

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Agenda
May 13, 2024
4:00 PM at the Firestone Town Hall

- 1) **Roll Call**
- 2) **Administer Oath of Office to Appointed Board Member Sean Doherty**
- 3) **Consent Agenda**
 - a. Approval of April 8, 2024 Meeting Minutes
- 4) **Public Comment – Please limit comments to 3 minutes**
- 5) **Action Items**
 - a. Election of Officers
 - b. Payment of Bills
 - c. Review and Acceptance of Financials
 - d. Website Accessibility Policy and Designating Website Accessibility Officer
- 6) **Reports**
 - a. Ramey Environmental – Plant Operations
 - b. Injection Well Testing Report
 - c. Water Treatment Plant Construction Update
- 7) **Next Meeting**
 - a. June 10, 2024 at the Firestone Town Hall starting at 4:00 PM
- 8) **Any Other of Business**
- 9) **Adjournment**

Agenda Item 2

Agenda Item 3(a)

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting Regular Meeting
Minutes
April 8, 2024
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday April 8, 2024 at 4:00 P.M. in the Firestone Town Hall located at 9950 Park Avenue, Firestone, Colorado. Any director or consultant who was unable to physically attend the meeting could attend virtually.

The following Directors were in attendance, to wit:

| | | |
|-----------------------|----------------|---------|
| Julie Pasillas (2024) | Vice-President | Present |
| Dave Lindsay (2024) | Secretary | Present |
| James Walker (2025) | Board Member | Present |
| Don Conyac (2025) | Treasurer | Present |

Also, in attendance was Rusti Roberto (Town of Firestone), and Amber Kauffman (Little Thompson Water District).

Tim Flynn (Collins Cole Flynn Winn Ulmer), Wayne Ramey (Ramey Environmental), and Brett Gracely (LRE Water) attended via Zoom.

A member of the public who is identified as Bobby Mathews also was present for the meeting.

Director Lindsay reported that Firestone has not yet appointed a replacement to the Board to fill Julie Svaldi's term. It was his understanding that would be addressed by Firestone at their April 24 meeting.

Agenda Item 1:

A quorum having been established, the meeting was called to order by the Authority's Vice President, Julie Pasillas at 4:02 P.M.

Agenda Item 2:

Director Pasillas referred the Board to the meeting minutes for the March 11, 2024 Board meeting.

Motion to approve the minutes for March 11, 2024 was made by Director Conyac, second by Director Lindsay.

Motion passed unanimously by voice vote.

Agenda Item 3:

Bobby Matthews, a member of the Public was present, but had no public comments.

Agenda Item 4a:

Director Lindsay directed the Board to the packet to the summary of current bills that were paid or are being processed for payment.

Director Lindsay explained that there were two invoices from 24K Cleaning Service. One for normal monthly cleaning services and one was for tile floor sealing. Director Lindsay explained that when the tile floors were installed, they were never sealed. He had asked 24K Cleaning if tile sealing was a service they provided, and he went ahead and had them seal the entrance, lobby, and main hallway floors to see how it looks.

Motion to approve the payment of bills was made by Director Walker, second by Director Pasillas.

Roll-Call Vote

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> |
|----------------|------------|-----------|----------------|
| James Walker | X | | |
| Don Conyac | X | | |
| Julie Pasillas | X | | |
| Dave Lindsay | X | | |

Motion was passed.

Agenda Item 4b:

Director Lindsay directed the Board to the financial statements handed out at the meeting. He explained that he did receive them in time to be included in the packet, however the emails from Jessica Clanton that includes the financial statements had been going into a junk folder and he didn't see them there until after packets went out.

Director Pasillas mentioned she noticed that the expense of \$345.44 in the office supply line on the Profit and Loss statement. She explained that it was discussed at the February meeting that the amount should be moved from office supplies to operating expenses. Director Conyac said he would talk to Jessica Clanton to have it moved.

Motion to accept the financials was made by Director Conyac, second by Director Pasillas.

Roll-Call Vote

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> |
|----------------|------------|-----------|----------------|
| Julie Pasillas | X | | |
| James Walker | X | | |
| Dave Lindsay | X | | |
| Don Conyac | X | | |

Motion was passed.

Agenda Item 4c:

Director Lindsay directed the Board to the packet and Resolution 2024-05 Approving the First Amendment to Agreement with Excellence Logging.

Director Lindsay explained that at the last meeting he had asked to have an opportunity to look through the agreement with Attorney Flynn to re-negotiate the language in section 19 for liability purposes. He explained that the language that was in the original contract would have violated state statutes. The amended language was negotiated and the liability that Excellence Logging would accept would be covered under an additional insurance policy, which would increase the cost of their work. The Amendment incorporates the new language and increased contract amount.

Motion to approve Resolution 2024-05 Approving First Amendment to Agreement with Excellence Logging was made by Director Walker, second by Director Conyac.

Roll-Call Vote

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> |
|----------------|------------|-----------|----------------|
| Dave Lindsay | X | | |
| Julie Pasillas | X | | |
| Don Conyac | X | | |
| James Walker | X | | |

Motion was passed.

Agenda Item 4d:

Director Lindsay directed the Board to the packet and Resolution 2024-06 Approving the Agreement with Sun Valley Contractors.

Director Lindsay explained that another pressure gauge was needed at the RO Brine injection wellhead. The EPA permit requires that pressure in the annulus space and on the bradenhead be monitored and recorded. Currently, the bradenhead pressure gage is an analog gage, and must be read manually. Sun Valley Contractors was the original electrician on the injection well pump station project and is currently working in the area. The contract with Sun Valley will allow for the installation of a new conduit between the wellhead and the pump station and installation of data cable. After Sun Vally completes their work, Automation Electronics will come back and install the new digital pressure gage, terminate the data cabling, and program the new pressure gage into the SCADA. This work is part of a larger project to have the SCADA automatically populate a spreadsheet log of the well activity that is submitted monthly to the EPA. He also mentioned that the EPA prefers the automation.

Motion to approve Resolution 2024-06 Approving the Agreement with Sun Valley Contractors was made by Director Walker, second by Director Conyac.

Roll-Call Vote

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> |
|----------------|------------|-----------|----------------|
| Don Conyac | X | | |
| Dave Lindsay | X | | |
| James Walker | X | | |
| Julie Pasillas | X | | |

Motion was passed.

Agenda Item 4e:

Director Lindsay directed the Board to the packet and Resolution 2024-07 Approving the Master Service Agreement with Quandary Consultants.

Director Lindsay explained that Quandary is a laboratory, and this contract would allow collection of samples and tests to be performed on the RO brine at the injection pump station. These test results are submitted to EPA quarterly as part of the well permit compliance. With this agreement, payments are to be made quarterly and does allow for annual increases with a 60-day notice.

Quandary has been performing this service but under IPT, this Agreement has them working directly for the Authority. He also mentioned that this was included in the 2024 budget, and the price didn't change.

During the discussion, Attorney Flynn noted that in his final read of the Agreement he realized that there was one provision he missed that requires a minor, but important modification to the Termination section of the Agreement. As a government entity, the Authority can not enter into a multi-year fiscal obligation and because the Agreement allows for annual increases in the fee charged the Termination section needs to include language that limits annual extension "subject to annual appropriations".

Motion to approve Resolution 2024-07 Approving the Master Service Agreement with Quandary Consultants was made by Director Lindsay with the added stipulation that he and Attorney Flynn finalize incorporation of the needed annual appropriation language, second by Director Pasillas.

Roll-Call Vote

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> |
|----------------|------------|-----------|----------------|
| Julie Pasillas | X | | |
| James Walker | X | | |
| Don Conyac | X | | |
| Dave Lindsay | X | | |

Motion was passed.

Agenda Item 5a:

Wayne Ramey with Ramey Environmental Compliance referred the Board to the monthly activity report in the packet. He explained that everything was running smoothly for everyday operations.

Agenda Item 5b:

Director Lindsay explained that the Fall-Off test was successfully completed. The data was sent to IPT Inc, and once combed through will be sent to Director Lindsay for review and then the report will be sent to the EPA. IPT's initial evaluation of the results indicate that there is some impedance to the injection, but they need additional study of the data to determine what that might be. They suspect that it is a "skin" that can develop in the injection zone as a result of the brine reacting with the receiving rock formation. The Fall-Off test will be performed annually, and the results submitted to the EPA as part of the permit compliance.

Director Lindsay also mentioned that the testing for the Temperature Logging that was approved in March, and the amendment that was approved earlier in the meeting would start this week. The results of this test will be sent to the EPA in compliance with the injection permit. The Temperature test is only required to be completed every 4 years.

Agenda Item 5c:

Director Lindsay reported that there are 4 remaining vendors from the construction contract settlement between Firestone and IWS that he is awaiting responses from, and that the settlement is close to being completed.

Director Lindsay also mentioned that he is coordinating a schedule with some of the subcontractors to complete a punch list of items. He mentioned that some of these items have been paid for and there will be no additional payments but some of the items are work that Firestone will be contracting for to have completed.

Agenda Item 6a:

Next Meeting will be May 13, 2024 at Firestone Town Hall, starting at 4:00 P.M. Director Lindsay will be participating remotely.

Agenda Item 7:

Director Lindsay discussed the Temperature Logging test. He explained he was told that he didn't have to do any injecting into the well while the test was taking place, and found out later that he in fact needed to be injecting into the well. He explained that the injection pump station cannot generate a high enough flowrate to get the well pressure up high enough for the testing.

Director Lindsay explained that after speaking with Excellence Logging that they recommended a company here in Firestone that will be able to come in and help perform the testing by bringing in their own pumping equipment and materials as needed. Director Lindsay mentioned the cost was estimated to be \$12K. Director Lindsay will have an update at the next meeting.

Agenda Item 8:

Motion to adjourn made by Director Conyac, second by Director Lindsay at 5:06 P.M.

Motion passed unanimously by voice vote.

Agenda Item 5(b)
Approval of Bills

CURRENT LIST OF BILLS

| | |
|--|-------------|
| 24K Cleaning (office cleaning and floor coating) | \$1,000.00 |
| Automation Electronics (Injection PS programing) | \$288.00 |
| CorKat (Managed IT Services, March) | \$1,438.50 |
| Black Hills Energy (natural gas) | \$1,272.97 |
| Harcros Chemical (sulfuric acid) | \$1,228.00 |
| New IPT (EPA permit compliance support) | \$12,359.43 |
| New IPT (Temp Logging and Fall-Off Test support) | \$18,263.00 |
| Collins Cole Flynn Winn Ulmer (legal) | \$2,714.00 |
| St Vrain Sanitation Dist (quarterly sewer service) | \$1,186.26 |
| SWABBCO (Temp Logging Injection Services, Day1) | \$13,600.00 |
| SWABBCO (Temp Logging Injection Services, Day2) | \$7,600.00 |
| Waste Connections (trash service) | \$42.15 |
| CorKat (Managed IT Services, April) | \$1,438.50 |
| Ramey (plant operations and lab services) | \$6,903.32 |
| USA BlueBook (lab supplies and process chemical equip) | \$2,077.17 |

Agenda Item 5(c)

Balance Sheet

St. Vrain Water Authority

Balance Sheet

As of April 30, 2024

| | TOTAL |
|-------------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10.1010 - Checking | 17,473.07 |
| Total Bank Accounts | \$17,473.07 |
| Accounts Receivable | |
| Accounts Receivable (A/R) | 55,850.62 |
| Total Accounts Receivable | \$55,850.62 |
| Other Current Assets | |
| Prepaid Expense | 0.00 |
| Total Other Current Assets | \$0.00 |
| Total Current Assets | \$73,323.69 |
| TOTAL ASSETS | \$73,323.69 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable (A/P) | 7,421.32 |
| Total Accounts Payable | \$7,421.32 |
| Total Current Liabilities | \$7,421.32 |
| Total Liabilities | \$7,421.32 |
| Equity | |
| Retained Earnings | 84,541.35 |
| Net Income | -18,638.98 |
| Total Equity | \$65,902.37 |
| TOTAL LIABILITIES AND EQUITY | \$73,323.69 |

Budget to Actual

| | 2024 Adopted Budget | Year -To-Date Actual |
|--|--------------------------------|---------------------------------|
| <u>OPERATING REVENUES</u> | | |
| Water Ops Base Charge - Firestone | 513,822.50 | 172,663.04 |
| Water Ops Base Charge - LTWD | 102,764.50 | 34,532.60 |
| Water Sales - Firestone | 95,062.50 | 15,736.78 |
| <u>TOTAL OPERATING REVENUE</u> | \$ 711,649.50 | \$ 222,932.42 |
| <u>OPERATING EXPENDITURES</u> | | |
| <u>Administration</u> | | |
| Office Supplies | 500.00 | - |
| Dues and Fees | 7,203.00 | 1,743.81 |
| Contract Services | 357,765.00 | 135,875.32 |
| Rate Study | 35,000.00 | - |
| Permit and Licensing | 35.00 | - |
| Misc. Admin | 1,000.00 | - |
| Total Administration | \$ 401,503.00 | \$ 137,619.13 |
| <u>Facilities</u> | | |
| Insurance | 35,885.00 | 53,031.00 |
| Utilities | 81,280.00 | 22,338.85 |
| Grounds Maintenance | 10,000.00 | - |
| Building/Facility Maintenance | 10,719.00 | 8,560.32 |
| Misc. Facilities | 1,000.00 | - |
| Total Facilities | \$ 138,884.00 | \$ 83,930.17 |
| <u>Operations and Maintenance</u> | | |
| Chemicals | 54,000.00 | 10,537.10 |
| Utilities | 26,454.00 | 9,139.56 |
| Equipment Maintenance | 2,000.00 | - |
| Misc Tools/Lab Supplies | 5,000.00 | - |
| Misc O&M Expenses | 1,000.00 | 345.44 |
| Total Operations and Maintenance | \$ 88,454.00 | \$ 20,022.10 |
| <u>Capital Equipment</u> | | |
| Electric Pallet Jack | 6,200.00 | - |
| Security System | 70,000.00 | - |
| Misc. Capital Equipment | 5,000.00 | - |
| Total Capital Equipment | \$ 81,200.00 | \$ - |
| <u>TOTAL OPERATING EXPENSES</u> | \$ 710,041.00 | \$ 241,571.40 |
| <u>OPERATING GAIN (LOSS)</u> | \$ 1,608.50 | \$ (18,638.98) |
| Fund Balance, Beginning of Year | \$ 167,157.00 | \$ 31,518.15 |
| Fund Balance, End of Year | \$ 168,765.50 | \$ 12,879.17 |

Profit and Loss

St. Vrain Water Authority

Profit and Loss

January - April, 2024

| | TOTAL |
|---|----------------------|
| Income | |
| Sales | 222,932.42 |
| Total Income | \$222,932.42 |
| GROSS PROFIT | \$222,932.42 |
| Expenses | |
| 10.6110 - Legal Fees | 5,043.00 |
| 10.6115 - Contract Operations | 130,832.32 |
| 10.6120 - Accounting Fees | 0.00 |
| 10.6140 - Bank Charges & Fees | 1.20 |
| 10.6300 - Dues and Fees | 1,742.61 |
| Facilities | |
| 10.6500 Insurance | 53,031.00 |
| 10.7100 Utilities - Facilities | 22,338.85 |
| 10.7200 Building/Facility Maintenance | 8,560.32 |
| Total Facilities | 83,930.17 |
| Operations & Maintenance | |
| 10.7110 Utilities - O & M | 9,139.56 |
| 10.8100 Chemicals | 10,537.10 |
| 10.9900 Misc O&M Expenses | 345.44 |
| Total Operations & Maintenance | 20,022.10 |
| Total Expenses | \$241,571.40 |
| NET OPERATING INCOME | \$ -18,638.98 |
| NET INCOME | \$ -18,638.98 |

Agenda Item 5(d)

RESOLUTION NO. 2024-08

ST. VRAIN WATER AUTHORITY

BOULDER, LARIMER AND WELD COUNTIES, COLORADO

A RESOLUTION DESIGNATING THE WEBSITE ACCESSIBILITY OFFICER AND ADOPTING A WEBSITE ACCESSIBILITY POLICY FOR THE ST. VRAIN WATER AUTHORITY

WHEREAS, the St. Vrain Water Authority (“Authority”) is a quasi-municipal corporation and political subdivision of the State of Colorado established pursuant to the St. Vrain Water Authority Establishing Contract; and

WHEREAS, pursuant to the Establishing Contract and C.R.S. 29-1-204.2, the Authority’s Board of Directors (“Board”) is charged with conducting the business and affairs of the Authority; and

WHEREAS, pursuant to HB 21-1110, all public entities are required to have a Website Accessibility Policy (“Policy”) adopted and in place by July 1, 2024; and

WHEREAS, the Board has determined that it is appropriate to designate an accessibility officer in order to provide accessible facilities, elements, and channels of communication to all members of the public through the Authority’s website; and

WHEREAS, the Board has determined that it is appropriate to adopt a Policy regarding the Authority’s website accessibility; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the St. Vrain Water Authority that:

1. Website Accessibility Officer.

(a) Rusti Roberto, is hereby designated as the Website Accessibility Officer (“Accessibility Officer”) for the Authority and is responsible for the uploading, maintenance, and care of the data on the Authority’s website.

(b) The Accessibility Officer shall have the authority to designate such agents as the Officer shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

2. **Website Requirements.** The Authority will use its best efforts to always have a website in compliance with Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software.

3. **Policy.** The Policy attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted as the official Website Accessibility Policy for the Authority. This policy will be posted on the Authority's website.

4. **Severability.** If any part, section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

5. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its adoption by the Board of Directors of the Authority.

The foregoing Resolution was approved and adopted this 13th day of May, 2024.

ST. VRAIN WATER AUTHORITY

By: _____
_____, President

Attest:

Dave Lindsay, Secretary

EXHIBIT A
WEBSITE ACCESSIBILITY POLICY

This accessibility policy (“Accessibility Policy”) was approved by the St. Vrain Water Authority (“Authority”) Board of Directors on _____, 2024.

The Authority is fully committed to providing accessible facilities, elements, and channels of communication to all members of the public. As part of this commitment, the Authority has a policy of providing an accessible website compatible with the Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software. All features of the website will be coded to allow individuals with vision and other impairments to understand and use the website to the same degree as someone without disabilities. We welcome feedback and can often resolve issues in a timely manner if they arise.

If you need any special assistance or accommodations, please contact our accessibility officer at rusti.roberto@stvrainwaterauthority.com or 303-531-6272.

Ongoing Compliance Information

Compliance Officer

The Authority has designated Rusti Roberto, as its compliance officer for website disability-related accommodations. The compliance officer has received training in website accessibility and updates the site in accordance with those best practices. Contact our accessibility officer to report an issue.

Compliance Procedures and Reports

In addition to annual testing with users with a wide range of disabilities and coding our website to WCAG standards, the Authority regularly scans its website to ensure ongoing compliance and makes timely changes to any inaccessible items, if any are found. For purposes of enhancing our commitment to transparency, the Authority will make the last three months of its reports available to the public.

Linked Documents and Third Parties

Please note that this site may link out to third-party websites, such as state or federal agencies, that do not have accessible content. This site may also include documents provided by third parties included in our agenda packets, for example. While we cannot control the accessibility of content provided by third parties, we are happy to assist any member of the public with reading and accessing content on our site.

Please contact our accessibility officer at rusti.roberto@stvrainwaterauthority.com, or 303-531-6272 if you have an issue or see any areas that need improvement.

Report an Accessibility Issue

We are committed to your ability to access all content. Any issues or requests reported will be responded to by the compliance officer or designee within 2 business days.

Agenda Item 6(a)



St. Vrain Water Authority Monthly Activity Report April 2024

Daily Operations include completing site walk through, recording daily flow totals and chemical levels and recording daily process control data. Completion of plant start-up and visual inspection of plant equipment. Collect and analyze daily lab samples. Completion of end of day shutdown and lock up.

4/1/24: Completed daily operations. Collected quarterly compliance samples and delivered them to the lab. Completed acid and chlorine maintenance washes on UF #1.

4/2/24: Completed daily operations. Completed acid and chlorine maintenance washes on UF #2. After production setpoint was reached, the RO kept running and filled the interstage basin past the stop setpoint without shutting down the unit. Operation staff unsuccessfully attempted to shut off the RO from the HMI screen and had to press the E-Stop button to get the unit disabled and reset. After resetting the RO went into post-permeate production flush and then into standby. REC is contacting Wiggins for further troubleshooting to resolve this issue.

4/3/24: Completed daily operations.

4/4/24: Completed daily operations.

4/5/24: Completed daily operations. Testing deep well injection pump trains for next week's temperature test.

4/8/24: Completed daily operations.

4/9/24: Completed daily operations. Completed acid and chlorine maintenance washes on UF #2. Shutdown both deep well injection trains to conduct temperature tests.

4/10/24: Completed daily operations. Completed acid and chlorine maintenance washes on UF #1.

4/11/24: Completed daily operations. Ordered lab supplies, chemical equipment, and process control supplies. Filled chlorine day tank for CIP and maintenance washes.

4/12/24: Completed daily operations. Restarted the deep well injection system after the temperature tests were completed.

4/15/24: Completed daily operations.

4/16/23: Completed daily operations.

4/17/24: Completed daily operations. Conducted a tour for Burns and McDonnell and Town of Erie Water personnel with Memcor on site to explain the treatment process. Completed acid and chlorine maintenance washes on UF #1.

4/18/24: Completed daily operations. Operation staff attended a Teams meeting with Wigen and Plummer to troubleshoot issues with the RO Skid and determine how to resolve them. The issue appears to be a result of the Permeate Flush Tank not being filled by the time the production setpoint is reached. A follow-up meeting was scheduled to make changes to the controls and test new operational setpoints and alarms. General cleaning of the MCC room.

4/19/24: Completed daily operations.

4/22/24: Completed daily operations. Received a delivery of 93% sulfuric acid tote. Completed acid and chlorine maintenance washes on UF #2. Flushed and cleaned the UF Feed Turbidimeter.

4/23/24: Completed daily operations.

4/24/24: Completed daily operations. Completed acid maintenance washes on UF #1 and UF #2.

4/25/24: Completed daily operations. Attended a Teams meeting with Wigen integrator to make changes to the control narrative for the RO unit. Added additional alarms and confirmed their operation.

4/26/24: Completed daily operations.

4/29/24: Completed daily operations. Replaced the 93% sulfuric acid tote. Sun Valley Electric on site to complete electrical work around the facility.

4/30/24: Completed daily operations. Flushed and cleaned the Finished Water Turbidimeter and feed line.

St. Vrain Water Authority Summary

| Monthly Water Totals | March 2024 | April 2024 |
|---|------------|------------|
| Raw (MG) | 2.759 | 1.3306 |
| Filtrate (MG) | 1.186 | 1.2885 |
| Finished (MG) | 1.008 | 0.9522 |
| Concentrate (MG) | 0.132 | 0.1435 |
| Finished Water Quality | | |
| Average Entry Point Free Chlorine Residual (mg/L) | 1.28 | 1.22 |
| Average Entry Point pH (SU) | 7.45 | 7.45 |
| Average Entry Point Conductivity (μ S/m) | 432 | 415 |
| Average Entry Point Fluoride (mg/L) | 0.54 | 0.56 |
| Average Entry Point Alkalinity (mg/L) | 250 | 241 |

