

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting**  
**Agenda**  
**June 12, 2023**  
**4:00 PM at the Firestone Town Hall**

- 1) **Roll Call**
- 2) **Consent Agenda**
  - a. Approval of May 8, 2023 Regular Meeting Minutes
- 3) **Public Comment – Please limit comments to 3 minutes**
- 4) **Action Items**
  - a. Payment of Bills
  - b. Review and Acceptance of Financials, if available
  - c. Adopt Water Rate Resolution
- 5) **Discussion Items**
  - a. Discussion of Water Plant Security System
- 6) **Reports**
  - a. Ramey Environmental – Plant Operations
  - b. Water Treatment Plant Construction Update
  - c. Website Development/Hosting
  - d. Administration Management Update
- 7) **Next Meeting**
  - a. July 10, 2023 at the Firestone Town Hall starting at 4:00 PM
- 8) **Any Other of Business**
- 9) **Adjournment**

## **Agenda Item 2(a)**

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting Regular Meeting**  
**Minutes**  
**May 8, 2023**  
**4:00 PM @ Firestone Town Hall**

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, May 8, 2023, 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 Svaldi (2023)	President	Present
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 Amber Kauffman (Little Thompson Water District), Rusti Roberto (Town of Firestone), AJ Krieger (Town of Firestone), and Frank Jimenez (Town of Firestone). Wayne Ramey (Ramey Environmental), Jessica Clanton (SVWA Budget Director) and Tim Flynn (Collins Cole Flynn Winn Ulmer) attended via Zoom.

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

**Agenda Item 1:**

A quorum having been established, the meeting was called to order by the Authority's President, Julie Svaldi.

**Agenda Item 2:**

Director Svaldi referred the Board to the meeting minutes for the April 17, 2023 special meeting.

Motion to approve the minutes was made by Director Conyac, Second by Director Pasillas. 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 for a summary of current bills that were paid or are being processed for payment.

Director Svaldi mentioned that the Comcast bill looked good. She also asked for an update regarding the Black Hills Energy and why it was so low. Director Lindsay explained that he followed up with them, and a work order was created for them to come out and check the meter. Director Lindsay explained he would have an update at the next meeting.

Director Lindsay also explained that the Streamline invoices were \$250.00 for the Start up costs, and the \$300.00 was for the hosting.

Motion to approve the payment of bills was made by Director Lindsay, Second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Svaldi	<b>X</b>		
Dave Lindsay	<b>X</b>		
Jim Walker	<b>X</b>		
Julie Pasillas	<b>X</b>		
Don Conyac	<b>X</b>		

Motion was passed unanimously.

**Agenda Item 4b:**

Director Svaldi directed the Board to the packet to see the current balance sheet and current profit-loss statement.

Director Svaldi explained that she, and Director Conyac spoke with Jessica Clanton, Budget Director for the Authority, as well as Amber Kauffman with Little Thompson Water District regarding clarification on the balance sheet.

Amber expressed concerns with the Invoice from the Town for the 1/6 partnership and didn't understand how the amount was reached. Director Lindsay explained that it was the base costs divided by 9 months rather than 12 months because no water was produced in April. Amber explained that she needed additional documentation showing calculations so she can justify the payment.

Tim Flynn, legal counsel, recommended that the Authority Board adopt a formal rates resolution so that these are in writing. Director Lindsay to follow up with Tim to get this together for next meeting.

Further discussion among the Board with questions regarding the balance sheet showing a negative balance was answered by Jessica Clanton.

Motion to approve acceptance of financials, was made by Director Lindsay and Second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Dave Lindsay	<b>X</b>		
Julie Pasillas	<b>X</b>		
Julie Svaldi	<b>X</b>		
Don Conyac	<b>X</b>		
Jim Walker	<b>X</b>		

Motion was passed unanimously.

**Agenda Item 5a:**

Director Svaldi mentioned that she had conversations with other Board members regarding extra help such as administrative services. She mentioned she had asked the Town of Firestone if Rusti Roberto could possibly be appointed the clerk for the Authority, and if Jessica Clanton could continue to help with financials.

Director Lindsay explained that the RFP for management services had been completed but not yet sent out for bid. Director Lindsay explained that he needed further instruction from the Board on the next steps. Audit services was also discussed, and it was decided that this can continue through the Town, rather than hiring an Auditor. The Authority is still small, but the possibility of hiring a management service could be done on a contract basis.

It was determined with further discussion among the Board and attendees that the Town of Firestone is available to step in with staff support to help the Authority operate and help keep costs down. It was determined that an IGA would be drafted, or the already completed RFP may act as the IGA between the Authority and the Town with terms and conditions. Firestone's role would be short term and the Authority would reimburse Firestone for direct expenses.

Director Lindsay explained that he and Director Pasillas could sit down and figure out what services the Town can and cannot be provided.

Discussion between the Board regarding Audit services will see a change in direction because the Town of Firestone is already performing this duty, that it may be considered double dipping, or the Authority would be paying for the service twice.

Concerns of information being shared, and communication issues was brought up, and that maybe a management service was in fact needed, to ensure clearer communication and tasks being done in a timely fashion.

Motion to not hire out additional audit services was made by Director Pasillas, and second by Director Svaldi.

Motion passed unanimously by voice vote.

**Agenda Item 6a:**

Wayne Ramey referred the Board to the Monthly Activity Report included in the packet. He reviewed some of the highlights. There were no questions or comments from the Board.

**Agenda Item 6b:**

Director Lindsay reported that the water plant was now making potable water, though none of it was currently being sent into distribution. The plants extended period testing was concluded and there are a couple of issues regarding sensors that need to be resolved for the plant to be able to run in an automated function, but they have developed some workarounds to allow the plant to function. It is expected that the Town of Firestone will be able to issue the Certificate of Substantial Completion for the plant construction. This would officially begin the Commissioning Period for the plant and will be fully operated by Ramey staff with as needed support from the contractor and their subs. The deep injection well that disposes of the RO reject brine is now fully functional and Firestone is in the process of closing out that contract.

**Agenda Item 6c:**

Director Svaldi gave an update to the Board on the website development hosting. She explained that for the first year it will be inexpensive as the Authority doesn't have revenue at this time. She explained that Streamline hosting fees are based on the Authority's budgeted revenue, so as the operating revenue goes up, the website fee will also go up.

She explained that next year's costs will be around \$2,160.00 and that is based on the annual operating budget for 2023. She explained that the Website agreement is for 1 year, and if the Authority decides it no longer requires Streamline services, then the company will provide the Authority with everything pertaining to the website. Director Svaldi also explained that the Streamline service includes unlimited everything, and that a meeting was scheduled for Friday May 12, to get a data transfer done.

Director Svaldi also explained that she inquired with CorKat regarding the retention storage time and capacity. She explained that it is 90 days on the cloud and then sent off site and kept for up to 1 year. It was decided with further discussion among the Board that because of the State Archives office and the Retention schedule and depending on the documents and the time these documents need to be kept all differ, that maybe the Authority start with 1 years' worth of time and documents to see what items needed to be kept.

**Agenda Item 6d:**

Director Lindsay reported that only one proposal was received for the Financial Auditing Services. However, since the Board has decided to continue including its audits with Firestone's, he will notify the firm.

**Agenda Item 7a:**

Next meeting will be June 12, 2023 at Firestone Town Hall, starting at 4:00 PM.

**Agenda Item 8:**

Director Lindsay mentioned that the tour of the Treatment Facility was cancelled for May 8, 2023 because there was still too much work going on in the plant. He believes they will be into Commissioning in June and suggested before the June meeting would be a good time for the tour. This has been rescheduled for June 12, 2023 @ 2pm.

Director Lindsay also explained that he did receive an email from CDPHE asking if we needed a “Water Coach” to come and help. Director Lindsay responded that Ramey would not need this service but did ask if this person would be willing to come and make a presentation to the Board regarding compliance and Rules and Regulations in the next coming months. The Board was interested in this. Director Lindsay to provide an update at the next meeting.

**Agenda Item 9:**

Motion to adjourn made by Director Conyac, Second by Director Pasillas. Motion passed unanimously by voice vote.

**Agenda Item 4(a)**  
**Approval of Bills**



**CURRENT LIST OF BILLS**

Lindsay Reimbursement (Zoom subscription)	\$159.65
Ramey Environmental Compliance	\$224.18
Black Hills Energy	\$27.92
Collins Cole Flynn Winn & Ulmer, PLLC	\$1,506.00
Ramey Environmental Compliance	\$10,598.60
Black Hills Energy	\$27.92
Comcast	\$912.99

**Agenda Item 4(b)**  
**Balance Sheet**

# St. Vrain Water Authority

## Balance Sheet

As of June 9, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10.1010 - Checking	37,077.58
<b>Total Bank Accounts</b>	<b>\$37,077.58</b>
Accounts Receivable	
Accounts Receivable (A/R)	46,472.56
<b>Total Accounts Receivable</b>	<b>\$46,472.56</b>
<b>Total Current Assets</b>	<b>\$83,550.14</b>
<b>TOTAL ASSETS</b>	<b>\$83,550.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	10,598.60
<b>Total Accounts Payable</b>	<b>\$10,598.60</b>
<b>Total Current Liabilities</b>	<b>\$10,598.60</b>
<b>Total Liabilities</b>	<b>\$10,598.60</b>
Equity	
Retained Earnings	56,325.89
Net Income	16,625.65
<b>Total Equity</b>	<b>\$72,951.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$83,550.14</b>

# **Budget to Actual**

	<b>2023 Proposed Budget</b>	<b>Year -To-Date Actual</b>
<b><u>OPERATING REVENUES</u></b>		
Rate Revenue - Firestone	- 0	- 0
Rate Revenue - LTWD	- 0	- 0
Rate Revenue - Non-Member 1	- 0	- 0
Cash Contribution - Firestone	25,000.00	25,000.00
Cash Contribution - LTWD	5,000.00	5,000.00
Water Ops Base Charge - Firestone	348,544.17	77,454.26
Water Ops Base Charge - LTWD	69,708.83	15,490.86
Water Sales - Firestone	103,477.50	- 0
Water Sales - LTWD	- 0	- 0
<b><u>TOTAL OPERATING REVENUE</u></b>	<b>\$ 551,730.50</b>	<b>\$ 122,945.12</b>
<b><u>OPERATING EXPENDITURES</u></b>		
<b><u>Administration</u></b>		
Salaries and Benefits	123.00	317.00
Office Supplies	100.00	- 0
Dues and Fees	3,307.00	1,363.05
Contract Services	319,720.00	59,174.96
Rate Study	35,000.00	- 0
<b>Total Administration</b>	<b>\$ 358,250.00</b>	<b>\$ 60,855.01</b>
<b><u>Facilities</u></b>		
Insurance	2,700.00	35,440.00
Utilities	42,503.00	9,944.46
Grounds Maintenance	10,000.00	- 0
Building/Facility Maintenance	4,800.00	- 0
<b>Total Facilities</b>	<b>\$ 60,003.00</b>	<b>\$ 45,384.46</b>
<b><u>Operations and Maintenance</u></b>		
Chemicals	120,000.00	80.00
Utilities	8,946.00	- 0
<b>Total Operations and Maintenance</b>	<b>\$ 128,946.00</b>	<b>\$ 80.00</b>
<b><u>TOTAL OPERATING EXPENSES</u></b>	<b>\$ 547,199.00</b>	<b>\$ 106,319.47</b>
<b><u>OPERATING GAIN (LOSS)</u></b>	<b>\$ 4,531.50</b>	<b>\$ 16,625.65</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$ 11,235.43</b>	<b>\$ 56,326.00</b>
<b>Fund Balance, End of Year</b>	<b>\$ 15,766.93</b>	<b>\$ 72,951.65</b>

# **Profit and Loss**

# St. Vrain Water Authority

## Profit and Loss

January 1 - June 9, 2023

	TOTAL
Income	
10.5000 - Cash Contributions	
10-5001 - Cash Contributions - Firestone	25,000.00
10.5002 - Cash Contributions - LTWD	5,000.00
<b>Total 10.5000 - Cash Contributions</b>	<b>30,000.00</b>
Sales	92,945.12
<b>Total Income</b>	<b>\$122,945.12</b>
GROSS PROFIT	<b>\$122,945.12</b>
Expenses	
10.6110 - Legal Fees	5,371.50
10.6115 - Contract Operations	53,681.37
10.6140 - Bank Charges & Fees	-80.00
10.6220 - Liability Insurance	317.00
10.6300 - Dues and Fees	1,443.05
10.6500 Insurance	35,440.00
Chemicals	80.00
Office/General Administrative Expenses	122.09
Telephone System	3,459.65
Utilities	6,484.81
<b>Total Expenses</b>	<b>\$106,319.47</b>
NET OPERATING INCOME	<b>\$16,625.65</b>
NET INCOME	<b>\$16,625.65</b>

# **Agenda Item 4(c)**



**RESOLUTION 2023-05**

**ST. VRAIN WATER AUTHORITY**  
**BOULDER, LARIMER AND WELD COUNTIES, COLORADO**

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**A RESOLUTION ESTABLISHING WATER RATES, FEES, AND CHARGES  
FOR ST. VRAIN WATER AUTHORITY FOR CALENDAR YEAR 2023**

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**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 dated April 24, 2019 (“Establishing Contract”) entered into by and between the Town of Firestone (“Firestone”) and the Little Thompson Water District (“Thompson Water”); and

**WHEREAS**, Firestone and Thompson Water each have entered into a Member Agreement with the Authority (singularly a “Member Agreement” and collectively the “Member Agreements”); and

**WHEREAS**, pursuant to Article IV, Section 4.1.10 of the Establishing Contract, the Authority’s Board of Directors (“Board”) is authorized to fix, maintain, and revise rates, fees, and charges for functions, services, or facilities provided by the Authority; and

**WHEREAS**, pursuant to Article IX of the Member Agreements, the Board is to establish rates, fees, and charges sufficient to defray all costs of operating the Authority and operating, maintaining, repairing, replacing, and expanding the Authority’s water treatment facilities, including providing for appropriate reserves, contingencies, and any other financial obligations of the Authority; and

**WHEREAS**, the Authority has recently completed construction of a reverse osmosis water treatment plant, deep injection well and related facilities (“Water Treatment Facilities”); and

**WHEREAS**, the Water Treatment Facilities are or will soon be operational and in order to collect sufficient revenues for the operation of the Authority and the Authority’s Water Treatment Facilities, it is necessary for the Board to adopt and assess water rates and charges; and

**WHEREAS**, under the Authority’s Establishing Contract and Member Agreements, the Board is charged with adopting water rates and charges to fully recover the Authority’s costs of treating and delivering water as determined by the Board in the reasonable exercise of its discretion; and

**WHEREAS**, under the Member Agreements, the Board is authorized to adopt and assess a Fixed Service Charge and a Volumetric Charge; and

**WHEREAS**, the Fixed Service Charge is intended to recover that portion of the fixed costs of the Authority, including the Water Treatment Facilities, which the Board determines appropriate, even if no water is produced; and

**WHEREAS**, the Volumetric Charge is intended to recover among other things, the Authority's variable costs and to supplement, to the extent necessary, the revenue produced by the Authority's Fixed Service Charge to ensure that the Authority receives sufficient revenue to fully recover the Authority's costs, including the cost of operating, maintaining, repair, and replacing the Water Treatment Facilities; and

**WHEREAS**, after considering the Authority's revenue requirements for the balance of calendar year 2023, the Board has determined that the Authority's Fixed Service Charge needs to be sufficient to recover, during calendar year 2023, \$278,835.36 from and after July 1, 2023; and

**WHEREAS**, the Board has further determined that the Fixed Service Charge should be assessed in proportion to each Members share of the capacity of the Water Treatment Facilities with Firestone currently being entitled to 5/6<sup>th</sup> of said capacity and Thompson Water being entitled to 1/6<sup>th</sup> of the capacity of the Water Treatment Facilities; and

**WHEREAS**, each 1/6<sup>th</sup> interest in the capacity of the Water Treatment Facilities for purposes of the Authority's rates and charges is hereinafter referred to as a "Unit of Capacity"; and

**WHEREAS**, after considering the Authority's revenue requirements for the balance of 2023, the Board has determined that it is necessary to adopt and assess water rates and charges as hereinafter provided.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the St. Vrain Water Authority, with territory lying within portions of Boulder, Larimer, and Weld Counties, Colorado, as follows:

**Section 1. Fixed Service Charge.** From and after July 1, 2023, the Authority's Fixed Service Charge shall be and is hereby assessed at the rate of \$7,745.43 per Unit of Capacity to generate a total of \$46,472.56 per month being allocated amongst the Members in accordance with their respective Units of Capacity in the Water Treatment Facilities. By way of explanation, Firestone shall be assessed monthly for five Units of Capacity or \$38,727.13 and Thompson Water shall be assessed monthly for one Unit of Capacity or \$7,745.43.

**Section 2. Volumetric Charge.** From and after July 1, 2023, for water delivered, if any, during June of 2023, each Member of the Authority that receives treated water from the Authority's Water Treatment Facilities shall pay a Volumetric Charge in the amount of \$4.50 per 1,000 gallons of treated water delivered to the Member.

**Section 3. Monthly Assessment and Collection.** All Authority Fixed Service Charges and Volumetric Charges shall be assessed and billed monthly and shall be due and payable no later than 25 days after the date on the invoice. Said charges shall remain in full force and effect until further action by the Board.

**Section 4. Effective Date.** The rates and charges as adopted by this Resolution shall remain in effect for the balance of calendar year 2023, unless and until modified by the Board.

**Section 5. Public Health and Necessity.** The Board hereby finds and determines that the adoption of this Resolution is necessary for and promotes the public health welfare and safety of the Authority and its Members.

Adopted on this \_\_\_\_ of June 2023 by the Board of Directors of the St. Vrain Water Authority.

**ST. VRAIN WATER AUTHORITY**

By: \_\_\_\_\_  
Julie Svaldi, President

Attest:

\_\_\_\_\_  
David Lindsay, Secretary

# **Agenda Item 6(a)**



## **St. Vrain Water Authority Monthly Activity Report May 2023**

**5/1/23:** Completed routine site visit. Created bench sheets to track flow and chemical usage. Started up plant to turn over calcite contactors. Set sulfuric acid to RO feed pump to manual setpoint due to inaccurate automated control. Periodically sampled RO feed to verify sulfuric acid dosage. Performed walkthrough to ensure proper function of all operating equipment. Shutdown plant at end of day.

**5/2/23:** Completed routine site visit. Participated in weekly construction progress meeting. Started up plant to troubleshoot high pressure alarm on fluoride pump. Performed drawdown on fluoride pump. Disassembled fluoride injection quill and cleaned check ball. Reinstalled fluoride injection quill. Shut down plant. Watched training videos from the Chlorine Institute on chlorine gas handling practices.

**5/3/23:** Completed routine site visit. Entered April data into Wigen RO process control spreadsheet. Met with AWC representative to discuss RO scale potential and introduced to AWC water quality software, discussed potential for reducing recovery rate of RO to allow for larger margin of error. Assisted AWC representative with collecting samples for UF effluent and post acid injection RO feed water quality. Plant shutdown abruptly due to monthly generator load test. Restarted plant after power transfer, then shut down plant to allow for normal shutdown procedure. Put together USABluebook order and sent to Dave Lindsay.

**5/4/23:** Completed routine site visit. Performed plant startup. Performed drawdown on RO feed Sulfuric Acid Pump #1. Sulfuric Acid Pump allowed to run in auto, maintaining proper pH level. Periodically sampled RO feed pH to ensure accurate sulfuric acid dose. Performed acid wash on UF #2 and neutralized waste. Collected Bac-T samples from calcite contactors and clearwell.

**5/5/23:** Completed routine site visit. Composed email to Trane concerning alarms with incorrect information. Attended operations meeting with Plummer, REC, and Dave Lindsay to discuss operational plan. Composed email to Wigen concerning twelve-hour flush cycle. Performed drawdown on sulfuric acid pump and calibrated pump. Running plant to flush out acid from RO feed and turn over calcite contactors.

**5/9/23:** Completed routine site visit. Attended weekly construction progress meeting. Performed plant startup and recorded flow numbers, then conducted plant walkthrough. Checked RO feed pH to ensure proper dosing. UF combined filtrate NTU meter had dirty vial alarm, cleaned vial, and returned to service. Collected and analyzed daily lab samples. Monitored automated shutdown process.

**5/10/23:** Completed routine site visit. Attended RO Feed pH meeting with IWS, Plummer and AWC. Collected flow numbers and performed plant startup. Performed plant walkthrough and calibrated lab equipment. Gathered periodic samples to monitor RO Feed pH. Collected and analyzed daily lab samples. Performed acid CIP on UF #1.

**5/11/23:** Completed routine site visit. Recorded daily flow totals and chemical levels. Performed plant startup. Performed daily walkthrough, collected, and analyzed lab samples. Plant shutdown during post process fill step due to low raw tank level. The raw tank low level alarm was set higher than necessary due to operator error, was reset to correct low level setpoint. Started plant again for IWS RO feed pH probe testing. Shutdown plant at the end of the day.

**5/12/23:** Completed routine site visit. Plant started up by IWS at 9:45 am. IWS sampled RO feed pH every half hour. Completed daily walkthrough and data recording. Collected and analyzed daily lab samples. IWS calibrated pH probes.

**5/15/23:** Completed routine site visit. Recorded flow totals and chemical levels. Performed plant startup. Performed plant walkthrough. Noticed leak in fluoride injection. IWS repaired leak on fluoride injection quill. Collected and analyzed daily lab samples. Shutdown plant at the end of the day.

**5/16/23:** Completed routine site visit. Recording flow and chemical data. Performed plant startup. Adjusted orthophosphate setpoint from 5mg/L to 10mg/L. Collected and analyzed daily labs. Readjusted orthophosphate setpoint back to 2mg/L, down from 10mg/L.

**5/17/23:** Completed routine site visit. Recorded flow and chemical data. Performed plant startup. Shutdown UF #1 to put UF #2 into service. Collected and analyzed daily lab samples.

**5/18/23:** Completed routine site visit. Performed plant startup. RO shutdown prematurely due to reaching clearwell level shutdown setpoint. Adjusted finished water flow to outpace RO flow to prevent future premature shutdowns. Collected short labs due to premature shutdown.

**5/19/23:** Completed routine site visit. Performed plant startup. Collect flow and chemical data. Attended meeting with Smith Power, Plummer, and Dave Lindsay concerning backup generator operation and exercising. Collected and analyzed daily lab samples.

**5/22/23:** Completed routine site visit. Attended safety training at REC office. Collected flow totals and chemical levels. Performed plant startup at 1:00pm, due to training. Collected and analyzed daily lab samples.

**5/23/23:** Completed routine site visit. Attended weekly construction progress meeting. Collected flow totals and chemical levels. Performed plant startup after construction meeting. Collected and analyzed daily lab samples. Met with Corkat to receive SVWA laptop and log in information.

**5/24/23:** Completed routine site visit. Performed plant startup. Collected and analyzed daily lab samples.

**5/25/23:** Completed routine site visit. Recorded plant flows and chemical levels. Finished Water CL17 chlorine analyzer reagent ran out, replaced reagent, and primed analyzer. Collected finished water sample to verify correct chlorine dosage while analyzer was offline. Collected and analyzed daily lab samples.

**5/26/23:** Completed routine site visit. Performed plant startup. Recorded plant process numbers. Collected and analyzed daily lab samples. IWS shutdown site early due to long holiday weekend at 3:00 pm.

**5/30/23:** Completed routine site visit. Attended weekly construction progress meeting. Collected daily flow totals and chemical levels. Performed plant startup. Recorded plant process numbers. Collected and analyzed daily lab samples. Set sludge collector to run at 8:00 am daily due to high UF feed turbidity.

**5/31/23:** Completed routine site visit. Verified sludge collector running at correct time. Record daily flow totals and chemical levels. Performed plant startup. Collect and analyze daily lab samples.