

**DONALA WATER AND SANITATION DISTRICT**  
**Regular BOARD MEETING AGENDA**  
**May 18, 2023**

MEETING TIME & PLACE:

**1:30 P.M.**

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

**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 April 20, 2023, Board Workshop and Regular Meeting
6. Financial Reports
7. Action Items:
  - a. Swearing in of Newly Elected Board Members
  - b. Election of officers
  - c. Bidding Policy-Professional Engineering Services
  - d. Resolution appointing Jeff Hodge to the UMCRTWF Operations Committee
  - e. Bid Awarding of 16A Flow Control Vault and Process Piping
8. Presentations:
  - a. Audit Presentation
  - b. LRE ASR Presentation
9. Reports:
  - a. General Manager
  - b. Water
  - c. Wastewater
  - d. Consultants
10. Directors Comments
11. Public Comments
12. Executive
  - a. CRS§24-6-402(4)(b) Receive Legal Advice from District General Counsel on Specific Legal Questions Pursuant to §24-6-402(4)(b) and Determine Positions Relative to Matters that may be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators Pursuant to §24-6-402(4)(e)(I) Regarding the UMCWTF IGA.
  - b. CRS§24-6-402 (4) (f) – Jeff Hodge, General Manager, Annual Review.
13. Adjourn

DONALA WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
April 20, 2023

The Board of Directors of the Donala Water and Sanitation District met for a workshop session at the District's office, 15850 Holbein Dr., El Paso County, Colorado on April 20, 2023 at 10:11am.

Directors Present: Wayne Vanderschuere  
Bill George  
Kevin Deardorff  
Ed Miller  
Ken Judd

Staff Present: Jeff Hodge  
Christina Hawker  
Ashley Uhrin

Consultants Present: Roger Sams (GMS)  
Brett Gracely (LRE) (Arrived at 11am)  
Madison Philips (CEGR)

Guests: Scott McCulloch

President Vanderschuere called the meeting to order at 10:11am.

Personnel Guidelines Presentation

- Philips presented a high-level overview of personnel policy changes that had been recommended by Donala staff and that had been reviewed by general counsel.
- Vanderschuere wanted to confirm that we are compliant with all labor and employment laws, Philips confirmed we are in compliance.
- Vanderschuere also wanted to understand what benefits are being provided to the employees and how those benefits compare to other similar entities. Philips confirmed that Donala provides benefits that go above and beyond what is required by the law.
- Added verbiage that the Denver Consumer Price Index (CPI) will be used to determine cost of living increases. Vanderschuere wanted to know if Donala is held to using only that CPI or if we can utilize it as a guide. Deardorff stated he interpreted it as a starting point. Phillips will adjust language from "determine" to "inform" regarding the use of Denver CPI
- Hodge brought up section 3.9 and the modification of CORA to include text messages. He wanted to confirm this was covered in our policies, Philips confirmed it is
- McCullough asked if we made changes to our Family and Medical Leave of Absence (FMLA). He wanted to clarify that any FMLA used after PTO has been used would be unpaid. Hawker clarified that we do not use FMLA but are required to have it in our policies with clarification that we do not utilize it and have other measures in place to assist an employee that needs long-term aid. Hodge asked that general counsel review that section and ensure it is clear how we handle those situations. McCullough also wanted to clarify if PTO still accrues once paid leave ends. Hodge and Vanderschuere confirmed that PTO would stop accruing once paid leave ends however

once an employee is back on the payroll, their PTO would begin accruing again. McCullough recommended a change in verbiage to make this clearer as he interpreted it that PTO would stop accruing all together if paid leave ends. Hodge said general counsel can review.

- Vanderschuere recommended we add volunteer firefighters and Wildland Fire Team members in the section that describes military leave so that if they are deployed in an emergency, they would receive the same benefits as someone who was called up from military reserves. This leave would not apply to training. General counsel will review and adjust the verbiage in this section.

### Rules and Regulations Presentation

- Philips explained that Donala's existing Rules and Regulations were very short, thus a lot was added. Security-Widefield and Upper Thompson's rules and regulations were used as guides.
- Philips provided a high-level overview of changes made to the rules and regulations.
- Section 2 will have some changes as Gracely is still making some updates
- Sections 10-14 are new additions.
- In "Definitions" section, Philips will add in definition for any acts (such as the Clean Water Drinking Act) that are referenced in the document.
- Philips pointed out that homeowners will now receive a bill each month and the tenant will get one as a courtesy. Vanderschuere wanted to know if we could grandfather current tenants in with service in their name and then for new tenants keep it in the homeowner's name. Hawker explained that down the road we want to do that but right now we are still trying to figure out the best process to do that. Judd was concerned that we are complicating things by sending duplicate bills (one to homeowner and one to tenant). Hawker and Philips explained that by keeping the homeowner apprised of what is going on can help shorten the process to collect on delinquent tenant balances. Judd said he felt section 11 was sufficient for making the homeowner ultimately responsible but will defer to the staff on what is best.
- Philips offered to put some language together that we can send to homeowners stating that they need to modify their leases to reflect who is responsible for the utilities.
- George asked if we can force a homeowner to correct a leak that we have identified. Hodge said he did not think so but would have to defer to legal counsel.
- Legal counsel will add verbiage back in to Exhibit A stating that late penalty will not be charged until after grace period.
- Philips clarified that there is a perpetual lien on each property in the district and that the recording process with the county is a different step. She also provided clarification on certifying the funds with the county.
- Vanderschuere asked to circle back to Section 7.3 of Personnel Policies and asked specifically if the section covers the use of the Ranch and that it cannot be used for recreational purposes. It was decided that it was.

### Integrated Water Master Plan Presentation

- Presented by Brett Gracely
- Groundwater system for the long run – feasibility study completed in April to be discussed in May board meeting. (ASR). Funding by June. Construction and operations by 2024.
- Well and aquifer testing and analysis to be completed by the end of this year. Looking for long-term trends in our well functions.
- Well 16A should be completed and operational by June 2023.
- Gracely had a conversation with Kip about what's not in the files about Laughlin. Kip said to talk to Gary Barber who was the broker. Gary sent a zip file regarding Laughlin. Brett is in the process of reviewing. There are many risk factors. It has been changed in use, but what is not there is the place of use. Right now, we are legally within our rights to use it. The point of diversion was also changed. We have a lease with AGRA for that water at salvage value. There was a period between irrigation use and the time before Donala picked it up where it

wasn't in use. Water court would want to know why the water right wasn't abandoned. Gray Family Trust kept it off the abandonment list. More investigation is still needed. Before we make the filing, we need to know why there were so many zeros throughout those years. Gray Family Trust was contemplating building a golf course and they were soliciting leasing offers. There has been 3-5 years of no use. No one had contested the lease operations.

- Brett is suggesting to file in water court at the end of this year to use the Laughlin water in the district. Vanderschuere asked if we have to explain how are we going to get the Laughlin water here? The Loop study shows how we would do that.
- Exchange evaluation and the loop project work together very closely. Even though we have more, Jeff has said that we will contribute 500 acre feet at the Chilcott head gate which would be a combination of our return flows.
- We need to finish up our LIRF reporting requirements.
- How much is Laughlin worth... Gracely says probably about 3mil. We paid a lot more than that.
- Merrick and LRE need to talk about treatment and water recovery goals and dates. Also, regulations and permits regarding direct potable reuse.

Meeting adjourned at 12:15pm.

These minutes are respectfully submitted for record by Ashley Uhrin on May 15, 2023.



DONALA WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
April 20, 2023

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 April 20, 2023 at 1:31pm.

Directors Present: Wayne Vanderschuere  
Bill George  
Kevin Deardorff  
Ed Miller  
Ken Judd

Staff Present: Jeff Hodge  
Christina Hawker  
Mike Boyett  
Aaron Tolman  
Ronny Wright  
Ashley Uhrin  
Ross Robinson

Consultants Present: Roger Sams (GMS)  
Brett Gracely (LRE)  
Madison Philips (CEGR)

Guests: James Howald (OCN)  
Scott McCulloch

President Vanderschuere called the meeting to order at 1:31 pm.

Approval of Agenda:

- No changes to the agenda.

Public Comment Non-Agenda Items:

- None

Review of Minutes:

- Minutes from March 16, 2023 Board Meeting accepted.
  - George motioned to approve, Miller second, all aye.

Review of Financial Statements and Check Summaries:

- Approval of Financials
  - Deardorff questioned operation study, Hawker and Hodge clarified that it is only a budgeted item and not an expenditure
  - Deardorff also questioned the multiple electric accounts. Hawker clarified Donala has one account for each site location
  - George motioned to approve, Deardorff second, all aye.

#### UMCWTF-Carollo Study Update and Communications between Entities:

- Hodge stated that the contract had Tabor issues among other things
- A letter was drafted and sent to Triview Metropolitan District as well as Forest Lakes Metropolitan District
- Hodge stated that the quarterly wastewater operations meeting was civil and had some good outcomes.
- Corollo has not made any more visits to the plants but they have made several data requests
- Hodge stated we have an easement under I-25 that we could use to assist with reuse movement.
- Donala has received no formal communication from Triview or Forest Lakes

#### Procurement Policy

- Being put in place to be able to receive ARPA money for radium removal from the county.
- Previously Donala followed state procedures for procurement. \$60,000 remains in place until 8/7/2023 and then it will go to \$120,000 and then adjust for CPI in the future.
- The procurement policy Donala currently uses was not sufficient for El Paso County. They required we have a different procurement policy in place for us to receive ARPA money.
- Philips pointed out Exhibit A where there are some blanks that need to be filled in by the Board.
  - Board needs to decide what dollar amount is the maximum amount Hodge can sign a contract for professional services that must be bid out.
  - The Board decided Hodge can sign contracts up to \$50,000 without board approval.
  - Vanderschuere asked that language be added so that in an emergency situation where there is an operational threat that Hodge can exceed the \$50,000 threshold without immediate board approval and then will notify the Board of actions taken within 72 hours. Language will also be modified to ensure the Board can retroactively suspend the policy if necessary. General counsel will modify the procurement policy to add this language.
- McCullough asked if we have a preferred vendor list. Hodge stated we are working on a more comprehensive list.
- George motioned to approve, Judd second, all aye.

#### General Manager's Report by Jeff Hodge:

**The Loop Water Authority:** Is preparing to put out bid requests for project manager and Schematic Design. On May 4<sup>th</sup>, we will review the information generated by BBA's water model. This is an overview of the water that we plan to put into the system and the amount coming out of the other end to be delivered and used.

**University of Denver 2023 Water Symposium:** I attended this event April 14<sup>th</sup> to hear the presentation "Innovative Solutions for Water Problems in the Rocky Mountain West." And specifically, to hear James Eklund's thoughts. On April 7<sup>th</sup>, he gave another presentation in which he pointed out his thoughts of the Denver Basin as a massive shortage vessel. This was of interest due to the ASR Study that LRE has been undertaking on our behalf.

**Colorado Ground Water Association Symposium:** I attended this event on the afternoon of April 14<sup>th</sup>. LRE presented the findings of the Aquifer Storage and Recharge (ASR) Study they performed for the District and Tri-View. The presentation was very well received and of great interest to the attendees. LRE will provide the Board with a similar presentation at the May 18<sup>th</sup> board meeting.

**Northern Water Conservancy Water Symposium:** Attended this symposium April 10<sup>th</sup>. Hodge was able to speak with some project managers and other individuals responsible for some of the work they have done up north and felt it would be important for us to get connected with Northern Water to see how they do things.

**Pikes Peak Regional Water Authority:** Next meeting May 3<sup>rd</sup>. Nothing new to report from the April 5<sup>th</sup> meeting.

**Arkansas Water Forum:** The forum will be held from April 24-26, 2023 at Double Tree in Colorado Springs, Colorado.

**Water Report by Ronny Wright:**

- Well 16A – Roger is leading that project, electrical is all good to go.
- Well field studies are going well with 2 more wells to complete. Well 2D is doing better than expected.
- VFDs are coming in, 16A should arrive by the end of the month. Addition of the VFD plus the LRE studies should help with electric costs, water quality, etc.
- VFD for 8A has been installed and is being tied into SCADA. Layne covered all related expenses.
- Well 1A – permit pending for disconnect with Pikes Peak Regional Water Authority
- AT&T project is paused pending tank rehabilitation but there is not firm schedule yet for the rehab

**Radium Update by Ross Robinson:**

- The state will not approve our removal process, however Donala has decided to use an HMO process to aid in radium removal. Since HMO is an approved process by the state, they should now approve it. We can have HMO online by July 1<sup>st</sup>, meeting with Merrick on Friday regarding the process.

**Wastewater Report by Mike Boyett:**

- Wastewater operators are seeing an increase in manganese. Our last test was 150, the state limit is 175. Historically Donala has been much lower than 150.
- Started using a new polymer
- On Monday, they will start a new process to try and alleviate phosphorous
- Finished wet testing and they should have the results by the May board meeting
- July board meeting will be at the wastewater plant.

**Consultants Comments:**

- Sams gave update on well 16A and stated the raw water line is pretty much done except for some vegetation work that needs to be done. Control valves are 4-6 weeks out.
- Sams stated they are preparing a small contract to repair some cracks in the wall at the wastewater plant.
- Sams is putting together an analysis for the quality of the water with a focus on potable reuse.
- Same provided a regulatory update; the Commission accepted the proposal to take results of Lakes and Reservoir Nutrient Water Quality Setting Standard and put it into the Basin Study. Studies for nitrogen and phosphorous are delayed.
- Gracely discussed the ASR study briefly and said that Wright's findings on 2D are consistent with his findings during the ASR study.

**Public Comment:**

- None

Meeting adjourned at 3:07pm to Executive Session – CRS §24-6-402(4)(b) Advice from Donala's General Counsel on legal questions regarding the UMCWTF contract. Executive session concluded at 4:12pm.

These minutes are respectfully submitted for record by Ashley Uhrin on May 16, 2023.



		Current	Period	Fiscal	Variance	Percent
		Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<b>Fund: 02 - Water Fund</b>						
<b>Revenue</b>						
<u>02-00-00-40010</u>	Water Sales	3757347	191977.12	715531.49	-3041815.51	
<u>02-00-00-40020</u>	Effluent/Augment	158000	9045.2	30972.87	-127027.13	
<u>02-00-00-40030</u>	Sewer Sales	1439716	128755.91	514924.4	-924791.6	
<u>02-00-00-40060</u>	AVS Revenue	5250	-350	2975	-2275	
<u>02-00-00-41000</u>	Water Tap Fees	40000	9350	9350	-30650	
<u>02-00-00-41001</u>	Sewer Tap Fees	40000	18150	18150	-21850	
<u>02-00-00-41002</u>	Water Developing Fees	32500	6500	6500	-26000	
<u>02-00-00-41003</u>	Sewer Developing Fees	12500	0	0	-12500	
<u>02-00-00-41004</u>	Installation Fees	7500	1850	1850	-5650	
<u>02-00-00-41005</u>	Water Investment Fee	20000	5948	5948	-14052	
<u>02-00-00-42001</u>	Property Tax	2175748	109675.57	1012589.49	-1163158.51	
<u>02-00-00-42002</u>	MV/SO Property Tax	200000	19361.65	74184.82	-125815.18	
<u>02-00-00-43000</u>	Capital Project Interest	27500	13714.56	52019.92	24519.92	
<u>02-00-00-43001</u>	Strategic Planning Interest	8500	4271.27	16201.04	7701.04	
<u>02-00-00-43002</u>	Operating Reserve Interest	6300	9234.49	35784.87	29484.87	
<u>02-00-00-43003</u>	Property Tax Interest	18000	5896.46	16505.49	-1494.51	
<u>02-00-00-44000</u>	Water Penalty Account	0	175.93	2760.17	2760.17	
<u>02-00-00-44001</u>	Sewer Penalty Account	0	-16.19	1234.42	1234.42	
<u>02-00-00-45000</u>	L.T. Investment Revenue	183000	15388.75	42521.8	-140478.2	
<u>02-00-00-47005</u>	Raidum	1650000	0	0	-1650000	
<u>02-00-00-47006</u>	Loop Reimbursement	1000000	0	0	-1000000	
<u>02-00-00-47400</u>	Triview Waste Plant Rev	853046	0	0	-853046	
<u>02-00-00-47403</u>	Forest Lakes Waste Plant Rev	111457	0	0	-111457	
<u>02-00-00-48002</u>	PD-DWSD Sal & Taxes	856688	0	0	-856688	
<u>02-00-00-49900</u>	Miscellaneous Revenue	35000	1817.48	15329.8	-19670.2	
<u>02-00-00-49901</u>	Bond Proceeds	1000000	0	0	-1000000	
	<b>Revenue Total:</b>	<b>\$ 22,638,052.00</b>	<b>\$ 550,746.20</b>	<b>\$ 2,575,333.58</b>	<b>\$ (20,062,718.42)</b>	<b>88.62%</b>
<b>Expense</b>						
<u>02-00-00-54010</u>	Salary-Office	0	22862.09	90460.4	-90460.4	
<u>02-00-00-54400</u>	457 Plan-Donala Expense	0	1395.17	5597.48	-5597.48	
<u>02-00-00-54410</u>	Insurance-Health	0	5985.26	33522.35	-33522.35	
<u>02-00-00-54500</u>	Salary-Board Members	0	538.25	1614.75	-1614.75	
<u>02-00-00-56650</u>	Debt Reserve	1250000	0	0	1250000	
<u>02-01-00-52110</u>	Civil Engineering	0	0	762.5	-762.5	
<u>02-01-00-54010</u>	Salary-Office	278459	0	0	278459	
<u>02-01-00-54210</u>	Payroll Office Tax	20524	0	0	20524	
<u>02-01-00-54400</u>	457 Plan-Donala Expense	19576	0	0	19576	
<u>02-01-00-54410</u>	Insurance-Health	95762	0	0	95762	
<u>02-01-00-54420</u>	Disability, Life Ins.	10896.13	931.74	4647.29	6248.84	
<u>02-01-00-54430</u>	Identity Protection	1920	150	622	1298	
<u>02-01-00-54450</u>	WASTE PLT./Salary,Taxes	856688	0	0	856688	
<u>02-01-00-54500</u>	Salary-Board Members	1200	0	0	1200	
<u>02-01-00-54501</u>	Payroll-Board of Directors	450	0	0	450	
<u>02-01-00-57002</u>	Miscellaneous Expense	5000	0	1381.93	3618.07	
<u>02-01-00-58005</u>	Office Expenses	68800	1146.1	16028.74	52771.26	
<u>02-01-00-58010</u>	Large Office Equipment	20000	0	0	20000	
<u>02-01-00-58015</u>	Publication Expenses	5000	61.81	1197.1	3802.9	
<u>02-01-00-58020</u>	Auditing/Accounting Expense	24617	17700	17700	6917	
<u>02-01-00-58025</u>	County Treas. Fee-G.F.	33200	1645.13	15197.71	18002.29	
<u>02-01-00-58031</u>	Abatement Refunds - GF	0	0	765.37	-765.37	
	<b>Expense:</b>	<b>\$ 2,692,092.13</b>	<b>\$ 52,415.55</b>	<b>\$ 189,497.62</b>	<b>\$ 2,502,594.51</b>	



	Current	Period	Fiscal	Variance	Percent
	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<u>02-01-00-58035</u>	Fees, Permits	15000	0	13276.86	1723.14
<u>02-01-00-58040</u>	Insurance-Bldg.	83504	0	70152.92	13351.08
<u>02-01-00-58055</u>	Insurance_Liability & Auto	0	0	4425	-4425
<u>02-01-00-58056</u>	Insurance-Workmen's Comp.	18794	0	9107	9687
<u>02-01-00-58060</u>	Legal - General	74500	14425.5	24717.5	49782.5
<u>02-01-00-58065</u>	Legal - Water	14800	479.5	902.5	13897.5
<u>02-01-00-58070</u>	Training Expenses	15000	0	5693.88	9306.12
<u>02-01-00-58075</u>	Contract Services	129841	684.08	12180.52	117660.48
<u>02-01-00-58080</u>	Communications	25331	2172.17	7375.93	17955.07
<u>02-02-00-50100</u>	Water Rights	60000	0	0	60000
<u>02-02-00-52000</u>	Repair & Maintenance- General	280000	18417.01	66344.54	213655.46
<u>02-02-00-52001</u>	Inspection Refunds	2000	0	0	2000
<u>02-02-00-52010</u>	Tools & Equipment	15000	0	2271.01	12728.99
<u>02-02-00-52070</u>	Water and Well Engineering	250000	40789.89	142979.55	107020.45
<u>02-02-00-52080</u>	Pro Eng - LIRF Updates	10000	0	0	10000
<u>02-02-00-52110</u>	Civil Engineering	75000	23761.53	42149.14	32850.86
<u>02-02-00-53006</u>	Fuel	20000	1061.79	4212.14	15787.86
<u>02-02-00-53012</u>	Truck Maintenance	38000	79.9	5421.79	32578.21
<u>02-02-00-54020</u>	Salary-Water Operations	416755	38267.56	171408.34	245346.66
<u>02-02-00-54220</u>	Payroll-Water Tax	31257	0	0	31257
<u>02-02-00-54400</u>	457 Plan-Donala Expense	29173	2347.77	9063.42	20109.58
<u>02-02-00-54410</u>	Insurance-Health	91038	7542.03	22626.09	68411.91
<u>02-02-00-54451</u>	Triview Waste Plant Exp	853046	0	0	853046
<u>02-02-00-54452</u>	Forest Lakes Waste Plant Ex	111457	0	0	111457
<u>02-02-00-56610</u>	CWRPDA Principal \$5M	265678	0	132839	132839
<u>02-02-00-56615</u>	CWAP Interest-\$5M	51095	0	28372.64	22722.36
<u>02-02-00-56620</u>	2020 Bond B	210000	0	0	210000
<u>02-02-00-56625</u>	2020 Bond B INT	106462	0	53230.75	53231.25
<u>02-02-00-56635</u>	2020 Bond A INT	116850	0	58425	58425
<u>02-02-00-56645</u>	L.T. Investment Expense	2000	0	0	2000
<u>02-02-00-57002</u>	Miscellaneous Expense	5000	0	-2043.91	7043.91
<u>02-02-00-57100</u>	Tabor Reserves	274050	0	0	274050
<u>02-02-00-57110</u>	Contingency Exp	100000	0	0	100000
<u>02-02-00-58065</u>	Legal - Water	0	0	1390.5	-1390.5
<u>02-02-00-58070</u>	Training Expenses	15000	105.46	262.46	14737.54
<u>02-02-00-58075</u>	Contract Services	129840	4062.22	9162.96	120677.04
<u>02-02-00-59902</u>	FMIC Laughlin Carriage Agrmnt	0	0	100.89	-100.89
<u>02-02-00-60000</u>	Capital Projects - General	690000	0	0	690000
<u>02-02-00-60001</u>	Capital Reimbursement Bond	10000000	0	0	10000000
<u>02-02-00-60002</u>	Radium Removal	2100000	6167.5	12560	2087440
<u>02-02-00-60003</u>	Loop Group	1000000	0	250871.33	749128.67
<u>02-02-41-52000</u>	Repair & Maintenance	5000	0	1027.21	3972.79
<u>02-02-41-52030</u>	Residuals Management	96200	2428.48	14089.99	82110.01
<u>02-02-41-55030</u>	Natural Gas	1500	127.7	738.4	761.6
<u>02-02-43-52000</u>	Repair & Maintenance	5000	0	0	5000
<u>02-02-43-55030</u>	Natural Gas	7300	351.81	1608.25	5691.75
<u>02-02-45-51009</u>	Hazardous Materials Charges	125	0	0.75	124.25
<u>02-02-45-51015</u>	Caustic Soda	10050	1353.62	3384.04	6665.96
<u>02-02-45-51030</u>	Chlorine (Sodium Hypochloride)	2350	265.04	1059.39	1290.61
<u>02-02-45-51040</u>	Potassium Permanganate	630	0	660	-30
<u>02-02-45-51060</u>	Lab & Analytical Equip	10000	0	0	10000
<u>02-02-45-51070</u>	Lab Tests	15200	0	111.62	15088.38
<u>02-02-45-51080</u>	Chem-Other	750	95.83	302.97	447.03
<u>02-02-45-52000</u>	Repair & Maintenance	30000	12145	13970.25	16029.75
<u>02-02-45-55010</u>	Utilities-Electric	73669.2	3799	11208	62461.2
<u>02-02-45-55030</u>	Natural Gas	1000	96.54	347.01	652.99
<u>02-02-45-60000</u>	Capital Projects	500000	0	12737	487263
<u>02-02-47-51000</u>	Acetylene	365	0	35.03	329.97
<b>Expense:</b>	<b>\$ 18,484,610.20</b>	<b>\$ 181,026.93</b>	<b>\$ 1,220,759.66</b>	<b>\$ 17,263,850.54</b>	

		Current	Period	Fiscal	Variance	
		Total Budget	Activity	Activity	Favorable	Percent
					(Unfavorable)	Remaining
<u>02-02-47-51009</u>	Hazardous Materials Charges	125	0	28.63	96.37	
<u>02-02-47-51015</u>	Caustic Soda	10050	1692.02	3424.04	6625.96	
<u>02-02-47-51020</u>	Oxygen	330	0	41.82	288.18	
<u>02-02-47-51030</u>	Chlorine (Sodium Hypochlorate)	2350	650.06	1409.64	940.36	
<u>02-02-47-51040</u>	Potassium Permanganate	630	0	1689.6	-1059.6	
<u>02-02-47-51060</u>	Lab & Analytical Equip	10000	0	1538.46	8461.54	
<u>02-02-47-51070</u>	Lab Tests	15200	53	4557.8	10642.2	
<u>02-02-47-51080</u>	Chem-Other	750	131.69	322.77	427.23	
<u>02-02-47-52000</u>	Repair & Maintenance	30000	5474	6034	23966	
<u>02-02-47-52010</u>	Tools & Equipment	0	0	4951.07	-4951.07	
<u>02-02-47-55010</u>	Utilities-Electric	70160.2	1758	16440	53720.2	
<u>02-02-47-55030</u>	Natural Gas	3200	294.75	1548.36	1651.64	
<u>02-02-47-60000</u>	Capital Projects	522000	7935.55	7996.11	514003.89	
<u>02-02-49-52000</u>	Repair & Maintenance	5000	0	0	5000	
<u>02-02-49-55010</u>	Utilities-Electric	2028.4	289	813	1215.4	
<u>02-02-49-55030</u>	Natural Gas	270	22.31	89.24	180.76	
<u>02-02-93-58080</u>	Communications	6500	199.36	1528.9	4971.1	
<u>02-03-71-52000</u>	Repair & Maintenance	25000	0	517.77	24482.23	
<u>02-03-71-55010</u>	Utilities-Electric	3034.9	253	743	2291.9	
<u>02-03-73-52000</u>	Repair & Maintenance	25000	0	0	25000	
<u>02-03-73-55010</u>	Utilities-Electric	4669.5	528.92	1579.22	3090.28	
<u>02-03-75-52000</u>	Repair & Maintenance	25000	0	0	25000	
<u>02-03-75-55010</u>	Utilities-Electric	448.8	0	51.25	397.55	
<u>02-04-01-52000</u>	Repair & Maintenance	250000	0	0	250000	
<u>02-04-01-55010</u>	Utilities-Electric	46883.1	3002	9822	37061.1	
<u>02-04-07-52130</u>	Groundwater Eng	0	0	5010.2	-5010.2	
<u>02-04-07-55010</u>	Utilities-Electric	11387.2	941	2173	9214.2	
<u>02-04-07-60000</u>	Capital Projects	0	0	5451	-5451	
<u>02-04-09-60000</u>	Capital Projects	0	0	650	-650	
<u>02-04-11-60000</u>	Capital Projects	0	0	6880.5	-6880.5	
<u>02-04-13-52000</u>	Repair & Maintenance	0	0	1625	-1625	
<u>02-04-13-55010</u>	Utilities-Electric	62339.2	1124	3372	58967.2	
<u>02-04-13-60000</u>	Capital Projects	80000	0	0	80000	
<u>02-04-15-52000</u>	Repair & Maintenance	250000	0	1625	248375	
<u>02-04-15-52130</u>	Groundwater Eng	0	0	5010.2	-5010.2	
<u>02-04-15-55010</u>	Utilities-Electric	50762.8	3387	9468	41294.8	
<u>02-04-15-60000</u>	Capital Projects	80000	0	4488	75512	
<u>02-04-17-55010</u>	Utilities-Electric	11568.7	1774	4805	6763.7	
<u>02-04-17-60000</u>	Capital Projects	80000	0	8019.5	71980.5	
<u>02-04-19-55010</u>	Utilities-Electric	34800.7	4827	8001	26799.7	
<u>02-04-19-55030</u>	Natural Gas	550	38.44	241.48	308.52	
<u>02-04-19-60000</u>	Capital Projects	80000	0	0	80000	
<u>02-04-21-55010</u>	Utilities-Electric	22657.8	0	0	22657.8	
<u>02-04-23-55010</u>	Utilities-Electric	19006.9	127	388	18618.9	
<u>02-04-23-60000</u>	Capital Projects	80000	0	0	80000	
<u>02-04-25-60000</u>	Capital Projects	0	13988.68	16635.28	-16635.28	
<u>02-04-61-52000</u>	Repair & Maintenance	5000	0	0	5000	
<u>02-04-61-55010</u>	Utilities-Electric	1611.5	228	557	1054.5	
<u>02-04-61-60000</u>	Capital Projects	250000	0	0	250000	
<u>02-04-63-52000</u>	Repair & Maintenance	5000	0	0	5000	
<u>02-04-63-60000</u>	Capital Projects	250000	0	0	250000	
<u>02-04-65-52000</u>	Repair & Maintenance	5000	0	0	5000	
<u>02-04-65-60000</u>	Capital Projects	250000	0	0	250000	
<u>02-04-81-52000</u>	Repair & Maintenance	12000	0	0	12000	
<u>02-04-81-55010</u>	Utilities-Electric	25052.5	1458	4383	20669.5	
<u>02-04-83-52000</u>	Repair & Maintenance	21000	0	0	21000	
<u>02-04-83-55030</u>	Natural Gas	1200	127.2	528.49	671.51	
<u>02-04-85-52000</u>	Repair & Maintenance	25000	0	0	25000	
<b>Expense:</b>		<b>\$ 2,772,567.20</b>	<b>\$ 50,303.98</b>	<b>\$ 154,438.33</b>	<b>\$ 2,618,128.87</b>	

		Current	Period	Fiscal	Variance	
		Total Budget	Activity	Activity	Favorable	Percent
					(Unfavorable)	Remaining
<u>02-04-85-55010</u>	Utilities-Electric	0	995	3042	-3042	
<u>02-04-85-55030</u>	Natural Gas	270	0	66.93	203.07	
<u>02-04-91-59900</u>	Colo. Spgs Util Water	1792812.87	0	3646.63	1789166.24	
	<b>Expense:</b>	<b>\$ 1,793,082.87</b>	<b>\$ 995.00</b>	<b>\$ 6,755.56</b>	<b>\$ 1,786,327.31</b>	
	<b>Expense Total:</b>	<b>\$ 25,742,352.40</b>	<b>\$ 284,741.46</b>	<b>\$ 1,571,451.17</b>	<b>\$ 24,170,901.23</b>	<b>93.90%</b>

**Fund: 03 - Wastewater Fund**  
**Revenue**

<u>03-00-00-47001</u>	FL O & M Payments	111457	9871.18	31297.89	-80159.11	
<u>03-00-00-48003</u>	PD-DWSD Salary, Taxes	856688	0	0	-856688	
<u>03-50-00-47000</u>	Triview O & M Payments	853046	58576.52	241224.29	-611821.71	
	<b>Revenue Total:</b>	<b>\$ 1,821,191.00</b>	<b>\$ 68,447.70</b>	<b>\$ 272,522.18</b>	<b>\$ (1,548,668.82)</b>	<b>85.04%</b>

**Expense**

<u>03-50-00-51000</u>	Acetylene	0	0	44.88	-44.88	
<u>03-50-00-51009</u>	Hazardous Materials Charges	0	0	11.9	-11.9	
<u>03-50-00-51011</u>	Magnesium Hydroxide	58000	6645.06	13341.57	44658.43	
<u>03-50-00-51020</u>	Oxygen	0	0	25.23	-25.23	
<u>03-50-00-51050</u>	Polymer	13000	0	7814.56	5185.44	
<u>03-50-00-51060</u>	Lab & Analytical Equip	21580	0	14357.25	7222.75	
<u>03-50-00-51070</u>	Lab Tests	26500	1616	12167.98	14332.02	
<u>03-50-00-51080</u>	Chem-Other	0	0	2.75	-2.75	
<u>03-50-00-52000</u>	Repair & Maintenance	163715	5849.55	34418.99	129296.01	
<u>03-50-00-52010</u>	Tools & Equipment	11000	76.8	2120.65	8879.35	
<u>03-50-00-52020</u>	Biosolids Hauling	117300	10979.39	36113.11	81186.89	
<u>03-50-00-52050</u>	Engineering-WP	10000	2434.91	2434.91	7565.09	
<u>03-50-00-52060</u>	AFCURE	50700	1700	18678.5	32021.5	
<u>03-50-00-53006</u>	Fuel	2500	238.04	1002.44	1497.56	
<u>03-50-00-53012</u>	Truck Maintenance	5000	0	0	5000	
<u>03-50-00-54030</u>	Salary-Regional WWTF	551674	44635.29	189292.1	362381.9	
<u>03-50-00-54230</u>	Payroll-Regional	41376	0	-1683.63	43059.63	
<u>03-50-00-54400</u>	457 Plan-Donala Expense	38617	2301.57	32875.5	5741.5	
<u>03-50-00-54410</u>	Insurance-Health	92550	9618.88	36480.69	56069.31	
<u>03-50-00-54420</u>	Disability, Life Ins.	5950	506	2541.41	3408.59	
<u>03-50-00-54430</u>	Identity Protection	650	62	226	424	
<u>03-50-00-55010</u>	Utilities-Electric	256679	19756.35	58866.35	197812.65	
<u>03-50-00-55020</u>	Propane	64490	2442.47	26226.08	38263.92	
<u>03-50-00-57002</u>	Miscellaneous Expense	2500	0	598.92	1901.08	
<u>03-50-00-57110</u>	Contingency Exp	50000	0	0	50000	
<u>03-50-00-58005</u>	Office Expenses	2500	0	837.49	1662.51	
<u>03-50-00-58015</u>	Publication Expenses	600	0	0	600	
<u>03-50-00-58035</u>	Fees, Permits	10000	0	0	10000	
<u>03-50-00-58040</u>	Insurance-Bldg.	37369	0	24911.08	12457.92	
<u>03-50-00-58045</u>	Insurance-Auto Ins.	0	0	2655	-2655	
<u>03-50-00-58055</u>	Insurance_Liability & Auto	0	0	6485	-6485	
<u>03-50-00-58056</u>	Insurance-Workmen's Comp.	10441	0	1160	9281	
<u>03-50-00-58060</u>	Legal - General	3000	0	0	3000	
<u>03-50-00-58070</u>	Training Expenses	7500	0	685	6815	
<u>03-50-00-58075</u>	Contract Services	32000	1886.13	8102.77	23897.23	
<u>03-50-00-58080</u>	Communications	9000	594.12	2403.93	6596.07	
<u>03-50-00-60505</u>	Operation Study	125000	0	0	125000	
	<b>Expense Total:</b>	<b>\$ 1,821,191.00</b>	<b>\$ 111,342.56</b>	<b>\$ 535,198.41</b>	<b>\$ 1,285,992.59</b>	<b>70.61%</b>





Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 02 - Water Fund</b>					
Usic Locating Services Llc	10603	04/04/2023	Locate services	02-02-00-58075	546.00
Canyon Systems, Inc.	10598	04/04/2023	6" UltraMag Flow Meter	02-04-25-60000	5,141.68
The Gazette	10602	04/04/2023	Notice of Cancellation	02-01-00-58015	61.81
Cyberbasement	10600	04/04/2023	May website maintenance	02-01-00-58075	40.00
Utility Notification Center Of	10604	04/04/2023	March 811 calls - 24150	02-02-00-58075	113.52
Axis	10597	04/04/2023	Base & usage charge kyocera	02-01-00-58005	192.08
Axis	10597	04/04/2023	Base & usage charge kyocera	02-01-00-58075	20.49
Usic Locating Services Llc	10603	04/04/2023	March locate services	02-02-00-58075	1,212.07
Answer-Rite Telecommunicati	10596	04/04/2023	April answering service	02-01-00-58075	99.00
Comcast	10599	04/04/2023	Internet@ R Hull thru 05/03/	02-01-00-58080	122.88
Meyer & Sams, Inc.	10601	04/04/2023	Professional service thru 02/2	02-02-00-52110	6,617.78
Comcast Business	10621	04/11/2023	April fiber line	02-01-00-58080	675.04
Comcast		04/11/2023	April fiber line	02-01-00-58080	675.04
Comcast		04/11/2023	April fiber line	02-01-00-58080	-675.04
Tyler Technologies Inc	10618	04/11/2023	Insite transactions fees	02-00-00-21001	3,737.50
Tyler Technologies Inc	10618	04/11/2023	General ledger data conversio	02-01-00-58005	750.00
Service Uniform Rental	10616	04/11/2023	Uniform maintenance 02/28/	02-02-00-58075	124.97
Service Uniform Rental	10616	04/11/2023	Uniform maintenance 03/07/	02-02-00-58075	125.29
Service Uniform Rental	10616	04/11/2023	Uniform maintenance 03/14/	02-02-00-58075	101.29
Service Uniform Rental	10616	04/11/2023	Uniform maintenance 03/21/	02-02-00-58075	125.29
Service Uniform Rental	10616	04/11/2023	Uniform maintenance 03/28/	02-02-00-58075	149.29
Badger Meter, Inc.	10605	04/11/2023	Twist meter connectors	02-02-00-52000	240.00
Radiation Pros Llc	10615	04/11/2023	Radioactive materials licensin	02-02-41-52030	2,428.48
Frontier It	10610	04/11/2023	Monthly billing April	02-02-00-58075	1,974.50
O'Reilly Auto Parts	10614	04/11/2023	Hitemp oil	02-02-00-53012	79.90
Hoelting & Company, Inc.	10612	04/11/2023	Interim billing for audit 2022	02-01-00-58020	17,700.00
Hayes Poznanovic Korver Llc	10611	04/11/2023	March legal	02-01-00-58065	479.50
Wells Fargo Financial Leasing	10619	04/11/2023	Lease on Kyocera copier	02-01-00-58075	203.09
Energy Laboratories, Inc	10609	04/11/2023	Bottle order for testing	02-02-47-51070	53.00
Pilot Travel Centers LLC	DFT0000314	04/11/2023	April fuel expenses	02-02-00-53006	167.69
Timber Line Electric & Control	10617	04/11/2023	Campbell scientific model	02-02-00-52000	675.00
Timber Line Electric & Control	10617	04/11/2023	Aquifer Testing	02-02-45-52000	4,945.00
Timber Line Electric & Control	10617	04/11/2023	Aquifer Testing	02-02-47-52000	4,945.00
Wex Bank	10620	04/11/2023	March fuel expenses	02-02-00-53006	331.82
Colorado Springs Utilities	10606	04/11/2023	Electric@ Northgate thru 03/	02-03-73-55010	91.20
Colorado Springs Utilities	10606	04/11/2023	Gas@ maintenance thru 03/2	02-02-43-55030	351.81
Colorado Springs Utilities	10606	04/11/2023	Gas@ R Hull thru 03/29/23	02-02-45-55030	96.54
Meyer & Sams, Inc.	10613	04/11/2023	Well 16A (Project 2021-088)	02-04-25-60000	8,847.00
Core & Main Lp	10608	04/11/2023	Various sized couplings	02-02-00-52000	7,994.03
Core & Main Lp	10608	04/11/2023	2 1/2" repair lids	02-02-00-52000	189.90
Lincoln Life	DFT0000299	04/15/2023	Employee 457 Contribution	02-00-00-24003	723.30
Lincoln Life	DFT0000299	04/15/2023	Employee 457 Contribution	02-02-00-24003	229.68
Lincoln Life	DFT0000300	04/15/2023	Employee 457 Contribution	02-00-00-24003	58.98
Lincoln Life	DFT0000300	04/15/2023	Employee 457 Contribution	02-02-00-24003	439.61
Lincoln Life	DFT0000301	04/15/2023	457 Contributions	02-00-00-24003	696.32
Lincoln Life	DFT0000301	04/15/2023	457 Contributions	02-02-00-24003	1,270.92
Cebt	DFT0000302	04/15/2023	Monthly Dental Premium	02-02-00-24005	1,454.00
Cebt	DFT0000303	04/15/2023	Health Insurance Premiums	02-02-00-24005	21,433.00
Cebt	DFT0000304	04/15/2023	Employer Dependent Life	02-00-00-24005	7.68
Cebt	DFT0000305	04/15/2023	Employer Life	02-00-00-24005	38.49
Cebt	DFT0000306	04/15/2023	Supplemental Employee Life	02-00-00-24005	27.30
Cebt	DFT0000307	04/15/2023	Supplemental Employee Depe	02-00-00-24005	3.50
Cebt	DFT0000308	04/15/2023	Supplemental Employee Spou	02-00-00-24005	13.65

## Board Expense Report

Payable Dates: 4/1/2023 - 4/30/2023

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Cebt	DFT0000309	04/15/2023	Monthly Vision Premium	02-02-00-24005	213.00
Colorado Department of Reve	DFT0000313	04/15/2023	State Income Tax Withholding	02-00-00-24001	404.76
Colorado Department of Reve	DFT0000313	04/15/2023	State Income Tax Withholding	02-02-00-24001	762.00
Internal Revenue Service	DFT0000310	04/15/2023	Social Security	02-00-00-24000	1,399.22
Internal Revenue Service	DFT0000310	04/15/2023	Social Security	02-02-00-24000	2,394.14
Internal Revenue Service	DFT0000311	04/15/2023	Medicare	02-00-00-24000	327.30
Internal Revenue Service	DFT0000311	04/15/2023	Medicare	02-02-00-24000	559.92
Internal Revenue Service	DFT0000312	04/15/2023	Federal Income Tax Withholdi	02-00-00-24002	1,043.95
Internal Revenue Service	DFT0000312	04/15/2023	Federal Income Tax Withholdi	02-02-00-24002	2,023.10
Hpe, Inc.	10625	04/18/2023	April preventive maintenance	02-02-00-58075	136.00
Sprint	10627	04/18/2023	Employee cell phones	02-01-00-58080	505.36
Aura Sub LLC	10622	04/18/2023	Identity protection	02-01-00-54430	150.00
Pilot Travel Centers LLC	DFT0000315	04/18/2023	April fuel expenses	02-02-00-53006	405.89
Hpe, Inc.	10625	04/18/2023	Replace ADP flame sensor	02-02-00-52000	529.00
Timber Line Electric & Control	10628	04/18/2023	Well hole tansducer issues	02-02-00-52000	479.00
Verizon Wireless	10630	04/18/2023	Willow Creek data plan	02-02-93-58080	199.36
Tri-Core Inspections	10629	04/18/2023	Repairs to fences	02-02-00-52000	466.00
Black Hills Energy	10623	04/18/2023	Gas@ Pauma Valley thru 4/10	02-02-49-55030	22.31
Black Hills Energy	10623	04/18/2023	Gas@ Holbein thru 04/10/23	02-02-47-55030	294.75
Black Hills Energy	10623	04/18/2023	Gas@ Homeland Ct thru 04/1	02-02-41-55030	127.70
Black Hills Energy	10623	04/18/2023	Gas@ Latrobe Ct thru 04/10/	02-04-83-55030	22.31
Black Hills Energy	10623	04/18/2023	Gas@ Jessie Dr thru 04/10/23	02-04-83-55030	104.89
Comcast	10624	04/18/2023	Internet@ maintenance thru	02-01-00-58080	122.88
Comcast	10624	04/18/2023	Internet@ Holbein thru 05/16	02-01-00-58080	256.95
Ross Robinson	10626	04/18/2023	Mileage reimbursement CGW	02-02-00-58070	105.46
Mountain View Electric Assn.	DFT0000316	04/18/2023	400 R HULL thur 04/01/23	02-02-45-55010	3,799.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1700 Holbein thru 04/01/23	02-02-47-55010	1,758.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	6507 Pauma Valley thru 04/01	02-02-49-55010	289.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1100 FR lift thru 04/01/23	02-03-71-55010	253.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1501 Northgate lift thru 04/0	02-03-73-55010	437.72
Mountain View Electric Assn.	DFT0000316	04/18/2023	200 Well 1 thru 04/01/23	02-04-01-55010	3,002.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	500 Jessie thru 04/01/23	02-04-07-55010	941.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1800 Well 8 thru 04/01/23	02-04-13-55010	1,124.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	100 Well 9A thru 04/01/23	02-04-15-55010	3,387.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1400 Well 11 thru 04/01/23	02-04-17-55010	1,774.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1200 Well 12 thru 04/01/23	02-04-19-55010	4,827.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	5300 Well 14 thru 04/01/23	02-04-23-55010	127.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	3101 Baptist thru 04/01/23	02-04-61-55010	228.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	1000 Baptist booster thru 04/	02-04-81-55010	1,458.00
Mountain View Electric Assn.	DFT0000316	04/18/2023	300 Latrobe thru 04/01/23	02-04-85-55010	995.00
Badger Meter, Inc.	10631	04/24/2023	Wall brackets and endpoint in	02-02-00-52000	4,008.00
Cyberbasement	10634	04/24/2023	Domain renewal	02-01-00-58005	23.00
LRE Water	10637	04/24/2023	Donala groundwater services	02-02-00-52070	30,753.34
LRE Water	10637	04/24/2023	2023 On-call services	02-02-00-52070	4,692.80
LRE Water	10637	04/24/2023	Water rights accounting	02-02-00-52070	3,616.25
LRE Water	10637	04/24/2023	Donala integrated water mast	02-02-00-52070	1,727.50
Usa Blue Book	10640	04/24/2023	1-ton stainless chain host	02-02-00-52000	4,365.08
Pilot Travel Centers LLC	DFT0000330	04/24/2023	April fuel expenses	02-02-00-53006	156.39
Dpc Industries, Inc.	10635	04/24/2023	Caustic soda and chlorine	02-02-47-51015	1,692.02
Dpc Industries, Inc.	10635	04/24/2023	Caustic soda and chlorine	02-02-47-51030	530.06
Dpc Industries, Inc.	10635	04/24/2023	Caustic soda and chlorine	02-02-47-51080	131.69
Dpc Industries, Inc.	10635	04/24/2023	Caustic soda and chlorine	02-02-45-51015	1,353.62
Dpc Industries, Inc.	10635	04/24/2023	Caustic soda and chlorine	02-02-45-51030	265.04
Dpc Industries, Inc.	10635	04/24/2023	Caustic soda and chlorine	02-02-45-51080	95.83
Dpc Industries, Inc.	10635	04/24/2023	Chlorine	02-02-47-51030	120.00
CEGR Law	10633	04/24/2023	March general counsel	02-01-00-58060	14,425.50
Standard Insurance Co.-Life In	10639	04/24/2023	Disability - May	02-01-00-54420	931.74
Black Hills Energy	10632	04/24/2023	Gas@ Red Fox Ln thru 04/12/	02-04-19-55030	38.44
Pikes Peak Newspapers	10638	04/24/2023	Subscription renewal	02-01-00-58005	30.00
GDM Environmental	10636	04/24/2023	Pumping holding tank	02-02-45-52000	7,200.00

Board Expense Report

Payable Dates: 4/1/2023 - 4/30/2023

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Abila	10641	04/27/2023	MIP - Cloud subscription	02-01-00-58005	151.02
Denver Winpump	10643	04/27/2023	Raw water pump	02-02-47-60000	7,935.55
Comcast Business	10642	04/27/2023	Office phone bill	02-01-00-58080	489.06
Merrick	10644	04/27/2023	Lift station and force main eva	02-02-00-52110	14,420.00
Merrick	10644	04/27/2023	Radium reduction support	02-02-00-60002	6,167.50
Merrick	10644	04/27/2023	On-call services	02-02-00-52110	2,723.75
Sbs Services Group Llc	10645	04/27/2023	May janitorial services	02-01-00-58075	321.50
Lincoln Life	DFT0000318	04/30/2023	Employee 457 Contribution	02-00-00-24003	723.30
Lincoln Life	DFT0000318	04/30/2023	Employee 457 Contribution	02-02-00-24003	229.68
Lincoln Life	DFT0000319	04/30/2023	Employee 457 Contribution	02-00-00-24003	48.15
Lincoln Life	DFT0000319	04/30/2023	Employee 457 Contribution	02-02-00-24003	360.14
Lincoln Life	DFT0000320	04/30/2023	457 Contributions	02-00-00-24003	698.85
Lincoln Life	DFT0000320	04/30/2023	457 Contributions	02-02-00-24003	1,076.85
Colorado Department of Reve	DFT0000324	04/30/2023	State Income Tax Withholding	02-00-00-24001	382.51
Colorado Department of Reve	DFT0000324	04/30/2023	State Income Tax Withholding	02-02-00-24001	631.00
Internal Revenue Service	DFT0000321	04/30/2023	Social Security	02-00-00-24000	1,296.28
Internal Revenue Service	DFT0000321	04/30/2023	Social Security	02-02-00-24000	2,013.84
Internal Revenue Service	DFT0000322	04/30/2023	Medicare	02-00-00-24000	303.20
Internal Revenue Service	DFT0000322	04/30/2023	Medicare	02-02-00-24000	470.96
Internal Revenue Service	DFT0000323	04/30/2023	Federal Income Tax Withholdi	02-00-00-24002	1,005.94
Internal Revenue Service	DFT0000323	04/30/2023	Federal Income Tax Withholdi	02-02-00-24002	1,573.85
<b>Fund 02 - Water Fund Total:</b>					<b>254,780.07</b>



## Board Expense Report

Payable Dates: 4/1/2023 - 4/30/2023

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 03 - Wastewater Fund</b>					
Amerigas, Inc.	10291	04/04/2023	Propane tank rent	03-50-00-55020	168.82
Amerigas, Inc.	10291	04/04/2023	Propane 4th tank@ Mainbldg	03-50-00-55020	814.62
Amerigas, Inc.	10291	04/04/2023	Propane 1st tank@ Inside gat	03-50-00-55020	1,459.03
Denali Water Solutions Llc	10292	04/04/2023	Sludge hauls week ending 03/	03-50-00-52020	4,272.08
Elite Cranes, LLC	10293	04/04/2023	40 ton crane rental	03-50-00-52000	421.20
Pilot Travel Centers LLC	DFT0000298	04/04/2023	March fuel expenses	03-50-00-53006	42.02
Grainger	10294	04/04/2023	Paint marker, safety glasses, s	03-50-00-52010	76.80
Meyer & Sams, Inc.	10295	04/04/2023	Professional service thru 01/2	03-50-00-52050	2,434.91
Waste Management	10303	04/11/2023	March screen haulings	03-50-00-52020	2,469.77
Service Uniform Rental	10301	04/11/2023	Uniform maintenance 02/28/	03-50-00-58075	123.27
Service Uniform Rental	10301	04/11/2023	Uniform maintenance 03/07/	03-50-00-58075	123.59
Service Uniform Rental	10301	04/11/2023	Uniform maintenance 03/14/	03-50-00-58075	123.59
Service Uniform Rental	10301	04/11/2023	Uniform maintenance 03/21/	03-50-00-58075	123.59
Service Uniform Rental	10301	04/11/2023	Uniform maintenance 03/28/	03-50-00-58075	123.59
Law Firm Of Connie H. King,Ll	10300	04/11/2023	Professioanl services March	03-50-00-52060	1,700.00
Garrison Minerals Llc	10299	04/11/2023	Magnesium hydroxide slurry	03-50-00-51011	6,645.06
Co Analytical Labs, Inc.	10296	04/11/2023	Total recoverable metals	03-50-00-51070	1,616.00
Frontier It	10298	04/11/2023	Monthly billing April	03-50-00-58075	1,045.00
Denali Water Solutions Llc	10297	04/11/2023	Sludge hauls week ending 03/	03-50-00-52020	2,152.93
Pilot Travel Centers LLC	DFT0000314	04/11/2023	April fuel expenses	03-50-00-53006	144.58
Timber Line Electric & Control	10302	04/11/2023	Influent flume calibration veri	03-50-00-52000	1,189.65
Lincoln Life	DFT0000299	04/15/2023	Employee 457 Contribution	03-50-00-24003	241.08
Lincoln Life	DFT0000300	04/15/2023	Employee 457 Contribution	03-50-00-24003	781.59
Lincoln Life	DFT0000301	04/15/2023	457 Contributions	03-50-00-24003	1,141.28
Colorado Department of Reve	DFT0000313	04/15/2023	State Income Tax Withholding	03-50-00-24001	821.24
Internal Revenue Service	DFT0000310	04/15/2023	Social Security	03-50-00-24000	2,645.02
Internal Revenue Service	DFT0000311	04/15/2023	Medicare	03-50-00-24000	618.54
Internal Revenue Service	DFT0000312	04/15/2023	Federal Income Tax Withholdi	03-50-00-24002	2,560.32
Trojan Uv	10306	04/18/2023	Repair on the UVI	03-50-00-52000	847.50
Aura Sub LLC	10304	04/18/2023	Identity protection	03-50-00-54430	62.00
Forest Lakes Metropolitan Dis	10305	04/18/2023	March potable water	03-50-00-55010	132.35
Mountain View Electric Assn.	DFT0000317	04/18/2023	900 W.W. metering thru 04/0	03-50-00-55010	78.00
Mountain View Electric Assn.	DFT0000317	04/18/2023	5102 Old building thru 04/01/	03-50-00-55010	5,267.00
Mountain View Electric Assn.	DFT0000317	04/18/2023	6200 New building thru 04/01	03-50-00-55010	14,279.00
Sprint	10311	04/24/2023	Employee cell phones	03-50-00-58080	366.15
P & A Pump Install and Repair	10310	04/24/2023	Rebuild of SBR 3 motive pum	03-50-00-52000	2,970.00
Denali Water Solutions Llc	10309	04/24/2023	Sludge hauls week ending 04/	03-50-00-52020	2,084.61
Pilot Travel Centers LLC	DFT0000330	04/24/2023	April fuel expenses	03-50-00-53006	51.44
Standard Insurance Co.-Life In	10312	04/24/2023	Disability - May	03-50-00-54420	506.00
Century Link	10307	04/24/2023	Internet@ Waste Plant	03-50-00-58080	227.97
Clerk of the Combined Court	10308	04/24/2023	Mandatory employee deducti	03-50-00-24007	150.00
Clerk of the Combined Court	10308	04/24/2023	Mandatory employee deducti	03-50-00-24007	150.00
Elite Cranes, LLC	10313	04/27/2023	40 ton crane rental	03-50-00-52000	421.20
Sbs Services Group Llc	10314	04/27/2023	May janitorial services	03-50-00-58075	223.50
Lincoln Life	DFT0000318	04/30/2023	Employee 457 Contribution	03-50-00-24003	241.08
Lincoln Life	DFT0000319	04/30/2023	Employee 457 Contribution	03-50-00-24003	814.41
Lincoln Life	DFT0000320	04/30/2023	457 Contributions	03-50-00-24003	1,136.29
Colorado Department of Reve	DFT0000324	04/30/2023	State Income Tax Withholding	03-50-00-24001	752.49
Internal Revenue Service	DFT0000321	04/30/2023	Social Security	03-50-00-24000	2,453.92
Internal Revenue Service	DFT0000322	04/30/2023	Medicare	03-50-00-24000	573.86
Internal Revenue Service	DFT0000323	04/30/2023	Federal Income Tax Withholdi	03-50-00-24002	2,404.97
Lincoln Life	DFT0000325	04/30/2023	Employee 457 Contribution	03-50-00-24003	10.29
Lincoln Life	DFT0000326	04/30/2023	457 Contributions	03-50-00-24003	24.00
Colorado Department of Reve	DFT0000329	04/30/2023	State Income Tax Withholding	03-50-00-24001	6.00
Internal Revenue Service	DFT0000327	04/30/2023	Social Security	03-50-00-24000	42.52
Internal Revenue Service	DFT0000328	04/30/2023	Medicare	03-50-00-24000	9.94
<b>Fund 03 - Wastewater Fund Total:</b>					<b>72,365.66</b>
<b>Grand Total:</b>					<b>327,145.73</b>

## Report Summary

## Fund Summary

Fund	Expense Amount	Payment Amount
02 - Water Fund	254,780.07	254,780.07
03 - Wastewater Fund	72,365.66	72,365.66
<b>Grand Total:</b>	<b>327,145.73</b>	<b>327,145.73</b>

## Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
02-00-00-21001	Credit Card Convenience	3,737.50	3,737.50
02-00-00-24000	Payroll Tax-Employee SS	3,326.00	3,326.00
02-00-00-24001	Employee State Tax W/H	787.27	787.27
02-00-00-24002	Employee Fed Tax-W/H	2,049.89	2,049.89
02-00-00-24003	Employee 457 W/H	2,948.90	2,948.90
02-00-00-24005	Health Withholding	90.62	90.62
02-01-00-54420	Disability, Life Ins.	931.74	931.74
02-01-00-54430	Identity Protection	150.00	150.00
02-01-00-58005	Office Expenses	1,146.10	1,146.10
02-01-00-58015	Publication Expenses	61.81	61.81
02-01-00-58020	Auditing/Accounting Exp	17,700.00	17,700.00
02-01-00-58060	Legal - General	14,425.50	14,425.50
02-01-00-58065	Legal - Water	479.50	479.50
02-01-00-58075	Contract Services	684.08	684.08
02-01-00-58080	Communications	2,172.17	2,172.17
02-02-00-24000	Payroll Tax-Employee SS	5,438.86	5,438.86
02-02-00-24001	Employee State Tax W/H	1,393.00	1,393.00
02-02-00-24002	Employee Fed Tax-W/H	3,596.95	3,596.95
02-02-00-24003	Employee 457 W/H	3,606.88	3,606.88
02-02-00-24005	Health Withholding	23,100.00	23,100.00
02-02-00-52000	Repair & Maintenance-	18,417.01	18,417.01
02-02-00-52070	Water and Well Enginee	40,789.89	40,789.89
02-02-00-52110	Civil Engineering	23,761.53	23,761.53
02-02-00-53006	Fuel	1,061.79	1,061.79
02-02-00-53012	Truck Maintenance	79.90	79.90
02-02-00-58070	Training Expenses	105.46	105.46
02-02-00-58075	Contract Services	4,608.22	4,608.22
02-02-00-60002	Radium Removal	6,167.50	6,167.50
02-02-41-52030	Residuals Management	2,428.48	2,428.48
02-02-41-55030	Natural Gas	127.70	127.70
02-02-43-55030	Natural Gas	351.81	351.81
02-02-45-51015	Caustic Soda	1,353.62	1,353.62
02-02-45-51030	Chlorine (Sodium Hypoc	265.04	265.04
02-02-45-51080	Chem-Other	95.83	95.83
02-02-45-52000	Repair & Maintenance	12,145.00	12,145.00
02-02-45-55010	Utililities-Electric	3,799.00	3,799.00
02-02-45-55030	Natural Gas	96.54	96.54
02-02-47-51015	Caustic Soda	1,692.02	1,692.02
02-02-47-51030	Chlorine (Sodium Hypoc	650.06	650.06
02-02-47-51070	Lab Tests	53.00	53.00
02-02-47-51080	Chem-Other	131.69	131.69
02-02-47-52000	Repair & Maintenance	5,474.00	5,474.00
02-02-47-55010	Utililities-Electric	1,758.00	1,758.00
02-02-47-55030	Natural Gas	294.75	294.75
02-02-47-60000	Capital Projects	7,935.55	7,935.55
02-02-49-55010	Utililities-Electric	289.00	289.00
02-02-49-55030	Natural Gas	22.31	22.31
02-02-93-58080	Communications	199.36	199.36
02-03-71-55010	Utililities-Electric	253.00	253.00
02-03-73-55010	Utililities-Electric	528.92	528.92
02-04-01-55010	Utililities-Electric	3,002.00	3,002.00

**Account Summary**

Account Number	Account Name	Expense Amount	Payment Amount
02-04-07-55010	Utilities-Electric	941.00	941.00
02-04-13-55010	Utilities-Electric	1,124.00	1,124.00
02-04-15-55010	Utilities-Electric	3,387.00	3,387.00
02-04-17-55010	Utilities-Electric	1,774.00	1,774.00
02-04-19-55010	Utilities-Electric	4,827.00	4,827.00
02-04-19-55030	Natural Gas	38.44	38.44
02-04-23-55010	Utilities-Electric	127.00	127.00
02-04-25-60000	Capital Projects	13,988.68	13,988.68
02-04-61-55010	Utilities-Electric	228.00	228.00
02-04-81-55010	Utilities-Electric	1,458.00	1,458.00
02-04-83-55030	Natural Gas	127.20	127.20
02-04-85-55010	Utilities-Electric	995.00	995.00
03-50-00-24000	Payroll Tax-Employee SS	6,343.80	6,343.80
03-50-00-24001	Employee State Tax W/H	1,579.73	1,579.73
03-50-00-24002	Employee Fed Tax-W/H	4,965.29	4,965.29
03-50-00-24003	Employee 457 W/H	4,390.02	4,390.02
03-50-00-24007	Tax Levy/Garnishment	300.00	300.00
03-50-00-51011	Magnesium Hydroxide	6,645.06	6,645.06
03-50-00-51070	Lab Tests	1,616.00	1,616.00
03-50-00-52000	Repair & Maintenance	5,849.55	5,849.55
03-50-00-52010	Tools & Equipment	76.80	76.80
03-50-00-52020	Biosolids Hauling	10,979.39	10,979.39
03-50-00-52050	Engineering-WP	2,434.91	2,434.91
03-50-00-52060	AFCURE	1,700.00	1,700.00
03-50-00-53006	Fuel	238.04	238.04
03-50-00-54420	Disability, Life Ins.	506.00	506.00
03-50-00-54430	Identity Protection	62.00	62.00
03-50-00-55010	Utilities-Electric	19,756.35	19,756.35
03-50-00-55020	Propane	2,442.47	2,442.47
03-50-00-58075	Contract Services	1,886.13	1,886.13
03-50-00-58080	Communications	594.12	594.12
	<b>Grand Total:</b>	<b>327,145.73</b>	<b>327,145.73</b>

**Project Account Summary**

Project Account Key	Expense Amount	Payment Amount
**None**	326,204.73	326,204.73
W3D-Electric	941.00	941.00
	<b>Grand Total:</b>	<b>327,145.73</b>

# Donala Water & Sanitation District Executive Summary

## Portfolio Snapshot

Book Value (\$000):	\$6,103	Average Coupon:	2.98%	Average Maturity (years):	1.79
Market Value (\$000):	\$5,963	Book Yield:	3.19%	Average Life (years):	1.79
Gain (Loss) on Portfolio:	(\$140)	Expected Total Return:	4.51%	Effective Duration:	1.43

## Market Snapshot

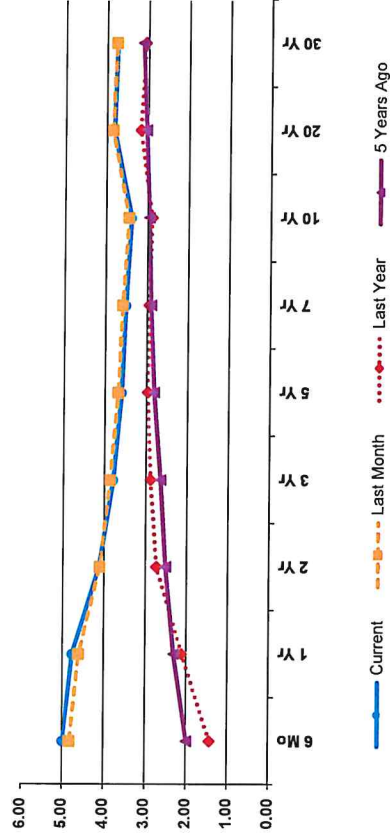
### Market Brief

- Following a growth rebound in the second half of 2022, we expect growth to decelerate significantly as the Federal Reserve's rate hikes impact financial conditions
- Consumers continue to support economic growth as they benefit from a strong job market and excess COVID-era stimulus savings.
- Financial markets have consistently underestimated the stickiness of inflation. The Federal Reserve will likely hold financial conditions tight to ensure inflation slows.
- Equity markets appear to be pricing in a soft landing or the near miraculous no-landing, even as EPS estimates and margins are falling.
- An economic recession is not priced into financial markets, and with limited upside to current equity valuations, we remain cautious on equities. Fixed income markets offer pockets of opportunity.

### U.S. Treasury yields as of 04/28/2023

Maturity	Yield	Last Month	Last Year
6 month	4.98	4.81	1.42
1 Year	4.75	4.60	2.10
5 Year	3.59	3.67	2.95
10 Year	3.38	3.44	2.87
30 Year	3.74	3.75	3.05

### Treasury Yield Curve History













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## REQUEST FOR QUALIFICATIONS (RFQ) May 2023

### GENERAL PROFESSIONAL ENGINEERING AND SPECIALIZED CONSULTING SERVICES for DONALA WATER & SANITATION DISTRICT

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The Donala Water and Sanitation District (DWSD), El Paso County, Colorado is seeking the professional services of an engineering consultant (Engineer) to provide general engineering services and specialized consulting services on an as-needed task order basis. The Request for Qualifications (RFQ) describes background information, submission requirements, and selection criteria for the engineering consultant.

Based on the evaluation of the qualifications submitted, an on-call services agreement will be established with the selected Engineer. Services required for specific projects under the on-call agreement will be obtained on an as-needed basis through issuance of task orders for services that will be made under a blanket unfunded on-call professional services agreement. Each request for services for specific projects will be made as a task order/work order release under the on-call agreement and not as a contract amendment. Prices for each task order will be negotiated based on the billing and labor rate structure incorporated in the on-call agreement.

Award under this solicitation does not guarantee that any services will be ordered from an Engineer through the task order process. Establishing this on-call agreement allows the selected Engineer to understand and accept the DWSD terms and conditions and expedites the contracting process through issuance of subsequent task orders. The contract duration is anticipated to be three (3) years, and contract extension will be at the discretion of DWSD.

#### **SCOPE OF SERVICES**

The engineering consultant and, if necessary, its team of sub-consultants is to provide office and field services for the following areas:

- 1. General engineering services.** Perform complex analyses and designs regarding wastewater treatment and conveyance facilities. Successfully administer and timely complete complex wastewater related projects while remaining fiscally responsible to project and work task budgetary controls and limitations. Provide



associated engineering services such as structural analysis and rehabilitation; SCADA engineering and support; programming; security services; telemetry design and studies; testing, hydraulic modeling, Geographic Information System (GIS), model updates and capital improvement scenario analysis.

2. **Engineering design and construction services for wastewater collection and treatment facilities.** Upgrade and/or improve wastewater collection and treatment facilities, processes and associated equipment and controls, flow metering stations or systems, manholes, lift stations, and force mains. Construction management and inspection services, and resident engineering inspection. Prepare opinion of probable costs, bids, specifications and contracts, detailed inspection records and reporting.
3. **Regulatory Reports.** Prepare regulatory reports, permits, and other required documentation including, but not limited to, the DWSD Wastewater Utility Master Plan (WUMP) and technical memorandums. Review discharge permit and provide comment to Colorado Department of Public Health and Environment (CDPHE).
4. **Rate Studies and Financial Planning.** Develop rates and fees using an industry standard model that allows for the evaluation of multiple rate structure alternatives to deliver a rate structure that meets DWSD operational goals. Integrate fee development into a comprehensive financial plan that forecasts system operations and maintenance costs, capital needs and customer use. Understand and communicate project funding options and requirements for federal and state loans and grants and bonds.
5. **Capacity Planning.** Provide appropriate capacity planning data and analysis to meet state and federal regulatory requirements. Update capacity planning on a regular basis.
6. **Easement acquisition.** Right-of-way and easement acquisition and negotiation services for federally and non-federally funded projects, title reports, appraisals, easement exhibits and legal description preparation.
7. **Water quality analysis.** Analyze data from water quality samples taken from the collection system, the treatment plant, and waterways. Analysis capabilities must include all regulated constituents at the local, state, and federal level. Evaluation of data to determine sources of contaminants or for other purposes.
8. **Geotechnical services.** Provide standard geotechnical services including subsurface investigations, materials testing and inspections, geotechnical analysis, geotechnical baseline reports, pavement, and foundation design.
9. **Rules and Regulations.** Interpret, develop, and apply DWSD Rules and Regulations with the ability to clearly communicate the Rules and Regulations to District staff and Board, and in preparation for interactions with customers and the public. Confer with legal counsel regarding interpretation, development, and application of Rules and Regulations.
10. **Local, state, and federal regulations, permitting and planning.** Possess and demonstrate an understanding of all regulations, permitting requirements and planning requirements that arise from regulatory agencies, with the ability to explain them to staff, Board, customers and public. Regulatory agencies include town, county, state, and federal governments. Provide support required to comply with funding sources.
11. **Pilot studies and follow-up guidance.** Develop concepts appropriate for pilot testing, develop pilot testing protocols and obtain appropriate regulatory approvals. Provide guidance to staff for executing pilot studies and assist with analysis of results. Provide follow-up guidance to staff and communication with regulatory agencies where appropriate.
12. **Attend Board, staff, and public meetings.** Provide expert to attend all meetings as requested by the District Manager.
13. **Specialized consulting services.** Provide specialized consulting services for operational, maintenance, technical, regulatory, inspection, and business issues as requested by the District Manager. Additional professional services may be requested such as development of complex analyses and designs, oversight reviews and value engineering analyses. Supplementary services may include coordination with associated professionals including other engineers, legal and specialized counsels, and auditors.



## **AUTHORITY**

The Donala Water and Sanitation District is a quasi-municipal organization that operates under the direction of an elected Board of Directors. DWSD has a full-time staff to coordinate the efforts of the selected firm for the purpose of operating and managing the District. The engineering firm will interact with DWSD District Manager, Jeffrey Hodge and other staff. The engineering firm will submit proposals, task orders, and fees to Jeffrey Hodge.

## **SUBMISSION REQUIREMENTS**

In order to be considered, an original response to this RFQ must be submitted containing an original authorized signature, together with six (6) printed copies, and 1 electronic version (CD) or flash drive in PDF format. The deadline for submitting the response to this RFQ is 2:00 p.m., (Mountain Time), May 31, 2023, (if mailed, the submittal must be received by DWSD by this date and time). Late submittals will not be accepted. Submittals must be stamped in at: Donala Water and Sanitation District, Attn: District Manager, Jeffrey Hodge, 15850 Holbein Drive, Colorado Springs, CO 80921.

## **QUALIFICATIONS CONTENT**

The response packet must contain the following information. Failure to follow this submission format may result in the submittal response being ineligible for further consideration. The total length of the submittal should not exceed 18 pages, excluding resumes and insurance documents.

- 1) **Cover Letter** (1 page) – Engineering firm’s identification, introduction, expression of interest, understanding of this RFQ and DWSD, and general background information with name, title and signature of authorized agent. Detail any exceptions to this RFQ.
- 2) **Overview** (2 pages) – Provide an overview summarizing your qualifications in the Scope of Services subject areas, your understanding of DWSD’s needs, your ability to rapidly respond to task requests, and your commitment to quality delivery.
- 3) **Summary for each Scope of Services Item** (11 pages total) – Provide relevant work experience for each item in the Scope of Services, with references, qualifications and location of key personnel, project manager, and project delivery/project control approach.
- 4) **Project Management** (1 page) - Provide details of your project management approach, cost containment procedures, and plan for communication with all responding agencies and DWSD. Provide method of tracking work within the firm to ensure timely delivery, cost management, and design excellence.
- 5) **Qualifications** (2 pages) – Identify key individuals and provide brief qualifications statements for those who will lead work in the areas of the Scope of Services. Include number of years with the current firm. One-page personnel resumes may be included and do not count toward the page limit.
- 6) **Fee and Pricing Structure** (1 page) – Provide the billing structure including fully burdened hourly labor rates by category/job title.
- 7) **Required Documents** –Include a description of and provide proof of your insurance coverage and scope, including Professional and General Liability coverages, as follows:

### **Insurance Requirements**

The engineering firm shall return proof of insurance, signed by an authorized representative, satisfactory to Donala Water and Sanitation District that shows that on or before beginning any of the services of this Agreement, the engineering firm, at its own cost and expense, shall obtain, keep in force, and maintain the following required policies of insurance for the duration of the Agreement:

- a. Professional Liability covering liability resulting or arising from negligent acts, errors or omissions in connection with the services performed under the agreement with limits of at least \$2,000,000 each claim and \$2,000,000 aggregate;
- b. Commercial General Liability written on Insurance Services Office (ISO) Form CG0001 or its equivalent, including coverage for premises, personal injury, products, ongoing



and completed operations, liability assumed under an insured contract and broad form property damage with limits of at least \$1,000,000 each occurrence and \$2,000,00 general aggregate;

- c. Business Automobile Liability covering bodily injury and property damage arising out of the use and maintenance of owned, non-owned or hired vehicles with a limits at least \$1,000,000 combined single limit each accident;
- d. Workers Compensation with benefits afforded under the law of the State of Colorado where the Work is to be performed;
- e. Employers Liability with limits of at least \$1,000,000 each accident, \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease;
- f. Umbrella or Excess Liability with limits of at least \$2,000,000 each occurrence and \$2,000,000 aggregate and coverage must be excess of the Commercial General Liability, Business Automobile Liability and Employers Liability on a following form basis;
- g. Any deductible or self-insured retention over \$10,000 must be declared and approved by District;
- h. Provide that the Donala Water and Sanitation District, its directors, officers, employees, agents, and representatives shall be named as an Additional Insured, on a primary, non-contributory basis under the Commercial General Liability, Business Automobile Liability and Umbrella or Excess Liability by endorsement or its equivalent;
- i. Provide that the Commercial General Liability, Business Automobile Liability, Workers Compensation, Employers' Liability and Umbrella Liability shall include a Waiver of Subrogation endorsement or its equivalent in favor of Donala Water and Sanitation District;
- j. Provide that each required policy shall not be cancelled or non-renewed without at least thirty (30) days' prior written notice except in the event of cancellation due to non-payment of premium, in which a ten (10) days' prior written notice shall be given;
- k. Provide that with respect to any coverage written on a claims-made basis, the retroactive date must precede the commencement of any work under the Agreement and coverage shall be maintained for three (3) years following the term of the Agreement or completion of the services associated with the Agreement;
- l. Provide that each required policy shall be written with insurers which have an A.M. Best's rating of A- or higher and a financial size category of VII or higher or which Upper Thompson Sanitation District deems in writing to be acceptable;
- m. Require each subcontractor who may perform Services under the Agreement to maintain coverage's, requirement and limits at least as broad as those required of the engineering firm;
- n. Provide that upon request by the District, complete, certified copies of all required insurance policies, including endorsements can be provided as required by these specifications.
- o. Provide assurance that any task order or general services shall not limit the liability of the selected engineer below the limits of insurance stated above.

8) **Other** – Any information deemed relevant.

## **EVALUATION CRITERIA**

DWSD will evaluate responses to identify the engineering firm(s) that, when compared to the Evaluation Criteria, are deemed to be the best qualified to perform the required services by considering the following:

- 1. Firm Capabilities:** **20 points**  
The response must demonstrate abilities to meet all items in the Scope of Services.
- 2. Relevant Team Experience:** **30 Points**  
Caliber of demonstrated team experience in all areas of the Scope of Services.
- 3. Delivery Approach:** **20 Points**  
Ability to perform all items listed in the Scope of Services on time and within budget.
- 4. Professional Team and Technical Qualifications:** **25 Points** Technical qualifications of the firm and proposed team, including technical experience with relevant work experience. Work location of proposed team members.
- 5. Quality of the Submittal:** **5 Points**  
Comprehensive nature and quality of the submittal.

## **ENGINEERING FIRMS TO FULLY INFORM THEMSELVES**

Engineering firms are required to fully inform themselves of all DWSD conditions which may impact their submittal and DWSD's requirements prior to submitting qualification documents. Please visit [www.donalawater.org](http://www.donalawater.org) for information about the District. Engineering firms should be familiar with and consider federal, state, and local laws and regulations that may affect cost, progress, performance or furnishing of the services. Engineering firms should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations, and inspections prior to submitting qualification documents. Engineering firms who submit qualifications are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered.

## **INTERVIEWS**

DWS reserves the right to conduct interviews with the highest rated engineering firm(s) if deemed necessary. The number of engineering firms selected, and the interview method (date, time and format) will be determined by DWSD and communicated accordingly.

At the conclusion of evaluation process, DWSD will identify the top-rated firm and may begin a course of action to arrive at a final contract, including, but not limited to, negotiations, contract development and execution, or other such efforts.

Notwithstanding this intent, DWSD expressly reserves the right to exercise its sole discretion in determining whether to reject any or all submittals, or any parts or portions thereof, or to alter the RFQ process in its best interest. DWSD reserves the right to cancel this Request for Qualifications for any reason at any time.

**RESOLUTION 2023-3**

**OF THE BOARD OF DIRECTORS OF THE  
DONALA WATER AND SANITATION DISTRICT**

**APPOINTING JEFFREY HODGE AS DONALA WATER AND SANIATION  
DISTRICT'S OPERATIONS COMMITTEE REPRESENTATIVE**

**WHEREAS**, Donala Water and Sanitation District (the "District") was formed in 1972 as quasi-municipal corporation and political subdivision of the State of Colorado, to provide water and sanitation services to the District's residents and property owners; and

**WHEREAS**, THE District entered the Upper Monument Creek Regional Wastewater Treatment Facility Intergovernmental Agreement, date November 11, 1999 (the "Agreement"), with Triview Metropolitan District ("Triview") and Forest Lakes Metropolitan District ("Forest Lakes") to provide water treatment services to the District's residents and property owners; and

**WHEREAS**, the Agreement governs the maintenance, operation, and expansion of the Upper Monument Creek Regional Wastewater Treatment Facility (the "Facility"); and

**WHEREAS**, the Agreement establishes and Operations Committee, comprising one representative from each of the three Districts, and authorizes the Operations Committee to make Major Decisions by majority vote; and

**WHEREAS**, the District would like to appoint Jeffrey Hodge as its representative to the Operations Committee.

NOW THEREFORE, the Board of Directors of the District resolves as follows:

1. The Board hereby appoints Jeffrey Hodge as the District's representative to the Operations Committee of the Facility, per the terms of the Agreement, and authorizes him to make decisions and vote on behalf of the District.

ADOPTED this 18<sup>th</sup> day of May, 2023.

DONALA WATER AND SANITATION DISTRICT, a  
quasi-municipal corporation and political  
subdivision of the State of Colorado.

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Wayne Vanderschuere, Board President

ATTEST:

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Kevin Deardorff, Secretary

**GMS, INC.**  
CONSULTING ENGINEERS  
811 NORTH WEBER, SUITE 300  
COLORADO SPRINGS, COLORADO 80903-1074

TELEPHONE (719) 475-2936  
TELEFAX (719) 475-2938

EDWARD D. MEYER, P.E.  
ROGER J. SAMS, P.E.  
JASON D. MEYER, P.E.  
DAVID R. FRISCH, P.L.S.

THOMAS A. McCLERNAN, P.E.  
MARK A. MORTON, P.E.  
KEN L. WHITE, P.L.S.

May 12, 2023

Board of Directors  
Jeffrey W. Hodge, General Manager,  
Donala Water and Sanitation District  
15850 Holbein Drive  
Colorado Springs, CO 80921

*Via Electronic Mail: gm@donalawater.com*

*No Hard Copy to Follow*

RE: Well 16A – Bid Schedule 2: Flow Control Vault and Processing Piping  
Results of Bidding

Gentlemen:

GMS, Inc. completed design and preparation of construction documents for the flow control vault and process piping associated with the District's Well 16A. The Advertisement for Bidding for this project was published in the Tri-Lakes Tribune on May 3 and May 10, 2023. The Project Manual containing the specifications, bidding requirements, and contract documents were provided to the following construction organizations who should have the capability of satisfactorily accomplishing the work.

Frazee Construction Company  
Colorado Springs, CO

Glacier Construction Co. Inc  
Greenwood Village, CO

KR Swerdfeger Construction, LLC  
Pueblo West, CO

Pate Construction Co, Inc.  
Pueblo West, CO

RMS Utilities, Inc.  
Alamosa, CO

Velocity Plant Services, LLC  
Englewood, CO

In addition, the Project Manual was distributed to the Dodge Data & Analytics organization which publishes the availability for bidding to nationwide members subscribing to the Dodge Data & Analytics services.

Prior to the bid opening we received feedback from the planholders identified above, with the exception of RMS Utilities, Inc. and Frazee Construction Co., as to their current workload. Three organizations indicated they did not have capabilities to respond to either bid or accomplish the work for at least three to four months.

At the advertised time of bidding, 4:00 p.m., Mountain Time, May 11, 2023, one bid had been received by GMS, Inc. in accordance with the Information For Bidders and requirements of the bidding documents.

The scope of this work includes construction of a cast in place reinforced concrete vault at the site of Well 16A to contain a flow control valve, a surge and pressure relief valve, and a valve to accommodate pumping to waste in accordance with the control system programming and



Board of Directors  
Jeffrey W. Hodge, General Manager,  
Donala Water and Sanitation District  
May 12, 2023  
Page 2

monitoring the operation of Well 16A. In addition, the following items were also included in the scope of work:

- Raw water pipeline from the well discharge to the flow control system and to the previously constructed raw water transmission line
- Pressure relief blow-off and pump to waste pipelines presently extended from the flow control valve to the nearby natural drainageway
- Site preparation for installation of the Mountain View Electric Association (MVEA) service transformer
- Site preparation and construction of a reinforced concrete, "pad," for the step-up secondary transformer providing power to the well pump motor
- Trenching and backfill to accommodate installation of electrical power and instrumentation conduits at the site
- General project site cleanup and restoration following construction of the scope of work in this project

At the time of bidding, the following bid and engineers estimate was applicable

Bidder: KR Swerdfeger Construction, LLC. \$355,143.00

Engineer's Estimate: \$350,000.00


Based on our familiarity with the capabilities of KR Swerdfeger Construction, LLC and that organization having successfully completed the Raw Water Pipeline installation for this project, we recommend that the Donala Water and Sanitation District give consideration to awarding this construction contract to KR Swerdfeger, LLC.

To assist the District in considering this action, we suggest that a director may desire to make the following motion:

*I move to approve the award of a construction contract for bid schedule 2 for the Well 16A project to KR Swerdfeger Construction, LLC. In the amount of \$355,143.00 and authorize the General Manager to execute necessary contract documents.*

We will be in attendance at your Board of Directors meeting on May 18, 2023 to further discuss this matter with District. In the meantime, should you have any questions or desire additional information, please contact us at your convenience.

Sincerely,



Roger J. Sams, P.E.

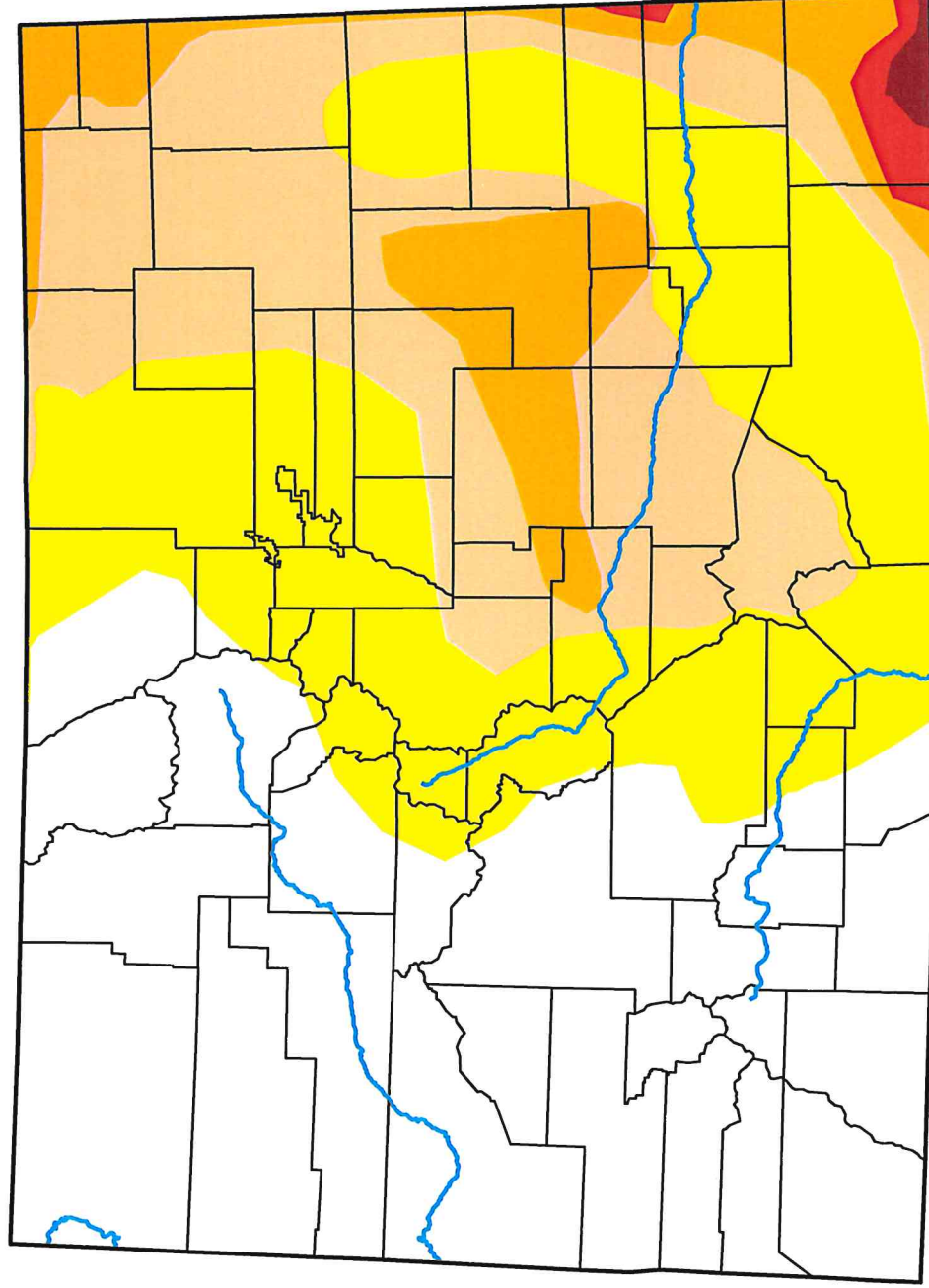
RJS/msh

# U.S. Drought Monitor Colorado







**May 9, 2023**

*(Released Thursday, May. 11, 2023)*

Valid 8 a.m. EDT



Intensity:

-  None
-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought

*The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>*

**Author:**  
Brad Pugh  
CPC/NOAA



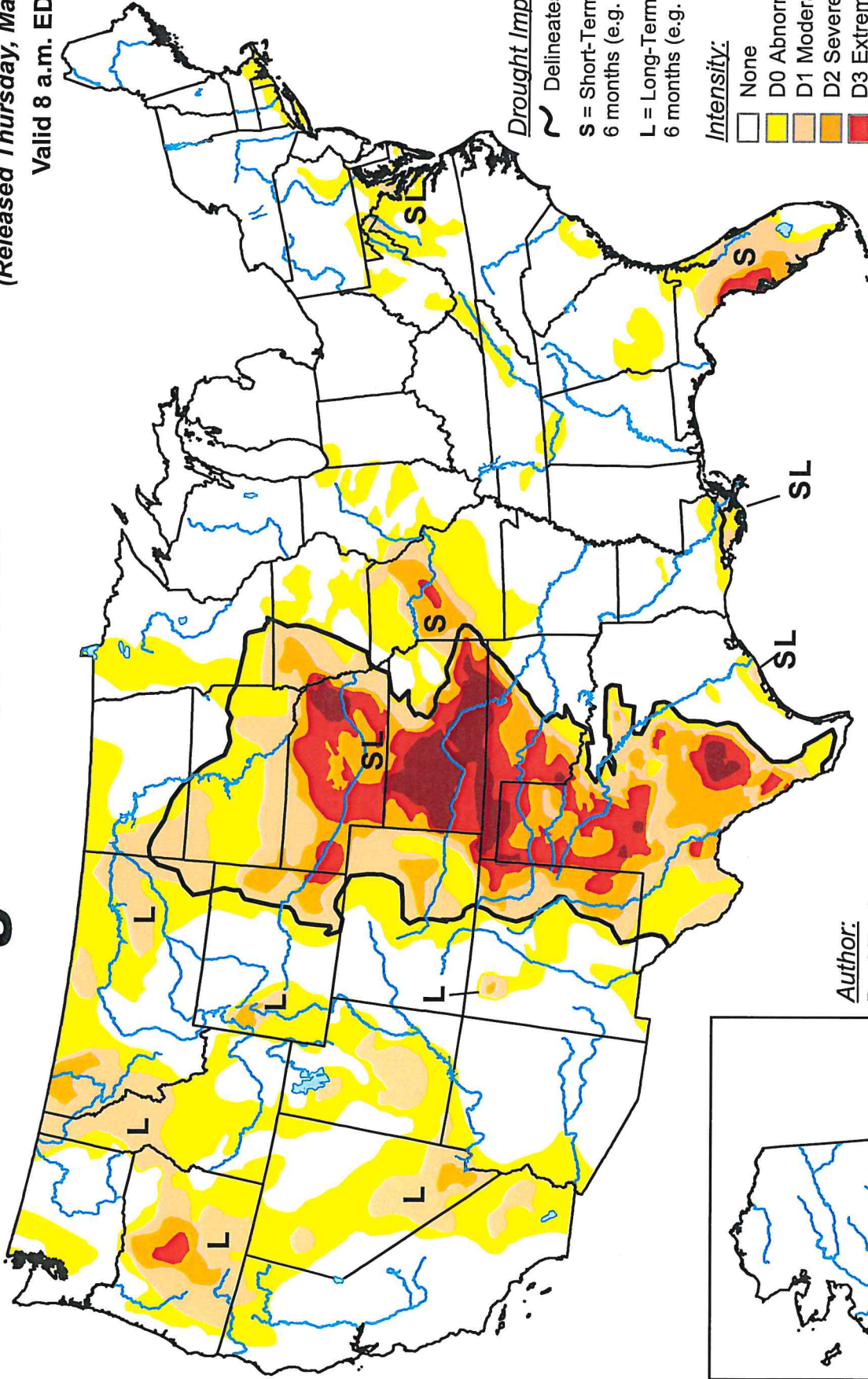


# U.S. Drought Monitor

May 9, 2023

(Released Thursday, May 11, 2023)

Valid 8 a.m. EDT



Author:  
Brad Pugh  
CPC/NOAA

### Drought Impact Types:

~ Delineates dominant impacts

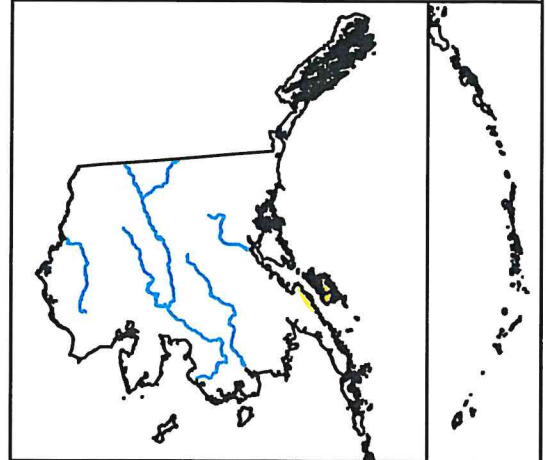
S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)

L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

### Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>



[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)



## Upper Monument Creek Regional WWTF Board Report

April/May 2023

In-house and Colorado Analytical analysis results were all well within permit limits for the past month.

- Bod<sup>5</sup> influent had a removal efficiency over 98%.
- TSS influent had a removal efficiency over 98%.

#2 SBR is still on-line. #3 SBR's motive pump has been repaired and #3 SBR is in reserve.

The recent rain event has caused problems keeping up with the 2 times normal flow. We were forced to send excess EQ basin flow to #3 SBR for storage until the rain stopped. We are now slowly sending the water in #3 SBR to the influent to drain the tank. However, the SBRs handled the flow and continue to perform well.

The Forrest Lakes flow is now showing up on our SCADA screen after Timberline fixed the communication issues with the flow signal to our SCADA.

Our UV system failed during the evening of Friday May 5 and did not send an alarm to the on-call operator. It was off until Sunday morning, May 7. I am preparing a letter for CDPHE due to this being a permit violation. Additionally, we are going to ask Timberline to create an alarm for any UV issue that may come to SCADA going forward.