%	12.0%	9.2%	
<b>CDHP*</b>												
<b>Employee Only</b>	\$888.06	\$870.30	98%	\$17.76	2%	-\$22.80	0.0%	5.0%	14.9%	-34.8%	-56.1%	
<b>Employee + 1</b>	\$1,864.87	\$1,694.49	91%	\$170.38	9%	\$0.00	0.0%	5.0%	14.9%	-2.2%	0.0%	
<b>Family</b>	\$2,681.91	\$2,436.87	91%	\$245.04	9%	\$0.00	0.0%	5.0%	14.9%	-2.2%	0.0%	

\*The Consumer-Driven Health Plan (CDHP) provides an additional Metro Funded Health Savings Account equal to 50% of annual deductible.

\*\*Employees pay half of this cost two times each month

\*\*\*Aggregate increase 9.2%



**EXHIBIT 2**  
**METRO WATER RECOVERY**  
**DELTA DENTAL GROUP DENTAL INSURANCE - 2025 DENTAL INSURANCE PREMIUMS**

Delta Dental Plan	Total Monthly Premium	Metro Monthly Contribution	% Metro Funded	Employee Monthly Contribution	% Employee Funded	Recap of % Employee Increase				
						2021	2022	2023	2024	2025
<b>PPO Plus Premier</b>										
<b>Employee Only</b>	\$40.26	\$28.16	70%	\$12.10	30%	0.0%	0.0%	0.0%	5.0%	0.0%
<b>Employee + 1</b>	\$76.32	\$42.74	56%	\$33.58	44%	0.0%	0.0%	0.0%	5.0%	0.0%
<b>Family</b>	\$140.86	\$78.88	56%	\$61.98	44%	0.0%	0.0%	0.0%	5.0%	0.0%
<b>EPO</b>										
<b>Employee Only</b>	\$32.76	\$22.92	70%	\$9.84	30%	0.0%	0.0%	0.0%	5.0%	0.0%
<b>Employee + 1</b>	\$62.41	\$34.95	56%	\$27.46	44%	0.0%	0.0%	0.0%	5.0%	0.0%
<b>Family</b>	\$123.30	\$69.06	56%	\$54.24	44%	0.0%	0.0%	0.0%	5.0%	0.0%

**EXHIBIT 3**  
**METRO WATER RECOVERY**  
**BENEFITS SUMMARY 2025**

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**LEAVE BENEFITS**

**Vacation**

Vacation leave is accumulated at the following rates:

- Less than four years of service 100 hours per year
- Greater than four years of service up to 10 years 120 hours per year
- Greater than 10 years of service 168 hours per year

Metro Water Recovery limits the amount of vacation employees are allowed to carry over at the end of each calendar year to a maximum of 200 hours. In addition, each calendar year, employees have the option of cashing out up to 80 hours of vacation leave and/or cashing out up to 80 hours of vacation for deposit into their 457(b) account.

**Holidays**

Employees receive nine paid holidays annually. Holidays are paid based upon an employee's average scheduled hours.

**Sick Leave**

Sick leave is provided for the employee's own illness or injury, or for the health-related care and treatment of an employee's spouse, parents, and minor children. Colorado's Healthy Families and Workplace Act defines additional qualifying circumstance for the use of sick leave. Sick leave is accumulated at the rate of eight hours per month. Metro limits the amount of sick leave employees are allowed to carry over at the end of each calendar year to a maximum of 960 hours.

**Floating/Personal Leave**

Employees receive 24 hours of personal leave annually to be taken at the mutual convenience of the employee and his/her supervisor. Employees hired after July 1 receive 16 hours in their first year of employment.

**Injury Leave**

Up to 24 hours of paid injury leave are granted to an employee who incurs an injury requiring lost time in performing his/her assigned duties. Workers' compensation insurance provides compensation for additional time required to be absent due to workplace injury.

**Bereavement Leave**

In case of a death in the employee's immediate family, up to 40 hours for leave of absence with pay may be granted. Additional time required may be covered with sick leave.

**Retirement Plans**

**Defined Benefit Plan**

Metro provides a Defined Benefit Retirement Plan for employees hired by December 31, 2012, that includes both employer and employee contributions. Since January 1, 2015, the required employee contribution has been 7 percent of earnings. Employees are eligible to receive a benefit

based upon a predetermined formula once they meet the requirements as outlined in the Retirement Plan Summary.

**Defined Contribution 401(a) Plan**

Employees hired after December 31, 2012, are required to participate in Metro's Defined Contribution (401a) Plan with mandatory employee contributions of 6 percent of earnings. Metro matches this with an additional 6 percent employer contribution. Participants become 100 percent vested after five years of service.

**Medical Insurance**

Please see the separate memorandum outlining the details of Metro's medical insurance options.

**Dental Insurance**

Please see the separate memorandum for additional details of Metro's dental insurance options.

**Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance**

Life insurance and AD&D insurance are provided at no cost to the employee for coverage of 200 percent of the employee's annual salary.

**Short-Term Disability (STD) Insurance**

STD insurance is provided at no cost to the employee for coverage of approximately 60 percent of monthly salary after a 7-day waiting period. The maximum monthly disability benefit payable under this coverage is \$10,000. After 90 days, the benefit is eligible for conversion to Long-Term Disability.

**Long-Term Disability (LTD) Insurance**

LTD insurance is provided at no cost to the employee for coverage of approximately 60 percent of monthly salary after a 90-day waiting period (which may be covered by STD). The maximum monthly disability benefit payable under this coverage is \$10,000.

**FAMLI Benefits**

Employee interested in participating in the Colorado State sponsored paid family leave program may elect to enroll through payroll deductions at any time. If elected, the current employee cost is .45% of salary. Enrollment comes with a three year commitment to pay premiums to the State of Colorado. Benefits vary from 30-100%, depending upon employee's salary.

**Sick Leave Paid Out/Retiree Sick Leave Reserve**

Employees who use fewer than 24 hours of sick leave in a calendar year have the option to cash out up to a maximum of 24 hours of their accrual at full cash value, following a full year of employment. All sick leave accumulation in excess of 960 hours will be paid to the employee annually at the end of the year, at the rate of one-half times its current cash value.

Upon retirement from Metro, defined as employees who are at least 55 years of age and have completed at least ten years of service, at separation, sick leave balance will have 50% of the the cash value of all accrued sick hours (up to the accrual maximum of 960 hours) rolled into a Retirement Health Savings (RHS) account, at a value equal to 50% his/her final hourly wage. The RHS Account can be used for reimbursement of healthcare costs, and does not have an expiration.

## **MISCELLANEOUS BENEFITS**

### **Medical/Dental Reimbursement**

Metro provides \$300 each year for out-of-pocket health care expenses.

### **Retiree Health Insurance Premiums/Health Insurance Funding Assistance Program**

Upon termination of employment, employees who are at least 55 years of age and have completed at least ten years of service ("retiree") may purchase health insurance coverage for himself/herself and any covered dependents under Metro's group medical insurance policy. This coverage is available only until the retiree reaches age 65. Retirees pay 100 percent of the insurance premiums.

At separation, retirees are also eligible for a reimbursement to help pay health insurance premiums. Retirees who purchase health insurance:

- Through Metro's group health insurance plan receive a monthly reimbursement of \$50 plus \$5 for each year of service.
- Separate from Metro receive a monthly reimbursement of \$70 base plus \$6 per year of service.
  - The monthly reimbursement may not exceed \$250 up to age 65; \$125 after age 65.

### **Voluntary Benefits**

Employees are able to enroll in a variety of voluntary benefits and pay through payroll deductions. These benefits are 100% employee paid. The current products include additional life insurance, personal accident, critical illness, pre-paid legal, identity theft, pet insurance, vision insurance and hospital care.

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Mickey Conway, Chief Executive Officer **DATE:** September 3, 2024

**FROM:** Liam Cavanaugh, Chief Operating Officer  
Kimberly Cowan, NTP Director of O&M  
Jason Lee, Senior Purchasing Manager

**RE:** Chemical Contracts – Northern Treatment Plant Dewatering Emulsion Polymer

### RECOMMENDATION

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

1. Enter into a one-year contract for the supply of emulsion polymer with Solenis LLC, effective November 1, 2024 through October 31, 2025 at a price of \$3.475 per Active Pound; and a one-year contract with Polydyne, Inc. as the alternate supplier at a price of \$3.140 per Active Pound.
2. The current bid price from each vendor is as follows:

<u>Vendor</u>	<u>Price per Active Pound</u>	<u>Total Estimated One-Year Price*</u>
Solenis LLC	\$3.475	\$393,147.60
Polydyne, Inc.	\$3.140	\$408,413.52

\*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 projected rate of consumption.

+The current price per Active Pound is \$3.3519

3. Enter into additional contract periods, not exceeding a total of five years, if it is determined by the CEO to be in the best interest of Metro Water Recovery.

Pricing will remain firm for the initial contract term and is subject to annual review.

Solenis LLC will be the primary vendor for routine purchases of emulsion polymer as they provide the best overall value to Metro Water Recovery. The alternate contract with Polydyne, Inc. may be used if emulsion polymer supply from Solenis LLC is ineffective, disrupted, unavailable, or needed for emergency situations.

### SUMMARY

Metro Water Recovery had a contract for the chemical supply of emulsion [polymer](#) for final solids dewatering at the Northern Treatment Plant (NTP), which expired on March 31, 2024. Formal

trials were originally planned for autumn of 2023, but due to unanticipated mechanical issues, the trials were delayed until all necessary equipment was operational. Formal polymer trials were held at the NTP between February 2024 and June 2024 to allow Metro to evaluate the performance of different polymers and issue a Request for Bids (RFB) based on the expected annual consumption of each polymer. Based on the unit-cost bids received and the expected consumption of each polymer, Solenis LLC was calculated to provide the lowest overall annual cost to Metro. Board approval is required for this contract because the anticipated expenditure exceeds \$500,000 over five years.

## BACKGROUND

The dewatering process at the NTP is the fundamental driving force of the solids processing capabilities of the plant, in which [anaerobically digested sludge](#) is typically further processed through the Post Digestion Solids Treatment (PDST) tank, which includes aerobic biological treatment of [nitrogen](#) and chemical addition for [alkalinity](#) and [phosphorus](#) sequestration. The sludge is then chemically treated to allow for coagulation and water removal through the facility's high-speed [centrifuges](#). The efficacy of the solids dewatering process dictates several critical facets of the overall treatment process:

- The amount of carryover solids which are recycled back to the plant through the liquid [centrate](#).
  - A high level of solids carryover contributes to solids capacity losses, reduced sidestream treatment performance, and the cost to retreat processed solids.
- The quality of biosolids produced for land application.
  - This includes biosolids water content, which impacts hauling weight and associated fuel costs, as well as nitrogen content for agronomic land application rates.
- Overall capacity for solids throughout the entire plant.
  - Solids treatment capacity reduction can impact liquids stream operability, and thus, impair permit compliance related processes.

Polymer is one critical component of the solids dewatering process, as it allows the solid particles to bind together in such a way as to form a solid mass separated from the liquid portion. Various brands, blends, and forms of polymer are used throughout clean water industries for many applications of solids binding, and the particular blend is often quite specific to the characteristics of sludge being dewatered. For this reason, Metro Water Recovery conducts periodic polymer trials to test vendors' products in real-life application with the current sludge. Polymer trials allow for a competitive process amongst vendors to prove the efficacy and efficiency of proposed polymer blends.

In order to procure dewatering emulsion polymer for the NTP, full-scale trials were conducted, and with the successful completion of trials with vendors who passed required performance specifications, bids were accepted with the goal of finding the most cost-effective product to meet process needs. By qualifying for bid submittal, a Request for Quotes (RFQ) was issued to the two qualified firms, and both responded. The following table is a summary of the bids received on August 15, 2024:

<b>Vendor</b>	<b>Price per Active Pound</b>	<b>Total Estimated One-Year Cost*</b>
Polydyne, Inc.	\$3.140	\$408,413.52
Solenis LLC	\$3.475	\$393,147.60

\*The current primary supplier unit cost is \$3.3519 per active pound.

Upon receiving bids from both vendors, based upon projected usage data obtained through the polymer performance trials, Solenis LLC was calculated as the vendor with the lowest annual cost. While Polydyne, Inc. had a lower unit price, their trials indicated a higher volume of product needed to meet specifications. Thus, on an annual cost basis, Solenis LLC was identified as the lowest overall contract cost, and is the recommended primary supplier of dewatering emulsion polymer for the NTP's final solids dewatering process.

#### **JUSTIFICATION FOR BOARD ACTION**

The total expenditure for NTP Dewatering Emulsion Polymer is expected to exceed \$500,000 over five years so Board approval is needed to enter into the contract with Solenis LLC.

#### **FINANCIAL IMPACTS**

Metro Water Recovery's 2024 Revised Budget includes \$270,000 for the purchase of NTP's dewatering polymer. The 2025 Proposed Budget includes \$285,000 for the purchase of dewatering polymer. The current expenditure estimate based on unit costs and consumption is \$393,147.60 per year. This information is based only on the limited dataset associated with the dewatering polymer trials, and optimization opportunities will be explored once the dewatering polymer is in use at full scale. If consumption remains higher than anticipated, an adjustment will be proposed to the 2025 Revised Budget.

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Mickey Conway, Chief Executive Officer **DATE:** September 20, 2024

**FROM:** Sherman Papke, Chief Technical Officer  
Andrew Nelson, Director of Engineering  
Matt Duncan, Senior Treatment Plant Engineering Manager  
A.D. Norford, Principal Engineer (Metro Project Manager)

**RE:** Robert W. Hite Treatment Facility Biogas Utilization (PAR 1395)  
Work Authorization #3 and Appropriation

### RECOMMENDATION

We recommend the Board of Directors:

1. Authorize the Chief Executive Officer (CEO) to execute Work Authorization #3 (WA3) under the existing Construction Manager-at-Risk (CMAR) Agreement with Moltz Construction, Inc. (Moltz) in the amount of \$21,147,875 for procurement of components of the Renewable Natural Gas (RNG) upgrading system for the Robert W. Hite Treatment Facility (RWHTF) Biogas Utilization Project (PAR 1395) (Project).
2. Appropriate \$22,970,000 (100 percent) from the General Fund Capital Project Account for this purpose.

### SUMMARY

Long-lead items for the RNG facility have been identified and procurement of that equipment is required to reduce the overall project schedule.

### BACKGROUND

Background information regarding biogas utilization at the RWHTF is available in the Board memo dated [July 19, 2024](#).

Long-lead items for the RNG facility have been identified and procurement of that equipment is required to reduce the overall project schedule. The [amine treatment](#) system required to condition the biogas to an RNG quality have been identified as having long lead times. The RNG facility requires new electrical infrastructure and equipment that will also be procured as part of WA3.

### JUSTIFICATION FOR BOARD ACTION

The cost of WA3 exceeds the CEO's authority and requires Board action to appropriate the funds for this purpose.

### CONTRACT AND PROCUREMENT INFORMATION

#### Construction Services

WA3 will provide procurement for long-lead equipment items (transformers, switchgear, motor control centers [MCCs], and amine vendor package) to minimize potential impacts to the schedule for RNG facility construction. The major equipment cost estimates are based off proposals received from vendors for equipment that was bid based on specifications developed by Carollo during design. Electrical switchgear lead times remain near 100 weeks by some vendors,



considerably longer than lead times were at the beginning of the study phase of the Project. Remaining procurement for the RNG facility does not show an impact to the Project schedule and can be procured under a future work authorization for construction of the RNG facilities. Metro Water Recovery has negotiated an amount of \$21,147,875 for the procurement associated with WA3. The following list of equipment has been identified as long-lead, requiring early procurement efforts to shorten the overall construction schedule by at least 30 weeks:

<b>Procurement Item</b>	<b>Cost</b>
(2) 1500/1725kVA substation-style transformers	\$476,574
(2) 1200A MCCs	\$481,951
(1) 3200A low-voltage switchgear	\$2,075,022
Medium Voltage Cable	\$461,365
Amine treatment system – vendor-supplied equipment	\$17,185,842
Moltz General Conditions	\$52,457
Escalation/Contingency Allowance	\$414,664
<b>Subtotal</b>	<b>\$21,147,875</b>

### **Engineering Services**

The scope of work and associated fees to provide construction phase engineering services for early procurement of RNG equipment under WA3 are expected to be minimal. The construction phase services provided by Carollo will generally include reviewing submittals, shop drawings, and contractor pay applications and reviewing and responding to Requests for Information (RFIs), proposed changes and change orders. This scope has been included in an amendment and the associated fees can be covered by previous appropriations.

### **Inflation Reduction Act (IRA) Tax Credit Advisory Services**

Metro Water Recovery staff has entered into an agreement with Baker Tilly US, LLP (Baker Tilly) to provide tax advisory services and oversight during construction to ensure the Project complies with the IRA to secure the greatest possible tax credit. Baker Tilly will work with Moltz and its subcontractors and vendors to ensure compliance with the domestic content, prevailing wage, and apprenticeship requirements; validate applicable costs at the end of construction; and support reporting and filing of claim for the tax credit. Baker Tilly’s cost for these services is \$440,000.

### **FINANCIAL IMPACTS**

The total requested appropriation for the various authorizations included in this request is as follows:

WA3 Procurement Cost (Moltz)	\$21,147,875
IRA Tax Advisory Services (Baker Tilly)	\$440,000
Administrative Costs (~1.5 percent)	\$323,000
Contingency (~5 percent)	\$1,059,125
<b>Total Appropriation Requested</b>	<b>\$22,970,000</b>

Pursuant to the Metro Water Recovery’s capital financing policy, \$22,970,000 (100 percent) will come from the General Fund Capital Project Account. The [Ten-Year Capital Expenditure Schedule](#) used to prepare the cash flow schedule for the 2025 Adopted Budget includes \$94 million for this project. A detailed accounting of project costs can be found [here](#).

PAR 1395 - RWHTF Biogas Utilization

Cost Detail

		Previous Appropriation(s)	Requested Appropriation	Future Costs (Estimated)	Total
<b>Design Phase</b>					
Design Services (Carollo)		\$4,162,200			\$4,162,200
Interconnection Design (Xcel)		\$500,000			\$500,000
Air Permitting Support		\$400,000			\$400,000
Preconstruction Services (Moltz)		\$600,000			\$600,000
Administrative	1.5%	\$113,000			\$113,000
Contingency	5%	\$381,000			\$381,000
<b>Subtotal</b>		<b>\$6,156,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,156,200</b>
<b>Work Authorization #1 (BMF Procurement)</b>					
WA#1 Cost (Moltz)		\$3,120,000			\$3,120,000
Construction Services (Carollo)	1.4%	\$43,500			\$43,500
Gas Line Relocation (Xcel)		\$250,000			\$250,000
Owner-Furnished Equipment		\$375,000			\$375,000
Administrative	1.5%	\$56,200			\$56,200
Contingency	5%	\$189,400			\$189,400
<b>Subtotal</b>		<b>\$4,034,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,034,100</b>
<b>Work Authorization #2 (BMF Construction)</b>					
Construction Cost (Moltz)		\$33,632,126			\$33,632,126
Construction Services (Carollo)	9%	\$3,230,000			\$3,230,000
Administrative	1.5%	\$553,000			\$553,000
Contingency	5%	\$1,903,874			\$1,903,874
<b>Subtotal</b>		<b>\$39,319,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,319,000</b>
<b>Work Authorization #3 (RNG Procurement)</b>					
Construction Cost (Moltz)			\$21,147,875		\$21,147,875
IRA Tax Advisory Services (Baker Tilly)			\$440,000		\$440,000
Administrative	1.5%		\$323,000		\$323,000
Contingency	5%		\$1,059,125		\$1,059,125
<b>Subtotal</b>		<b>\$0</b>	<b>\$22,970,000</b>	<b>\$0</b>	<b>\$22,970,000</b>
<b>Work Authorization #4 (RNG Construction)</b>					
OA Proposal Phase Services (Carollo)		\$63,600			\$63,600
Construction Cost (Moltz)				\$15,822,716	\$15,822,716
Construction Services (Carollo)	9%			\$1,424,000	\$1,424,000
RNG Interconnect Agreement (Xcel)				\$2,500,000	\$2,500,000
Administrative	1.5%			\$296,000	\$296,000
Contingency	5%			\$987,000	\$987,000
<b>Subtotal</b>		<b>\$63,600</b>	<b>\$0</b>	<b>\$21,029,716</b>	<b>\$21,093,316</b>
Small Project Account Reimbursement		\$198,976			\$198,976
Small Project Funds Remaining					\$0

	Previous Appropriation(s)	Requested Appropriation	Future Costs (Estimated)	Total
<b>Total Project Cost</b>	<b>\$49,771,876</b>	<b>\$22,970,000</b>	<b>\$21,029,716</b>	<b>\$93,771,592</b>

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Mickey Conway, Chief Executive Officer **DATE:** September 20, 2024

**FROM:** Sherman Papke, Chief Technical Officer  
Andrew Nelson, Director of Engineering  
Matthew Duncan, Senior Treatment Plant Engineering Manager  
Jenny Trujillo, Senior Engineer (Project Manager)

**RE:** Robert W. Hite Treatment Facility Personnel Building Project (PAR 1448)  
Consultant Agreement and Appropriation

### RECOMMENDATION

We recommend the Board of Directors:

1. Authorize the Chief Executive Officer (CEO) to enter into a Professional Services Agreement with Eidos Architects, PC (Eidos) in the amount of \$1,019,584 to provide services through programming and preliminary design of the new Robert W. Hite Treatment Facility (RWHTF) Personnel Building (PAR 1448) (Project).
2. Appropriate \$1,086,000 from the General Fund Capital Project Account and \$724,000 from the Fixed Asset Replacement Fund Capital Project Account for this purpose.

### SUMMARY

Metro Water Recovery initiated the Project to replace an aging personnel building and laboratory, as identified in the [Support Facilities Master Plan](#) (PAR 1399) (Master Plan) which was completed in 2022. Metro needs to engage a consultant to provide services for programming and preliminary design to ensure Metro has the right scope for this Project. Contracting for final design and post construction phases should be presented to the Board as an action item by mid-2025.

### BACKGROUND

This Project was originally intended under the Master Plan to create office space at the RWHTF to replace the aging Technical Services Building (TSB), constructed in 1964, which houses the Environmental Services Department and laboratory. The TSB is reaching the end of its useful life, and recurring issues resulting from aging or outdated infrastructure are seriously affecting employee work experience. Since the Project was identified in the Master Plan, changes to organizational and reporting structures have occurred, most personnel buildings have reached capacity with limited or no space for growth, and there is a better understanding of the impact of remote work.

Metro Water Recovery intends to address these changes through an update to the Master Plan as part of this Project:

1. Provide new personnel building and laboratory. The building would provide office space for the Environmental Services Department, which would include a new laboratory. The

building would also require necessary adjacent program spaces including lockers/showers, restrooms, copy rooms, lunchroom, kitchenette, conference spaces, and general building mechanical and electrical spaces. A new data center would also be relocated from the TSB into the new building.

2. Analysis of other departments and spaces will be performed to determine the sizing of this building to accommodate near-term and long-term needs.
3. Identify drivers and prioritize projects recommended from the Master Plan adjusting assumptions based on current data and update the Master Plan so key attributes such as staffing, and space projections can be updated quarterly for continual planning.

### **JUSTIFICATION FOR BOARD ACTION**

The cost of the services exceeds the CEO's authority and requires Board action to appropriate the funds for this purpose.

### **CONTRACT AND PROCUREMENT INFORMATION**

Metro Water Recovery requires the assistance of a consultant for design services, construction of the Project, and a refresh to the Master Plan. The selected consultant will complete programming and preliminary design phases for the Project. If the consultant performs well through the initial phases of the Project, an amendment requiring Board authorization will be issued to complete the final design phase services.

On July 10, 2024, Metro Water Recovery issued a Request for Proposals (RFP) for consulting services for the Project. Metro received proposals from the following firms on August 20, 2024:

- AECOM
- Anderson Mason Dale Architects
- D2C Architects, Inc.
- Davis Partnership Architects
- Eidos Architects, PC
- G Squared Design, LLC
- GSG Architecture
- Hellmuth, Obata & Kassabaum, Inc.

A review committee comprised of Metro Water Recovery staff recommended Anderson Mason Dale Architects (AMD), Eidos, and Hellmuth, Obata & Kassabaum, Inc (HOK) be invited to participate in interviews. Interviews were conducted on September 9, 2024. Metro's [Purchasing and Contracts Policy](#) requires the consultant selection be made by a Committee of Metro staff and Board Directors when the estimated costs for all consultant services are greater than \$1.5 million. The Selection Committee included Directors Tom Roode and Mary Beth Susman and Metro staff members Dawn Ambrosio, Suzanne Pargee, and Jenny Trujillo. The Selection Committee ranked Eidos as the highest of the three firms. On behalf of the Board, Directors Roode and Susman directed Metro staff to negotiate an agreement with Eidos.

Metro Water Recovery staff has negotiated a standard Professional Services Agreement with Eidos in the amount of \$1,019,584 for programming and preliminary (schematic) design phase services. The design phase scope of work includes project management, site investigations,

workshops, meetings, cost estimating, assistance with determining the most appropriate project delivery method, and preparation of contract documents. A future Board authorization and appropriation will be necessary to issue an amendment to complete the final design phase with reviews at 60, 90, and 100 percent design deliverable intervals.

## FINANCIAL IMPACTS

Metro Water Recovery staff has negotiated an agreement with Eidos in the amount of \$1,019,584 for programming and preliminary (schematic) design phase services. The total requested appropriation is as follows:

Eidos Agreement for Professional Services (programming and schematic design phases)	\$1,019,584
Site Survey	\$50,000
Geotechnical Support	\$50,000
Environmental Assessment	\$50,000
Administrative (~2 percent)	\$23,400
Contingency (~10 percent)	\$117,016
<b>Subtotal</b>	<b>\$1,310,000</b>
Small Project Account Reimbursement	\$500,000
Less Amount Remaining in Small Project	\$0
<b>Total Appropriation Requested</b>	<b>\$1,810,000</b>

Pursuant to Metro Water Recovery's capital financing policy, \$1,086,000 (60 percent) will come from the General Fund Capital Project Account and \$724,000 (40 percent) will come from the Fixed Asset Replacement Fund Capital Project Account. The [Ten-Year Capital Expenditure Schedule](#) used to prepare the cash flow schedule for the 2025 Adopted Budget includes \$58.5 million for this Project. A detailed accounting of Project cost can be found [here](#).

PAR 1448 - RWHTF Personnel Building

Cost Detail

	Previous Appropriation(s)	Requested Appropriation	Future Costs (Estimated)	Total
<b>Design Phase</b>				
Programming (Eidos)		\$339,861		\$339,861
Schematic Design (Eidos)		\$679,723		\$679,723
Design Development (Eidos)			\$1,019,584	\$1,019,584
Permit Documents (Eidos)			\$1,019,584	\$1,019,584
Construction Documents (Eidos)			\$339,861	\$339,861
Site Survey (TBD)		\$50,000		\$50,000
Geotechnical Services (TBD)		\$50,000		\$50,000
Environmental Assessments (TBD)		\$50,000		\$50,000
Preconstruction Services (Contractor)			TBD	\$0
Administrative	2%	\$23,400	\$47,600	\$71,000
Contingency	10%	\$117,016	\$237,900	\$354,916
<b>Subtotal</b>	<b>\$0</b>	<b>\$1,310,000</b>	<b>\$2,664,529</b>	<b>\$3,974,529</b>
<b>Work Package #1 (Site Civil and Utilities)</b>				
Construction Cost (Contractor)			\$4,250,000	\$4,250,000
Construction Services (Eidos)	8%		\$340,000	\$340,000
Administrative	3%		\$137,700	\$137,700
Contingency	10%		\$459,000	\$459,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,186,700</b>	<b>\$5,186,700</b>
<b>Work Package #2 (Building Construction)</b>				
Construction Cost (Contractor)			\$40,000,000	\$40,000,000
Construction Services (Eidos)	8%		\$3,200,000	\$3,200,000
Administrative	3%		\$1,296,000	\$1,296,000
Contingency	10%		\$4,320,000	\$4,320,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,816,000</b>	<b>\$48,816,000</b>
Small Project Account Reimbursement		\$500,000		\$500,000
Small Project Funds Remaining		\$0		\$0

	Previous Appropriation(s)	Requested Appropriation	Future Costs (Estimated)	Total
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$1,810,000</b>	<b>\$56,667,229</b>	<b>\$58,477,229</b>

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Mickey Conway, Chief Executive Officer **DATE:** September 18, 2024

**FROM:** Sherman Papke, Chief Technical Officer  
Andrew Nelson, Director of Engineering  
Matthew Duncan, Senior Treatment Plant Engineering Manager (Metro Project Manager)

**RE:** Northern Treatment Plant 2025 Facility Plan Project (PAR 1455)  
Engineer Agreement and Appropriation

### RECOMMENDATION

We recommend the Board of Directors:

1. Authorize the Chief Executive Officer (CEO) to enter into an Agreement for Professional Study Services with Carollo Engineers (Carollo) in the amount of \$445,000 to provide study phase services for phase 1 for the Northern Treatment Plant (NTP) 2025 Facility Plan Project (PAR 1455) (Project).
2. Authorize the CEO to approve future contract amendments for this Project up to a total contract value of \$1,350,000.
3. Appropriate \$1,500,000 from the General Fund Capital Project Account for this purpose.

### SUMMARY

Metro Water Recovery's NTP was commissioned in 2016 as part of Metro's continued effort to meet economic development and growth needs. The 2018 Facility Plan was completed shortly thereafter. Due to the timing of the 2018 Facility Plan, there was not enough operational data, hands on experience, or equipment run time to perform a thorough analysis of NTP processes and assets. Currently, the NTP has been operating for eight years and it has been 12 years since the NTP design was completed. Based on the changing flows and loads, as well as some identified challenges, an overall review of the NTP is needed, as well as a comprehensive plan to address the drivers it faces moving into the future.

Metro Water Recovery requires the experience of a qualified consultant to evaluate numerous changes which may impact the NTP. The consultant, with input and involvement of Metro staff, will develop a comprehensive plan describing the improvements necessary to meet the planning, capacity, and regulatory drivers for a 20-year period. The NTP 2025 Facility Plan will focus only on the Northern Treatment Plant. The NTP 2025 Facility Plan will develop cost and schedule estimates to be incorporated into Metro's capital budget planning documents.

## **BACKGROUND**

Metro Water Recovery has historically updated Metro-wide facility planning documents on a five-year schedule to coincide with regulatory rulemakings and permit renewals. The current facility plan ([2018 Facility Plan](#)) was published in 2018 and did not have a heavy focus on the NTP. The plan needs to be updated to reflect new regulatory developments, changes in wastewater characterizations, population, flow and loading projections, asset conditions, innovation, technology, and other drivers which may impact the current planning documents including the [Ten-Year Capital Expenditure Schedule](#) (CES).

Metro Water Recovery requires the assistance of a consultant to perform the necessary analyses and develop the NTP 2025 Facility Plan. The general scope of the consultant will include:

1. Project chartering and basis of planning development
2. Regulatory drivers and effluent treatment goals
3. Description of existing facility and design criteria
4. Condition assessment
5. Liquids and solids stream treatment alternatives evaluation
6. Electrical, instrumentation, controls, and information technology evaluation
7. Support facilities evaluation
8. Staffing plan
9. Implementation plan and final report

## **JUSTIFICATION FOR BOARD ACTION**

The cost of the services exceeds the CEO's authority and requires Board action to appropriate the funds for this purpose.

## **CONTRACT AND PROCUREMENT INFORMATION**

On July 16, 2024, Metro Water Recovery issued a Request for Proposals (RFP) for consulting services for the Project. Metro received proposals from the following firms on August 20, 2024:

- Black & Veatch/Brown and Caldwell
- Carollo Engineers
- Garver
- HDR, Inc.
- Stantec

A review committee comprised of Metro Water Recovery staff recommended Carollo and Stantec be invited to participate in interviews. Interviews were conducted on September 11, 2024. Metro's [Purchasing and Contracts Policy](#) requires the consultant selection be made by a Committee of Metro staff and Directors when the estimated costs for consultant services are greater than \$1.5 million. The Selection Committee included Directors James DeHerrera and Jennifer Williams, and Metro staff members Kim Cowan, Matt Duncan, and Thomas Morse. The Selection Committee ranked Carollo as the higher of the two firms. On behalf of the Board, Directors DeHerrera and Williams directed Metro staff to negotiate an agreement with Carollo.



The Professional Study Services Agreement with Carollo will be carried out in multiple phases to focus Carollo on the most immediate needs. The first phase will include project management, chartering, reviewing design criteria, a review of regulatory drivers, and a full condition assessment of Metro Water Recovery's NTP assets. Metro staff has negotiated a fee of \$445,000 for the initial phase of work. Future phases of work will include liquids stream treatment alternative evaluations, solids stream treatment alternative evaluations, electrical evaluations, support facilities evaluations, a staffing plan, an implementation plan, and a final report. The fee for the future phases is currently estimated at \$905,000, which equates to a total contract value of \$1,350,000. Authorization is being requested for the CEO to execute future amendments for forthcoming phases as they may exceed his authority.

### **FINANCIAL IMPACTS**

Metro Water Recovery staff has negotiated an agreement with Carollo in the amount of \$445,000 for phase 1 and \$1,350,000 for all study phase services for the NTP 2025 Facility Plan Project. The total requested appropriation is as follows:

Carollo Agreement for Study Phase Services	\$445,000
Amendment(s) for Future Phases	\$905,000
Administrative (~1 percent)	\$15,000
Contingency (~10 percent)	\$135,000
<b>Subtotal</b>	<u>\$1,500,000</u>
<b>Total Appropriation Requested</b>	<b>\$1,500,000</b>

Pursuant to the Metro Water Recovery's capital financing policy, \$1,500,000 (100 percent) will come from the General Fund Capital Project Account. The CES used to prepare the cash flow schedule for the 2025 Adopted Budget includes \$2.25 million for this Project.

# STRATEGY AND COMMUNICATION



Strategy and Communication is (back, left to right) Charles Seglem, Kelley Merritt, Renee Moe, Maritza Franco, Gerri Bragdon, Muzit Kiflai, Amy Lovatt, Stew Stewart, (front, left to right) Anne Marie Boger, Brad Bagby, Jack Hennes, Rienna Nuber, Dawn Ambrosio, and Alyse Greenberg. (Not shown: Erin Bertoli).

Like a bridge, the Strategy and Communication Department provides strong connections and supports movement. The group ties Metro Water Recovery's day-to-day work to its overall strategy, engages the community with Metro's mission, provides employees with the information and resources they need, supports employees as they cross to the other side of change, and more. The department is home to the Community Engagement, Continuous Improvement, Governmental Affairs, Organization Communications, and Public Information and Education teams.

## CURRENT PROJECTS

The department has been busy working on a variety of special projects this year, including:

- Initiated draft legislation and led a campaign to pass state legislation to improve the ongoing efficiency of Metro Water Recovery's Industrial Pre-Treatment Program.
- Building a more proactive media strategy
- Expanding the education and tour programs
- Developing an external engagement framework
- Introducing the new Ideas at Work program
- Initiating continuous improvement trainings
- Updating Metro communications to meet digital accessibility requirements
- Launching digital signage



Muzit with her partner, Nate, and their dogs, Chowdie and Tillie, at Guanella Pass.

## MUZIT KIFLAI

### Senior Continuous Improvement Manager

Muzit has been at Metro Water Recovery since October 2018. She started in what was then the Strategy and Innovation team, was on her own when that team split into separate groups, and then joined one of those groups—Strategy and Communication. As the head of the Continuous Improvement (CI) Division, Muzit manages the performance management, change management, Ideas at Work, and CI capital programs. Before joining Metro, Muzit worked in capital planning and project management for city, county, and state governments.

Muzit enjoys the diversity in her work and helping others. “We’ve worked with teams where all we do is optimize their space, but that helps them work ten times faster. I get a lot of satisfaction from seeing others succeed and work through the processes.”

Outside of work, Muzit goes to concerts, travels, and spends time with her dogs. In fact, when asked what always makes her smile, Muzit replied “my dogs; especially when I come home, because they follow me to every room and it feels like they are trying to tell me about their day.”

## KELLEY MERRITT

### Senior Public Information Manager

Kelley joined Metro Water Recovery in 2006. While she has been doing public information work her entire time here, she was in the Environmental Services Department and the Office of the Manager before the Strategy and Communication Department existed. Kelley oversees the Public Information Division, managing media relations and education programs. Prior to coming to Metro, Kelley was a radio reporter for 15 years, then taught third grade.

Kelley loves seeing the change and growth at Metro Water Recovery: “what I’ve really enjoyed so much recently is seeing the expansion of our department, seeing what it has grown into.”

In her free time, Kelley writes children’s books. The things that always make Kelley smile? The Colorado mountains and her golden doodle.

Kelley’s golden doodle, Bailey.





Rienna and her dog, Jack, having some fun in the Flatirons.

## RIENNA NUBER

### Senior Communications Manager

Rienna has been at Metro Water Recovery for four years and leads the Organization Communications Division, which manages Metro’s internal and digital communications, with a focus on telling the stories of employees and Metro’s work. Rienna has had various internal communications jobs, including working in health care, energy, and county government.

The thing Rienna likes most about her role is “creating a place where people feel a part of something bigger while being celebrated for who they are and what they do.” When she’s not at Metro Water Recovery, you can find Rienna in the gym pumping iron. You may be surprised to know she can bench press 200 pounds. She also enjoys hiking, paddleboarding, camping, and being a social butterfly. Rienna’s dog, vanilla lattes, and music always make her smile.

## ERIN BERTOLI

### Governmental Affairs Liaison

Erin joined the Metro Water Recovery team in December 2021. She represents Metro’s interests at the state capitol and builds partnerships and collaborative efforts to advance Metro’s mission. Her favorite part of her work is the wide range of issues Metro focuses on: “Not a lot of in-house government affairs people get to work on such diverse issues at the local, state, and federal levels. It can feel a little crazy, but it keeps it exciting every day.”

Prior to Metro Water Recovery, Erin focused on local policy work for the Colorado School of Public Health. Before that, she did local, state, and federal policy work with the American Heart Association. Outside of work, Erin spends time with her family, skis, snowboards, and enjoys live music. Her kids always make her smile and brighten her day.

Erin and her family on vacation at the beach.





Anne Marie with her fiancé Matthew and their two dogs, Jake and Elwood.

## ANNE MARIE BOGER

### Community Engagement Liaison

Anne Marie joined Metro Water Recovery in January 2024. Her position is brand new to Metro. She is overseeing the development of the community engagement program, which “is currently a ton of odd jobs.” Her favorite thing about her role is that she gets to “share Metro’s wonderful story and mission with people that have never heard it before.”

Prior to coming to Metro Water Recovery, Anne Marie worked in community engagement for a library district and in account management for a chamber of commerce.

In her free time, Anne Marie takes advantage of everything living in a city has to offer, including live music and comedy. She also golfs and spends time with her dogs. Visiting Cheesman Park in Denver is one thing that always makes her smile because it’s very moody and full of history and personality.

## JACK HENNES

### Communications Specialist Senior

Jack joined Metro Water Recovery about five and a half years ago and has been in Strategy and Communication the entire time (though it was a division, not a department, when he first started). He creates content for Metro’s internal communication channels, providing employees with information they want to know and need to know. He also supports employees with communications about projects bringing change to Metro. Jack enjoys learning all about the organization through his work: “Since it’s my job to share information, I get to learn about so many different parts of the organization. I also like the variety of things I learn about the people I work with.”

Before coming to Metro Water Recovery, Jack did a lot of teaching, including teaching rhetoric, composition, and business communications at the college level. He also taught English in Japan.

When he’s not at work, Jack is a bicyclist and especially enjoys training for bike races more than the races themselves. He and his wife, Minh-Tam, also cook, watch reality tv, and spend time outdoors. Seeing butterflies is a special experience for Jack and always makes him smile.



Jack at this year’s Courage Classic charity ride to support Children’s Hospital Colorado.

Brad and his daughter, Darcy, love to wear matching clothes.



## BRAD BAGBY

### Digital Communications Specialist

Brad has been at Metro Water Recovery since May 2023. He focuses on creating content for Metro's social media channels and website. He has also been addressing digital accessibility, ensuring Metro's website is user-friendly for all.

Brad's favorite thing about his job is "the ability to be creative, especially when a really oddball idea is thrown at the wall, and it sticks." Prior to joining the team, Brad spent eight years working in social media and customer communications for a satellite internet company.

When he's not at Metro Water Recovery, Brad spends time with his family (including having lightsaber battles with his two kids). He is also a competitive homebrewer and has won 23 medals since 2017. Something that always makes Brad smile is when his dog, Faraday, plays hide and seek by running upstairs at home and barking until Brad comes to find him.

## GERRI BRAGDON

### Executive Assistant

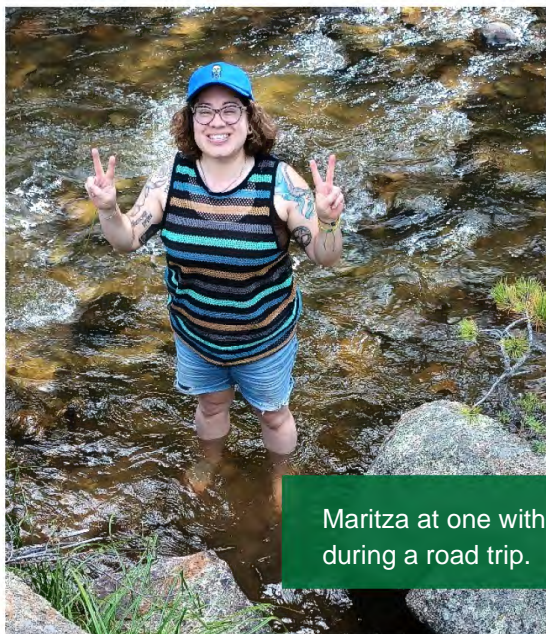
Gerri joined Metro Water Recovery in March 2024. Her role is new to the department. She supports Chief Strategy Officer Dawn Ambrosio, produces the newsletter Metro sends to its Connectors, and helps the department run smoothly. Gerri's favorite thing about her role is "working in a creative environment with a staff of intelligent and happy people."

Before coming to Metro Water Recovery, Gerri was the executive assistant to the Colorado Department of Local Affairs' executive director. She also previously owned a yarn shop and was a high school English teacher.

Gerri's pup, Ziggi.



When she's not at work, Gerri enjoys live music, biking, hiking, walking, and playing with her dog Ziggi. It always makes Gerri smile when Ziggi gets really excited to see her, welcoming her home with such enthusiasm.



Maritza at one with nature during a road trip.

## MARITZA FRANCO

### Public Information Specialist

Maritza joined Metro Water Recovery in December 2015, working as an operator at the Northern Treatment Plant until she came over to Strategy and Communication about six months ago. She leads Metro’s facility tours and education programs. Her favorite things about her role are building connections and educating others. She sees “value in that, and that makes my day.”

Before coming to Metro Water Recovery, Maritza worked in public affairs at the West Basin Water District in California and was an operator at a reclamation plant.

In her free time, Maritza enjoys puzzles, axe throwing, going to record shops and breweries, fishing, and taking road trips. Colorful sunrises and sunsets always make Maritza smile.

## ALYSE GREENBERG

### Communications Specialist

Alyse joined Metro Water Recovery in July 2023. She supports various Metro departments with their communication needs, coordinates Metro’s internal newsletter and digital signage, and produces Meet the Team. Meet the Team is Alyse’s favorite part of her job. She loves “having the opportunity to meet employees who I might not otherwise interact with. It’s fun and rewarding to interview everyone and learn about their lives.”

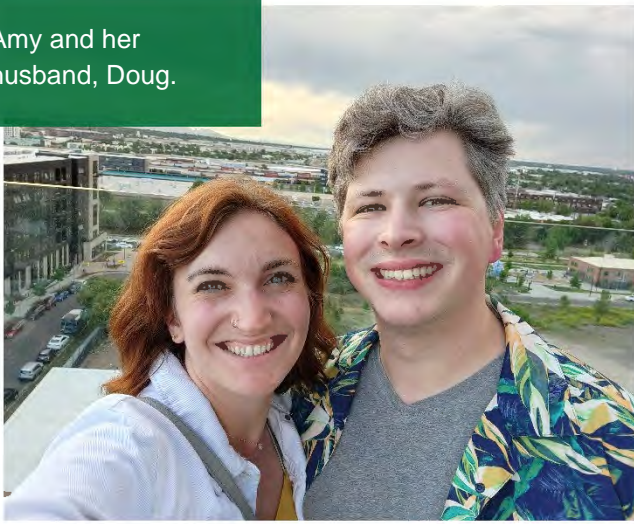
Prior to coming to Metro Water Recovery, Alyse held a variety of roles in the conservation and water sectors. Most recently, she spent seven years at The Water Research Foundation, serving as editor of their quarterly magazine, managing the publication of their research reports, and copyediting everything she could get her eyes on.

Outside of work, Alyse enjoys all things nature-related: she hikes, kayaks, organizes a nature lovers’ group, and volunteers with the Colorado Native Plant Society. She also plays flute in a community band, practices yoga, and reads fiction. One thing that always makes Alyse smile is 80s pop-rock music.

Alyse and her cousin Dara at Colorado National Monument.



Amy and her husband, Doug.



## AMY LOVATT

### Public Information Specialist

Amy has been at Metro Water Recovery since August 2023. She manages Metro's media relations and sponsorship programs, responds to public inquiries, and supports the tours and education programs. She loves being able to tell Metro's story, "especially to people who have no knowledge about this critical piece of infrastructure they rely on every day. I love to blow people's minds with that."

Prior to joining the Metro team, Amy was a reporter for the local newspapers *Sky-Hi News* and *Longmont Leader*.

When she's not at Metro Water Recovery, Amy plays Dungeons and Dragons, writes fiction, and reads. Amy's "goofball cats," Rory and Mushroom, always make her smile.

## RENEE MOE

### Continuous Improvement Specialist

Renee joined Metro Water Recovery in May 2023. She manages Metro's CI training program and a variety of CI initiatives, such as process mapping. She is also leading the effort to migrate Metro's intranet to a different platform. When it comes to work, Renee enjoys "seeing things get done and helping Metro find solutions."

Prior to coming to Metro Water Recovery, Renee spent five years working for South Platte Renew, and she was with Denver Water for 15 years before that.

Outside of work, Renee spends time with her grandkids, gardens, camps, and plays with her pets. Many things make Renee smile, including coffee in the morning, her grandkids, her dogs, and jokes.



Renee and her dog, Freya.



Charlie enjoying the view while cross country skiing at Eldora.



## CHARLES SEGLEM

### Business Intelligence Analyst

Charlie has been at Metro Water Recovery since October 2023. His role is new to Metro and is focused on data collection, analysis, and presentation. He is developing a Metro-wide performance excellence program looking at a variety of metrics to see how well the organization is meeting its goals. Charlie enjoys the variety in his work: “some days, I’m super technical and mathematical, and other days I get to be creative and problem solve.”

Charlie has been working in data analytics and data science since 2019, with roles in health care management, sustainability for telecommunications, and analytics related to marketing consulting.

In his free time, Charlie loves outdoor activities, including hiking, camping, gardening, fly fishing, trail running, and cross-country skiing. He also plays Dungeons and Dragons and cooks. Charlie’s German Shephard Malamute puppy, Kona, always makes him smile because she gets excited about everything.

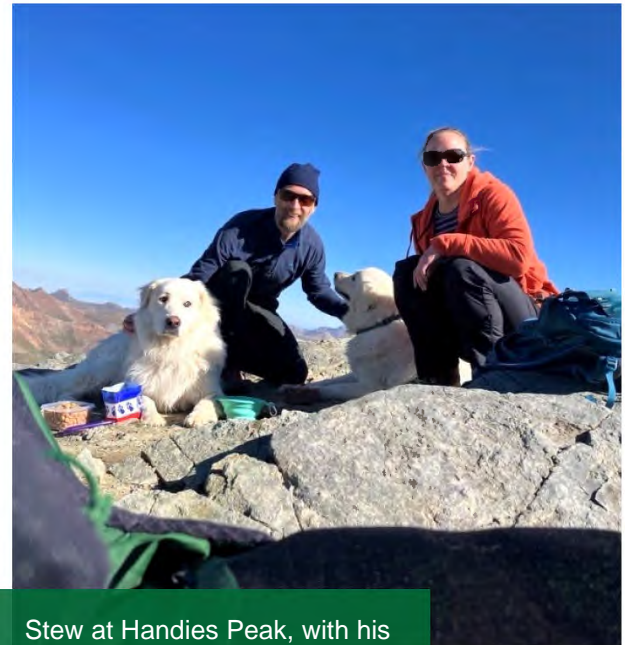
## STEW STEWART

### Project Manager

Stew joined Metro Water Recovery in August 2024. His position is another one that is new to the team. He will be leading medium-to-large cross-functional projects, ensuring they are on schedule, within budget, and in alignment with Metro’s goals. At the time of his Meet the Team interview, Stew had been on staff for three days, and he was enjoying meeting so many new people who have all made him feel welcome.

Stew most recently worked at Steelhead Composites, a manufacturing firm in Golden. He also brings experience working in water and sanitation in developing regions of the world.

Outside of work, Stew enjoys “getting out in nature with my wife and two dogs.” They hike, camp, and snowshoe. Random acts of kindness always make Stew smile.



Stew at Handies Peak, with his family: Kenja, Greta, and Jill.

# METRO WATER RECOVERY

## MEMORANDUM

**TO:** Mickey Conway, Chief Executive Officer **DATE:** September 20, 2024  
**FROM:** Andy Nelson, Director of Engineering  
**RE:** Status of Capital Improvement Projects Report Through August 2024

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

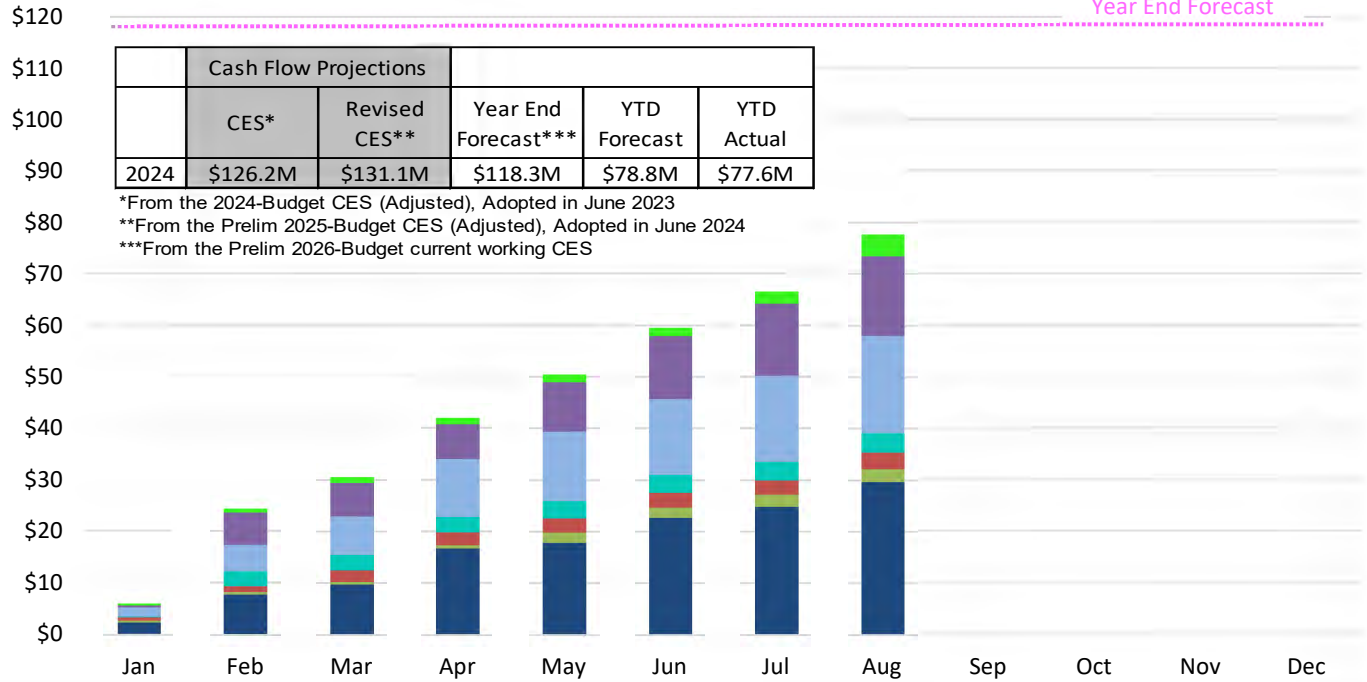
1. Cash Flow Projections versus Actual (Attachment 1): This bar graph provides program-wide cash flow forecast versus actual expenditures and the capital program's monthly cash flow projections for the current year. Content includes the 2024 *Ten-Year Capital Expenditure Schedule* (CES) amount, the 2025 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

## Attachment 1

### CAPITAL IMPROVEMENT PROJECTS 2024 Cash Flow Projections versus Actuals through August 2024

Year End Forecast



Programs:

- Asset Management
- Energy
- Liquids
- Other
- Solids
- Support Facilities
- Transmission





### 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	%							
<b>Support Facilities</b>																			
1392	HVAC High Priority Improvements	Design Phase	DBB	RMH Group	N/A	\$1,686,700	\$1,454,150	\$250,000	20.8%	\$0	\$0	0.0%	\$56,800	\$175,750	\$520,475	\$3,000,000	\$2,145,000	\$978,772	\$1,166,228
<b>Sub Total for Support Facilities :</b>						<b>\$1,686,700</b>	<b>\$1,454,150</b>	<b>\$250,000</b>		<b>\$0</b>	<b>\$0</b>		<b>\$56,800</b>	<b>\$175,750</b>	<b>\$520,475</b>	<b>\$3,000,000</b>	<b>\$2,145,000</b>	<b>\$978,772</b>	<b>\$1,166,228</b>
<b>Asset Management</b>																			
1379	Annual Fixed Asset Replacement Priorities	Construction	N/A	NEI	Moltz and Sturgeon	\$7,345,325	\$161,032	\$21,032	15.0%	\$6,974,292	\$249,292	3.7%	\$210,000	\$0	\$6,752,640	\$11,728,000	\$19,428,000	\$11,939,643	\$7,488,357
<b>Sub Total for Asset Management :</b>						<b>\$7,345,325</b>	<b>\$161,032</b>	<b>\$21,032</b>		<b>\$6,974,292</b>	<b>\$249,292</b>		<b>\$210,000</b>	<b>\$0</b>	<b>\$6,752,640</b>	<b>\$11,728,000</b>	<b>\$19,428,000</b>	<b>\$11,939,643</b>	<b>\$7,488,357</b>
<b>Liquids</b>																			
1396	NTP Primary Clarifier Cover Damage Repair	Construction	DBB	Stantec Consulting Services, Inc	Hensel Phelps Construction	\$6,094,278	\$164,500	\$35,000	27.0%	\$5,793,571	\$805,571	16.2%	\$50,000	\$86,207	\$5,935,729	\$6,000,000	\$6,175,000	\$6,005,950	\$169,050
1400	PAA Disinfection System Improvements	Construction	CMAR	CDM Smith, Inc.	Garney Construction	\$19,305,290	\$0	\$0	0.0%	\$17,858,905	\$0	0.0%	\$225,000	\$1,221,385	\$10,106,018	\$13,000,000	\$25,230,000	\$14,658,562	\$10,571,438
1411	North Secondary Upgrades and Intensification	Pre-Design	CMAR	Stantec Consulting Services, Inc	PCL Construction, Inc	\$7,762,601	\$7,762,601	\$237,693	3.2%	\$0	\$0	0.0%	\$0	\$0	\$7,647,989	\$231,000,000	\$34,915,000	\$10,244,888	\$24,670,112
1416	NTP Effluent Temperature	Design Phase	N/A	Stantec Consulting Services, Inc	Hensel Phelps Construction Co	\$979,500	\$885,500	\$586,500	196.2%	\$0	\$0	0.0%	\$16,000	\$78,000	\$448,787	\$21,970,000	\$3,316,000	\$2,153,577	\$1,162,424
<b>Sub Total for Liquids :</b>						<b>\$34,141,669</b>	<b>\$8,812,601</b>	<b>\$859,193</b>		<b>\$23,652,476</b>	<b>\$805,571</b>		<b>\$291,000</b>	<b>\$1,385,592</b>	<b>\$24,138,522</b>	<b>\$271,970,000</b>	<b>\$69,636,000</b>	<b>\$33,062,978</b>	<b>\$36,573,022</b>
<b>Solids</b>																			
1426	Phosphorous Recovery Facility Reliability Improvements	Construction	DBB	Stantec Consulting Services, Inc		\$1,742,000	\$0	\$0	0.0%	\$1,500,000	\$0	0.0%	\$76,000	\$166,000	\$279,655	\$2,100,000	\$2,100,000	\$608,531	\$1,491,469
1434	NTP Post Digestion Sidestream Improvements	Construction Phase	CMAR	Black & Veatch Corporation	Archer Western Construction, LLC	\$409,633	\$44,633	\$0	0.0%	\$215,000	\$0	0.0%	\$150,000	\$0	\$3,029	\$1,400,000	\$2,078,000	\$854,760	\$1,223,240
<b>Sub Total for Solids :</b>						<b>\$2,151,633</b>	<b>\$44,633</b>	<b>\$0</b>		<b>\$1,715,000</b>	<b>\$0</b>		<b>\$226,000</b>	<b>\$166,000</b>	<b>\$282,683</b>	<b>\$3,500,000</b>	<b>\$4,178,000</b>	<b>\$1,463,291</b>	<b>\$2,714,709</b>
<b>Energy</b>																			
1265	Electrical Transmission Service Substation	Construction	CMAR	NEI	PCL Construction, Inc	\$35,563,838	\$133,189	\$0	0.0%	\$1,450,000	\$0	0.0%	\$30,557,886	\$3,422,763	\$8,771,066	\$39,700,000	\$98,026,500	\$25,682,428	\$72,344,072
1395	RWHTF Biogas Utilization	Design	CMAR	Carollo Engineers, Inc	Moltz Construction, Inc	\$3,598,096	\$3,205,799	\$1,733,799	117.8%	\$0	\$0	0.0%	\$140,920	\$251,377	\$2,546,483	\$44,100,000	\$8,694,877	\$4,099,179	\$4,595,697
<b>Sub Total for Energy :</b>						<b>\$39,161,934</b>	<b>\$3,338,988</b>	<b>\$1,733,799</b>		<b>\$1,450,000</b>	<b>\$0</b>		<b>\$30,698,806</b>	<b>\$3,674,140</b>	<b>\$11,317,548</b>	<b>\$83,800,000</b>	<b>\$106,721,377</b>	<b>\$29,781,607</b>	<b>\$76,939,769</b>
<b>Transmission</b>																			
1232	Second Creek Interceptor and Sand Creek Interceptor System Improvements	Construction	CMAR	HDR Engineering, Inc	Garney Construction	\$162,278,210	\$13,830,000	\$0	0.0%	\$138,920,331	\$6,257,801	4.7%	\$5,000,000	\$4,527,879	\$150,826,722	\$194,309,000	\$192,901,417	\$172,130,799	\$20,770,618
1312	Lift Station (TNW & DM)	Construction	CMAR	Stantec Consulting Services, Inc	PCL Construction, Inc	\$38,447,171	\$2,833,000	\$0	0.0%	\$32,208,000	\$0	.8%	\$1,516,664	\$1,889,506	\$26,318,548	\$41,726,000	\$41,726,000	\$29,710,324	\$12,015,676
1425	Aurora Westside Interceptor Rehabilitation	Construction	DBB	Metro Water Recovery	Inliner Solutions, LLC	\$11,370,000	\$51,000	\$0	0.0%	\$10,241,710	\$7,317,200	0.0%	\$51,000	\$1,026,290		\$11,370,000	\$11,370,000	\$7,317,249	\$4,052,751
<b>Sub Total for Transmission :</b>						<b>\$212,095,380</b>	<b>\$16,714,000</b>	<b>\$0</b>		<b>\$181,370,041</b>	<b>\$6,257,801</b>		<b>\$6,567,664</b>	<b>\$7,443,675</b>	<b>\$184,462,480</b>	<b>\$247,405,000</b>	<b>\$245,997,417</b>	<b>\$209,158,371</b>	<b>\$36,839,046</b>
<b>Report Total:</b>						<b>\$296,582,641</b>	<b>\$30,525,404</b>	<b>\$2,864,025</b>		<b>\$215,161,809</b>	<b>\$7,312,664</b>		<b>\$38,050,270</b>	<b>\$12,845,157</b>	<b>\$227,474,348</b>	<b>\$621,403,000</b>	<b>\$448,105,794</b>	<b>\$286,384,662</b>	<b>\$161,721,131</b>

### ATTACHMENT 3 - DEFINITIONS

COLUMN	COLUMN TITLE & DEFINITION
D	<p><b>Delivery Method:</b> 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	<b>Appropriation(s)</b> = 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	<b>Consultant Contract(s)</b> = Original contract plus any amendments (for the active phase). May include more than one consultant contract.
I	<b>Consultant Amendments</b> = Summation of all consultant amendments (for the active phase).
J	<b>Consultant Amendment %</b> = The consulting amendments as a percentage of the original consulting services contract (for the active phase).
K	<b>Contractor Contract(s)</b> = Original contract plus any change orders (for the active phase). A typical project has only one contractor (General Contractor).
L	<b>Change Orders</b> = Summation of change orders (for the active phase).
M	<b>Construction Change Order %</b> = Change Orders as a percentage of the original construction contract (for the active phase).
N	<b>Other Tasks</b> = Administrative costs, materials testing, owner-purchased equipment, land/easement acquisition, etc.
O	<b>Remaining Contingency</b> = Original appropriated contingency minus the portion of contingency used for amendments, change orders, or other tasks.
P	<b>Costs to Date</b> = Active phase payments made as of the report date (shown in the report's upper left corner).
Q	<b>Total Project Cost Estimate (TPCE)</b> = Total appropriations or project cost amount as shown in the <i>Capital Expenditure Schedule (CES)</i> .
R	<b>Total Appropriations</b> = Total requested appropriation amount in the Board resolution. This value is a summation of appropriations from all project phases to date.
S	<b>Total Costs to Date</b> = 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	<b>Total Variance</b> = 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**

**August 2024—September 2024**

**OPERATIONS & MAINTENANCE DEPARTMENTS  
Current Activities**

**Phosphorus Recovery Improvements**



Second penetration (white pipe) for new effluent line.

On August 10, 2024 the Operations Department drained the Phosphorus Recovery Reactor at the Robert W. Hite Treatment Facility (RWHTF) for annual cleaning by Kinetic Industries. Additionally, under the Phosphorus Recovery Facility Reliability Improvements Project (PAR 1426), Moltz Constructors (Moltz) made piping and valving modifications and GBI Welding added a second penetration to the reactor to be used for a new effluent line.



Man basket inside reactor.

After draining and inspecting the reactor, a significant amount of [struvite](#) formation (up to six inches in some places) and debris accumulation was found on and around the air diffusers. It took Kinetic Industries a week to power wash the bulk of the reactor and a week for Moltz and GBI Welding to complete the tank and piping modifications. Moltz also assisted with cleaning by manually chipping the hard-to-reach struvite from a man basket lifted by crane.

(Continued on Page 2)

**OPERATIONS & MAINTENANCE DEPARTMENTS**  
**Current Activities**

**Phosphorus Recovery Improvements (Continued)**

The existing effluent line from the original design has been one of the most maintenance intensive sections of pipe to take care of at the RWHTF. Since startup, it has required monthly jetting to keep



Struvite buildup in reactor.

the struvite formation at bay. Adding a second line and the modifications to the original line will allow easier access for jetting and chemical cleaning under a less intensive maintenance schedule. The redundant effluent line is lined with Kynar, a specialty coating that has shown to be particularly resistant to struvite accumulation. This line will run from the top of the reactor directly into the top of the sludge holding tank. This routing should significantly reduce the turbulence due to fittings, which should also reduce struvite accumulation.



Struvite accumulation in top of reactor.

Planning for this job began early this year with the knowledge the shutdown would be constrained to two weeks due to impacts to effluent [phosphorus](#). Thanks to coordinated planning and execution between the Operations, Maintenance, and Engineering departments and contractors, the reactor was brought back online a day earlier than scheduled.

**Current Maintenance Summary— August 2024**

August 2024	Jobs Completed	Overtime <sup>a</sup>	Priority 0 <sup>a,b</sup>
Mechanical Maintenance	488	11.7%	0.6%
Electrical Maintenance	165	1.1%	11.2%
Facilities Maintenance	567	0.0%	0.6%

<sup>a</sup> Target overtime and Priority 0 rate is 5 percent or less.

<sup>b</sup> Priority 0 work orders address critical safety, permit, and production issues.



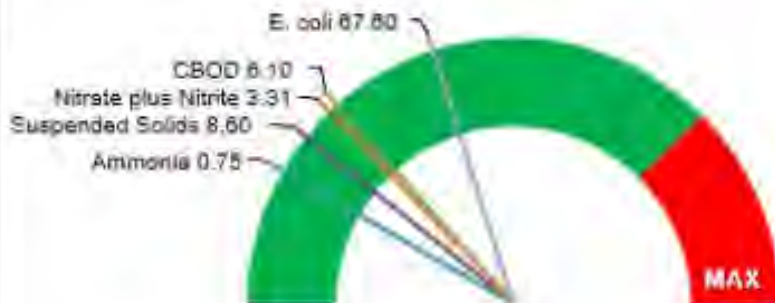
**Robert W. Hite Treatment Facility (RWHTF)  
Permit Compliance Performance—July 2024**

**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 <sub>3</sub> ) mg/L, 30-day	3.40
Nitrate plus Nitrite, mg/L, Daily	9.60
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**



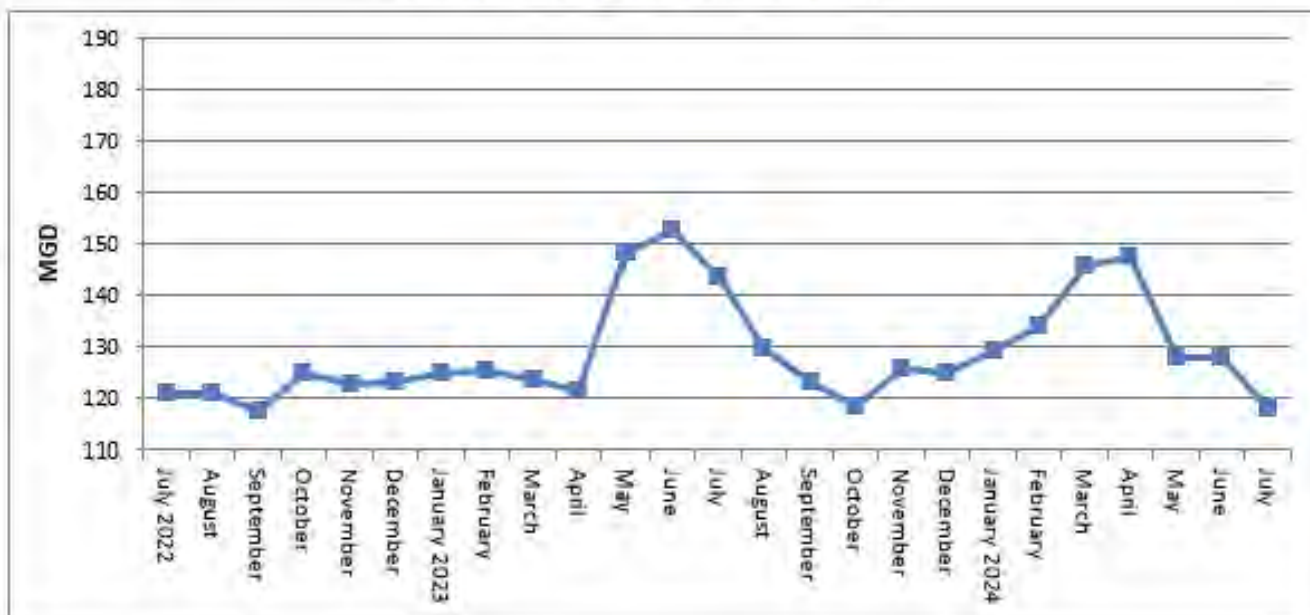
**503 Regulations/Anaerobic Digester Limit**

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

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



**RWHTF Total Plant Effluent Flow**

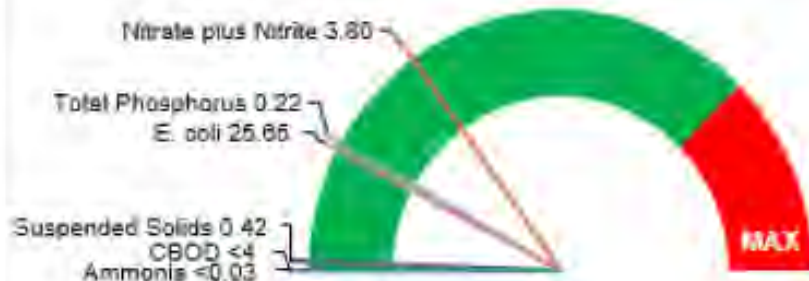


**Northern Treatment Plant (NTP)  
Permit Compliance Performance—July 2024**

**Discharge Permit  
Limits and Effluent Quality**

<u>Parameter</u>	<u>Max. Limit</u>
Suspended Solids, mg/L, 30-day <sup>a</sup>	30.00
CBOD, mg/L, 30-day <sup>b</sup>	17.00
Ammonia (NH <sub>3</sub> ) mg/L, 30-day	7.67
Nitrate plus Nitrite, mg/L, Daily	9.24
E. coli per 100 mL, 30-day	126.00
Total Phosphorus mg/L, Running Annual median	1.00

**Performance**



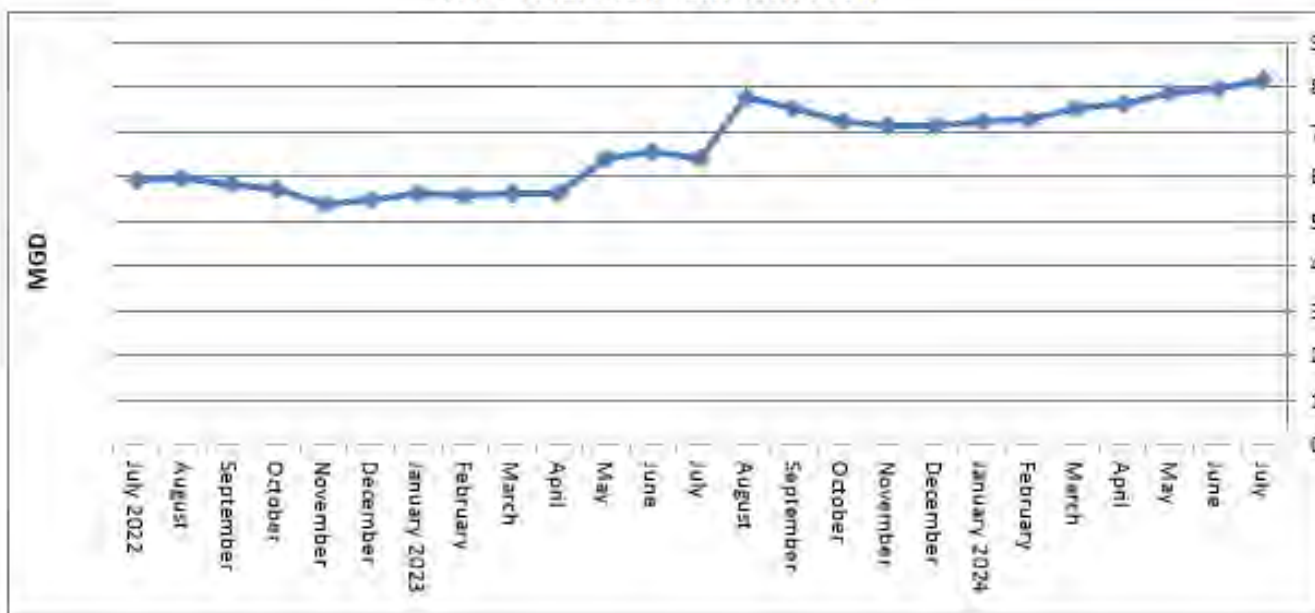
**503 Regulations/Anaerobic Digester Limit**

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Temperature – Monthly Average °F	95 <sup>1</sup>
Solids Retention – Days	15
Volatile Solids Percent Reduction – Monthly Average	38

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



**NTP Total Plant Effluent Flow**



**METROGRO Farm Harvesting**

The 2024 wheat harvest, which concluded on July 29, 2024, faced significant challenges due to poor planting conditions in the fall and several severe weather events during late spring and early summer. As a result, the harvest yielded below average quantities.

With the completion of harvest, 100 percent of biosolids application will now take place at the METROGRO Farm (Farm). In late November, application will return to private land for the winter. Due to the increased truck traffic that comes with biosolids application, the need for road maintenance increases. Several staff members will be working daily on that task to help minimize wear and tear to trucks and trailers.

The heavy precipitation events this year have resulted in widespread erosion in fields across most of the Farm, resulting in the need to perform a significant amount of field prep work ahead of the application crew and the contract planters. Most of this work is done with road graders or tractors pulling tillage equipment and occasionally requires the use of a bulldozer or scraper.

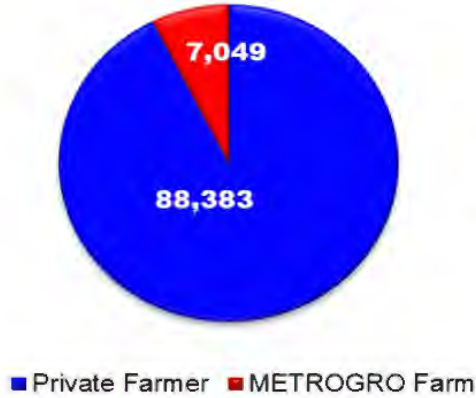
Wheat planting began on September 4, 2024 and will continue through early October. This will be followed by the harvest of 3,000 acres of milo in late October/early November.



Filling washes with tractor and construction disc.

## METROGRO Biosolids Management – August 2024

**RWHTF Total Wet Tons Applied 2024 YTD**

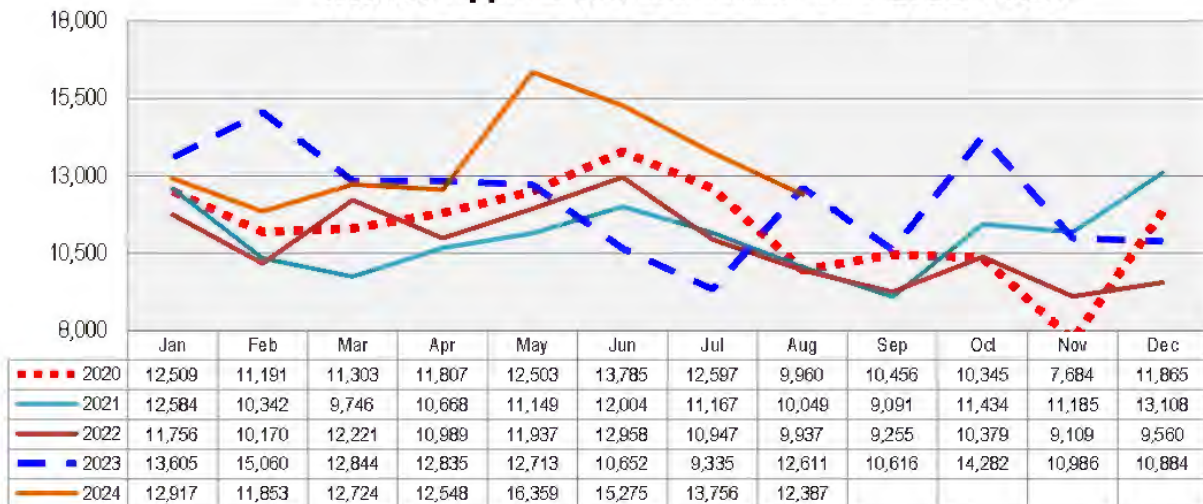


Dry Tons	August 2024	YTD 2024
<b>RWHTF Biosolids</b>		
METROGRO Farm	1,236	2,673
Private Farms	1,272	19,370
<b>NTP Biosolids</b>		
Private Composter	0	0
METROGRO Farm	104	1,024
<b>METROGRO Cake (Total Solids)</b>		
(Percentage)	<b>RWHTF</b>	<b>NTP</b>
Average	20.00	19.15
High	21.15	19.55
Low	18.90	18.50

### METROGRO Farm Schedule 2024



### RWHTF Applied Wet Ton Totals from 2020 - 2024



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# METRO WATER RECOVERY

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## Month End Financial Report August 31, 2024

### Economic Update

The United States economy appears to be bolstered for the second month in a row on consumer spending. U.S. inflation is at the lowest level in three years and the labor market in the U.S. appears to be in balance with an unemployment rate of 4.3 percent. The Federal Reserve announced an interest rate cut of 50 basis points on September 18, 2024, which is the first reduction in four years. This should start easing short term interest rates and borrowing rates for consumers and businesses. Economists predict at least one more cut in 2024.

Metro Water Recovery continued to experience some impacts from the current economic cycle, including higher prices for materials and fuels, chemicals, and utilities and significant escalation of capital project costs. Higher prices were noted in the 2025 Budget which was adopted on June 18, 2024. This report contains financial activities through August 2024, which show favorable to actuals to the revised budget. Metro staff will continue to monitor operating and capital expenditures to ensure prudent management of resources while continuing to meet the organization's mission.

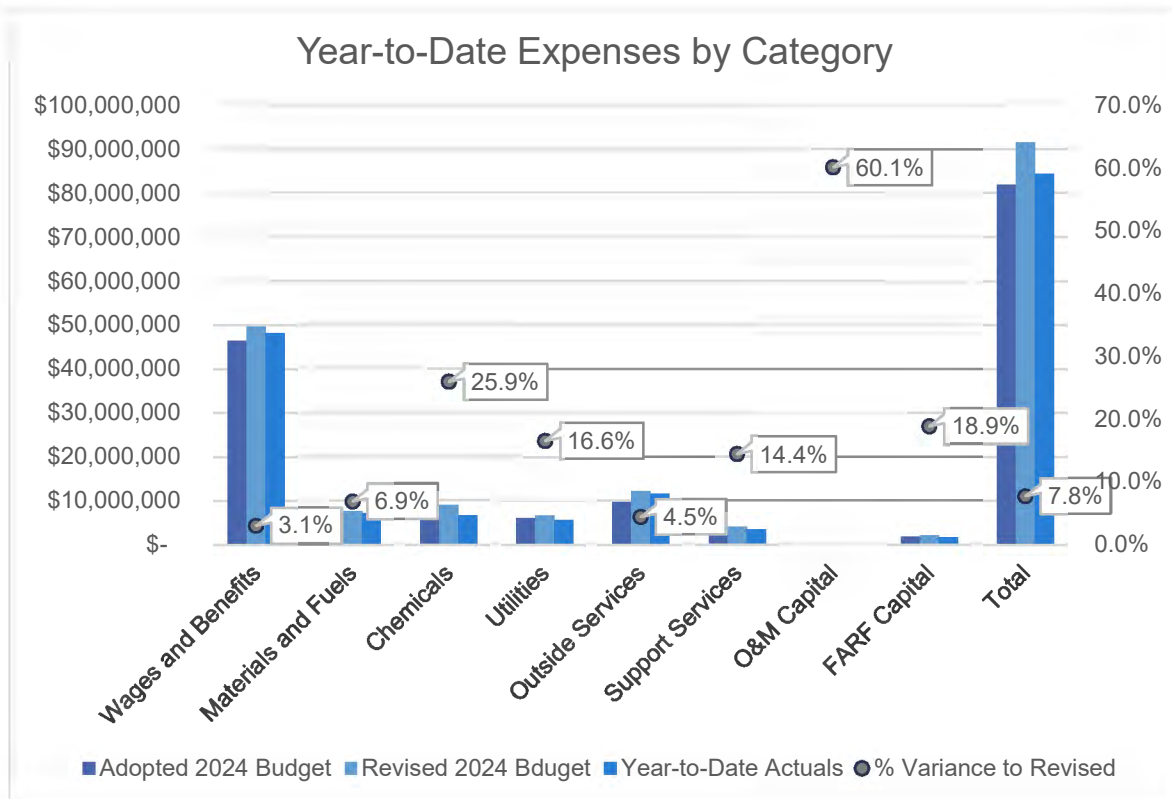
### Operating Budget Summary

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 revision to the adopted budget for the current year which reflects more recent cost projections for Metro's operating expenses.

The adopted 2024 Budget, as approved by the Board in June 2023, totals \$120,266,098 for both O&M operating expenses and capital. The revised 2024 Budget totals \$134,142,400. Actual year-to-date expenses are compared to both the 2024 Budget and the revised 2024 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 \$2,733,000 for Fixed Asset Replacement (FAR) Fund capital equipment and vehicles for 2024. This was revised to \$3,136,999. 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.

Capital projects are not included in the operating budget information listed above as large Capital Projects are budgeted for and appropriated by the Board of Directors separately.



Through August 2024, Metro Water Recovery is reporting a favorable actual-to-revised budget variance for O&M expenses and capital of \$6,745,899 (7.6 percent) and the total Metro actual-to-revised budget variance for all O&M and FAR Fund expenses is favorable by \$7,142,156 (7.8 percent).

Wages and Benefits are favorable to the revised budget by approximately \$1,550,000 (3.1 percent) primarily due to open positions across Metro.

Materials and Fuels are favorable to the revised budget by approximately \$540,000 (6.9 percent) primarily due to the timing of needs for material usage across Metro.

Chemicals actuals are favorable to the revised budget by approximately \$2,325,000 (25.9 percent) primarily due to the timing of operational needs for wastewater treatment and the timing of weed control at the METROGRO Farm.

Utilities are favorable to the revised budget by approximately \$1,100,000 (16.6 percent) primarily due to the seasonal rate fluctuations.

Outside Services actuals are favorable to the revised budget by approximately \$540,000 (4.5 percent) primarily due to the timing of the need for those services.

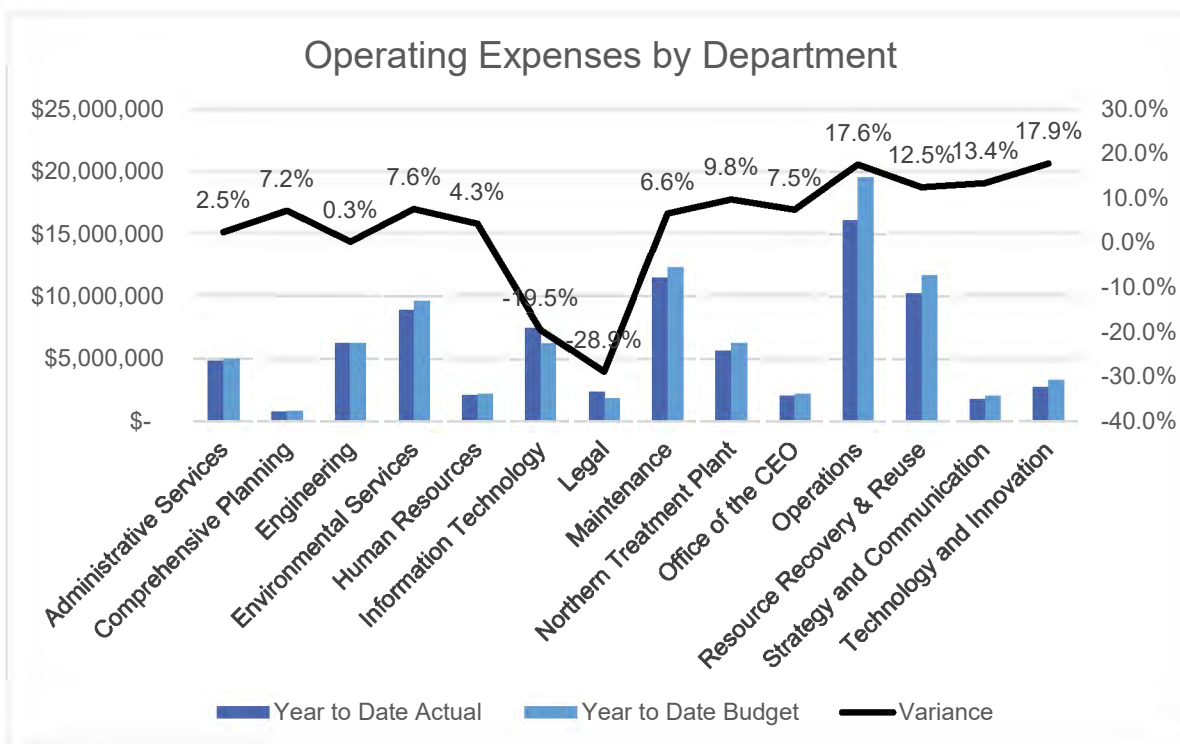
Support actuals are favorable to the revised budget by approximately \$580,000 (14.4 percent) primarily due to the timing of the need for those services.

FARF Capital Equipment actuals are favorable to the revised budget by approximately \$400,000 (18.9 percent) primarily due to the timing of those replacement purchases.

## O&M Fund Summary

**For the period ending August 31, 2024**

	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
<b>Operating Revenues</b>						
Annual Charges for Service	\$ 12,934,260	\$ 12,934,260	\$ -	\$ 103,474,081	\$ 103,474,081	\$ -
Other Income	1,494,490	338,667	1,155,823	5,845,659	2,709,333	3,136,326
<b>Total Operating Revenues</b>	<b>14,428,750</b>	<b>13,272,927</b>	<b>1,155,823</b>	<b>109,319,740</b>	<b>106,183,414</b>	<b>3,136,326</b>
<b>Operating Expenses</b>						
Administrative Services	\$ 420,545	\$ 624,125	\$ 203,580	\$ 4,825,875	\$ 4,948,500	\$ 122,625
Comprehensive Planning	92,146	101,625	9,479	742,804	800,800	57,996
Engineering	792,933	792,607	(326)	6,220,023	6,238,164	18,141
Environmental Services	1,049,361	1,218,558	169,197	8,891,537	9,623,666	732,129
Human Resources	183,528	276,494	92,966	2,092,509	2,186,837	94,328
Information Technology	842,974	790,818	(52,156)	7,486,516	6,266,236	(1,220,280)
Legal	289,373	226,573	(62,800)	2,322,145	1,801,496	(520,649)
Maintenance	1,181,430	1,550,381	368,951	11,467,098	12,277,312	810,214
Northern Treatment Plant	620,981	786,876	165,895	5,636,690	6,248,402	611,712
Office of the CEO	196,417	278,759	82,342	2,037,948	2,203,168	165,220
Operations	1,509,077	2,450,495	941,418	16,098,243	19,534,840	3,436,597
Resource Recovery & Reuse	1,465,263	1,475,760	10,497	10,239,733	11,702,270	1,462,537
Strategy and Communication	229,447	257,143	27,696	1,756,013	2,028,636	272,623
Technology and Innovation	340,819	416,633	75,814	2,698,715	3,285,966	587,251
<b>Total Operating Expenses</b>	<b>9,214,295</b>	<b>11,246,847</b>	<b>2,032,552</b>	<b>82,515,849</b>	<b>89,146,293</b>	<b>6,630,444</b>
<b>Net Operating Income/(Loss)</b>	<b>5,214,455</b>	<b>2,026,080</b>	<b>3,188,375</b>	<b>26,803,891</b>	<b>17,037,121</b>	<b>9,766,770</b>
<b>Non-Operating Revenues</b>						
Interest	860,152	203,444	656,708	7,050,397	1,627,551	5,422,846
Other	1,565	-	1,565	117,320	-	117,320
<b>Total Non-Operating Revenues</b>	<b>861,717</b>	<b>203,444</b>	<b>658,273</b>	<b>7,167,717</b>	<b>1,627,551</b>	<b>5,540,166</b>
<b>Non-Operating Expenses</b>						
Capital O&M	22,502	24,001	1,499	76,547	192,002	115,455
<b>Net Revenues Over Expenses</b>	<b>6,053,670</b>	<b>2,205,523</b>	<b>3,848,147</b>	<b>33,895,061</b>	<b>18,472,670</b>	<b>15,422,391</b>



### Total Operating Revenues

Total operating revenues were favorable to the year-to-date *revised* budget for the eight months ending August 31, 2024, by approximately \$3,140,000 (3.0 percent). This is primarily due to the timing of miscellaneous revenue.

### Total Operating Expenses

Operations Department costs are favorable to the year-to-date *revised* budget by approximately \$3,400,000 (17.6 percent). Chemicals are favorable due to the timing of operational needs. Outside Services are favorable due to the timing of those services.

Resource Recovery and Reuse Department costs are favorable to the year-to-date *revised* budget by approximately \$1,460,000 (12.5 percent). Materials and Fuel are favorable due to the variable flux in fuel costs. Chemicals are favorable due to the timing of need at the METROGRO Farm. Outside Services are favorable due to the timing of those services.

Maintenance Department costs are favorable to the year-to-date *revised* budget by approximately \$800,000 (6.6 percent). Outside Services are favorable due to the timing of those services.

The Northern Treatment Plant Department costs are favorable to the year-to-date *revised* budget by approximately \$600,000 (9.8 percent). Chemicals are favorable due to the timing of operational needs. Outside services are favorable due to the timing of those services.

Environmental Services Department costs are favorable to the year-to-date *revised* budget by approximately \$730,000 (7.6 percent). Outside Services are favorable due to the timing of those services.

Technology and Innovation Department costs are favorable to the year-to-date *revised* budget by approximately \$590,000 (17.9 percent). Wages and benefits are favorable due to several staffing vacancies.



The Information Technology Department costs are unfavorable to the year-to-date *revised* budget by approximately \$1,200,000 (19.5 percent). Outside Services are unfavorable due to the timing of service contract renewals and the business needs of those services.

Legal Department costs are unfavorable to the year-to-date *revised* budget by approximately \$520,000 (28.9 percent). Outside Services are unfavorable due to the costs incurred for litigation.

Strategy and Communication Department costs are favorable to the year-to-date *revised* budget by approximately \$270,000 (13.4 percent). Outside Services and Support Services are favorable due to the timing of those services.

*Net Revenues Over Expenses*

Metro Water Recovery is reporting year-to-date Net Revenues Over Expenses at approximately \$15,400,000 (83.5 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.

	2024 Adopted Budget	2024 Revised Budget	2024 August Actual	Revised Budget Variances
Administrative Services	33.00	33.00	30.00	3.00
Comprehensive Planning	5.00	5.00	5.00	0.00
Engineering	49.00	49.00	46.00	3.00
Environmental Services	75.00	80.00	71.00	9.00
Human Resources	13.00	14.00	13.00	1.00
Information Technology	31.00	31.00	28.00	3.00
Legal	4.00	4.00	4.00	0.00
Maintenance	80.00	85.00	72.00	13.00
Northern Treatment Plant	28.00	32.00	28.00	4.00
Office of the CEO	8.00	9.00	9.00	0.00
Operations	45.00	45.00	40.00	5.00
Resource Recovery and Reuse	71.00	71.00	66.00	5.00
Strategy and Communications	15.00	16.00	15.00	1.00
Technology and Innovation	22.00	24.00	19.00	5.00
Totals*	479.00	498.00	446.00	52.00

\*Of the 52 positions, 45 positions are currently in the process of being filled and the other seven positions are in various stages of review prior to initiating work to fill them.

## Balance Sheet Summary

**For the period ending August 31, 2024 (in thousands)**

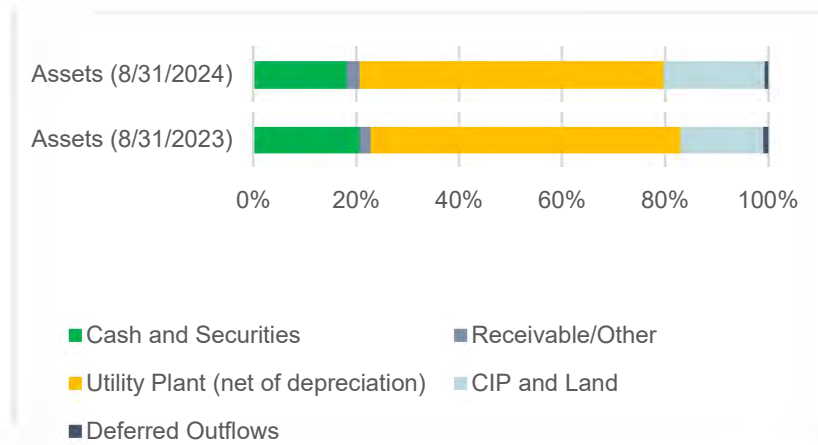
	August 2024	August 2023
<b>Assets</b>		
Cash and Securities	\$ 323,000	\$ 368,110
Receivables/Other	43,593	38,827
Utility Plant (net of depreciation)	1,040,013	1,068,450
CIP and Land	347,975	286,412
Deferred Outflows	10,999	15,953
<b>Total Assets</b>	<b>1,765,580</b>	<b>1,777,752</b>
<b>Liabilities</b>		
Payables	47,671	50,750
Long-term liabilities	597,105	632,991
Deferred Inflows	6,808	5,422
<b>Total Liabilities</b>	<b>651,584</b>	<b>689,163</b>
<b>Equity</b>		
Contributions in aid of construction (net)	103	117
Retained earnings, reserved	292,203	297,614
Retained earnings, unreserved	821,690	790,858
<b>Total Equity</b>	<b>1,113,996</b>	<b>1,088,589</b>
<b>Total Liabilities and Equity</b>	<b>\$ 1,765,580</b>	<b>\$ 1,777,752</b>

### 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.

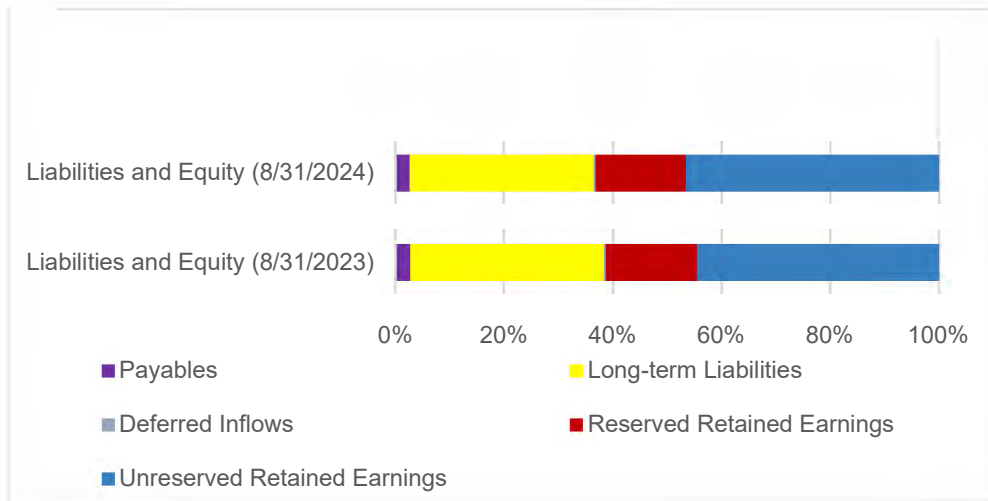


### *Liabilities and Equity*

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, 2024, the total amount of principal debt for Metro’s three outstanding bond issues is approximately \$537 million, which includes \$31.1 million in principal and interest payments payable on April 1, 2025.

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 \$292 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 \$25,406,565 from the August 2023 balance. This is mainly due to the net change in reserved and unreserved retained earnings.



## Cash Flow – Trust Funds

For the 8 months ended August 31, 2024

	Operation & Maintenance Revenue	Bond	General	Sewer Connection Charges	Acquisition & Construction	Total
<b>Sources of Funds</b>						
Investment Income	\$ 8,290,729	\$ 12,790,813	\$ -	\$ -	\$ 819,913	\$ 21,901,455
Other, Net	-	-	-	-	-	-
	8,290,729	12,790,813	-	-	819,913	21,901,455
<b>Uses of Funds</b>						
Operating Expenses	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	44,935	44,935
Bond Interest & Principal Payments	-	39,225,004	-	-	-	39,225,004
	-	39,225,004	-	-	44,935	39,269,939
<b>Interfund Transfers</b>						
Required Transfers	(8,290,729)	12,153,000	(19,944,514)	-	(30,031,718)	(46,113,961)
	(8,290,729)	12,153,000	(19,944,514)	-	(30,031,718)	(46,113,961)
Net Change in Cash & Securities	-	(14,281,191)	(19,944,514)	-	(29,256,740)	(63,482,445)
Beginning Cash & Securities, 1/1/2024	31,066,525	39,395,959	261,760,641	25,000,000	29,259,309	386,482,434
Ending Cash & Securities, 8/31/2024	\$ 31,066,525	\$ 25,114,768	\$ 241,816,127	\$ 25,000,000	\$ 2,569	\$ 322,999,989

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 July 2024 for the second quarter of 2024 were approximately \$12.2 million (as compared to \$12.3 million for the same period in 2023). This is approximately \$1.1 million unfavorable to the adopted budget and \$1.7 million unfavorable to the revised budget. The Sewer Connection Charges budget for 2024 includes 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 third quarter of 2024 due October 15, 2024.

## Capital Project Expenditures

As of August 31, 2024

	Appropriations			Expenditures			Appropriation Remaining	Transferred to Expense/ Fixed Assets
	2024	Prior Years	Total	2024	Prior Years	Total		
<b>Acquisition and Construction Fund</b>								
Treatment Facilities	\$ -	\$ 411,038,573	\$ 411,038,573	\$ -	\$ 410,764,709	\$ 410,764,709	\$ 273,864	\$ 410,764,709
Transmission Facilities	-	167,203,417	167,203,417	12,774,362	142,866,149	155,640,511	11,562,906	1,370,836
	-	578,241,990	578,241,990	12,774,362	553,630,858	566,405,220	11,836,770	412,135,545
<b>Fixed Asset Replacement Fund</b>								
Treatment Facilities	10,960,000	166,731,377	177,691,377	6,381,078	143,608,891	149,989,969	27,701,408	133,369,208
Transmission Facilities	9,841,000	175,181,892	185,022,892	21,470,464	82,046,852	103,517,316	81,505,576	50,183,182
Other	2,873,000	51,620,400	54,493,400	6,591,580	30,086,611	36,678,191	17,815,209	22,701,222
Equipment	3,136,999	-	3,136,999	-	-	-	3,136,999	-
Small Projects	4,500,000	15,796,361	20,296,361	758,085	11,057,345	11,815,430	8,480,931	9,477,640
	31,310,999	409,330,030	440,641,029	35,201,207	266,799,699	302,000,906	138,640,123	215,731,252
<b>General Fund</b>								
Treatment Facilities	47,291,000	97,262,101	144,553,101	10,303,054	71,911,989	82,215,043	62,338,058	58,624,368
Transmission Facilities	-	60,007,375	60,007,375	4,523,463	20,158,151	24,681,614	35,325,761	1,926,768
Other	7,952,000	78,360,126	86,312,126	3,242,196	47,424,059	50,666,255	35,645,871	45,354,691
Small Projects	4,500,000	22,712,852	27,212,852	638,422	18,158,146	18,796,568	8,416,284	15,411,383
Reserve	-	-	-	-	-	-	-	-
	59,743,000	258,342,454	318,085,454	18,707,135	157,652,345	176,359,480	141,725,974	121,317,210
<b>Total All Funds</b>	<b>\$ 91,053,999</b>	<b>\$ 1,245,914,474</b>	<b>\$ 1,336,968,473</b>	<b>\$ 66,682,704</b>	<b>\$ 978,082,902</b>	<b>\$ 1,044,765,606</b>	<b>\$ 292,202,867</b>	<b>\$ 749,184,007</b>

## 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 EIGHT MONTHS ENDED AUGUST 31, 2024**

	AUGUST ACTUAL	AUGUST BUDGET	AUGUST BUDGET VARIANCE FAVORABLE / (UNFAVORABLE)	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE BUDGET VARIANCE FAVORABLE / (UNFAVORABLE)	REVISED 2024 BUDGET
<b>OPERATING REVENUES</b>							
Annual Charges for Service	\$ 12,934,260	\$ 12,934,260	\$ 0	\$ 103,474,081	\$ 103,474,081	\$ (0)	\$ 155,211,121
Land Application Income	33,438	8,667	24,771	105,121	69,333	35,788	104,000
Farming Income	593,619	163,333	430,286	1,234,245	1,306,667	(72,422)	1,960,000
Other Income	867,433	166,667	700,766	4,506,293	1,333,333	3,172,960	2,000,000
<b>TOTAL OPERATING REVENUES</b>	<b>14,428,750</b>	<b>13,272,927</b>	<b>1,155,823</b>	<b>109,319,740</b>	<b>106,183,414</b>	<b>3,136,326</b>	<b>159,275,121</b>
<b>OPERATING EXPENSES</b>							
Administrative Services	420,545	624,125	203,580	4,825,875	4,948,500	122,625	7,429,900
Comprehensive Planning	92,146	101,625	9,479	742,804	800,800	57,996	1,203,300
Engineering	792,933	792,607	(326)	6,220,023	6,238,164	18,141	9,374,200
Environmental Services	1,049,361	1,218,558	169,197	8,891,537	9,623,666	732,129	14,456,000
Human Resources	183,528	276,494	92,966	2,092,509	2,186,837	94,328	3,284,600
Information Technology	842,974	790,818	(52,156)	7,486,516	6,266,236	(1,220,280)	9,408,900
Legal	289,373	226,573	(62,800)	2,322,145	1,801,496	(520,649)	2,704,000
Maintenance	1,181,430	1,550,381	368,951	11,467,098	12,277,312	810,214	18,434,900
Northern Treatment Plant	620,981	786,876	165,895	5,636,690	6,248,402	611,712	9,380,200
Office of the CEO	196,417	278,759	82,342	2,037,948	2,203,168	165,220	3,309,200
Operations	1,509,077	2,450,495	941,418	16,098,243	19,534,840	3,436,597	29,314,300
Resource Recovery & Reuse	1,465,263	1,475,760	10,497	10,239,733	11,702,270	1,462,537	17,570,000
Strategy and Communication	229,447	257,143	27,696	1,756,013	2,028,636	272,623	3,048,200
Technology and Innovation	340,819	416,633	75,814	2,698,715	3,285,966	587,251	4,936,700
<b>TOTAL OPERATING EXPENSES</b>	<b>9,214,295</b>	<b>11,246,847</b>	<b>2,032,552</b>	<b>82,515,849</b>	<b>89,146,293</b>	<b>6,630,444</b>	<b>133,854,400</b>
<b>NET OPERATING INCOME</b>	<b>5,214,455</b>	<b>2,026,080</b>	<b>3,188,375</b>	<b>26,803,891</b>	<b>17,037,121</b>	<b>9,766,770</b>	<b>25,420,721</b>
<b>NON-OPERATING REVENUES</b>							
Interest	860,152	203,444	656,708	7,050,397	1,627,551	5,422,846	2,441,326
Other	1,565	0	1,565	117,320	0	117,320	0
<b>TOTAL NON-OPERATING REVENUES</b>	<b>861,717</b>	<b>203,444</b>	<b>658,273</b>	<b>7,167,717</b>	<b>1,627,551</b>	<b>5,540,166</b>	<b>2,441,326</b>
<b>NON-OPERATING EXPENSES</b>							
Capital O&M	22,502	24,001	1,499	76,547	192,002	115,455	288,000
<b>NET REVENUES OVER EXPENSES</b>	<b>\$ 6,053,670</b>	<b>\$ 2,205,523</b>	<b>\$ 3,848,147</b>	<b>\$ 33,895,061</b>	<b>\$ 18,472,670</b>	<b>\$ 15,422,391</b>	<b>\$ 27,574,047</b>

**METRO WATER RECOVERY  
BALANCE SHEET  
(UNAUDITED)  
PRELIMINARY  
AS OF AUGUST 31, 2024**

	August 2024	August 2023
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Revenue Fund Operating Accounts		
Cash and securities	\$ 31,066,525	\$ 28,374,463
Accounts Receivable	26,770,281	23,552,207
Accrued interest receivable	1,303,318	714,061
Materials and supplies inventories	10,274,459	8,357,323
Prepaid expenses	5,244,592	5,962,575
	74,659,175	66,960,629
Other Funds		
Cash and securities		
Sewer Connection Fees Account	25,000,000	25,000,000
Debt Service Fund	25,114,769	24,726,578
General Fund	241,816,126	263,912,172
<b>TOTAL CURRENT ASSETS</b>	<b>366,590,071</b>	<b>380,599,378</b>
<b>ACQUISITION AND CONSTRUCTION FUND</b>		
Cash and securities	2,568	26,096,049
Accrued interest receivable	0	241,230
<b>TOTAL ACQUISITION AND CONSTRUCTION FUND</b>	<b>2,569</b>	<b>26,337,278</b>
<b>UTILITY PLANT</b>		
Plant in service	1,044,540,383	1,033,690,793
Equipment	739,484,699	749,136,134
Right-to-use leased equipment	370,886	342,173
Right-to-use subscription assets	6,052,792	0
	1,790,448,760	1,783,169,100
Less accumulated depreciation	750,435,543	714,718,252
	1,040,013,217	1,068,450,848
Construction in progress	301,022,252	239,533,170
Land	46,952,262	46,878,469
<b>TOTAL UTILITY PLANT</b>	<b>1,387,987,731</b>	<b>1,354,862,486</b>
<b>DEFERRED OUTFLOWS</b>		
	10,999,438	15,953,224
<b>TOTAL ASSETS</b>	<b>\$ 1,765,579,808</b>	<b>\$ 1,777,752,367</b>



**BALANCE SHEET  
(UNAUDITED)  
PRELIMINARY  
AS OF AUGUST 31, 2024**

<b>LIABILITIES</b>	August 2024	August 2023
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 1,603,872	1,950,028
Short term escrows - septic haulers	12,700	4,000
Accrued payroll & related benefits	4,629,459	5,598,474
Other accrued liabilities	-	1,095,908
	6,246,031	8,648,410
Restricted Special Funds		
Unearned revenue	2,630,089	4,083,358
Accrued interest payable	7,709,907	8,578,541
Current portion of long-term debt	31,085,000	29,440,000
	47,671,027	50,750,308
ACQUISITION & CONSTRUCTION, FIXED ASSET REPLACEMENT AND GENERAL FUND	(31,085,000)	(29,440,000)
Amount retained on contractor's estimates	14,312,890	12,387,309
NET OPEB LIABILITY	12,033,701	12,766,507
NET PENSION LIABILITY	50,972,755	56,656,364
LEASE LIABILITY	155,239	208,580
SUBSCRIPTION LIABILITY	1,571,558	0
LONG-TERM DEBT		
Series 2009B Bonds	94,195,000	94,195,000
Series 2019A Bonds	-	15,995,000
Series 2019B Bonds	296,555,000	310,000,000
Series 2020A Bonds	146,545,000	146,545,000
Bond Premiums/Discounts	11,848,791	13,677,494
	549,143,791	580,412,494
Less current portion	31,085,000	29,440,000
	518,058,791	550,972,494
<b>TOTAL LIABILITIES</b>	<b>644,775,960</b>	<b>683,741,562</b>
DEFERRED INFLOWS	6,808,194	5,421,715
EQUITY		
Contributions in aid of construction	230,165,639	230,165,639
Less depreciation	230,062,513	230,048,763
	103,126	116,876
Retained earnings		
Reserved	\$292,202,867	297,614,528
Unreserved	\$821,689,661	790,857,685
	1,113,892,528	1,088,472,213
<b>TOTAL EQUITY</b>	<b>1,113,995,654</b>	<b>1,088,589,089</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,765,579,808</b>	<b>\$ 1,777,752,367</b>

**METRO WATER RECOVERY  
CASH FLOW - TRUST FUNDS  
PRELIMINARY  
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2024**

	OPERATION & MAINTENANCE REVENUE	RESTRICTED SPECIAL FUNDS		FIXED ASSET REPLACEMENT	SEWER CONNECTION CHARGES	ACQUISITION & CONSTRUCTION	COMBINED 8/31/2024
		BOND	GENERAL*				
<b>SOURCES OF FUNDS</b>							
Investment Income **	8,290,729	12,790,813	0	0	0	819,913	21,901,455
Other, Net †	0	0	0	0	0	0	0
	<u>8,290,729</u>	<u>12,790,813</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>819,913</u>	<u>21,901,455</u>
<b>APPLICATION OF FUNDS</b>							
Operating Expenses	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	44,935	44,935
Bond Interest & Principal Payments	0	39,225,004	0	0	0	0	39,225,004
	<u>0</u>	<u>39,225,004</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>44,935</u>	<u>39,269,939</u>
<b>INTERFUND TRANSFERS</b>							
Required Transfers	(8,290,729)	12,153,000	(19,944,514)	0	0	(30,031,718)	(46,113,961)
	<u>(8,290,729)</u>	<u>12,153,000</u>	<u>(19,944,514)</u>	<u>0</u>	<u>0</u>	<u>(30,031,718)</u>	<u>(46,113,961)</u>
<b>NET CHANGE IN CASH &amp; SECURITIES</b>	0	(14,281,191)	(19,944,514)	0	0	(29,256,740)	(63,482,445)
<b>BEGINNING CASH &amp; SECURITIES, 1/1/24</b>	31,066,525	39,395,959	261,760,641	0	25,000,000	29,259,309	386,482,434
<b>ENDING CASH &amp; SECURITIES, 8/31/24</b>	<u>\$ 31,066,525</u>	<u>\$ 25,114,769</u>	<u>\$ 241,816,126</u>	<u>\$ -</u>	<u>\$ 25,000,000</u>	<u>\$ 2,568</u>	<u>\$ 322,999,989</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  
August 31, 2024**

PAR NUMBER	DESCRIPTION	<u>APPROPRIATIONS</u>			<u>EXPENDITURES</u>			08/31/24 UNEXPENDED APPROPRIATION	TRANSFERRED TO EXPENSE & FIXED ASSETS
		2024	PRIOR YEARS	TOTAL	2024	PRIOR YEARS	TOTAL		
	<b><u>ACQUISITION &amp; CONSTRUCTION FUND</u></b>								
1088	OTHER Northern Treatment Plant	\$0	\$411,038,573	\$411,038,573	\$0	\$410,764,709	\$410,764,709	\$273,864	\$410,764,709
1232	WASTEWATER TREATMENT Sand Creek & Second Creek Basins Regional Plan		167,203,417	167,203,417	12,774,362	142,866,149	155,640,511	11,562,906	1,370,836
	A&C Fund Total	\$0	\$578,241,990	\$578,241,990	\$12,774,362	\$553,630,858	\$566,405,220	\$11,836,770	\$412,135,545

**FIXED ASSET REPLACEMENT FUND**

PAR NUMBER	DESCRIPTION	APPROPRIATIONS			EXPENDITURES			08/31/24 UNEXPENDED APPROPRIATION	TRANSFERRED TO EXPENSE & FIXED ASSETS
		2024	PRIOR YEARS	TOTAL	2024	PRIOR YEARS	TOTAL		
<b>FIXED ASSET REPLACEMENT FUND</b>									
<b>OTHER</b>									
1235	RWHTF Support Facilities Upgrade-2014		16,445,400	16,445,400	12,588	16,153,742	16,166,330	279,070	16,153,742
1362	Security Gates Replacement at Hite		410,000	410,000	0	402,383	402,383	7,617	176,583
1379	Annual Fixed Asset Replacement Priorities		19,428,000	19,428,000	1,367,941	9,983,660	11,351,601	8,076,399	6,327,827
1409	IT Customer Experience Grouped Project 2021		500,000	500,000	4,683	253,658	258,341	241,659	43,070
1364	District Wireless Infrastructure		1,062,000	1,062,000	34,044	220,697	254,741	807,259	0
1396	NTP Primary Clarifier Cover Damage Repair	175,000	6,000,000	6,175,000	3,796,839	1,862,446	5,659,285	515,715	0
1419	IT Infrastructure 2022		605,000	605,000	159,053	178,720	337,773	267,227	0
1424	IT Customer Experience Grouped Project 2022		500,000	500,000	5,435	372,939	378,374	121,626	0
1434	NTP Post Digestion Sidestream Improvements	2,598,000	1,400,000	3,998,000	423,752	163,320	587,072	3,410,928	0
1392	HVAC High Priority Improvements	100,000	2,145,000	2,245,000	519,474	423,857	943,331	1,301,669	0
1370	Interceptor Relocations 2020-2022		125,000	125,000	0	0	0	125,000	0
1415	Enterprise Asset Management		3,000,000	3,000,000	267,771	71,189	338,960	2,661,040	0
<b>WASTEWATER TREATMENT</b>									
1225	South Headworks & Grease Processing Improvements		50,048,600	50,048,600	3,098	49,566,163	49,569,261	479,339	49,566,163
1244	Solids Processing Improvements		58,052,000	58,052,000	1,027,607	55,619,684	56,647,291	1,404,709	50,584,831
1259	Digester Complex Rehabilitation Project		33,467,277	33,467,277	28,116	33,218,214	33,246,330	220,947	33,218,214
1408	Potable Waterline Replacement	400,000	1,825,000	2,225,000	1,387,855	65,105	1,452,960	772,040	0
1411	North Secondary Upgrades and Intensification	9,810,000	21,613,500	31,423,500	4,169,736	4,612,306	8,782,042	22,641,458	0
1413	RWHTF Conduit Study		1,725,000	1,725,000	28,376	263,709	292,085	1,432,915	0
1446	Metering Audit and Cabinet Assessment	750,000		750,000	(263,710)	263,710	0	750,000	0
<b>Subtotal - ROBERT W. HITE Treatment Facility</b>		<b>\$13,833,000</b>	<b>\$218,351,777</b>	<b>\$232,184,777</b>	<b>\$12,972,658</b>	<b>\$173,695,502</b>	<b>\$186,668,160</b>	<b>\$45,516,617</b>	<b>\$156,070,430</b>
<b>TRANSMISSION FACILITIES</b>									
1340	Force Main and Siphon Condition Assesment & Cleaning		6,859,000	6,859,000	48	5,360,519	5,360,567	1,498,433	5,360,519
1312	Lift Station (TNW and DM) Fixed Asset Rehabilitation		41,726,000	41,726,000	7,671,458	21,928,960	29,600,418	12,125,582	128,047
1343	National Western Center Delgany Interceptor Relocation		9,196,451	9,196,451	0	9,075,042	9,075,042	121,409	9,075,042
1325	Transmission System Structure Rehabilitation 2020		4,008,316	4,008,316	0	2,633,573	2,633,573	1,374,743	2,442,761
1363	Interceptor Rehabilitation 2020-2022		35,812,000	35,812,000	313,398	32,139,951	32,453,349	3,358,651	30,866,900
1369	TSB FARs and Improvements		1,350,000	1,350,000	(20,700)	1,319,706	1,299,006	50,994	1,319,706
1265	Electrical Transmission Service Substation		63,717,125	63,717,125	7,948,385	6,836,390	14,784,775	48,932,350	0
1382	North Complex Natural Gas System Replacement		1,143,000	1,143,000	51,314	990,207	1,041,521	101,479	990,207
1425	Aurora Westside Interceptor Rehabilitation		11,370,000	11,370,000	5,506,561	1,762,504	7,269,065	4,100,935	0
1444	Centrate Foam Tank and Misc Improvements	1,781,000	0	1,781,000	0	0	0	1,781,000	0
1442	NTP Plant Recycle Water System Improvements	260,000	0	260,000	0	0	0	260,000	0
1443	Clear Creek Interceptor System Rehab	7,800,000	0	7,800,000	0	0	0	7,800,000	0
<b>EQUIPMENT</b>									
	FARF Equipment ≥ \$10,000 & ≤ \$250,000 *	3,136,999	0	3,136,999	0	0	0	3,136,999	0
	FARF Equipment ≥ \$250,000 *	0	0	0	0	0	0	0	0
<b>SMALL PROJECTS</b>									
	Small FARF Projects/Studies (see Attachment for detail)	4,500,000	15,796,361	20,296,361	758,085	11,057,345	11,815,430	8,480,931	9,477,640
<b>Fixed Asset Replacement Fund Total</b>		<b>\$31,310,999</b>	<b>\$409,330,030</b>	<b>\$440,641,029</b>	<b>\$35,201,207</b>	<b>\$266,799,699</b>	<b>\$302,000,906</b>	<b>\$138,640,123</b>	<b>\$215,731,252</b>

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 August 31, 2024**

<i>DESCRIPTION</i>		<i>DATE APPROVED</i>	<i>APPROPRIATION</i>
BOARD RESOLUTIONS - APPROPRIATIONS		VARIOUS	\$20,296,361
LESS: EXPENDITURES TO DATE		See Below	(11,815,430)
UNEXPENDED APPROPRIATIONS			8,480,931
LESS: COMMITTED EXPENDITURES ON ONGOING PROJECTS			(3,342,210)
UNCOMMITTED APPROPRIATIONS*			\$5,138,721
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			\$15,593,904	\$9,477,640	\$0
Less: Unexpended Appropriations on Completed Small Projects *			(\$6,116,264)		
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	207,060	42,940
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	147,650	2,350
Records Management System (RMS) Upgrade 2020	1389	11/12/20	75,000	3,450	71,550
Boardroom Refresh	1391	11/12/20	250,000	250,000	0
Asset Management Program Implementation	1405	06/14/21	500,000	274,451	225,549
Admin Office Remodel 2021-2022	1412	12/7/2021	250,000	179,703	70,297
Maintenance Equipment Optimization	1423	08/02/22	250,000	94,120	155,880
Labworks Upgrade	1429	12/13/22	250,000	123,494	126,506
Security Services Evaluation	1435	4/5/23	250,000	110,250	139,750
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	08/21/23	300,000	247,209	52,791
NTP Chemical Facility Evaluation and Improvements	1441	10/30/23	500,000	134,370	365,630
Enterprise Resource Planning Replacement	1450	02/08/24	300,000	130	299,870
NTP HVAC Repairs (Emergency Project)	1452	03/06/24	500,000	71,589	428,411
Manhole Rehabilitation 2025	1460	07/08/24	80,000	0	80,000
South Platte River Interceptor System Rehabilitation	1461	07/08/24	50,000	0	50,000
South Secondary Aeration Conduit Repair	1462	08/06/24	500,000	0	500,000
<b>PROJECT SUBTOTALS</b>			<b>\$15,157,640</b>	<b>\$11,815,430</b>	<b>\$3,342,210</b>
Plus: Uncommitted Appropriations*			\$5,138,721		
<b>TOTAL APPROPRIATED</b>			<b>\$20,296,361</b>		

\* 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			08/31/24 UNEXPENDED APPROPRIATION	TRANSFERRED TO EXPENSE & FIXED ASSETS
		2024	PRIOR YEARS	TOTAL	2024	PRIOR YEARS	TOTAL		
	<b>GENERAL FUND</b>								
	<b>WASTEWATER TREATMENT</b>								
1225	South Headworks & Grease Processing Improvements		21,449,400	21,449,400	2,425	21,232,287	21,234,712	214,688	21,232,287
1244	Solids Processing Improvements		38,705,000	38,705,000	685,014	37,016,128	37,701,142	1,003,858	33,723,221
1314	RWHTF Peracetic Acid Full Scale Pilot		1,885,225	1,885,225	0	1,885,152	1,885,152	73	1,885,152
1357	Blower No. 8 Replacement		1,920,000	1,920,000	0	1,783,708	1,783,708	136,292	1,783,708
1400	Peracetic Acid Disinfection System Improvements		25,230,000	25,230,000	7,666,127	6,819,102	14,485,229	10,744,771	0
1395	RWHTF Biogas Utilization	46,201,000	3,570,976	49,771,976	1,271,763	2,431,283	3,703,046	46,068,930	0
1411	North Secondary Upgrades and Intensification	1,090,000	2,401,500	3,491,500	410,234	514,450	924,684	2,566,816	0
1426	Phosphorous Recovery Facility Reliability Improvements		2,100,000	2,100,000	267,491	229,879	497,370	1,602,630	0
	Subtotal - ROBERT W. HITE Treatment Facility	<b>\$47,291,000</b>	<b>\$97,262,101</b>	<b>\$144,553,101</b>	<b>\$10,303,054</b>	<b>\$71,911,989</b>	<b>\$82,215,043</b>	<b>\$62,338,058</b>	<b>\$58,624,368</b>
	<b>TRANSMISSION FACILITIES</b>								
1232	Sand Creek & Second Creek Basins Regional Plan		25,698,000	25,698,000	0	16,289,971	16,289,971	9,408,029	1,926,768
1265	Electrical Transmission Service Substation		34,309,375	34,309,375	4,523,463	3,868,180	8,391,643	25,917,732	0
	<b>ADVANCED TREATMENT</b>								
	<b>OTHER</b>								
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	8,987	2,283,199	2,292,186	137,814	2,283,199
1235	RWHTF Support Facilities Upgrade-2014		38,054,600	38,054,600	29,372	37,421,140	37,450,512	604,088	37,421,140
1348	6690 York St - Land Acquisition		410,000	410,000	0	404,713	404,713	5,287	404,713
1356	General Property Acquisition 2019-2026		3,800,000	3,800,000	1,014,826	850,584	1,865,410	1,934,590	850,584
	Partnership with Denver Water Concerning the Lead & Copper Rule Variance		22,500,000	22,500,000	750,000	2,250,000	3,000,000	19,500,000	2,250,000
1394	Evaluate and Enhance Metro District's Brand Identity		617,490	617,490	0	563,019	563,019	54,471	563,019
1402	Ditch Companies Litigation		1,500,000	1,500,000	0	1,500,000	1,500,000	0	1,500,000
1404	BIOSOLIDS MASTER PLAN		2,900,000	2,900,000	6,903	168,179	175,082	2,724,918	0
1416	NTP Effluent Temperature	6,000,000	3,316,000	9,316,000	564,250	1,514,172	2,078,422	7,237,578	0
1430	NTP Modeling and Advanced Automation		2,000,000	2,000,000	359,512	131,613	491,125	1,508,875	0
1431	NTP Wastewater Utility Plan		750,000	750,000	254,803	255,404	510,207	239,793	0
1438	Delgany & South Thornton Interceptor System Odor Control Facility	1,692,000	0	1,692,000	253,543	0	253,543	1,438,457	0
1442	NTP Plant Recycle Water System Improvements	260,000	0	260,000	0	0	0	260,000	0
	<b>SMALL PROJECTS</b>								
	Small Projects, Studies, and Expend. (see Attachments for detail)	4,500,000	22,712,852	27,212,852	638,422	18,158,146	18,796,568	8,416,284	15,411,383
	<b>RESERVE</b>								
	Operating Reserve		0	0	0	0	0	0	0
	<b>General Fund Total</b>	<b>\$59,743,000</b>	<b>\$258,342,454</b>	<b>\$318,085,454</b>	<b>\$18,707,135</b>	<b>\$157,652,345</b>	<b>\$176,359,480</b>	<b>\$141,725,974</b>	<b>\$121,317,210</b>
	<b>TOTAL ALL FUNDS*</b>	<b>\$91,053,999</b>	<b>\$1,245,914,475</b>	<b>\$1,336,968,474</b>	<b>\$66,682,704</b>	<b>\$978,082,902</b>	<b>\$1,044,765,606</b>	<b>\$292,202,867</b>	<b>\$749,184,007</b>

**NOTES:**

\* Of the \$748,729,813 transferred to expense or capitalized as fixed assets, only \$2,283,199 for the Suncor-Management of Air Quality/Soil Contamination, \$1,500,000 for the Ditch Companies Litigation \$2,705,778 for North Treatment Plant - BGLS, \$2,250,000 for the Partnership with Denver Water Concerning the Lead & Copper Rule Variance, \$9,932,346 Small Construction Projects and Studies and \$2,383,441 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 August 31, 2024**

DESCRIPTION		DATE APPROVED	APPROPRIATION
BOARD RESOLUTIONS - APPROPRIATIONS		VARIOUS	\$27,212,852
LESS: EXPENDITURES TO DATE		See Below	(18,796,568)
UNEXPENDED APPROPRIATIONS			<u>8,416,284</u>
LESS: COMMITTED EXPENDITURES ON ONGOING PROJECTS			(4,169,815)
UNCOMMITTED APPROPRIATIONS*			<u><u>\$4,246,469</u></u>
NOTE: BOARD APPROPRIATIONS ARE IN LUMP SUMS, THEY DO NOT APPROPRIATE AMOUNTS FOR INDIVIDUAL SMALL PROJECTS.			

<b>SMALL PROJECTS AUTHORIZED BY CHIEF EXECUTIVE OFFICER:</b>					
	PROJECT NUMBER	DATE APPROVED	CEO'S AUTHORIZED COST	EXPENDITURES TO DATE	FUTURE COMMITTED COSTS
Completed Small Projects		VARIOUS	\$22,452,014	\$15,411,383	\$0
Less: Unexpended Appropriations on Completed Small Projects *			(\$7,040,631)		
Open Small Projects					
North & South Entry Gate Emergency Notification Improvement	1307	01/03/17	250,000	191,862	58,138
2018 North Secondary Pilot Program	1336	04/25/18	500,000	223,999	276,001
Innovation and Research Initiatives	1373	03/02/20	250,000	251,567	(1,567)
Facilities Maintenance Satellite Facility Improvements	1374	02/27/20	100,000	98,433	1,567
NTP Post Startup Evaluation	1385	08/19/20	250,000	174,001	75,999
Education and Outreach Asset Update	1388	12/17/20	100,000	69,364	30,636
Aeration Control Strategy Review and Implementation	1390	12/22/20	500,000	178,401	321,599
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	430,000	240,731	189,269
2021 Process Optimization	1410	10/07/21	250,000	240,316	9,684
Digital Screens	1414	02/15/22	50,000	42,454	7,546
Strategic Plan Update 2022	1417	03/15/22	250,000	233,181	16,819
Technical Support to Legal Work	1420	05/10/22	250,000	62,174	187,826
Dissolved Organic Nutrients Evaluation	1422	06/16/22	500,000	231,754	268,246
Payment Optimization	1427	10/04/22	150,000	0	150,000
Community Relations Program	1428	12/07/22	250,000	122,729	127,271
NTP Loading Evaluation	1432	02/21/23	250,000	192,558	57,442
Asbestos Containing Material Surveys	1433	02/21/23	250,000	211,263	38,737
South Platte River Aquatic Life Habitat Improvements	1437	06/13/23	250,000	237,268	12,732
NTP Secondary Aeration System Evaluation	1447	11/28/23	250,000	85,780	164,220
RWHTF Personnel Building	1448	02/08/24	500,000	47,314	452,686
Regional Water Reuse Study	1449	02/08/24	500,000	0	500,000
Shop Drawing Digitization	1456	06/03/24	250,000	0	250,000
Clear Creek Siphon Air Ionization	1457	06/06/24	500,000	0	500,000
CES Total Project Cost Estimates Update	1458	06/06/24	150,000	0	150,000
<b>PROJECT SUBTOTALS</b>			<u>\$22,966,383</u>	<u>\$18,796,568</u>	<u>\$4,169,815</u>
Plus: Uncommitted Appropriations*			<u>\$4,246,469</u>		
<b>TOTAL APPROPRIATED</b>			<u><u>\$27,212,852</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 packet and 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.

<b><u>Date</u></b>	<b><u>Event/Location</u></b>
Thursday, October 31, 2024 8 a.m. (breakfast served at 7 a.m.)	Fall Board Workshop Northern Treatment Plant Visitors Center
Thursday, November 7, 2024 9 a.m. or directly following Finance	Audit Committee Boardroom
<b><i>Tuesday, November 19, 2024 4 p.m.</i></b>	<b><i>Rules and Regulations Committee Finance Conference Room</i></b>
Wednesday, November 20, 2024 TBD	Fall Metro 6.0 Town Hall TBD
Thursday, November 21, 2024 7:30 a.m. (breakfast served at 7 a.m.)	Defined Benefit Plan Retirement Board Boardroom
Thursday, November 21, 2024 12:30 p.m. (lunch served at noon)	Defined Contribution Plan Retirement Board Boardroom
<b><i>Tuesday, December 17, 2024 3:30 p.m.</i></b>	<b><i>Rules and Regulations Committee Finance Conference Room</i></b>
Tuesday, December 17, 2024 4:45 p.m.	Annual Employee Recognition Reception Prior to Board of Directors Meeting





# Fall Workshop

METRO WATER RECOVERY

**THURSDAY, OCTOBER 31, 2024**

**NORTHERN TREATMENT PLANT VISITORS CENTER**

Breakfast available at 7 a.m., Presentations  
until approximately 2:30 p.m.

**HALLOWEEN COSTUMES OPTIONAL**

Please RSVP by Wednesday,  
October 16, 2024 on BoardEffect:

[RSVP Here](#)