

**DONALA WATER AND SANITATION DISTRICT**  
**BOARD MEETING AGENDA**  
**May 20, 2021**

MEETING TIME & PLACE:

**1:30 P.M.**

DONALA WATER & SANITATION DISTRICT  
15850 HOLBEIN DRIVE, COLORADO SPRINGS, CO 80921

BOARD MEMBERS:           Ed Houle  
                                  Wayne Vanderschuere  
                                  Kevin Deardorff  
                                  Bill George  
                                  Ed Miller

STAFF:                        Jeff Hodge  
                                  Christina Hawker  
                                  Mike Boyett

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Items not on the Agenda
5. Minutes from March 18, 2021 Regular Meeting
6. Financial Reports
7. Action Items:
  - a. Resolution 2021-2 – Investment Policy
  - b. Resolution 2021-3 – Financial Policy
  - c. Tyler Technologies Billing and Accounting Software
  - d. Bureau of Reclamation Excess Storage Capacity Contract
8. Manager's Report
  - a. Action Items from Board Workshop Update
9. Status of Operations
  - a. Water
  - b. Wastewater
10. Public Comment
11. Executive Session C.R.S. § 24-6-402(4)(f) General Manager Review
12. Adjourn.

DONALA WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
FEBRUARY 18, 2021

The Board of Directors of the Donala Water and Sanitation District met in regular session at the District's office, 15850 Holbein Dr., El Paso County, Colorado on February 18, 2021 at 1:30pm.

Directors Present: Ed Houle  
Wayne Vanderschuere  
Kevin Deardorff  
Bill George

Staff Present: Jeff Hodge  
Mark Parker  
Christina Hawker

Consultants Present: Roger Sams  
Brett Gracely (online)

Guests: Jenifer Kaylor  
Ed Miller

President Houle called the meeting to order at 1:30pm.

Approval of Agenda:

- Approved.

Public Comment Non-Agenda Items:

- Miller gave a quick bio to introduce himself.

Review of Minutes:

- Minutes from January 2021 Board Meeting accepted
  - George motioned to approve, Kevin second, all aye.

Review of Financial Statements and Check Summaries:

- Donala revenue at 95.33% and expenses at 91.05%.
- Waste Plant revenue at 89.28% and expenses at 91.03%.
- General Fund return is 0.11%.
- We are updating software soon, so the financial report will be presented in a different format.
  - Vanderschuere motion to accept, George second, all aye.

New Business:

- Parker addressed the hacking of the Florida computer water operations system that was on the news recently. Met with Timberline to change remote access to monitor only, so an operator must physically be at the plant to make changes. Also working on two factor identification.
- Sams updated the Board on the upcoming financial and Capital matters. There is potential for Triview and Forest Lakes to use our residuals management building to get rid of additional contaminants in their water. We are currently researching our potential liability. We are also further examining our costs of the Northern Monument

Creek Interceptor pipeline, as well as, water pipeline options that could facilitate our return flows to our water portfolio. Sams also recommended looking back into how to best utilize our Laughlin Water right.

- Houle mentioned that the Visitor Center's contractors reached out to us again asking for permanent waste services. We told them we would be able to accommodate them. They are working with CSU as well, so we are waiting on their decision.
- Hodge asked for the Board's direction in some water leasing inquiries, and the Board agreed to pursue them.

#### Manager's Report:

- COVID: We will be returning to a normal schedule starting March 1<sup>st</sup>. Will continue to follow local health dept. recommendations and requirements.
- Solids Handling Facility: Staff and GMS are putting together a cost estimate to possibly lease capacity to Triview and Forest Lakes to treat back wash from their water facilities.
- Pikes Peak Regional Water Authority: Hodge will be part of the four-person consultant selection committee for the Reuse and Storage study. Final product from this study is scheduled to be delivered by July 2021.
- Regionalization Subcommittee of PPRWA: The next meeting will be held Feb. 24<sup>th</sup> at Cherokee's offices. The Sub-committee will be reviewing an option being referred to as "The Loop".
- NMCI: Triview continues to move forward with the permitting and construction for this project. Donala is reviewing it as a potential additional or alternate delivery system for our Ranch water and future Laughlin and Wastewater Return Flows.
- Colorado Water Congress Annual Conference: Informative to Hodge since his move back to Colorado, however, did not go into much detail about new projects.
- Status of Long-Term Water Supply Contract with CSU: Nothing new to report.
- Audit: March 2021.
- Board Workshop April 15th

#### Development Update:

- No updates at this time.

#### Status of Operations:

- Water Demands: District delivered 11.215 million gallons in January vs. 12.448 million gallons in December. 63.84% from our wells and 36.16% from Pueblo Board of Water Works water lease. January 2021 delivered 4.12% less than January of 2020.
- Water Plants: Holbein has been cleaned and the piping work is scheduled for Feb. 2-10. We anticipate the plant will be back on-line mid February. R. Hull will be shut for cleaning then.
- Wells: Parker has been in contact with Hydro Resources to see what is needed to get well 7D back on-line. The prior point of contact is no longer with the company. Parker is working with his replacement.
- Water Supply Outlook: The National Weather Service Climate Prediction Center forecast calls for higher chances of below average precipitation across most of Colorado for the next 3 months. Temperatures are predicted to be above average as well. Early season snowpack is 96% of normal in the Arkansas River Basin and 80% statewide. We are tracking slightly less than median snowfall and less than water year 2020. We currently have 12.71 AF in storage in our Longer Term If-And When account in Pueblo Reservoir.
  - 2020 was the second highest usage year since 2013, with 2018 being the highest.
  - 2020 also brought us the 3<sup>rd</sup> highest usage of the Arapahoe aquifer and the 2<sup>nd</sup> highest usage of the Denver aquifer since 2013, with the highest year being 2018.
- Capital Projects:
  - Residuals Management Building is still giving us concerns. Ran through an entire process with MW Watermark and feel comfortable that it is working properly. Will not run another batch until mid to late March.

- 2021 waterline replacement project is still scheduled to go to bid late Feb. We are at 97% complete with drawings and approvals to send the package out to bid. Had a walk-through with the Vice-President of Club Villa Townhomes and there were no major concerns.
- Overall Water System: Met with Wazee Electric about variable frequency drive at the Jessie water transfer station and are unable to repair it. Will be purchasing a new VFD. Should be installed by end of March.
- Forest Lakes Metropolitan District: We continue with water production and infrastructure installation and inspections in the West Valley, Phase 5; as well as the Falcon Commercial area.
  - Cleaned upper lift station.
  - Have 2 year warranty walk through scheduled for later this mot with representatives from Wright Water Group and Velocity contractors.
- Monument Sanitation District: We have settled into having Monument Sanitation as part of our daily operations. The circuit breaker for pump #2 at the Trails End lift station has had no issues since our repairs and we have cleaned the second vault at the Trails End Lift Station.
- UMCRRWWTF:
  - UPS site construction caused some difficulties with the road into the plant. Was corrected by end of day.
  - Issues with foam have gotten better. #1 SBR has bare patches and about half the foam depth since last report – 2 to 4 inches. #3 SBR is almost normal. We have adequate PAXX supplies on hand and are monitoring the SBRs. With improved foam conditions our effluent has improved. Lost one of influent pumps to a bad vari-drive. Working with Timberline to get a new one installed. Biosolids production, dewatering and hauling continues as normal. Completed Biosolids Report for the State.
  - Lab: Monthly and quarterly compliance samples, baseline samples and Reg 85 samples were taken on Jan 5<sup>th</sup>, one week earlier than normal due to COVID scheduling, and sent to ACZ for analysis. All results are within permit parameters. BOD, TSS and TIN were sampled later than normal due to high solids carrying over from the SBR, it is under control now due to adding PAX to the SBRs, but the effluent BOD and TSS were higher, as expected, but still within permit parameters and with a 95% reductio each. The PAX is only affecting the filaments, so the rest of the microorganisms are still abundant and active. E. coli was sampled with a higher than normal result yet still within parameters. Azevedo is now using the IDEXX Colilert 24 method for testing E. coli and has reworked our bench sheets and SOP for the new method. She has also started a Quality Control spreadsheet for inhouse lab testing.
  - 2021 Wastewater Demands: The deliveries to the wastewater plant impacting the Donala portions are running below the allotted amount at the wastewater plant, .680 MG/Day, this is and 11.52% increase over 2020. We are currently using 58.4% of our capacity at the plant.

Additional Comments:

- None.

At 2: 57 p.m. George motioned to move to adjourn to executive session per C.R.S § 24-6-402(4)(h) to discuss personnel matters, Deardorff second.

The board convened out of executive session at 3:40 p.m.

It was noted that Director George had left the meeting at 3:00 p.m.

Director VanderSchuere made the motion to appoint Mr. Ed Miller to fill the seat of Former Director Snyder. Director Deardoff second. All three directors voted yes.

Meeting was adjourned at 3:41 p.m.

These minutes are respectfully submitted for record by Tanja Smith on February 18, 2021.

66.7%

**DONALA WATER & SANITATION DISTRICT**  
Statement of Revenues and Expenditures - 2021 DONALA SUMMARY  
From 1/1/2021 Through 4/30/2021

	Total Budget - Revised	Current Year Actual	Percent Total Budget Remaining - Revised
OPERATING REVENUE			
WATER SALES	3,426,000.00	530,056.69	(84.53)%
EFFLUENT SALES	154,500.00	14,163.65	(90.83)%
SEWAGE SERVICE	1,241,411.00	352,976.06	(71.57)%
INSTALLATION FEES	15,000.00	6,000.00	(60.00)%
TAP FEES	170,000.00	68,000.00	(60.00)%
WATER DEVELOPMENT	65,000.00	26,000.00	(60.00)%
SEWER DEVELOPMENT	25,000.00	10,000.00	(60.00)%
PROPERTY TAX	1,971,120.00	915,848.99	(53.54)%
AUTO TAX	120,000.00	75,326.39	(37.23)%
AVAIL. OF SERVICE	8,750.00	1,400.00	(84.00)%
OPERATING INTEREST	85,000.00	2,430.16	(97.14)%
INVESTMENT INTEREST	45,000.00	11,786.87	(73.81)%
WATER INVESTMENT FEE	40,000.00	16,000.00	(60.00)%
MISC. REVENUE	50,000.00	15,510.27	(68.98)%
FL REIM. REVENUE	120,000.00	49,260.91	(58.95)%
CONTRACT SANITATION	0.00	47,728.80	0.00%
Total OPERATING REVENUE	<u>7,536,781.00</u>	<u>2,142,488.79</u>	<u>(71.57)%</u>
EXPENSES & CAP PROJECTS			
EXPENDITURES			
CHEM/LAB	75,500.00	22,280.85	70.49%
REPAIR/MAINTENANCE	466,400.00	39,232.60	91.59%
TRUCK/BACKHOE	220,000.00	38,994.95	82.28%
UTILITIES	320,000.00	124,848.11	60.98%
TOOLS AND EQUIPMENT	25,000.00	1,185.08	95.26%
INSPECTION REFUNDS	2,000.00	0.00	100.00%
WASTE PLANT EXPENSES	767,858.00	210,689.09	72.56%
W & P LOAN PAYBACK	356,687.00	157,288.64	55.90%
AUDIT	23,175.00	16,200.00	30.10%
RESIDUALS MGMT.	85,000.00	0.00	100.00%
INSURANCE	313,114.00	141,705.66	54.74%
LEGAL EXPENSES	50,000.00	5,726.50	88.55%
OFFICE EXPENSES	24,643.00	11,669.54	52.65%
OFFICE EQUIPMENT	10,700.00	0.00	100.00%
TELEPHONE	27,807.00	11,350.46	59.18%
PROFESSIONAL ENGR.	25,000.00	20,838.25	16.65%
DISTRICT ENGINEER	10,000.00	24,694.94	(146.95)%

**DONALA WATER & SANITATION DISTRICT**  
Statement of Revenues and Expenditures - 2021 DONALA SUMMARY  
From 1/1/2021 Through 4/30/2021

	Total Budget - Revised	Current Year Actual	Percent Total Budget Remaining - Revised
SALARIES	723,081.00	223,825.30	69.05%
PAYROLL TAXES	54,231.00	17,122.61	68.43%
457 PLAN	50,616.00	13,176.77	73.97%
CONTRACT SERVICES	78,445.00	38,875.70	50.44%
PUBLICATION	16,000.00	4,954.89	69.03%
FEES, PERMITS, DUES	20,000.00	14,712.05	26.44%
TRAINING	25,000.00	2,663.01	89.35%
INVESTMENT EXPENSES	5,800.00	1,481.20	74.46%
COUNTY TREAS. FEE	30,000.00	13,737.74	54.21%
2020 BOND	320,586.00	77,739.04	75.75%
FL REIM. EXPENSE	10,000.00	3,396.94	66.03%
MON W & S REIM EXP	0.00	720.87	0.00%
CSU WTR/BOWW	2,111,958.00	258,290.21	87.77%
MISCELLANEOUS EXP	14,000.00	570.08	95.93%
Total EXPENDITURES	<u>6,262,601.00</u>	<u>1,497,971.08</u>	<u>76.08%</u>
CAPITAL PROJECTS			
CAPITAL PROJECTS	3,585,000.00	381,723.89	89.35%
WATER RIGHTS	60,000.00	0.00	100.00%
Total CAPITAL PROJECTS	<u>3,645,000.00</u>	<u>381,723.89</u>	<u>89.53%</u>
Total EXPENSES & CAP PROJECTS	<u>9,907,601.00</u>	<u>1,879,694.97</u>	<u>81.03%</u>

MARCH SPENDABLE

SAVINGS	2,334,256
CHECKING	189,360
WATER GSA	986,132
SEWER GSA	723,181
PROPERTY TAX	<u>5,464,340</u>
TOTAL FUNGIBLE	9,697,269

APRIL SPENDABLE

SAVINGS	2,334,366
CHECKING	263,802
WATER GSA	994,101
SEWER GSA	728,445
PROPERTY TAX	<u>5,529,113</u>
TOTAL	9,849,827

DONALA GOVT. - MARCH 2021				
DATE	VENDOR	CK#	AMOUNT	DESCRIPTION
03/02/21	MTOT BANKCARD	ACH	\$1,495.22	CREDIT CARD FEES
03/02/21	CYBERBASEMENT	24460	\$60.00	APRIL WEBSITE MAINTENANCE
03/02/21	MEYER & SAMS	24461	\$20,119.70	PROFESSIONAL SERVICE THRU 01/29/21
03/02/21	MOTION & FLOW	24462	\$74.64	HOSE FOR DITCH WITCH
03/02/21	PIONEER	24463	\$2,538.30	SUPPLIES FOR MAIN BREAK@ FOREST LAKES
03/02/21	SPOK INC	24464	\$31.58	ADDITIONAL CHARACTER USAGE
03/02/21	UNCC	24465	\$55.44	FEBRUARY 2021 811 CALLS
03/02/21	WASTE CONNECTIONS	24466	\$180.44	FEBRUARY 8YD@ MAINTENANCE
03/02/21	CARD SERVICES	24467	\$2,622.13	OFFICE SUPPLIES, TRAINING, MARKING PAINT
03/02/21	JOHN DEERE FIN	24468	\$72.34	HEATER, MONUMENT LIFT MAINTENANCE
03/02/21	MEYER & SAMS	24469	\$1,177.36	ARSENIC CONTROL (PROJECT 18071)
03/02/21	JOHN DEERE FIN	24470	\$10.99	6 SAFTEY HAPS
03/03/21	PILOT	ACH	\$111.81	FEBRUARY FUEL EXPENSES
03/03/21	TBPOSTAGE	ACH	\$1,200.00	MARCH POSTAGE
03/05/21	CEBT	ACH	\$23,335.33	MARCH HEALTH INSURANCE PREMIUMS
03/09/21	AIRGAS	24471	\$72.70	CYLINDER RENTAL ACETYLENE & OXYGEN
03/09/21	COLO SPRGS UTILITIES	24472	\$386.01	GAS@ THRU 03/03/21
03/09/21	COMCAST	24473	\$114.30	INTERNET@ R HULL THRU 04/03/21
03/09/21	FARIS MACHINERY	24474	\$126.47	SCREEN & HOSE FOR JET VAC
03/09/21	OREILLY AUTO	24475	\$49.62	TIRE GAUGE, WIPER BLADE, WIPER FLUID
03/09/21	SERVICE UNIFORM	24476	\$419.92	UNIFORM MAINTENANCE THRU 02/23/21
03/09/21	UCHEALTH	24477	\$85.00	JLOPEZ DOT PHYSICAL
03/09/21	WASTE MANAGEMENT	24478	\$129.22	MARCH TRASH SERVICE@ HOLBEIN
03/09/21	WEX BANK	24479	\$564.05	FEBRUARY FUEL EXPENSES
03/09/21	PILOT	ACH	\$45.54	MARCH FUEL EXPENSES
03/11/21	COMCAST BUSINESS	24480	\$700.04	FIBER LINE MARCH
03/11/21	HAYES POZANOVIC	24481	\$557.50	LEGAL FEBRUARY 2021
03/11/21	LINCOLN LIFE	24482	\$3,133.64	457 PLAN MARCH 15TH 2021
03/11/21	VOID	24483		VOID
03/11/21	FP MAILING	24484	\$81.00	LEASE ON POSTAGE MACHINE
03/15/21	HEARTLAND PAYROLL	ACH	\$47,807.67	MARCH 15TH 2021 PAYROLL
03/16/21	PILOT	ACH	\$240.56	MARCH FUEL EXPENSES
03/17/21	BATTERIES PLUS BULBS	24485	\$39.85	UPS BATTERIES AND CHARGER
03/17/21	BLACK HILLS ENERGY	24486	\$458.73	GAS THRU 03/10/21
03/17/21	BUREAU OF RECLAMATION	24487	\$100,571.27	STORAGE CONTRACT 2020-2021
03/17/21	CHIEF PETROLEUM	24488	\$785.79	DIESEL OIL FOR LIFT STATIONS
03/17/21	COMCAST	24489	\$371.35	INTERNET@ MAINTENANCE & HOLBEIN
03/17/21	DPC INDUSTRIES	24490	\$50.00	CHLORINE
03/17/21	FRONTIER IT	24491	\$2,152.00	MONTHLY BILLING APRIL
03/17/21	GRAINGER	24492	\$270.56	ELECTRIC TANKLESS WATER HEATER
03/17/21	SPRINT	24493	\$525.76	EMPLOYEE CELL PHONES
03/17/21	THE GAZETTE	24494	\$54.12	FINAL PAYMENT NOTICE 2/3/21
03/17/21	VERIZON	24495	\$159.45	WILLOW CREEK DATA PLAN
03/17/21	WELLS FARGO	24496	\$157.00	LEASE ON KYOCERA COPIER
03/18/21	HPE INC	24497	\$136.00	MARCH PREVENTIVE MAINTENANCE
03/22/21	LRE WATER	24498	\$230.00	RETURN FLOW LEASING & WELL REHABILITATION
03/22/21	USI	24499	\$888.00	2021 CHEVY TRAVERSE INSURANCE
03/22/21	PILOT	ACH	\$192.25	MARCH FUEL EXPENSES
03/24/21	ABDEL SALEM	24500	\$9.32	TITLE CHECK REFUND
03/24/21	YVONNE ARGUELLO	24501	\$227.22	TITLE CHECK REFUND
03/24/21	BADGER METER	24502	\$750.00	INTERFACE CONFIGURATION FOR UMS
03/24/21	BILL MONTIE	24503	\$81.06	TITLE CHECK REFUND
03/24/21	GAINES BURNS JR	24504	\$102.59	TITLE CHECK REFUND

03/24/21	LINDSEY CHOI	24505	\$25.73	TITLE CHECK REFUND
03/24/21	COMCAST BUSINESS	24506	\$488.41	PHONE BILL (719) 488-3603
03/24/21	ERHARD FITZSIMMONS	24507	\$64.20	OVERPAY REFUND
03/24/21	ESTATE OF NANCY J ALBIN	24508	\$75.95	TITLE CHECK REFUND
03/24/21	JUDITH FASANO	24509	\$67.92	TITLE CHECK REFUND
03/24/21	GLENEAGLE SQUARE	24510	\$223.64	OVERPAY REFUND
03/24/21	KELLI GREEN	24511	\$78.16	TITLE CHECK REFUND
03/24/21	HPE INC	24512	\$2,301.00	INDUCER FOR UNIT HEATER & VENT PIPE
03/24/21	SWINT REALTY	24513	\$125.00	TITLE CHECK REFUND
03/24/21	ANNA JONES	24514	\$370.01	OVERPAY REFUND
03/24/21	KENNETH MARTEL	24515	\$187.89	TITLE CHECK REFUND
03/24/21	BECKY MIENKA	24516	\$87.91	TITLE CHECK REFUND
03/24/21	WILLIAM ORLEY	24517	\$315.49	TITLE CHECK REFUND
03/24/21	BRYAN OSBORNE	24518	\$102.16	TITLE CHECK REFUND
03/24/21	RICHARD PARKER	24519	\$120.33	TITLE CHECK REFUND
03/24/21	PATRIOT HOMES	24520	\$3.17	TITLE CHECK REFUND
03/24/21	CHRISTOPHER PFISTERER	24521	\$218.63	TITLE CHECK REFUND
03/24/21	PUEBLO BEARING	24522	\$51.72	RUBBER GASKETS x 4
03/24/21	MARTIN SALAZAR	24523	\$143.05	TITLE CHECK REFUND
03/24/21	SIGNPOST HOMES	24524	\$160.00	TITLE CHECK REFUND
03/24/21	STANDARD INS	24525	\$969.83	DISABILITY - APRIL 2021
03/24/21	COLORADO CLEANING	24526	\$321.50	JANITORIAL SERVICES APRIL
03/24/21	MARY THIEME	24527	\$6.68	TITLE CHECK REFUND
03/24/21	WESTERN STATES FIRE	24528	\$795.00	ANNUAL INSPECTION OF FIRE ALARMS
03/25/21	MOUNTAIN VIEW ELECTRIC	ACH	\$19,851.00	MARCH ELECTRIC
03/29/21	ABILA	24529	\$50.00	CLOUD MIGRATION USER SUBSCRIPTION
03/29/21	BRC HARRIS	24530	\$765.00	SERVICE AGREEMENT FOLDING MACHINE
03/29/21	LINCOLN LIFE	24531	\$2,850.47	457 PLAN MARCH 31ST 2021
03/29/21	PINNACOL ASSURANCE	24532	\$2,204.00	WORKERS COMPENSATION
03/29/21	SE CO WATER ACTIVITY	24533	\$3,368.25	IF/WHEN SURCHARGE PER AF
03/29/21	USA BLUE BOOK	24534	\$99.70	WINDOWS TM SOFTWARE & DOWNLOAD CABLE
03/30/21	CORE & MAIN	24535	\$4,027.52	SOLID SPLIT BOLT & PVC PIPE
03/30/21	HENLEYS KEY SERVICE	24536	\$61.70	KEYS FOR PLANTS
03/30/21	MOTION & FLOW	24537	\$176.17	TUBING & FITTINGS FOR FOREST LAKES
03/30/21	RADIATION PROS	24538	\$5,775.41	TRAINING, SURVEYS, AND DISCUSSIONS
03/30/21	SPOK INC	24539	\$476.51	2ND QTR DATA MESSAGING FOR ET SYSTEM
03/31/21	HEARTLAND PAYROLL	ACH	\$43,444.93	MARCH 31ST 2021 PAYROLL



DONALA GOVT. - APRIL 2021				
DATE	VENDOR	CK#	AMOUNT	DESCRIPTION
04/02/21	COLO SPRGS UTILITIES	ACH	\$45,576.34	WATER DELIVERED FEBRUARY 2021
04/21/21	MTOT BANKCARD	ACH	\$1,214.71	CREDIT CARD FEES
04/05/21	ANSWER-RITE	24540	\$104.80	APRIL ANSWERING SERVICE
04/05/21	AXIS	24541	\$63.58	BASE & USAGE KYOCERA COPIER
04/05/21	CARD SERVICES	24542	\$5,552.22	OFFICE SUPPLIES, LAPTOPS, CAR DECALS
04/05/21	COLLINS COCKREL & COLE	24543	\$1,831.50	GENERAL COUNSEL FEBRUARY
04/05/21	COMCAST	24544	\$114.30	INTERNET@ R HULL THRU 05/03/21
04/05/21	CYBERBASEMENT	24545	\$40.00	MAY WEBSITE MAINTENANCE
04/05/21	GRAINGER	24546	\$204.50	FILTERS FOR DRINKING FOUNTAIN
04/05/21	HOELTING & COMPANY	24547	\$16,200.00	INTERIM BILLING FOR AUDIT
04/05/21	JOHN DEERE FIN	24548	\$253.22	PROPANE & BIRD DECOYS
04/05/21	OREILLY AUTO	24549	\$127.38	SNOWMOBILE OIL & SHOE FOR PLOW
04/05/21	UNCC	24550	\$114.84	MARCH 2021 811 CALLS
04/05/21	CEBT	ACH	\$23,335.33	APRIL HEALTH INSURANCE PREMIUMS
04/06/21	TCDPOSTAGE	ACH	\$1,200.00	APRIL POSTAGE
04/06/21	PILOT	ACH	\$76.50	MARCH FUEL EXPENSES
04/07/21	COLO WATER CONGRESS	24551	\$915.00	ANNUAL MEMBERSHIP DUES & ADMIN FEE
04/07/21	COMMUNITY BANKS OF COLO	24552	\$116.34	TITLE CHECK REFUND
04/07/21	FOXCROFT EQUIPMENT	24553	\$1,325.51	CHLORINE GAS SENSORS
04/07/21	KELLI GREEN	24554	\$3.00	TITLE CHECK REFUND
04/07/21	HAYES POZNANOVIC KORVER	24555	\$1,147.50	LEGAL MARCH 2021
04/07/21	INTERSTATE BATTERY	24556	\$127.95	BATTERY FOR THE VAN
04/07/21	R LEONARD	24557	\$88.84	TITLE CHECK REFUND
04/07/21	DOUGLAS LOHREY	24558	\$180.00	TITLE CHECK REFUND
04/07/21	PIONEER	24559	\$970.20	MULCH FOR HUNTINGTON BEACH ISLAND
04/07/21	WASTE MANAGEMENT	24560	\$130.45	MAY TRASH SERVICE@ HOLBEIN
04/07/21	WESTERN STATES FIRE	24561	\$305.00	NEW EXTINGUISHERS
04/07/21	WEX BANK	24562	\$1,134.87	MARCH FUEL EXPENSES
04/09/21	ALL COPY PRODUCTS	24563	\$239.95	INK FOR POSTAGE MACHINE
04/09/21	COLO SPRNGS UTILITIES	24564	\$494.09	GAS THRU 04/01/21
04/09/21	JOEL SLOAN	24565	\$125.00	TITLE CHECK REFUND
04/09/21	LINCOLN LIFE	24566	\$3,149.27	457 PLAN APRIL 15TH 2021
04/09/21	MEYER & SAMS	24567	\$19,227.23	PROFESSIONAL SERVICES THRU 02/26/21
04/09/21	SERVICE UNIFORM	24568	\$421.66	UNIFORM MAINTENANCE THRU 03/23/21
04/09/21	TREATMENT TECHNOLOGY	24569	\$927.50	SODIUM HYPOCHLORITE
04/09/21	WELLS FARGO	24570	\$268.77	LEASE & TAX KYOCERA COPIER
04/12/21	AIRGAS	24571	\$82.43	CYLINDER RENTAL ACETYLENE & OXYGEN
04/12/21	CO ANALYTICAL	24572	\$684.80	WATER TESTS DATED 03/24/21
04/12/21	COMCAST BUSINESS	24573	\$700.04	FIBER LINE APRIL
04/12/21	PPRWA	24574	\$10,000.00	REGIONAL REUSE STUDY
04/12/21	RADIATION PROS	24575	\$22,517.11	TESTING FOR CDPHE PERMIT/ CONTAINERS & ROLLERS
04/12/21	THE GAZETTE	24576	\$247.82	ADS FOR BIDS 03/24 - 04/07
04/12/21	VTI SECURITY	24577	\$1,774.14	SOFTWARE FOR CARD ENTRY SYSTEM
04/14/21	BLACK HILLS ENERGY	24578	\$251.72	GAS THRU 04/08/21
04/14/21	CO PRINT AND APPAREL	24579	\$2,943.47	INVOICES AND ENVELOPES
04/14/21	COMCAST	24580	\$371.56	INTERNET@ MAINTENANCE & HOLBEIN
04/14/21	CUMMINS SALES	24581	\$668.50	FULL SERVICE ON BAPTIST BOOSTER GENTSET
04/14/21	DPC INDUSTRIES	24582	\$50.00	CHLORINE
04/14/21	RAMPART	24583	\$121.87	PVC PIPE
04/14/21	SPRINT	24584	\$523.52	EMPLOYEE CELL PHONES
04/14/21	TIMBERLINE	24585	\$172.00	REWORK HISTORIAN DATABASE
04/14/21	VERIZON	24586	\$409.38	WILLOW CREEK DATA PLAN & HOTSPOTS
04/14/21	PILOT	ACH	\$235.39	APRIL FUEL EXPENSES
04/15/21	HEARTLAND PAYROLL	ACH	\$47,600.50	APRIL 15TH 2021 PAYROLL

04/16/21	CUMMINS SALES	24587	\$3,639.34	SERVICE ON BAPTIST & NORTHGATE GENSET
04/16/21	ROD FRIELING	24588	\$180.10	TITLE CHECK REFUND
04/16/21	HPE INC	24589	\$136.00	APRIL 2021 PREVENTIVE MAINTENANCE
04/19/21	MARCIAL DURLAO	24590	\$33.77	TITLE CHECK REFUND
04/19/21	E-470	24591	\$6.36	TOLLS TO DELIVER WATER TESTS
04/19/21	AARON HART	24592	\$4.41	TITLE CHECK REFUND
04/19/21	HAZELTON EXCAVATING	24593	\$15.00	TITLE CHECK REFUND
04/19/21	JULIANA HOUCK	24594	\$436.74	TITLE CHECK REFUND
04/19/21	JEFFREY INGRUM	24595	\$372.70	TITLE CHECK REFUND
04/19/21	JDS CONSTRUCTION	24596	\$91.74	TITLE CHECK REFUND
04/19/21	RAYMOND MARSHALL	24597	\$22.62	TITLE CHECK REFUND
04/19/21	MARC STOCKER	24598	\$84.74	TITLE CHECK REFUND
04/21/21	BADGER METER	24599	\$48,288.50	391 CELLULAR ENDPOINTS
04/21/21	CYBERBASEMENT	24600	\$23.00	DOMAIN RENEWAL - donalawater.org
04/21/21	FRONTIER IT	24601	\$2,152.00	MONTHLY BILLING MAY
04/21/21	JEREMY HAZUKA	24602	\$95.00	TITLE CHECK REFUND
04/21/21	HENLEYS KEY SERVICE	24603	\$10.00	2 KEYS FOR HOMELAND CT BUILDING
04/21/21	DONALD HURST	24604	\$30.88	TITLE CHECK REFUND
04/21/21	LRE WATER	24605	\$803.00	PROFESSIONAL SERVICES THRU 03/25/21
04/21/21	ROY REYNOLDS	24606	\$229.47	TITLE CHECK REFUND
04/21/21	JOHN TINNEY	24607	\$127.30	TITLE CHECK REFUND
04/21/21	JIM TRYTHALL	24608	\$78.40	TITLE CHECK REFUND
04/21/21	PILOT	ACH	\$88.51	APRIL FUEL EXPENSES
04/26/21	ABILA	24609	\$50.00	CLOUD MIGRATION USER SUBSCRIPTION
04/26/21	BLACK HILLS ENERGY	24610	\$73.43	GAS@ HOMELAND CT THRU 04/08/21
04/26/21	CHIEF PETROLEUM	24611	\$2,289.92	LOW SULFUR DIESEL FUEL
04/26/21	COMCAST BUSINESS	24612	\$490.56	PHONE BILL (719) 488-3603
04/26/21	HACH CO	24613	\$2,487.49	IRON TEST AND PH SENSOR
04/26/21	PINNACOL ASSURANCE	24614	\$2,204.00	WORKERS COMPENSATION
04/26/21	STANDARD INS	24615	\$962.54	DISABILITY - MAY 2021
04/26/21	COLORADO CLEANING	24616	\$321.50	JANITORIAL SERVICES MAY
04/26/21	PILOT	ACH	\$135.77	APRIL FUEL EXPENSES
04/28/21	DRC CONSTRUCTION	1001	\$2,375.00	CLOSED CIRCUIT VIDEO INSPECTION
04/29/21	MOUNTAIN VIEW	ACH	\$31,737.00	APRIL ELECTRIC
04/30/21	HEARTLAND PAYROLL	ACH	\$45,402.59	APRIL 30TH 2021 PAYROLL

**DONALA WATER & SANITATION DISTRICT**  
Statement of Revenues and Expenditures - 2021 WASTE PLANT EXEC SUMMARY  
From 1/1/2021 Through 4/30/2021

	Total Budget - Revised	Current Year Actual	Percent Total Budget Remaining - Revised
<b>OPERATING REVENUE</b>			
PD-DONALA	767,858.00	210,689.09	(72.56)%
FOREST LAKES O & M PAYMENTS	90,704.00	28,183.98	(68.93)%
TRIVIEW O & M PAYMENTS	705,303.00	167,312.81	(76.28)%
<b>Total OPERATING REVENUE</b>	<u>1,563,865.00</u>	<u>406,185.88</u>	<u>(74.03)%</u>
<b>EXPENSES &amp; PROJECTS</b>			
<b>EXPENDITURES</b>			
CHEMICAL AND LAB	145,200.00	34,660.40	76.13%
REPAIR/MAINTENANCE	183,600.00	7,639.70	95.84%
TRUCK/MOWER EXP.	2,000.00	135.30	93.23%
UTILITIES	338,900.00	125,120.78	63.08%
CONTRACT SERVICES	31,700.00	16,054.50	49.35%
BIOSOLIDS HAULING	105,240.00	28,592.72	72.83%
TOOLS AND EQUIP.	5,000.00	345.08	93.10%
INSURANCE	111,000.00	59,610.49	46.30%
OFFICE EXPENSE	3,400.00	595.80	82.48%
TELEPHONE	6,600.00	2,667.57	59.58%
DISTRICT ENGINEER	26,525.00	3,185.90	87.99%
SALARIES	407,300.00	126,046.51	69.05%
PAYROLL TAXES	30,550.00	9,642.58	68.44%
457 PLAN	27,250.00	6,946.09	74.51%
TRAINING	10,000.00	50.00	99.50%
FEES, PERMITS	19,000.00	230.00	98.79%
PUBLICATION	600.00	0.00	100.00%
MISCELLANEOUS	2,000.00	21.97	98.90%
LEGAL EXPENSE	3,000.00	0.00	100.00%
AFCURE	50,000.00	19,742.38	60.52%
<b>Total EXPENDITURES</b>	<u>1,508,865.00</u>	<u>441,287.77</u>	<u>70.75%</u>
<b>Total EXPENSES &amp; PROJECTS</b>	<u>1,508,865.00</u>	<u>441,287.77</u>	<u>70.75%</u>

UMCRWTF-MARCH 2021				
DATE	VENDOR	CK#	AMOUNT	DESCRIPTION
03/02/21	AMERIGAS	1983	\$3,460.99	PROPANE 1ST, 3RD, 4TH TANKS
03/02/21	MEYER & SAMS	1984	\$2,429.30	PROFESSIONAL SERVICES THRU 01/29/21
03/02/21	TIMBERLINE	1985	\$147.00	VFD TROUBLE SHOOTING
03/02/21	ACZ LAB	1986	\$1,258.52	BASELINE, COMPLIANCE, REG-85
03/02/21	CARD SERVICES	1987	\$172.60	OFFICE SUPPLIES, SCALE, FACE MASKS
03/02/21	DENALI WATER	1988	\$894.68	SLUDGE HAULS WEEK ENDING 02/26/21
03/02/21	FOREST LAKES	1989	\$111.78	FEBRUARY POTABLE WATER
03/09/21	LAW FIRM OF CONNIE KING	1990	\$1,025.00	PROFESSIONAL SERVICES FEBRUARY
03/09/21	SERVICE UNIFORM	1991	\$356.88	UNIFORM MAINTENANCE TRHU 02/23/21
03/09/21	WASTE MANAGEMENT	1992	\$2,758.95	FEBRUARY SLUDGE HAULS
03/11/21	DENALI WATER	1993	\$1,686.84	SLUDGE HAULS WEEK ENDING 03/05/21
03/11/21	KUBWATER	1994	\$1,730.94	PAX FOR FOAM CONTROL
03/11/21	LINCOLN LIFE	1995	\$1,704.52	457 PLAN MARCH 15TH 2021
03/11/21	USA BLUE BOOK	1996	\$849.43	AMMONIA TEST, GLOVES, LAB EQUIPMENT
03/11/21	WAGNER EQUIPMENT	1997	\$191.66	BLOCK HEATER FOR GENSET #3
03/17/21	ENVIROMENTAL LEVERAGE	1998	\$614.74	WASTEWATER BIOLOGICAL MICROBLOCK
03/17/21	FALCON ENVIRONMENTAL	1999	\$802.24	SPARE PARTS FOR INFLUENT PUMPS
03/17/21	FRONTIER IT	2000	\$1,025.00	MONTHLY BILLING APRIL
03/17/21	GRAINGER	2001	\$365.67	REPAIR OF SUMP PUMP
03/17/21	IDEXX	2002	\$273.17	QUANTI-TRAYS AND LAB TESTS
03/17/21	USA BLUE BOOK	2003	\$121.13	TIMER 3-CHANNEL
03/18/21	AMERIGAS	2004	\$4,204.49	PROPANE 1ST, 2ND, 3RD, & 4TH TANKS
03/18/21	CENTURY LINK	2005	\$226.76	INTERNET@ WASTE PLANT
03/18/21	DENALI WATER	2006	\$992.28	SLUDGE HAULS WEEK ENDING 03/12/21
03/18/21	HOLBROOK SERVICE	2007	\$4,379.94	MAINTENANCE & REPAIR TO HEATERS
03/18/21	SPRINT	2008	\$367.30	EMPLOYEE CELL PHONES
03/24/21	ACZ LAB	2009	\$238.41	REGULATION-85 DATED 03/10/21
03/24/21	DENALI WATER	2010	\$803.51	SLUDGE HAULS WEEK ENDING 03/19/21
03/24/21	GRAINGER	2011	\$269.28	GROUND FAULT CIRCUIT INTERRUPTER
03/24/21	STANDARD INS	2012	\$425.56	DISABILITY - APRIL 2021
03/24/21	COLORADO CLEANING	2013	\$223.50	JANITORIAL SERVICES APRIL
03/24/21	SUN VALLEY	2014	\$835.00	REPLACED VFD
03/25/21	MOUTNAIN VIEW ELECTRIC	ACH	\$18,494.00	MARCH ELECTRIC
03/29/21	LINCOLN LIFE	2015	\$1,677.07	457 PLAN MARCH 31ST 2021
03/29/01	PIKES PEAK CULLIGAN	2016	\$81.00	DRINKING WATER RENTAL
03/30/21	MEYER & SAMS	2017	\$756.60	PROFESSIONAL SERVICES THRU 02/26/21
03/30/21	MUNICIPAL TREATMENT EQUIP	2018	\$70.89	PUMP PACKING

WASTE PLANT - APRIL 2021				
DATE	VENDOR	CK#	AMOUNT	DESCRIPTION
04/05/21	ACZ LAB	2019	\$625.28	BASELINE DATED 03/10/21
04/05/21	CARD SERVICES	2020	\$262.28	RISE BROADBAND, OFFICE SUPPLIES, CEMENT
04/05/21	DENALI WATER	2021	\$1,796.92	SLUDGE HAULS WEEK ENDING 04/02/21
04/05/21	GRAINGER	2022	\$56.82	DIELECTRIC GREASE & GEN ANTI-SEIZE
04/05/21	HACH CO	2023	\$1,199.50	REPAIR TO PROBE MODULE
04/05/21	TIMBERLINE	2024	\$794.35	VFD & PANEL POPIN BREAKERS TROUBLESHOOT
04/07/21	ACZ LAB	2025	\$394.83	NONYLPHEN & MONTHLY COMPLIANCE
04/07/21	AMERIGAS	2026	\$2,866.83	PROPANE 1ST, 2ND, 3RD, & 4TH TANKS
04/07/21	CWWUC	2027	\$230.00	SEPT 2020 - AUG 2021 MEMBERSHIP DUES
04/07/21	ENVIROMENTAL LEVERAGE	2028	\$614.82	WASTEWATER BIOLOGICAL MICROBLOCK
04/07/21	POSTAL ANNEX	2029	\$469.26	POSTAGE AND SHIPPING TESTS
04/07/21	WASTE MANAGEMENT	2030	\$1,861.13	MARCH SLUDGE HAULS
04/09/21	LAW FIRM OF CONNIE KING	2031	\$1,050.00	PROFESSIONAL SERVICES MARCH
04/09/21	LINCOLN LIFE	2032	\$1,688.87	457 PLAN APRIL 15TH 2021
04/09/21	SERVICE UNIFORM	2033	\$356.08	UNIFORM MAINTENANCE THRU 03/23/21
04/12/21	SEACREST GROUP	2034	\$2,130.00	CHRONIC BIOMONITORING TESTS
04/14/21	DENALI WATER	2035	\$1,920.63	SLUDGE HAULS WEEK ENDING 04/09/21
04/14/21	GARRISON MINERALS	2036	\$4,956.43	MAGNESIUM HYDROXIDE SLURRY
04/16/21	CENTURY LINK	2037	\$227.33	INTERNET@ WASTE PLANT
04/16/21	CO ANALYTICAL	2038	\$70.00	TOTAL RECOVERABLE METALS
04/16/21	GRANGIER	2039	\$23.79	PACKING EXTRACTOR
04/21/21	FRONTIER IT	2040	\$2,087.16	PROPANE 1ST, 2ND, 3RD, & 4TH TANKS
04/21/21	DENALI WATER	2041	\$2,659.83	SLUDGE HAULS WEEK ENDING 04/16/21
04/21/21	FRONTIER IT	2042	\$1,025.00	MONTHLY BILLING MAY
04/21/21	SPRINT	2043	\$376.92	EMPLOYEE CELL PHONES
04/26/21	ACZ LAB	2044	\$140.05	COMPLIANCE-QUARTERLY 04/14/21
04/26/21	CANYON SYSTEMS	2045	\$616.01	2 MECHANICAL SEALS
04/26/21	STANDARD INS	2046	\$443.81	DISABILITY - MAY 2021
04/26/21	COLORADO CLEANING	2047	\$223.50	JANITORIAL SERVICES MAY
04/26/21	USA BLUE BOOK	2048	\$537.01	LAB SUPPLIES
04/28/21	ACZ LAB	1001	\$772.82	BASELINE & MERCURY TESTING 04/14/21
04/28/21	AFFORDABLE FLAGS	1002	\$18.95	PART TO REPAIR FLAG POLE
04/28/21	AMERIGAS	1003	\$1,568.61	PROPANE 1ST, 3RD, 4TH TANKS
04/28/21	DENALI WATER	1004	\$1,745.48	SLUDGE HAUL WEEK ENDING 04/23/21
04/29/21	MOUNTAIN VIEW	ACH	\$20,242.00	APRIL ELECTRIC

CHANDLER INFORMATION:

MARCH 2021

GENERAL FUND: \$3,104,773 (invested) Market Value  
\$ 353,333 (Colorado State Bank)  
Next Maturity Date: 06/22/2021  
\$150,000  
BV RETURN: 0.13%

CHANDLER INFORMATION:

APRIL 2021

GENERAL FUND: \$2,952,122 (invested) Market Value  
\$ 505,755 (Colorado State Bank)  
Next Maturity Date: 06/22/2021  
\$150,000  
BV RETURN: 0.13%



## Donala Water and Sanitation District Investment Policy Resolution 2021-2

Donala Water and Sanitation District ("the District") is a quasi-municipal corporation and a governmental subdivision of the State of Colorado in conformance with C.R.S. Section 32-1-101.

### Scope

The policy applies to all financial assets of the District, excluding the investment of employees' retirement funds, deferred compensation, special funds specifically identified by the Board, and reserves allocated to the issuance of bonded indebtedness. All investment activities shall be performed in accordance with the investment policy.

### Investment Objectives

The objectives of the District's investment policy in order of priority are:

1. **Legality:** All investments shall be in accordance with C.R.S. 11-10.5-101, C.R.S. 24-75-601, C.R.S. 24-75-603, C.R.S. 24-75-701 and 702, and any other Colorado Revised Statutes that may now, or in the future, address the investment of public funds.
2. **Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
  - a) **Credit Risk:** The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
    - Limit investments to those designated under the authorized investment section herein.
    - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District does business.
    - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
  - b) **Interest Rate Risk:** The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to the changes in market interest rates, by:
    - Structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations.



- Investing operating funds primarily in the shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- c) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. When liquidity needs are unknown, the District may allocate a substantial portion of the portfolio in the money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- d) Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the legal, safety, and liquidity objectives described above. Securities shall generally be held until maturity.

### **Delegation of Authority**

Authority to manage the investment program is granted to the District Manager, hereinafter referred to as investment officer. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this policy. In the event that the District Manager is not available to carry out the duties of investment officer, any member of the Board of Directors is authorized to conduct the duties of the investment officer. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

### **Prudence**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

### **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of The

District.

### **Safekeeping and Custody**

1. Delivery vs Payment: - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. Safekeeping: Custodian banks will be selected based on their ability to provide services for the District's account and the competitive pricing of their safekeeping related services.
3. Internal Controls: The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of The District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management. The internal control's structure shall address the following points:
  - Control of collusion.
  - Separation of transaction authority from accounting and recordkeeping.
  - Custodial safekeeping.
  - Avoidance of physical delivery securities.
  - Clear delegation of authority to subordinate staff members and/or an SEC registered investment adviser under contract with The District.
  - Written confirmation of transactions for investments and wire transfers.
  - Dual authorizations of wire transfers.
  - Development of a wire transfer agreement with the lead bank and third-party custodian.

### **Authorized Investments and Transactions**

All investments for the District shall be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, Public Deposit Act; C.R.S. 24-75-601, Funds-Legal Investments; C.R.S. 24-75-603, Depositories; and C.R.S. 24-75-701 and 702, Investments Funds-Local Government Pooling. Any revisions or extensions of these sections of the statutes will be considered part of this Investment Policy immediately upon the effective date following the enactment.

1. U.S. Treasury Obligations: Treasury Bills, Treasury Notes, Treasury Bonds and U.S. Treasury Strips (book-entry U.S. Treasury Securities whose coupon has been removed) carry the full faith and credit guarantee of the United States government.
2. Federal Instrumentality Securities: Debentures, discount notes, callable securities, step-up bonds, and floating rate securities that have a liquid market with a readily determinable market value.
3. Certificates of Deposit: To be considered eligible, a bank must be a member of the FDIC and must qualify as a depository of public funds in the State of Colorado.

4. Repurchase Agreements: Treasury Securities listed in 1 above or Federal Instrumentality Securities listed in 2 above. Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.
5. Money Market Mutual Funds: Regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
6. Local Government Investment Pools: State-administered or developed through joint powers, statutes, and other intergovernmental agreement legislation.

Investments in derivatives of the above instruments shall not be permitted. Full PDPA collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

### **Investment Parameters**

1. Diversification: The investments shall be diversified by:
  - Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities or US Agency Securities).
  - Limiting investment in securities that have higher credit risks.
  - Investing in securities with varying maturities.
  - Continuously investing a portion of the portfolio in readily available funds such as Local Government Investment Pools (LGIPs), U.S. Government money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
2. Maximum Maturities: To the extent possible, The District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, The District will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the board of directors.

### **Reporting**

1. Methods: The investment officer shall prepare an investment report at least quarterly, that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last period. The report should be provided to the entity's Board of Directors.
2. Performance Standards: The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.
3. Marking to Market: The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least

quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

**Policy Revisions**

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

**Approval of Investment Policy (Last updated 2014)**

The Investment Policy was formally approved by the Donala Water and Sanitation Board of Directors on May 20, 2021.

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Edward Houle, President

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Kevin Deardorff, Secretary/Treasurer



## Donala Water and Sanitation District Financial Policy Resolution 2021-3

The following policy is intended to give direction to financial planning and decisions that help secure water and wastewater services at the lowest possible cost to its customers without compromising reliability of service or quality.

### **Preamble**

A key goal to the District's financial planning is to ensure sufficient funding is available for current operating, capital, and debt service needs as well as, being prepared for unforeseen events. The District's funding will be allocated to operating expenses and capital expenses that adheres to the operating budget.

The Board of Directors may designate specific reserves in anticipation of current and future needs that are in the best interest of the District. Reserve balances will be reviewed by staff and the Board of Directors during our annual budget preparation.

The District may be legally required to have bond reserves for its contractual obligations to pay debt service or any other financial obligations in accordance with covenants of the debt issue.

The District has developed individual reserve accounts with the financial ability to address an economic downturn, system emergencies, and any capital needs that will ensure that the reliability of service and quality will continue in the future.

### **Fund Definitions and Target Levels**

#### 1. Bond Reserve Fund:

- Definition and Purpose – Established as a condition of each bond issue. The funds are legally protected by bond covenants and can only be used in the event of default by the District or to pay down principal.
- Target Level – The bond reserve requirement is established at the time of the bond issue. The amount could be recalculated as the bonds are paid down depending on the bond covenant.

#### 2. Strategic Reserve Fund:

- Definition and Purpose – Established with property tax income that exceeds our annual operating and capital expenses. These funds are used toward new water rights and new storage and conveyance opportunities.
  - Target Level – The funding levels of this reserve inherently fluctuates depending on the buying opportunity, development, and cost of infrastructure.
3. Capital Reserve Fund:
- Definition and Purpose – Established from capital revenues. Capital reserve funds are used to fund capital projects including water and wastewater system infrastructure, vehicle and major equipment acquisition, or any unforeseen smaller projects and improvements.
  - Target Level – The funding level inherently fluctuates depending on the degree of development activity and the cost of new infrastructure.
4. Water and Wastewater Asset Replacement Fund:
- Definition and Purpose – Established by water and wastewater user rates. Established to accumulate monies to replace or refurbish aging capital assets.
  - Target Level – Maximum funding shall be targeted at 5% of the current replacement cost for capital assets associated with the fund.
5. Operating Reserve Fund:
- Definition and Purpose – Established to financially protect the district from unforeseen cost increases such as significant increases in imported water costs, wastewater treatment costs, changes in energy costs, emergency repairs, and other significant expense fluctuations.
  - Target Level – Funding shall be targeted at six months of average operating expenses based on the annual operating budget.

### **Approval of Financial Policy**

The Financial Policy was formally approved by the Donala Water and Sanitation Board of Directors on May 20, 2021.

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Edward Houle, President

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Kevin Deardorff, Secretary/Treasurer

## Tyler Technologies

### Reasons for Change

- The new software upgrade we were forced to do does not communicate with the MIP accounting software, and we are currently having issues getting it to communicate with Chase Bank (largest bank chain in the USA).
- Both MIP and UMS customer support are unable to resolve issues. If they do not know the answer, we are basically told there is nothing they can do about it.
- Both MIP and UMS do not provide us proper reporting to do our daily job duties, so we are forced to make our own spreadsheets and reports which in turn takes up more of our time.
- The accounting software limits general ledger account numbers to 5 digits, but Donala's operations have outgrown that restriction.

### Tyler Technologies

- The biggest selling point to us is the fact that all our operations will be through one system. We can do accounting, billing, meter reads, website maintenance, customer portal, payroll, workorders, and more. Currently we have the following companies:
  - CUSI for billing, workorders and customer portal
  - MIP for accounting
  - Beacon and also Read Center for meter reads
  - Heartland for payroll
- Any future software updates are included in the contract at no additional cost.
- They provide on going training on any of their updates, or anything we may need additional training on.
- Tyler will spend the time to see all our needs/wants and customize the program to our specifications.
- Our customers will have a portal to monitor usage as well as pay/view bills.
- Our employees will have a portal to view all their payroll/benefit information.
- We will be able to send out alerts to customers via text or automated call when there is a service outage.
- The operators can complete and submit work orders out in the field.
- We have also received great reviews about Tyler Technologies from our auditors, Chase bank representatives, and other agencies.

### Implementation and Cost

- Tyler will take the time to customize the software to our needs, so it will take about 12 months for implementation,
- Implementation cost \$94,690

MEMO

**TO: Board of Directors**

**FROM: Jeff Hodge, General Manager**

**DATE: May 20, 2021**

**SUBJECT: Manager's Report**

**Club Villas Water Line Project:** This project has been delayed until the 2022 Budget year. Pipe can not be delivered until August 2021 at the earliest and the price continues to increase. We will budget for this project again in the 2021 Budget year.

**Well 7D :** Recommend amendment. Please see attached report from LRE addressing the well condition and providing recommendations.

**Pikes Peak Regional Water Authority:** The contract has been let and the revised completion date is November 2021.

**Regionalization Subcommittee of PPRWA:** There have been no meeting in the last two months.

**Northern Water Delivery Line:** Tri-view continues to move forward with the permitting and construction of this project. Monument and Tri-view held a joint meeting with other northern entities, Commissioner Holly Williams, and Commissioner Geitner. The purpose of the meeting was to request \$25 million from the County's Federal Stimulus Grant Monies (ARP) be granted to fund the project..

**North Monument Creek Interceptor (NMCI):** Nothing to report

**Status of Long-Term Water Supply Contract with Colorado Springs Utilities:** Nothing new to report.

**Audit:** The audit will be presented at the June Board meeting.



**Board Workshop April 15<sup>th</sup>: Action Items List Attached.**

## **ACTION ITEMS – Donala Board Workshop (April 15, 2021)**

### (1) Study to Restructure Waste Treatment Rate System

- New Service “Base” Rules/Fee
- Link waste fee (currently flat rate) to water use
- ACTION: GMS (Roger Sams)
- STATUS: In Work
- SUSPENSE: None Set

### (2) Donala Fiscal Policy

- Quantify district reserve requirements and policy for managing
- ACTION: Jeff Hodge
- STATUS: In Work
- SUSPENSE: Draft for May 20<sup>th</sup> Board Meeting

### (3) Contract (IGA) with WWSD for engineering study of the “Loop”

- Draft IGA with WWSD to conduct/fund the study that will allow board to make informed decision on moving forward
- Include option for Pre-Feasibility Grant
- Jessie (WWSD) provided draft RFP and draft contract for the project
  - Issue contract by May 28, 2021
  - Report due August 31, 2021
  - Sent comments on RFP to WWSD
- ACTION: Jeff Hodge
- STATUS: Draft IGA in work
- SUSPENSE: Sign IGA before awarding contract for the study

### (4) Assessment of storing additional Donala water in Pueblo Reservoir

- Includes Laughlin Ditch and Donala effluent
- Flow to and store Pueblo Reservoir
  - Storage agreement increased to 999 AF
  - Revision of Pueblo 1041 permit
  - Agreement with CSU on SDS to deliver water
  - Potential for Norris Ranch water
- ACTION: GMS (Roger Sams) and LRE (Brett Gracely)
- STATUS: In Work. BOR storage contract on the May Board Agenda
- SUSPENSE: None Set

### (5) Pre-Feasibility Grant Submission

- To fund Re-Use Study (PPRWA) and Loop Assessment (WWSD/Donala)
- ACTION: LRE (Brett Gracely)
- STATUS: In Work
- SUSPENSE: None Set

(6) Information Meeting with EPC County Commissioners

- Under auspices of EPC Master Water Plan and EPC Draft Master Plan
- Update commissioners on northern El Paso County initiatives
  - PPRWA Reuse Study
  - “Loop”
  - Northern Water Pipeline (TriView)
  - Northern Monument Creek Interceptor (NMCI)
  - Long-term agreement with CSU
- ACTION: Jeff Hodge and Ed Houle
  - Donala staff working lunch logistics
- STATUS: Commissioners Holly Williams and Carrie Geitner attended a lunch meeting on Wednesday, May 19 hosted by Donala
- Attendees
  - Donala – Jeff, Wayne & Ed
  - EPC – Commissioners Williams & Geitner with Mark Gebhart (Dep Director EPC Planning & Community Development)
  - Woodmoor Water & Sanitation – Jessie Shaffer, Board #1, Board #2
  - Cherokee – Amy Lathen
  - Widefield Water & Sanitation – Lucas Hale
- Report - Jeff

(7) CSU Rate and Tariff Study

- Get a seat “in the audience”
- Review the draft study
- ACTION: Jeff Hodge
- STATUS: In Work

(8) Regionalization

- Concept for long-term regionalization of northern water providers
- Organizational structure/model
- ACTION: Jeff Hodge
- STATUS: Under consideration
- SUSPENSE: None set; long-term

(9) Ed Informal Coffee with WWSD Board Member

- Informal meeting to open dialogue with WWSD board
- Donala ready to partner with WWSD on water issues (NMCI, Loop)
- ACTION: Ed Houle
- STATUS: Met with Board Member on Friday, April 30.



## Memorandum

**To:** Mark Parker and Jeff Hodge, Donala Water and Sanitation District  
**From:** Joel Barber, P.E., and Allan Foster, E.I.  
**Reviewed:** Jon Ford, P.E.  
**Copy to:** Brett Gracely, P.E.  
**Date:** April 20<sup>th</sup>, 2021  
**Project:** 0968DWS Donala 2021 Professional Services  
**Subject:** Well 7D Condition Assessment and Pump Sizing Recommendation

---

### Purpose

Donala Water and Sanitation District (Donala) has contracted LRE Water (LRE) to conduct a condition evaluation on Well 7D and provide engineering recommendations for the re-installation of a submersible pump. The previous pump in Well 7D began producing sand and experienced a total failure when it became sand-locked and separated into two segments during a removal attempt. Additionally, sand accumulated in the bottom of the well, and after Hydro Resources conducted sand removal, approximately 50-feet of sand remains.

LRE reviewed the following data as part of the condition assessment;

- Static Water Level Data from 1994-2020,
- Pumping Water Level Data from 1994-2017,
- Discharge Rates from 1994-2017,
- Video log survey of 7D from May, 2020 and a second log from July, 2020,
- A pump replacement proposal from Hydro Resources.

Plummer Associates are subcontracted to LRE to conduct an electrical audit on Well 7D. LRE will collaborate with Plummer Associates to finalize the pump recommendations following the electrical audit.

### Findings and Recommendations

After review of the available data from Donala and subsequent analyses, LRE has concluded the following:

- Well 7D is 27 years old and approaching the typical life expectancy of Denver basin wells, and is experiencing a number of issues.
- Well 7D has holes in the casing along a weld at approximately 723 feet bgs and we estimate that only 25% to 50% of the weld remains. These holes are the likely source of sand that impacted the pre-existing pump and create weak point at which the well may experience a mechanical failure. It appears the gravel pack above these holes has entered the well casing and was the cause of the old pump failure.
- The further life expectancy of the well is uncertain, and a new pump installation is at risk of failure at any moment. The most likely failure modes are:
  - Mechanical failure at the weld with holes. This failure may result in off-axial deformation of the well and a total loss of the well. We believe this is the most likely failure mechanism because the mechanical integrity of the weld is significantly compromised.
  - Development of new holes in the casing at deeper depths and sanding of the well with the remaining deeper gravel pack.
  - Sanding of the well from native sands because there is no longer a gravel pack filter in the upper portion of the well.
- There is significant biological growth in approximately the top 100 feet of screen due to oxidation during drawdown. Biological growth on the well screen is present deeper in the well, but to a lesser degree. This biological growth is likely to reduce the well efficiency and result in more drawdown for the same well yield.
- Current water levels in well 7D are in line with historical water levels, and decline of the static water level table does not appear to be significantly limiting the well yield.
- 50 feet of sand has collected in the bottom of Well 7D. Samples are not available and it is unknown if the sand is comprised predominately of gravel pack, or if there is a significant amount of formation sands as well.
- Well production records indicate that Well 7D has a potential yield in excess of 250 gallons per minute (GPM).

- The 100-hp pump proposed by Hydro Resources is oversized based on the pump specifications outlined in this memo.
- Review of operations data found Well 7D is frequently cycled for short pumping durations (less than an hour to 17 hours a cycle with no cycles in excess of 24-hours) and that well 7D was often out of operation for multiple seasons. Submersible well pumps are designed to operate continuously for extended periods, and frequent starts and stops (i.e. cycles) reduce the life expectancy of pumps while increasing energy costs.

## Alternatives

LRE has identified two alternatives for well 7D;

**Alternative 1:** Re-Equip the existing well. Despite the age and identified issues with Well 7D, it may continue to operate. Donala may elect to set a new pump in the well, but due to the identified risks of failure, the life expectancy of Well 7D is uncertain and the well and/or pump may fail at any time. If Donala elects alternative 1 LRE recommends:

- Limiting the well yield to rates lower than the historical well yield of approximately 250 gpm to prevent new stresses from steeper gradients and higher flow velocities. This may reduce the risk of damaging the well and extend its life expectancy.
- Donala should increase the monitoring frequency of production data, discharge rates, and water levels.
- Install a pump and VFD that meet the pump specifications outlined in this memo.
- Hydro resources should provide a new pump installation proposal based on the pump specifications outlined in this memo and electrical specifications provided by Plummer Associates following their electrical audit.

**Alternative 2:** Drill a replacement well. If the identified risks of well failure are unacceptable, Donala may elect to drill a replacement well.

## Recommendations

LRE recommends the following:

1. Donala should proceed with Alternative 2. Because the mechanical integrity of the well at 732 ft is extremely compromised, we believe the risk of mechanical failure is too high to recommend Alternative 1 and the well should be replaced.

2. Do not conduct additional well rehabilitation due to the fragile well condition. Further rehab is likely to damage the well casing or screen and cause more harm than benefit.
3. Donala should not attempt to fix the hole in the casing. The process of fixing the hole may cause more well damage and the mechanically compromised weld is unlikely to hold up during the repair process. Because the filter pack has already migrated into the well and been removed, the hole in the casing is no longer a risk of acting as a conduit for gravel pack to enter the well. Additionally, the formation material may migrate into the well through the screen slots even if the hole was fixed.
4. Donala should develop an operational plan that reduces well cycling and requires annual well operation to extend the life of the wells and pumps.

## Production Data Review

LRE reviewed production data (water levels and discharge rate) available from Donala from 2013-2017 and records of four 72-hr constant rate tests conducted between 1994 and 2001. **Table 1** summarizes the well's specific capacity from construction to 2015 and **Table 2** summarizes production rates from 2013 to 2017. Specific capacity is an estimate of well yield that presents the well capacity as a unit of flow rate (GPM) per foot of water level decline. These data indicate that the well has generally maintained its capacity and yield potential.

**Table 1. Recent Specific Capacity Estimated from 2013-2015**

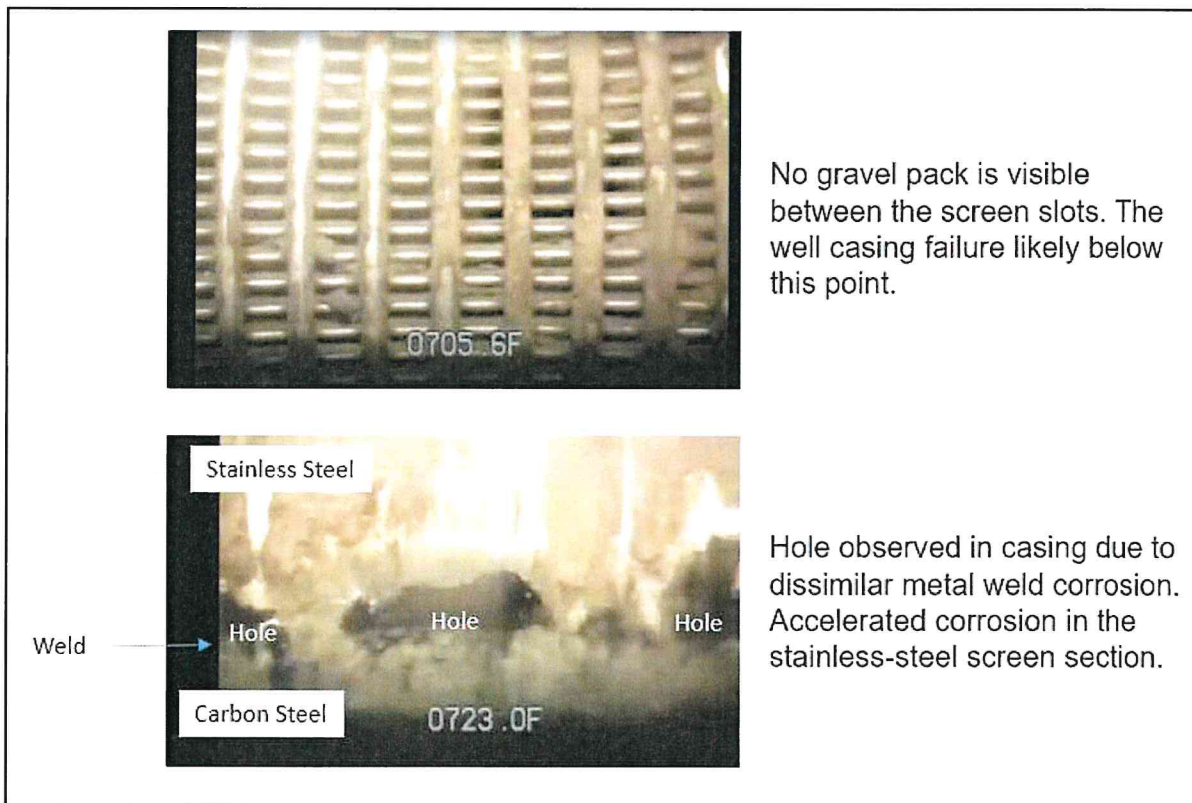
Year/Description	Specific Capacity (GPM/ft)
1994	1.5
1996	1.6
1999	1.4
2001	1.7
2013	1.1
2015	1.5
Average	1.5

**Table 2.** Range of Discharge Rates and Durations from 2013-2017

Statistic/Description	Discharge Rate (GPM)	Discharge Duration (Hours/day)
Minimum	167	0.1
Average	248	17.6
Maximum	333	5.4

### Video Survey Review

LRE reviewed the video log surveys from Well 7D taken in May 2020 and July 2020 and found a failure in the well casing at 723 feet below ground surface. **Figure 1** shows the hole in the casing and the interval above the hole where gravel pack is now missing. LRE estimates that more than 50% of the well casing has corroded around the well, which greatly compromises the well’s mechanical integrity.



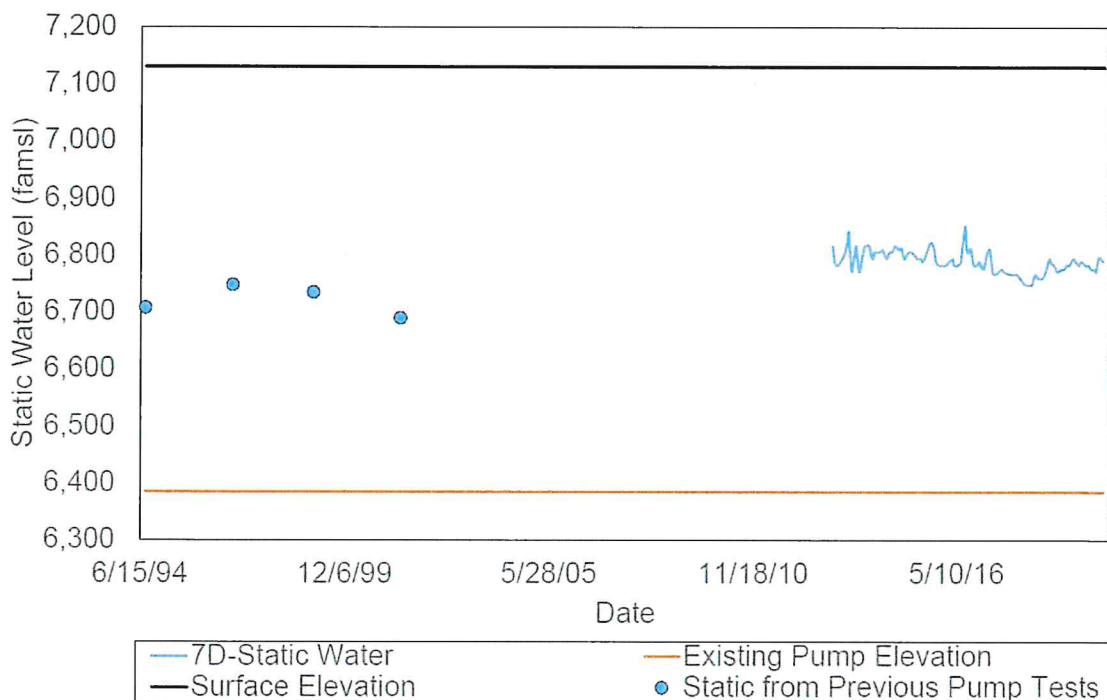
**Figure 1.** Missing Filter Pack and Hole in Casing from July 2020 Video Survey



These holes are likely the source of the sanding that caused the previous pump failure. There are a number of holes around the weld which are due to the dissimilar metal weld between the carbon steel blank and the stainless steel casing. We also found evidence of extensive biofouling of the well screen in approximately the top 100 feet of screen. Detailed descriptions and images of the video survey are included in **Appendix A**.

### Ambient Groundwater Conditions Review

**Figure 2** shows a hydrograph of recent static water level data observed at Well 7D. As shown, water levels have not declined substantially from construction.

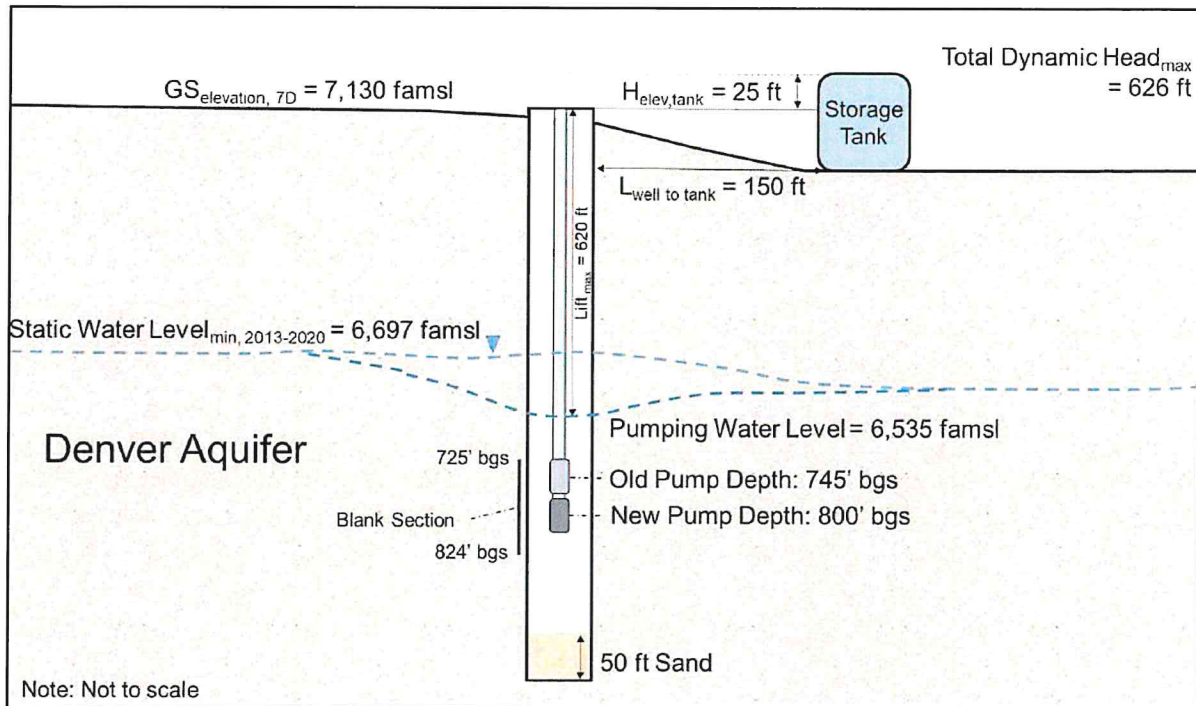


**Figure 2.** Static Water Level Hydrograph, Surface Elevation, and Existing Pump Elevation

The observed static water levels indicate that water level declines are not limiting the well yield potential.

### Pump Specifications

LRE constructed a conceptual diagram to summarize findings, and to define each of the components needed to calculate total dynamic head (TDH) and determine the capacity of the new pump (**Figure 3**).



**Figure 3.** Conceptual Understanding of Well 7D

LRE has specified a pump depth of 800 feet, within the same blank section of the well as the pre-existing pump (blank from 720 to 820 feet below ground surface). We are not recommending lowering the pump below this blank to keep the pump above other dissimilar metal connections that may fail.

We calculated bounding pump specifications based on the following:

- minimum static water level observed,
- minimum and maximum pumping rate of 175 and 250 GPM to limit yield to the range of previous operations
- the most recent specific capacity from **Table 2**,
- 80% well efficiency to account for bio-fouling,
- 70% pump efficiency,
- the maximum lift highlighted on **Figure 3**,
- and zero-(0) system pressure because the well discharge directly to storage.

- A 0.55-foot diameter drop pipe with a length of 950 feet (intake to storage tank) to account for friction loss in transit related to welded steel.

The pump specifications are shown in **Table 3**.

**Table 3. Pump Specifications**

TDH (ft)	Q (GPM)	Estimated Brake Horsepower (bhp)
574.49	175	36
625.85	250	56

*Note: Calculations are based on dynamic water levels determined from the most recent specific capacity of 1.54 GPM/ft, well efficiency of 80%, pump efficiency of 70%, and a minimum static water level of 6,697 fmsl*

LRE recommends a pump and motor with a Variable Frequency Drive controller capable of meeting the bhp, TDH, and flow specifications in **Table 3**.

### Review of Hydro Resources' Proposal

LRE reviewed Hydro Resources' proposal for re-equipping well 7D. LRE found that the 100-hp pump recommended by Hydro Resources is oversized. Hydro Resources should provide a new proposal based on the pump specifications outlined in this memo and specifications provided by Plummer Associates following their electrical audit.




### Limitations

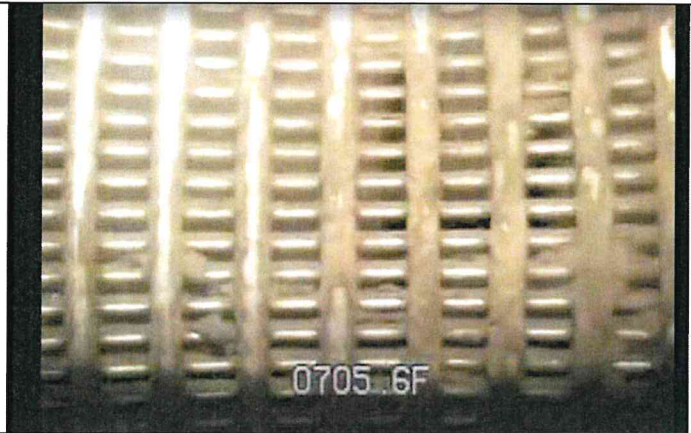
The well condition assessment outlined in this memo is based on data LRE has collected from previous work with Donala, publicly available data, data provided by Donala, and our professional judgment. There is inherent uncertainty in subsurface work, and actual well conditions and future well performance may vary from what is presented in this memorandum.

### Appendices

#### Appendix A – Well Video Surveys of Well 7D

APPENDIX A – WELL VIDEO OBSERVATIONS

<p>May 2020 Well Video</p> 	<p>Comment</p> <p>Extensive bio-fouling of the screen. Majority of screen is blocked.</p>
<p>July 2020 Well Video</p> 	<p>Comment</p> <p>Presence of biofouling remains, appears some has potentially been removed.</p>
<p>July 2020 Well Video</p> 	<p>Comment</p> <p>Extensive scaling in well blanks.</p>

July 2020 Well Video	Comment
 A close-up video frame showing a metal grate with horizontal slats. The timestamp '0705.6F' is visible at the bottom center of the frame.	I do not see any gravel pack, failure likely below this point.

July 2020 Well Video	Comment
 A video frame showing a dark, irregular hole in a light-colored casing. The timestamp '0723.0F' is visible at the bottom center of the frame.	Hole in casing.

**Well 7B Electrical Systems Audit  
To  
LRE Water  
For  
Donala Water & Sanitation District**

<b>Prepared For</b>	LRE Water
<b>Prepared By</b>	Nick Toussaint, P.E., PMP
<b>cc</b>	
<b>Reviewed by:</b>	Patrick Moseley
<b>DATE</b>	May 5, 2021
<b>VERSION</b>	Rev 1
<b>PROJECT NO.</b>	Client Project No. 4072-020-01
<b>FILE DIRECTORY</b>	V:\Projects\4072\020-01\7 Reports\7-1 (Well 7B Electrical Audit)\7-1-1 Draft



**PLUMMER**



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# Technical Memorandum

## Donala Well Electrical Audit



### 1 INTRODUCTION

The Donala Water & Sanitation District, owns and operates several water assets in Colorado Springs, CO. One of the assets is the Holbein Water Treatment Plant, a multiple Trident filter plant which sources its water from several wells located nearby, and on the WTP premises. On the plant site, there is Well 4A and Well 7D, which feed the above ground raw water storage tank. Well 7D has degraded over time and has been shut down. The District is currently reviewing options to either replace the existing well or install a new pump in the damaged well.

On April 27, 201, staff from LRE Water and Plummer performed a site visit to the Holbein WTP and production wells. Staff from Donala were present to host the tour and provide information on the assets and current operations.

The focus of this memo is to review the findings of the audit of the current electrical system in use for Well 7D and to assess the needs for a future well. This memo will review the existing well assets, the future well requirements and provide design direction to power the replacement well. In addition, the existing well control system will be reviewed to assess to re-use of the control system components for the replacement well.





## 2 EXISTING WELL ELECTRICAL SYSTEM

The existing Well 4A and 7D utilize power from the same Mountain View Electric provided 750KVA, 480 VAC 3-Phase transformer feeding a single 800 Amp main fused service disconnect switch. The power company transformer is separate from the WTP electrical system, the only power used from the WTP system is for the SCADA control signals, which are isolated from the VFD and Reduced Voltage Soft starter (RVSS) control wiring. The transformer is located closer to the main road on the North side of the property, and feeds the well electrical system, which is enclosed within a wooden fence and screening structure, shown below in Figure 1:



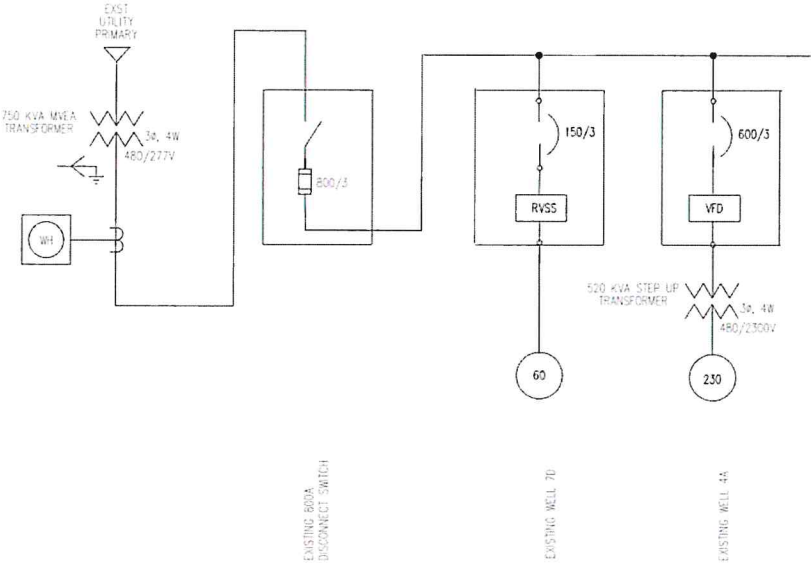
**Figure 1: Existing Well Electrical**

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Power is distributed from the main disconnect switch to each VFD cabinet, each containing a circuit breaker meeting NEC for local disconnecting means. From the VFD/RVSS, power flows to the well; In the case of Well 4A, the power goes through a step-up transformer before going downhole as the well motor is a medium voltage motor (2300 VAC) for a deeper well application.

A one-line diagram for the existing wells is shown below in Figure 2:



**Figure 2: Existing Electrical Power One-Line**

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In the photo below, the existing Main disconnect switch is shown on the far left. As one moves from left to right, you can see the Well 7D soft starter enclosure, a SCADA junction box, and part of the Well 4A VFD enclosure.



**Figure 3: Existing Electrical Equipment Line Up**

The main service disconnect switch and enclosure appears to be in good condition and could be re-used. The feeders to the Well 4A VFD can be left in place, and the feeder to the Well 7D soft stater will likely need to be replaced, depending on the new well sizing. There is 36" of space between the main service disconnect and the SCADA box, which could be relocated if necessary, to gain additional space to mount the replacement VFD. The SCADA junction box has a ¾" analog signals conduit and a 1 ½" discrete signals conduit, which route back to the WTP main control panel. These conduits currently have the necessary cables for control of the VFDs by the existing plant control system.

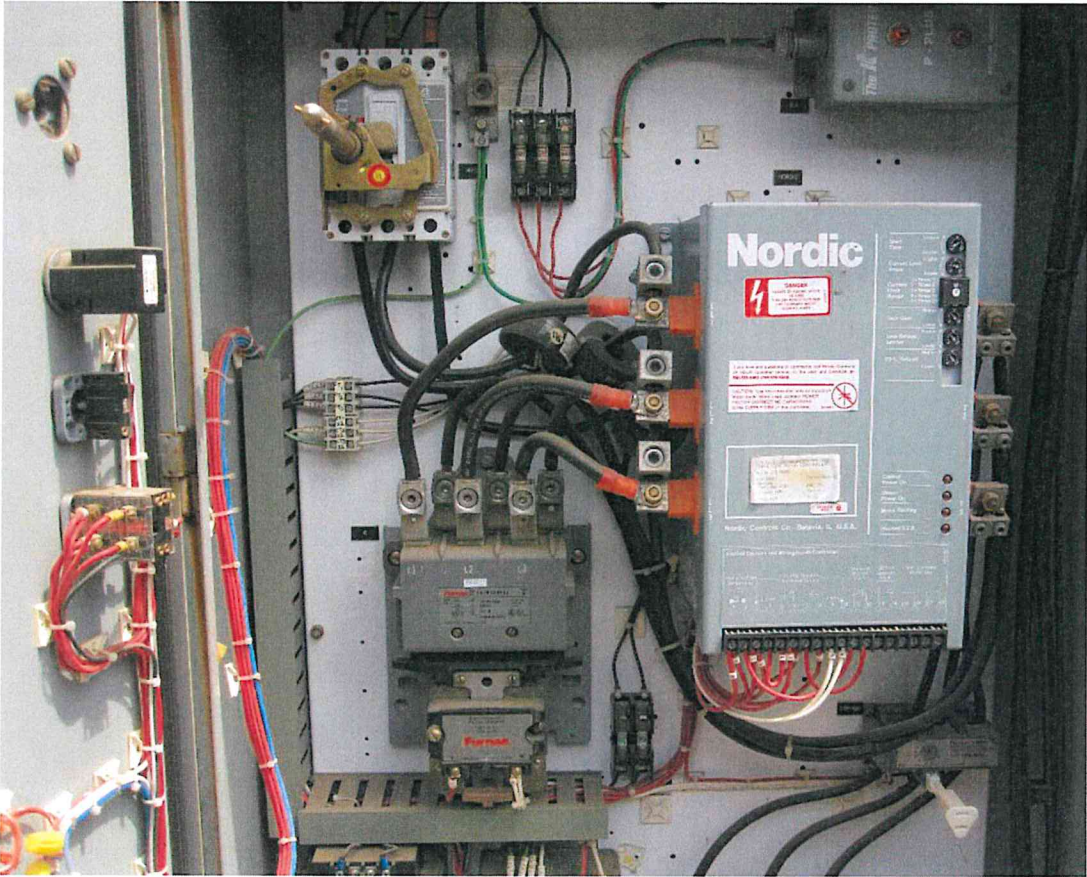


Figure 4: Existing Well 7D Soft Starter (with contactor)



### 3 EXISTING WELL CONTROL SYSTEM

Both of the existing well's pump into a raw water storage tank. The wells are controlled in automatic mode from the Holbein Water Treatment Plant main control panel through a level control program in the Programmable Logic Controller (PLC). The wells can also be operated manually from the VFD control panels. Operators can view the operation of the control system on the Human Machine Interface (HMI) system. The treatment plant overview is shown in Figure 5 below:

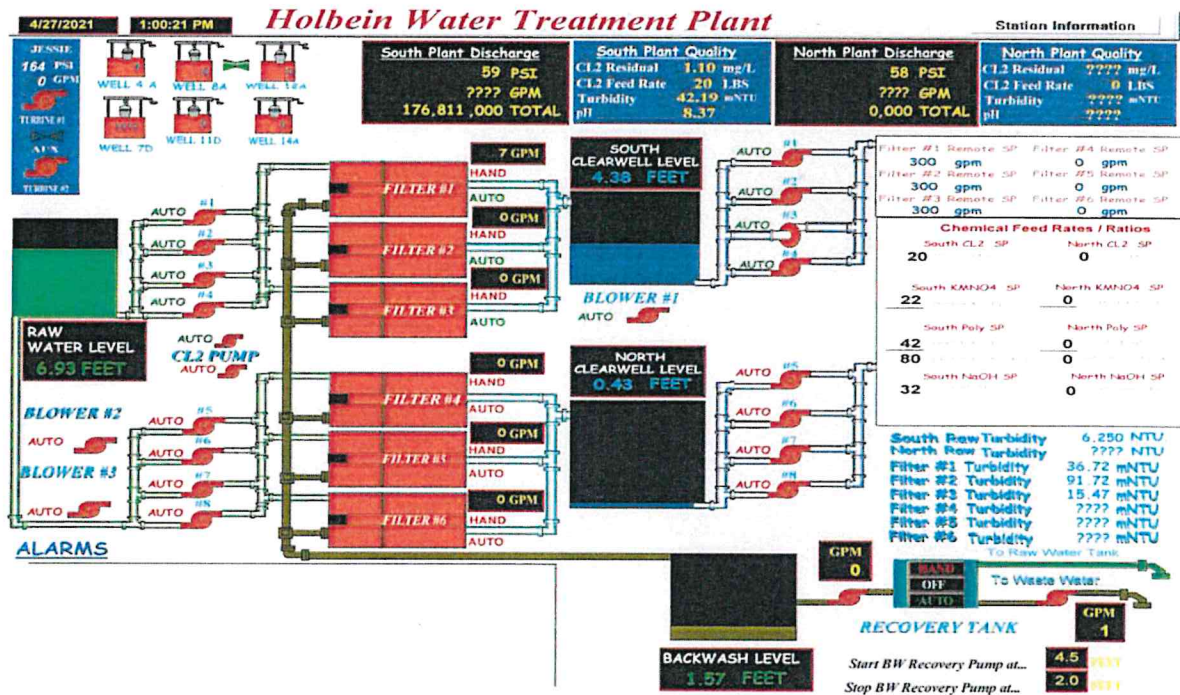


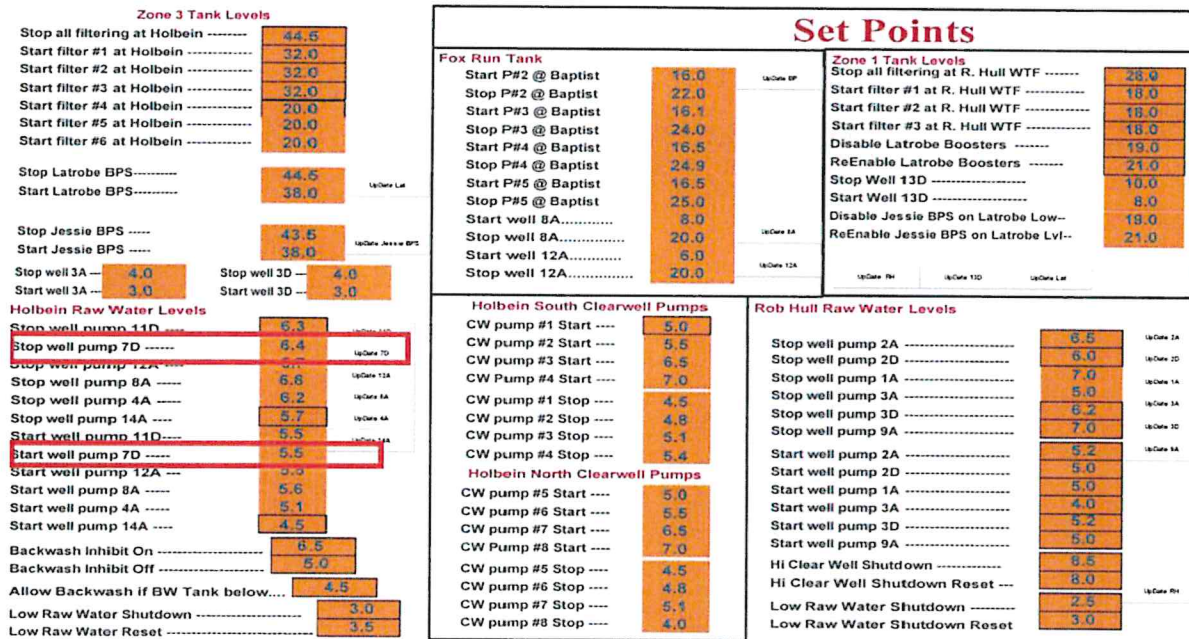
Figure 5: WTP Overview HMI Screen

Start and Stop setpoints are entered by the operator and the control system will automatically start/stop the wells as the raw tank level goes down to the start setpoint. When the tank level rises to the Stop setpoint, the well is automatically turned off.

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**Donala Well Electrical Audit**



The well control setpoints can be adjusted from the HMI setpoints screen, shown in Figure 6:



**Figure 6: WTP Setpoints HMI Screen**

Because there is a raw water storage tank, there is no control system connection between the WTP and the wells, they operate as separate systems. The well controls operate to fill the raw water tank, the water treatment plant controls the feed pumps which pull from the raw water tank and feed the filters.

The control system for the Water treatment plant was recently upgraded and will support the replacement of well 7D without any significant upgrades.

Currently, well water levels are shown on the HMI but are not logged to disk. It will be necessary to log data on the well water levels on a more frequent basis to allow for monitoring of the well performance. The HMI software already has the capability to log and store the data for future evaluation, and some additional configuration should be done to permit this important data to be stored for analysis.



#### **4 PROPOSED WELL ELECTRICAL IMPROVEMENTS**

The report produced by LRE Water recommend replacement of Well 7D. The LRE report estimates a replacement well will require a motor with brake horsepower (BHP) of 56 HP. A 56 HP well motor will require a VFD size of 45 kW, similar to the existing well. The well vendor will likely provide a VFD matched to the selected well and after derating for elevation, the VFD size will likely have a sizing near 50kW. Based on a size of 50kW, a new VFD would fit in the existing space without significant modification to the electrical rack. A new power conduit will need to be installed and routed from the well VFD to the replacement wellhead location. If a medium voltage well design is provided, there may need to be additional equipment provided, including a step-up transformer and additional power conduits.



## **5 PROPOSED WELL CONTROL SYSTEM IMPROVEMENTS**

A new well VFD will be provided for the replacement pump, completely assembled in a new NEMA 3R control panel, suitable for outdoor mounting on the existing electrical equipment rack. A new 480 VAC power tap will be brought into the new VFD panel and terminated on the main circuit breaker.

New power conduit and cables will be run from the new VFD panel to the wellhead. The well will be furnished with a new submersible pressure transmitter that will be used to read the static water level in the well. This signal will be converted to a level signal and scaled appropriate to the well setting. A new signal conduit will be routed from the new wellhead to the SCADA junction box and then continue to the existing main control panel via existing buried conduit.

The level control system and HMI tags and screen items will remain in their current state and be re-used for the replacement well. The HMI will have data collection features enabled to begin more frequent data logging and storage of well water level data.

No other control improvements are anticipated for the replacement of the well system.





## **6 CONCLUSIONS**

This memo provides information relative to a site audit of the Donala Well electrical and control system for the purposes of assessing the condition of the electrical system. Based on preliminary well sizing, the existing power company transformer and main disconnect switch appear to be in good condition and are recommended to be re-used with the replacement well. Only new power/control conduit and cables from the VFD cabinet will need to be provided in the well installation.

Since the existing well utilizes a VFD, the replacement VFD can be operated with the same control system currently in use. No modifications to the existing control system are anticipated.

**Technical Memorandum**  
Donala Well Electrical Audit



**7 REFERENCES**

LRE Water Technical memo dated April 20<sup>th</sup>, 2021 by Joel Barber and Allan Foster, Project number 0968DWS Donala 2021 Professional services.

## **Upper Monument Creek Regional WWTF Operations Report**

### **Facility Operations and Maintenance**

Our SBR performance continues to improve as the weather warms with plant turbidity NTUs much lower than mid-winter. We continue to produce one to two tractor trailer loads of biosolids a week as normal for beneficial agricultural use.

I would like to commend Thomas Waite, Trevor Welch, and Ethan Moreau for their work cleaning the DEB. Trevor Welch and Carl Martinez as well as Amy Azevedo are all studying in preparation to take certification exams. Class D for Carl and Trevor and Class C for Amy. Carl and Trevor will be attending the Rocky Mountain Water Environment Association's Wastewater Fundamentals course in June. Ethan Moreau will return to full time work at Upper Monument with added responsibilities as he trains to work as a facility operator.

### **Plant Performance**

In April we were operating at 44.7% of our design maximum flow and at 52.1% of our design BOD/day loading. We exceeded all parameters of permit requirements – this includes a 97% removal rate for BOD and a 97.5% removal of Total Suspended Solids.

### **Regulatory Issues**

We are currently renewing our storm water industrial impact permit from the CDPHE. Roger Sams is preparing the renewal form and updated Change of Contact form to reflect Jeff assuming the ORC duties for our collections system.

### **UPS Site Construction**

We continue to share our road with Brinkman with a few issues. The access area of our road has been uneven and torn up. This makes it difficult for passenger cars to enter our facility. We have been told by the contractor that we need to be patient and that this will improve once the road has been paved.

**DMR and REUSE REPORTING DATA  
DMR RESULTS**

MONTH/YEAR Apr-21

001A	WEEK of	TSS	BOD	NH3	NO2	NO3	CAD	TIN	E-coli
WEEK 1	29-Mar								6
WEEK 2	5-Apr								
WEEK 3	12-Apr	9.0	7.2	1.37	0.45	3.29		5.10	
WEEK 4	19-Apr								
WEEK 5	26-Apr								
	AVG	9.0	7.2	0.98	0.40	3.03	#DIV/0!	4.40	6
	MAX	9.0	7.2	6.30	0.45	3.29	0.00	5.10	6
<b>NPDES Limits</b>	Month	30	30	3.6	n/a	n/a		n/a	82
	PeakWk	45	45	n/a	n/a	n/a		n/a	252
	PeakDay	n/a	n/a	9.3	n/a	n/a		32	

Mar

Enter E-coli here !!!

week of First 2nd if needed 3rd if needed

29-Mar	6:3		
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Enter NH3 here !!!

29-Mar	6:3		
5-Apr			
12-Apr			
19-Apr			
26-Apr			

300 I	DATE	TSS	BOD	Wk FLOW	BOD lbs
WEEK 1	29-Mar				
WEEK 2	5-Apr				
WEEK 3	12-Apr	302	284		
WEEK 4	19-Apr				
WEEK 5	26-Apr				
	AVG	302	284	0.799	1889

001A

BOD % Removal	97.5%
TSS % Removal	97.0%

300 I

BOD (mg/l)	283.5
BOD (lbs/d)	1851
BOD (avelbs/d)	1889

Total influent flow, MG, sample d:

0.783
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PERMIT (30 day avg)

Flow (MGD)	1.75	MO %
Loading (lbs BOD/d)	3553	44.7%
BOD (d)	52.1%	

AVG FLOW	0.799	0.828	BOD lbs	1889	AVG
MAX Daily	0.868	0.963	BOD lbs	0	WK MAX

**REUSE RESULTS**

Total pumped (mg)	Limit	AVG	MIN	MAX
0.000				
Average Turbidity	#DIV/0!	x	x	14.9
# of samples	0	x	7.0	7.3
% of samples >5 ntu	#DIV/0!	x	x	14.1
E-Coli geo	#NUM!			
E-Coli max	0	235		

Upstream	DM	38.8
	MWAT	11.0

NOTES :