

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting**  
**Agenda**  
**August 12, 2024**  
**4:00 PM at the Firestone Town Hall**

- 1) **Roll Call**
- 2) **Consent Agenda**
  - a. Approval of July 8, 2024 Meeting Minutes
- 3) **Public Comment – Please limit comments to 3 minutes**
- 4) **Action Items**
  - a. Payment of Bills
  - b. Review and Acceptance of Financials
  - c. Resolution 2024-10 Approving Letter of Engagement for Legal Services
- 5) **Discussion**
  - a. Policies Related to Reserves, Capitalization, and Depreciation
  - b. Website Content
- 6) **Reports**
  - a. Ramey Environmental – Plant Operations
  - b. Water Treatment Plant Construction Update
  - c. Injection Well Update
  - d. 2025 Budget Update
- 7) **Next Meeting**
  - a. September 9, 2024 at the Firestone Town Hall starting at 4:00 PM
- 8) **Any Other of Business**
- 9) **Adjournment**

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

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

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

The following Directors were in attendance, to wit:

Julie Pasillas (2027)	President	Present
James Walker (2025)	Vice-President	Present
Dave Lindsay (2027)	Secretary	Present
Sean Doherty (2026)	Treasurer	Present
Don Conyac (2025)	Board Member	Present

Also, in attendance was Rusti Roberto (Authority Clerk), Amber Kauffman (Little Thompson Water District).

Tim Flynn (Collins Cole Flynn Winn Ulmer), Wayne Ramey (Ramey Environmental), Brett Gracely (LRE Water), Jessica Clanton (Budget Director), and Abbey Irvine (Haynie & Company) attended via Teams.

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

**Agenda Item 1:**

A quorum having been established, the meeting was called to order by the Authority's President, Julie Pasillas at 4:15 P.M.

**Agenda Item 2:**

Director Lindsay reported that the Town of Firestone has re-appointed Julie Pasillas and Dave Lindsay to the Board of Directors.

Oaths of Office were administered to Julie Pasillas and Dave Lindsay by Rusti Roberto, Authority Clerk.

**Agenda Item 3:**

Director Pasillas referred the Board to the meeting minutes for the May 13, 2024 Board meeting.

Motion to approve the minutes for May 13, 2024 was made by Director Doherty, second by Director Conyac.

Motion passed unanimously by voice vote.

**Agenda Item 4:**

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

**Agenda Item 5:**

Abbey Irvine an Audit Manger with Haynie & Company gave an audit presentation for the St. Vrain Water Authority. Ms. Irvine had a 16-slide presentation and had provided a PDF of the slides to Director Lindsay after the meeting.

Haynie & Company have performed the financial audit for the Town of Firestone for the past two years. Because the Town of Firestone performs accounting functions for the St Vrain Water Authority, the Authority is considered a Blended Component Unit of Firestone's financial accounting, so the Authority does not need to have a separate audit performed.

Ms. Irvine reported the Authority finances to be compliant.

**Agenda Item 6a:**

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

Director Lindsay explained that the list was for routine bills and that because a meeting was not held in June and as a result the list includes multiple bills from the same company.

Director Lindsay explained the first New IPT bill listed was a substantial amount due to the EPA compliance testing that was completed and submitted in April. He explained that the amounts would start to settle back down.

Motion to approve the payment of bills was made by Director Conyac, second by Director Lindsay.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
James Walker	<b>X</b>		
Sean Doherty	<b>X</b>		
Julie Pasillas	<b>X</b>		
Dave Lindsay	<b>X</b>		
Don Conyac	<b>X</b>		

Motion was passed.

**Agenda Item 6b:**

Director Lindsay directed the Board to the financial statements in the packet. Director Doherty had questions regarding operating expenses on the Profit and Loss Statement and the Budget to Actual report. Director Lindsay explained that there have been significant

costs from unexpected injection well testing needed for EPA permit compliance at the beginning of the year that were not included in the 2024 Budget. The Authority had a substantial carryover from 2023 that was an unrestricted reserve that has allowed for these expenses to be absorbed. He went on to explain that two significant budgeted expenses for general engineering services and for the second phase of the facility security system have not occurred. The plant operations have not required significant involvement from the engineer and Director Lindsay has intentionally held off proceeding with the Phase 2 Security System project until he was sure the funds would be available.

Director Lindsay also mentioned that he was gearing up for the 2025 budget and was planning to meet with Director Doherty and Jessica Clanton.

Motion to accept the financials was made by Director Walker, second by Director Doherty.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Pasillas	<b>X</b>		
Don Conyac	<b>X</b>		
Dave Lindsay	<b>X</b>		
Sean Doherty	<b>X</b>		
James Walker	<b>X</b>		

Motion was passed.

**Agenda Item 6c:**

Director Lindsay directed the Board to the packet and Resolution 2024-09, Reaffirming Board members terms of office.

Director Lindsay explained that this Resolution is adopted each year to reaffirm the Terms of Office for the appointed Directors. Directors are appointed to serve 3-year terms by the respective Members. Director Doherty being an exception in that his appointment was to complete the term of former Director Julie Svaldi.

Motion to approve Resolution 2024-09, Reaffirming Board members terms of office was made by Director Lindsay, second by Director Conyac.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Don Conyac	<b>X</b>		
Dave Lindsay	<b>X</b>		
James Walker	<b>X</b>		
Julie Pasillas	<b>X</b>		
Sean Doherty	<b>X</b>		

Motion was passed.

**Agenda Item 7a:**

Director Lindsay explained to the Board that Jessica Clanton, the Authority's Budget Officer has requested getting a payment card to be used for payment of some of the regular bills. Jessica explained that just like the Treasure uses a payment card to make payments on some bills this would be the same thing. Jessica explained that this would be used in the case that a check couldn't be issued, and used for bills that are monthly reoccurring costs. She also noted that several vendors offer card payment options that cut down on staff time. Director Lindsay noted that the Purchasing Policy was adopted by the Authority does not prohibit payments in this manner, but that Jessica wanted permission from the Board before proceeding. Director Pasillas asked Jessica what the amount on the card would be and she said it would be a \$5,000.00 limit.

It was further discussed that receipts for reconciling and monthly credit card statements could be provided along with the current list of bills to be viewed by the Authority Board. It was decided that Jessica could obtain an additional card.

**Agenda Item 7b:**

Jessica Clanton explained that she had been discussing using an electronic funds transfer with Little Thompson Water District rather than them writing a check each month to the Authority for their water bill. As with the purchasing card, this move was about efficiency and time savings. Amber Kauffman confirmed that LTWD would prefer this too. The Authority Board had no objections to Jessica making the arrangements.

**Agenda Item 7c:**

Director Lindsay directed the Board to the packet to the sample Reserve Policy and the Capitalization Policy that were used by Firestone and explained to that the Authority has not adopted any formal similar policies. He explained that with the beginning stages of the 2025 budget process coming up that he wanted to bring this forward for future adoption of these policies. Of most immediate importance was establishing policies regarding reservation of funds for emergencies and for major capital replacements. Emergency reserves don't need to be burdensome because the Member Agreements require the Members to provide funds as the Authority needs them, but the Authority having its own reserves would reduce the burden on the Members. He also noted that there are some major capital replacement expenditures that the Authority can predict and set water rates to fund. These would include pump replacements, membrane replacements, HVAC system component replacements, etc. There are also recurring significant operational costs that would need to be funded over multiple years, such as some of the recently encountered Injection Well testing that could be funded over several years and reserved until they are needed.

The Directors will review the sample policy's and return questions, comments and thoughts via email, and that this would be further discussed at the August meeting.

**Agenda Item 7d:**

Director Lindsay explained to the Board that Tim Flynn would be departing Collins Cole Flynn Winn & Ulmer, PLLC. He directed the Board to the packet to the departure letter and explained that the Board needed to decide if the Authority's records should be moved with Mr. Flynn or remain with Collins Cole.

It was decided that the Authority Board would like to move the files with Mr. Flynn and get an engagement letter from his new firm along with a rates list for the Board to consider at the August meeting.

**Agenda Item 8a:**

Director Lindsay noted that he was not able to get the monthly Plant Operations Report included in the packet that went out but that the report was available as a handout at the meeting. Wayne Ramey with Ramey Environmental Compliance provided a summary of operations for May and June.

**Agenda Item 8b:**

Rusti Roberto provided an update on the Website ADA Compliance. She explained that the Authority had to have an Accessibility Plan on file by July 1, 2024 which was completed. She also mentioned that all PDF documents had to be accessible by July 1, 2025. PDF files require some conversion and modification to meet ADA requirements, and she has been working on all of the documents currently on the website. It is a substantial effort so she suggested the Board will need to decide what to keep up on the website.

Rusti explained that she has been working with Crystal from Tim Flynn's office for training on how to make a PDF accessible and that Crystal was also providing support to get existing documents accessible.

It was also noted that Streamline, the Authority's website host, charges \$7.00 per page through a third-party remediation company. Director Pasillas gave an example, that the Meeting Packet for this meeting would have cost \$240.00. Director Pasillas asked that monies be budgeted for remediation costs just in case.

The Board will discuss modifications to the website and the documents offered on the website more at the August meeting.

**Agenda Item 8c:**

Director Lindsay provided an update on the Water Treatment Plant construction. He explained that the original general contractor, IWS, was paid, and that the terms of the Settlement Agreement between them and Firestone were completed. He explained he had subcontractors that are now directly contracted with Firestone finishing up punch list items with the goal of securing the Certificate of Occupancy.

**Agenda Item 8d:**

Director Lindsay provided an update on the Injection Well. He explained that they were still dealing with the issue of the scale build up in the well and ways to resolve it. IPT was looking into some options but also was studying monthly injection logs to assess the impact of the scale on injection capacity.

**Agenda Item 8e:**

Director Lindsay explained that he attended a cyber security seminar provided by a Federal Agency called Cybersecurity & Infrastructure Security Agency (CISA) on water related regional cyber infrastructure vulnerabilities and protections. He explained that the information that was provided was how to report a cyber-attack, as CISA documents this

information to help with future attacks, and also, they provide resources and do free assessments on your systems.

It was recommended that the Board considers an Executive Session to further discuss the Emergency Operations Plan in the future.

**Agenda Item 8f:**

Director Lindsay just wanted to mention to the Board that he is starting to look at the 2025 budget and gather costs and additional information from consultants to start the process. He explained that he was going to schedule a time with Jessica Clanton and Director Doherty for formatting of the budget as well as policies.

**Agenda Item 9:**

Next Meeting will be August 12, 2024 at Firestone Town Hall, starting at 4:00 P.M.

**Agenda Item 10:**

No Other Business was discussed.

**Agenda Item 11:**

Motion to adjourn made by Director Doherty, second by Director Conyac at 6:19 P.M.

Motion passed unanimously by voice vote.



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

## **CURRENT LIST OF BILLS**

Frontier Fire (annual tests and inspections)	\$2,460.00
Black Hills Energy (natural gas)	\$692.40
Collins Cole Flynn Winn & Ulmer (legal services)	\$1,525.00
PVS DX (chlorine bottle rental)	\$40.00
United Power (Injection Pump Station)	\$666.78
United Power (Water Plant)	\$4,009.70
24K Cleaning Service (office cleaning)	\$602.00
Comcast (phone/internet)	\$918.07
IPT Well Solutions (Injection Well permit compliance services)	\$18,910.11
Sun Valley Contractors, LLC (Injection well head bradenhead)	\$11,620.00
USA Blue Book (lab materials)	\$187.97
Waste Connections (trash service)	\$48.89
Automation & Electronics (injection well bradenhead)	\$3,232.50
CorKat (Managed IT Services)	\$2,081.30
Harcros Chemical (acid tote)	\$1,228.00
PVS DX (chlorine bottle rental)	\$40.00
Quandary Consultants (RO brine sampling and lab work)	\$974.50
Ramey Environmental Compliance (plant operations)	\$5,504.87

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

# St. Vrain Water Authority

## Balance Sheet

As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10.1010 - Checking	64,026.83
<b>Total Bank Accounts</b>	<b>\$64,026.83</b>
Accounts Receivable	
Accounts Receivable (A/R)	56,536.33
<b>Total Accounts Receivable</b>	<b>\$56,536.33</b>
Other Current Assets	
Prepaid Expense	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$120,563.16</b>
<b>TOTAL ASSETS</b>	<b>\$120,563.16</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	42,247.23
<b>Total Accounts Payable</b>	<b>\$42,247.23</b>
<b>Total Current Liabilities</b>	<b>\$42,247.23</b>
<b>Total Liabilities</b>	<b>\$42,247.23</b>
Equity	
Retained Earnings	84,541.35
Net Income	-6,225.42
<b>Total Equity</b>	<b>\$78,315.93</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$120,563.16</b>

# **Budget to Actual**

	<b>2024 Adopted Budget</b>	<b>Year -To-Date Actual</b>
<b><u>OPERATING REVENUES</u></b>		
Water Ops Base Charge - Firestone	513,822.50	302,160.32
Water Ops Base Charge - LTWD	102,764.50	60,432.05
Water Sales - Firestone	95,062.50	31,199.01
<b><u>TOTAL OPERATING REVENUE</u></b>	<b>\$ 711,649.50</b>	<b>\$ 393,791.38</b>
<b><u>OPERATING EXPENDITURES</u></b>		
<b><u>Administration</u></b>		
Office Supplies	500.00	137.50
Dues and Fees	7,203.00	1,927.26
Contract Services	357,765.00	260,285.08
Rate Study	35,000.00	-
Permit and Licensing	35.00	-
Misc. Admin	1,000.00	-
<b>Total Administration</b>	<b>\$ 401,503.00</b>	<b>\$ 262,349.84</b>
<b><u>Facilities</u></b>		
Insurance	35,885.00	53,031.00
Utilities	81,280.00	38,994.12
Grounds Maintenance	10,000.00	-
Building/Facility Maintenance	10,719.00	10,949.51
Misc. Facilities	1,000.00	-
<b>Total Facilities</b>	<b>\$ 138,884.00</b>	<b>\$ 102,974.63</b>
<b><u>Operations and Maintenance</u></b>		
Chemicals	54,000.00	13,720.35
Utilities	26,454.00	16,310.19
Equipment Maintenance	2,000.00	2,424.83
Misc Tools/Lab Supplies	5,000.00	1,891.52
Misc O&M Expenses	1,000.00	345.44
<b>Total Operations and Maintenance</b>	<b>\$ 88,454.00</b>	<b>\$ 34,692.33</b>
<b><u>Capital Equipment</u></b>		
Electric Pallet Jack	6,200.00	-
Security System	70,000.00	-
Misc. Capital Equipment	5,000.00	-
<b>Total Capital Equipment</b>	<b>\$ 81,200.00</b>	<b>\$ -</b>
<b><u>TOTAL OPERATING EXPENSES</u></b>	<b>\$ 710,041.00</b>	<b>\$ 400,016.80</b>
<b><u>OPERATING GAIN (LOSS)</u></b>	<b>\$ 1,608.50</b>	<b>\$ (6,225.42)</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$ 167,157.00</b>	<b>\$ 31,518.15</b>
<b>Fund Balance, End of Year</b>	<b>\$ 168,765.50</b>	<b>\$ 25,292.73</b>

# **Profit and Loss**

# St. Vrain Water Authority

## Profit and Loss

January - July, 2024

	TOTAL
Income	
Sales	393,791.38
<b>Total Income</b>	<b>\$393,791.38</b>
GROSS PROFIT	<b>\$393,791.38</b>
Expenses	
10.6010 - Office Supplies	137.50
10.6110 - Legal Fees	9,587.00
10.6115 - Contract Operations	250,698.08
10.6120 - Accounting Fees	0.00
10.6140 - Bank Charges & Fees	3.20
10.6300 - Dues and Fees	1,924.06
Facilities	
10.6500 Insurance	53,031.00
10.7100 Utilities - Facilities	38,994.12
10.7200 Building/Facility Maintenance	10,949.51
<b>Total Facilities</b>	<b>102,974.63</b>
Operations & Maintenance	
10.7110 Utilities - O & M	16,310.19
10.8100 Chemicals	13,720.35
10.8500 Misc Tools/Lab Supplies	1,891.52
10.9100 Equipment Maintenance	2,424.83
10.9900 Misc O&M Expenses	345.44
<b>Total Operations &amp; Maintenance</b>	<b>34,692.33</b>
<b>Total Expenses</b>	<b>\$400,016.80</b>
NET OPERATING INCOME	<b>\$ -6,225.42</b>
NET INCOME	<b>\$ -6,225.42</b>



## **Agenda Item 4(c)**

**RESOLUTION 2024-10**

**ST. VRAIN WATER AUTHORITY**

**BOULDER, LARIMER, AND WELD COUNTIES, COLORADO**

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**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ST. VRAIN WATER AUTHORITY APPROVING A LETTER OF ENGAGEMENT FOR LEGAL SERVICES WITH IRELAND STAPLETON PRYOR & PASCOE, PC**

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**WHEREAS**, the Board of Directors (“Board”) of the St. Vrain Water Authority (“Authority”) has the power and authority pursuant to its Establishing Agreement and C.R.S. 29-1-204.2 *et. seq.*, to enter into contracts and agreements effecting the affairs of the Authority; and

**WHEREAS**, the Authority requires legal services; and

**WHEREAS**, the Authority has been presented with an Engagement Letter for Legal Services from Ireland Stapleton Pryor & Pascoe, PC (“Agreement”) whereby Timothy J. Flynn would continue as the Authority’s legal counsel at the same rates the Authority is currently paying; and

**WHEREAS**, the Authority’s Board, after reviewing the Agreement, desires to enter into the Agreement with Ireland Stapleton Pryor & Pascoe, PC.

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

1. **Approval of Agreement.** The Engagement Letter for Legal Services between the Authority and Ireland Stapleton Pryor & Pascoe, PC in substantially the form attached hereto as Exhibit 1 is hereby approved. The Authority’s President, or any other appropriate officer of the Authority is hereby authorized to execute the Agreement by and on behalf of the Authority.

**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of August, 2024 by the Board of Directors of the St. Vrain Water Authority by a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST.

**ST. VRAIN WATER AUTHORITY**

By: \_\_\_\_\_  
Julie Pasillas, President

**Attest:**

\_\_\_\_\_  
Dave Lindsay, Secretary



TIMOTHY J. FLYNN  
ATTORNEY AT LAW

303.628.3664 (direct)  
tflynn@irelandstapleton.com

August 7, 2024

Via Email: david.lindsay@stvrainwaterauthority.com

Board of Directors  
St. Vrain Water Authority  
David Lindsay, Secretary  
PO Box 464  
Firestone, CO 80520

Re: ***General Counsel Representation by Ireland Stapleton Pryor & Pascoe, PC***

Dear Board members:

Thank you for retaining Ireland Stapleton Pryor & Pascoe, PC ("***Firm***") as general counsel for the St. Vrain Water Authority ("***District***"). This letter sets forth the terms of our Firm's engagement.

- 1. *Effective Date.*** This engagement letter takes effect August 1, 2024.
- 2. *Scope of Representation.*** As general counsel, we will provide legal services to the District with respect to any matter within our experience, training, and capabilities. Our legal services will be provided only on an as-requested basis. Because our legal services will only be provided on an as-requested basis, we cannot and do not assume any obligation to ensure that all of the District's legal matters are addressed, as we will only have knowledge of, and provide legal services with respect to, those specific matters for which our services are requested. Similarly, we cannot and do not assume any ongoing obligation to ensure the District's administration and operations are in compliance with current or future federal, state, or local laws, except to the extent requested by the District.
- 3. *Fees and Billing.*** Our fees will be based upon time charges using hourly billing rates charged by each attorney or paralegal working on legal matters for the District. My billing rate is \$430.00 per hour. Crystal Schott, my paralegal, has a billing rate of \$250.00. Many of the other attorneys and paralegals who may assist with the District's legal matters also have discounted rates for the special districts we represent. In general, rates for other paralegals and attorneys who may assist on the District's legal matters range from \$225 (paralegals) to \$270 (associates) to \$430 (partners). We may adjust our hourly rates at any time with prior notice to you, without a formal amendment to this engagement letter.

Generally, invoices for fees and expenses will be submitted to the District monthly and are due thirty (30) calendar days after receipt. We are happy to review any questions about our bills. If an invoice remains unpaid after forty-five (45) calendar days from the date you receive it, we may declare the District in default and terminate the relationship and collect outstanding balances and costs of collection (including reasonable attorneys' fees).

**4. *Out-of-Pocket Expenses.*** The District will be billed for significant computer research projects, large copying projects, delivery and courier fees, and other out-of-pocket expenses. We will charge mileage at the then-current mileage rate established by the Internal Revenue Service.

**5. *Record Retention/Destruction.*** We may convert any paper documents we receive to an electronic format and dispose of the paper copy, unless the nature of the document requires a paper copy or original to be maintained. After ten (10) years from the termination of our relationship, we have the right but not the obligation to destroy any files created and maintained by us during the term of our engagement.

**6. *No Guarantees.*** Nothing in this engagement letter and nothing in our statements to you will be construed as a guarantee or promise about the outcome of any matter, or any phase thereof, that we may be asked to handle. We make no such guarantees or promises. Our comments about the outcome of any matter, or any phase thereof, are expressions of opinion only. Unless we have specifically agreed in writing, we have set no limits with regard to the legal fees and costs of a matter or any phase thereof.

**7. *Your Business Responsibilities.*** You understand that agreements or other documents entered into by you with third parties may impose obligations (such as giving notices, exercising rights, making payments, making decisions, or taking actions at certain times). You understand and agree that we will not be responsible for monitoring the performance of such agreements or calendaring or notifying you of any such obligations or deadlines.

**8. *Dispute Resolution.*** The attorney-client relationship is one of mutual trust and confidence. Therefore, we encourage the Board to feel free at any time to raise questions about any aspect of our representation. If a dispute arises and we are unable to reach a satisfactory resolution of it, the District may have the right to request arbitration under applicable Colorado Bar Association procedures. In the event of any dispute that relates to our entitlement to any payment from the District, all undisputed amounts shall be paid immediately by the District and this payment shall not constitute any admission by the District concerning disputed amounts.

**9. *Termination.*** Our Firm and the District each have the right to terminate the relationship at any time by written notice. In such event, the District will immediately pay all legal fees and expenses incurred prior to the termination, and we will provide reasonable assistance in effecting a transfer of files and responsibilities to new counsel.

Board of Directors  
St. Vrain Water Authority  
August 7, 2024  
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Please review this engagement letter carefully and do not hesitate to call if you have any questions concerning the terms of this letter. If these arrangements are acceptable to you, please acknowledge your acceptance by signing a copy of this letter below and returning the signed copy to me. By signing and returning this engagement letter you agree that this document may be signed in counterparts and by facsimile or electronic pdf. Each of which will constitute an original and shall together constitute one valid and binding instrument.

Sincerely,

IRELAND STAPLETON PRYOR & PASCOE, PC



Timothy J. Flynn

As the President of the Board of Directors of the St. Vrain Water Authority, I hereby certify that I am authorized to sign this engagement letter on behalf of the St. Vrain Water Authority.

ST. VRAIN WATER AUTHORITY

By: \_\_\_\_\_  
Julie Pasillas, Board President

\_\_\_\_\_  
Date

**PRIVACY POLICY NOTICE TO CLIENTS OF  
IRELAND STAPLETON PRYOR & PASCOE, PC**

Attorneys, like other professionals who advise on personal and financial matters, are required by a federal law to inform their clients of their policies regarding privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by federal law. Therefore, we have always protected your right to privacy.

In the course of providing our clients with income tax, estate tax, and gift tax advice, we may receive significant personal and financial information from our clients. If you are a client of Ireland Stapleton Pryor & Pascoe, PC, you should know all information that we receive from you is held in confidence, and is not released to people outside the firm, except as agreed to by you, or as required under an applicable law.

We retain records relating to professional services we provide so we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

## **Agenda Item 6(a)**





## **St. Vrain Water Authority Monthly Activity Report July 2024**

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

**7/1/24:** Completed daily operations. Performed a chlorine maintenance wash on UF #2. Plummer Associates, Inc. and Colorado Civil Group, Inc. onsite to review plant upgrade project to ensure the current process is not affected.

**7/2/24:** Completed daily operations. Cleaning company onsite to clean the Conference Room, Control Room, and Lab.

**7/3/24:** Completed daily operations. Performed an acid maintenance wash on UF #1.

**7/4/24:** Plant off for the holiday.

**7/5/24:** Completed daily operations. Performed a chlorine maintenance wash on UF #1 and then performed an acid maintenance wash on UF #2.

**7/8/24:** Completed daily operations. Performed a chlorine maintenance wash on UF #2. Cleaned and flushed raw water and finished water turbidity analyzers. Intertek onsite to certify the Motor Control Center (MCC) room has a fire rated door.

**7/9/24:** Completed daily operations. Picked up supply order from REC office.

**7/10/24:** Completed daily operations. Completed an acid maintenance wash on UF #1. Cleaned and flushed finished water turbidity analyzer.

**7/11/24:** Completed daily operations.

**7/12/24:** Completed daily operations. Performed an acid maintenance wash on UF #2 and a chlorine maintenance wash on UF #1. Completed housekeeping in plant process room. Isolated one calcite contact tank to reduce the detention time and lower the finished water alkalinity.

**7/15/24:** Completed daily operations. Performed a chlorine maintenance wash on UF #2.

**7/16/23:** Completed daily operations. Additional REC operators onsite to assist with replacing the empty chlorine gas cylinder with a new chlorine gas cylinder.

**7/17/24:** Completed daily operations. Performed an acid maintenance wash on UF #1. Hach onsite to review tour the facility and add update the annual renewal of service contract.

**7/18/24:** Completed daily operations. Cleaned and flushed the raw water turbidity analyzer and the raw water pH probe. Completed general housekeeping around the plant.

**7/19/24:** Completed daily operations. Performed a chlorine maintenance wash on UF #1 and performed an acid maintenance wash on UF #2. Organized the main chemical room barrel. Cleaning company was onsite to clean the office spaces. Picked up supply order from REC offices and placed an order for lab supplies.

7/22/24: Completed daily operations. Performed a chlorine maintenance wash on UF #2. Filled the RO antiscalant and sodium hydroxide day tanks.

7/23/24: Completed daily operations. Automation Electronics was onsite to install a new digital pressure gage that will now directly relay data from the injection well house to the HMI/PLC display.

7/24/24: Completed daily operations. Filled RO antiscalant and sodium bisulfite day tanks. Cleaned and flushed compliance point turbidity analyzer.

7/25/24: Completed daily operations. Clean and flushed the raw water and finished water turbidity analyzers. Calibrated the raw water pH probe.

7/26/24: Completed daily operations.

7/29/24: Completed daily operations. Reset a digital card fault on the chemical dosing PLC.

7/30/24: Completed daily operations. Completed maintenance on the lab bench top pH probe. Placed supply order for pH analyzer gel and cleaning solution. Cleaned and flushed finished water turbidity analyzer and the UF #1 turbidity analyzer.. American Water Chemicals (AWC) onsite to collect RO samples for antiscalant analysis. Black Label Services (BLS) onsite to reinstall calibrated water meter for Deep Well Injection Pump Train #2 and remove Deep Well Injection Pump Train #1 water meter to be sent to Emerson/Rosemount for recalibration.

7/31/24: Completed daily operations. Performed a Clean In Place (CIP) on UF # 1. Colorado Civil Group, Inc., and Town of Firestone board members onsite to tour the plant. Prepping the UF CIP tank to do a chlorine CIP for UF # 1 tomorrow. Orkin was onsite to perform quarterly service of pest/rodent control devices.

### St. Vrain Water Authority Summary

Monthly Water Totals	July 2024	July 2023
Raw (MG)	1.875	1.357
Filtrate (MG)	1.644	1.272
Finished (MG)	1.390	1.109
Concentrate (MG)	0.205	0.130
Finished Water Quality		
Average Entry Point Free Chlorine Residual (mg/L)	1.18	1.71
Average Entry Point pH (SU)	7.47	7.67
Average Entry Point Conductivity (µS/m)	406	294
Average Entry Point Fluoride (mg/L)	0.67	0.63
Average Entry Point Alkalinity (mg/L)	235	146

