

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting**  
**Agenda**  
**December 11, 2023**  
**4:00 PM at the Firestone Town Hall**

- 1) Roll Call**
- 2) Consent Agenda**
  - a. Approval of November 13, 2023 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. Adopt Resolution 2023-10 Approving Water Technology Group’s Pump Maintenance Services Agreement
  - d. Adopt Resolution 2023-11 Approving Automation & Electronics, Inc.’s Brine Disposal Injection Pump Station Control Services Agreement
- 5) Reports**
  - a. Update on Status of Injection Well
  - b. Ramey Environmental – Plant Operations
- 6) Next Meeting**
  - a. January 8, 2023 at the Firestone Town Hall starting at 4:00 PM
- 7) Any Other of Business**
- 8) Adjournment**

## **Agenda Item 2**

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting Regular Meeting**  
**Minutes**  
**November 13, 2023**  
**4:00 PM @ Firestone Town Hall**

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday November 13, 2023, at 4:00 P.M. in the Firestone Town Hall located at 9950 Park Avenue, Firestone, Colorado. Any director or consultant who was unable to physically attend the meeting could attend virtually.

The following Directors were in attendance, to wit:

Julie Svaldi (2026)	President	Present
Julie Pasillas (2024)	Vice-President	Present
Dave Lindsay (2024)	Secretary	Present
James Walker (2025)	Board Member	Present
Don Conyac (2025)	Treasurer	Absent

Also, in attendance was Rusti Roberto (Town of Firestone).

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

**Agenda Item 1:**

A quorum having been established, the meeting was called to order by the Authority's President, Julie Svaldi at 4:01 P.M.

**Agenda Item 2:**

Director Svaldi referred the Board to the meeting minutes for the October 9, 2023 Board meeting.

Motion to approve the minutes was made by Director Pasillas, second by Director Svaldi.

Motion passed unanimously by voice vote.

**Agenda Item 3:**

Bobby Matthews, a Firestone resident, gave public comment. Mr. Matthews believed the meeting was not properly noticed and violated State statutes.

**Agenda Item 4a:**

Director Lindsay directed the Board to the packet to the summary of current bills that were paid or are being processed for payment. Director Lindsay disclosed that he had received the Property Liability Pool paperwork and invoice. He explained that the amount was the annual fee and is not due until the end of the year, but wanted to get in front of the Board for approval.

Director Lindsay also disclosed that the cleaning company had started, and the amount owed was going to be the monthly charge for cleaning the office area twice a month.

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

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Svaldi	<b>X</b>		
James Walker	<b>X</b>		
Dave Lindsay	<b>X</b>		
Director Pasillas	<b>X</b>		

Motion was passed.

**Agenda Item 4b:**

Director Lindsay directed the Board to the financial statements.

Director Lindsay explained that this is the usual financials.

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

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Pasillas	<b>X</b>		
Julie Svaldi	<b>X</b>		
James Walker	<b>X</b>		
Dave Lindsay	<b>X</b>		

Motion was passed.

**Agenda Item 4c:**

Director Lindsay recommended that approval of the Water Treatment Plant Security proposal be tabled until after the executive session so the Board would have a better understanding of the proposed improvements the work order would authorize. Refer to Agenda Item 8 below.

At the completion of the executive session, the proposed Work Order 2023-03 for CorKat was considered. Director Lindsay explained that upon the approval of the security system, it would be about 2 weeks to get everything installed once they had their low voltage sub-contractor available to do the work.

Motion to approve CorKat Work Order 2023-03 for the Water Treatment Plant Security System-Phase 1 was made by Director Pasillas, second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
James Walker	X		
Julie Svaldi	X		
Dave Lindsay	X		
Julie Pasillas	X		

Motion was passed.

**Agenda Item 4d:**

Director Lindsay directed the Board to Resolution 2023-07 Approving Hydro Resources Agreement for Services.

Director Lindsay explained that this was related to testing of the RO Brine Injection Well that needs to be completed and submitted to the EPA. He explained that this test is initially done during the permitting process, and the permit has an obligation for an additional step rate test once injection pressures reach the permitted limit. The new step rate test will establish a new allowable injection pressure. Once this test is completed the results will be sent to the EPA so they can re-issue the permit. Since the permitted injection pressure has been exceeded already, the plant is having some minor plumbing modifications to allow the plant to run in a recirculating mode that will prevent brine from having to be disposed of but also maintain the integrity of the UF and RO membranes. While the plant is in recirculation mode it will not produce water. It is not known how long the EPA permit amendment will take and, therefore, the plant could be shut down for several weeks.

The consultant that designed the well and who is helping with the EPA permit compliance has recommended that Hydro Resources complete this test, as Hydro Resources drilled this well and did the initial test. Director Lindsay explained that the expectation is to only have to complete this test now and not have to do another one.

Motion to adopt Resolution 2023-07 Approving Hydro Resources Agreement for Services, and to authorize the contract to be executed on behalf of the Authority once the funds for the work are secured, was made by Director Lindsay, second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Dave Lindsay	X		
James Walker	X		
Julie Pasillas	X		
Julie Svaldi	X		

Motion was passed.

**Agenda Item 5a(i) and 5a(ii):**

Director Svaldi opened the Public Hearing for the 2024 Budget of the St Vrain Water Authority at 4:17 P.M.

Tim Flynn, the Authority attorney noted that the Notice for the Public Hearing was published in the Longmont Times-Call newspaper on November 1, 2023. Director Lindsay said that he has a copy of the affidavit of publication in his file.

Director Svaldi opened the public comment period and asked for any public comments. Being none, the public comment period was closed at 4:18 P.M.

Director Svaldi asked for any Board comments. Director Lindsay noted the budget included in the packet incorporated the comments he received from the Board at the previous meeting as well as the final information he was missing in the previous draft. He noted that he had not included the Budget Detail Spreadsheet in the packet but handed out hard copies to those present. There was not further discussion and there were no questions from the Board.

Motion to adopt Resolution 2023-08 Adopting the 2024 Budget was made by Director Svaldi, second by Director Lindsay.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Pasillas	<b>X</b>		
Dave Lindsay	<b>X</b>		
Julie Svaldi	<b>X</b>		
Julie Pasillas	<b>X</b>		

Motion was passed.

Motion to adopt Resolution 2023-09 Appropriating Funds was made by Director Svadli, second by Director Lindsay.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
James Walker	<b>X</b>		
Julie Svaldi	<b>X</b>		
Julie Pasillas	<b>X</b>		
Dave Lindsay	<b>X</b>		

Motion was passed.

The Public Hearing was closed at 4:25 P.M.

The Board took a 5-minute recess.

**Agenda Item 6a:**

Director Lindsay explained that he met with Director Conyac and Jessica Clanton, the Authority Budget Officer about 3 weeks ago. The meeting was to discuss financial policies for the Authority, especially related to reserves the Authority may want or need to maintain. Ms. Clanton had suggested the Board review the policy documents the Town of Firestone has adopted as those are representative of statutory requirements and standard practice by many municipalities. Those policy documents were included in the packet. Director Lindsay recommended that the Authority postpone this discussion item until Director Conyac and Ms. Clanton were available to be part of the discussion. The Board agreed and the matter was tabled.

**Agenda Item 7a:**

Mike Murphy with Ramey Environmental Compliance referred the Board to the monthly activity report included in the packet. Mike noted that there was a probe that blew out due to high pressure, and was not under warranty. Parts were received and now IWS can finalize the repair. Mike noted that new piping was constructed to plumb a brine injection bypass line in order to recirculate the RO waste brine back thru the plant while the Injection Well testing was completed, and the EPA issued the amended injection permit.

Mike explained that the first sanitary survey has been scheduled for December 14, 2023. He explained that it is not uncommon to have an on-site inspection.

Director Lindsay explained that they were not sure why the pressure surged and caused the probe to fail but the surge did not repeat. He also referred the Board to a letter in the packet from Wayne Ramey explaining that Ramey Environmental was being purchased by a larger company. He noted that the letter assured that operations would remain the same and that Ramey Environmental will remain the Treatment Plants ORC. There were no questions or comments from the Board.

**Agenda Item 7b:**

Director Lindsay explained that Plummer Associates is providing assistance regarding the brine line on the RO system.

**Agenda Item 7c:**

Director Lindsay explained to the Board that Firestone has met with senior officials from IWS, the general contractor for the plant construction. The purpose for the meeting was to discuss a final settlement to allow the plant's final punch list to be completed and the contract closed out. He could offer no details, but a resolution may be close.

**Agenda Item 8:**

An executive session pursuant to Section 24-6-402(4)(d), C.R.S. to discuss and receive information regarding the details of the Water Treatment Plant security system.

Motion to go into executive session was made by Director Lindsay, second by Director Pasillas.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Pasillas	<b>X</b>		
Dave Lindsay	<b>X</b>		
James Walker	<b>X</b>		
Julie Svaldi	<b>X</b>		

Motion was passed.

Executive Session Attendees: Director Svaldi, Director Pasillas, Director Lindsay, Director Conyac, Rusti Roberto (Administrative Authority Clerk).

Executive Session Attendees via Zoom; Tim Flynn (Collins Cole Flynn Winn & Ulmer).

Executive Session began at 4:45 P.M.

At approximately 5:05 P.M the Board returned to open public meeting. The Executive Session was recorded as required by law. Director Lindsay referred the Board back to Agenda Item 4c for consideration and action.

**Agenda Item 9:**

Next Meeting will be December 11, 2023 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 Walker, second by Director Pasillas at 5:10 P.M.

Motion passed unanimously by voice vote.



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

## **CURRENT LIST OF BILLS**

Comcast (internet/phone)	\$912.99
DPC Industries, Inc. (chlorine cylinder rental)	\$40.00
Frontier Fire (BFD certification)	\$275.00
Orkin (pest control)	\$699.00
Plummer (on-call engineering)	\$1,051.25
United Power (Injection PS)	\$674.63
United Power (WTP)	\$4,071.79
Water Bill (domestic service)	\$4,608.89
Ramey (RO brine line plumbing changes)	\$2,285.28
Waste Connections (trash service)	\$58.44
Waste Connections (trash service)	\$141.74
Waste Connections (trash service)	\$42.62
CorKat (Phase 1 security system)	\$11,937.00
Ramey (plant operations, lab services)	\$12,424.48
24K Cleaning Services (office cleaning)	\$602.00
CorKat (Managed IT Services)	\$1,438.50

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

# St. Vrain Water Authority

## Balance Sheet

As of December 6, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10.1010 - Checking	161,055.57
<b>Total Bank Accounts</b>	<b>\$161,055.57</b>
Accounts Receivable	
Accounts Receivable (A/R)	48,454.81
<b>Total Accounts Receivable</b>	<b>\$48,454.81</b>
<b>Total Current Assets</b>	<b>\$209,510.38</b>
<b>TOTAL ASSETS</b>	<b>\$209,510.38</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	518.00
<b>Total Accounts Payable</b>	<b>\$518.00</b>
<b>Total Current Liabilities</b>	<b>\$518.00</b>
<b>Total Liabilities</b>	<b>\$518.00</b>
Equity	
Retained Earnings	56,325.89
Net Income	152,666.49
<b>Total Equity</b>	<b>\$208,992.38</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$209,510.38</b>

# **Budget to Actual**

	<b>2023 Proposed Budget</b>	<b>Year -To-Date Actual</b>
<b><u>OPERATING REVENUES</u></b>		
Rate Revenue - Firestone	-	-
Rate Revenue - LTWD	-	-
Rate Revenue - Non-Member 1	-	-
Cash Contribution - Firestone	25,000.00	75,000.00
Cash Contribution - LTWD	5,000.00	15,000.00
Water Ops Base Charge - Firestone	348,544.17	309,817.04
Water Ops Base Charge - LTWD	69,708.83	61,963.44
Water Sales - Firestone	103,477.50	26,386.02
Water Sales - LTWD	-	-
<b><u>TOTAL OPERATING REVENUE</u></b>	<b>\$ 551,730.50</b>	<b>\$ 488,166.50</b>
<b><u>OPERATING EXPENDITURES</u></b>		
<b><u>Administration</u></b>		
Salaries and Benefits	123.00	762.00
Office Supplies	100.00	416.87
Dues and Fees	3,307.00	1,719.85
Contract Services	319,720.00	167,758.28
Rate Study	35,000.00	-
<b>Total Administration</b>	<b>\$ 358,250.00</b>	<b>\$ 170,657.00</b>
<b><u>Facilities</u></b>		
Insurance	2,700.00	88,471.00
Utilities	42,503.00	52,353.10
Grounds Maintenance	10,000.00	-
Building/Facility Maintenance	4,800.00	2,392.80
<b>Total Facilities</b>	<b>\$ 60,003.00</b>	<b>\$ 143,216.90</b>
<b><u>Operations and Maintenance</u></b>		
Chemicals	120,000.00	8,303.26
Utilities	8,946.00	13,322.85
<b>Total Operations and Maintenance</b>	<b>\$ 128,946.00</b>	<b>\$ 21,626.11</b>
<b><u>TOTAL OPERATING EXPENSES</u></b>	<b>\$ 547,199.00</b>	<b>\$ 335,500.01</b>
<b><u>OPERATING GAIN (LOSS)</u></b>	<b>\$ 4,531.50</b>	<b>\$ 152,666.49</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$ 11,235.43</b>	<b>\$ 56,326.00</b>
<b>Fund Balance, End of Year</b>	<b>\$ 15,766.93</b>	<b>\$ 208,992.49</b>

# **Profit and Loss**

# St. Vrain Water Authority

## Profit and Loss

January 1 - December 6, 2023

	TOTAL
Income	
10.5000 - Cash Contributions	
10-5001 - Cash Contributions - Firestone	75,000.00
10.5002 - Cash Contributions - LTWD	15,000.00
<b>Total 10.5000 - Cash Contributions</b>	<b>90,000.00</b>
Sales	398,166.50
<b>Total Income</b>	<b>\$488,166.50</b>
GROSS PROFIT	<b>\$488,166.50</b>
Expenses	
10.6010 - Office Supplies	416.87
10.6110 - Legal Fees	16,462.50
10.6115 - Contract Operations	147,563.26
10.6140 - Bank Charges & Fees	-93.40
10.6220 - Liability Insurance	762.00
10.6300 - Dues and Fees	1,719.85
Facilities	
10.6500 Insurance	88,471.00
10.7100 Utilities - Facilities	52,353.10
10.7200 Building/Facility Maintenance	2,392.80
<b>Total Facilities</b>	<b>143,216.90</b>
Office/General Administrative Expenses	366.27
Operations & Maintenance	
10.7110 Utilities - O & M	13,322.85
10.8100 Chemicals	8,303.26
<b>Total Operations &amp; Maintenance</b>	<b>21,626.11</b>
Telephone System	3,459.65
<b>Total Expenses</b>	<b>\$335,500.01</b>
NET OPERATING INCOME	<b>\$152,666.49</b>
NET INCOME	<b>\$152,666.49</b>



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

**RESOLUTION 2023-10**

**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 AN AGREEMENT FOR SERVICES BETWEEN THE ST. VRAIN WATER AUTHORITY AND WATER TECHNOLOGY GROUP (A COGENT INC. COMPANY)**

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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 will be operating a reverse osmosis water treatment plant, deep injection well, and related facilities (“Water Treatment Facilities”); and

**WHEREAS**, the Authority has requested and received a proposal from Water Technology Group (a Cogent Inc. company), a Missouri corporation (“Water Technology Group”) to perform on-call services and support maintenance of the various pumps in the Water Treatment Facilities; and

**WHEREAS**, the Authority has been presented with an Agreement for Services (“Agreement”) whereby Water Technology Group will provide the services in the Scope of Work attached to the Agreement which is acceptable to the Authority; and

**WHEREAS**, the Authority’s Board, after reviewing Water Technology Group proposal and the Agreement, desires to enter into the Agreement with Water Technology Group for on call services and support maintenance of the various pumps in the Water Treatment Facilities.

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

1. **Approval of Agreement.** The Agreement between the Authority and Water Technology Group in substantially the form attached hereto as Exhibit 1 is hereby approved. The Authority’s President and Secretary, or if one or both of them are unavailable, 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 11<sup>th</sup> day of December, 2023 by the Board of Directors of the St. Vrain Water Authority by a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST.

**ST. VRAIN WATER AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_

**Attest:**

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

**AGREEMENT FOR SERVICES**

**THIS AGREEMENT FOR PUMP MAINTENANCE SERVICES** (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, to be effective as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ (“Effective Date”), between the **ST. VRAIN WATER AUTHORITY**, a political subdivision of the State of Colorado (“Authority”), whose address is 9950 Park Avenue, Firestone, Colorado 80504 and **Water Technology Group (a Cogent Inc. company)**, a Missouri corporation, (“Contractor”), whose local address is 14452 West 44<sup>th</sup> Avenue, Golden, CO, 80403. Authority and Contractor may hereinafter singularly be referred to as a “Party” and collectively as the “Parties.”

**RECITALS**

**WHEREAS**, the Authority was established for the purpose of operating potable water treatment systems and facilities that are capable of furnishing a potable water supply for the benefit of the Authority’s members, and their constituents, and end users; and

**WHEREAS**, in furtherance of that purpose, the Authority operates the St Vrain Water Treatment Plant, a reverse osmosis water treatment plant with a deep injection well and related facilities (“Water Treatment Facilities”) having an initial capacity of treating up to 1.5 million gallons per day of water, and having the capability of being expanded in phases in future years to a water treatment capacity of 5 million gallons per day; and

**WHEREAS**, the Authority is in need of on-call service and support maintenance of the various pumps in the water plant (“Project”); and

**WHEREAS**, Contractor supplied and commissioned the pumps for which services are required; and

**WHEREAS**, at the request of Authority, Contractor submitted a proposal for the Project; and

**WHEREAS**, Contractor represents that it has the personnel and expertise necessary to perform the Project in a competent and timely manner; and

**WHEREAS**, the Authority’s Board of Directors, after reviewing Contractor’s proposal dated October 31, 2023, and based upon the recommendation of its consultants, the Authority has decided to retain Contractor to perform the Project upon the terms and conditions set forth in this Agreement.

**NOW THEREFORE**, in consideration of the promises set forth herein, Authority and Contractor agree as follows:

1. **Scope of Work.** Contractor shall perform the work, as more particularly described in **Exhibit A** (consisting of 1 page) and incorporated herein by this reference (“Scope of Work”), together with all necessary labor, materials, scheduling, procurement, and related work and services as may be necessary and reasonably inferable from the Scope of Work to complete the totality of the obligations imposed upon Contractor by this Agreement (collectively the “Services” or the “Project”).

(a) As special projects arise, Contractor shall collaborate with Authority to prepare for the Authority’s approval, Work Orders specific to those tasks and shall include anticipated special projects in the annual budgeting process of the Authority.

2. **Notice to Proceed.** As soon as practical, after Authority has received satisfactory certificate of insurance as required by paragraph 16 below, Authority shall issue a written Notice to Proceed to Contractor.

3. **Completion Date.** Contractor shall give this Agreement and the Services to be performed hereunder such priority as is necessary to cause the authorized Services to be timely and promptly performed in accordance with the time periods contemplated or expressly provided for in the Scope of Work and in future Work Orders. At any time during the term of this Agreement, Authority may request, and Contractor shall, within twenty (20) days of such request, submit for Authority’s approval a written schedule for the completion of the work which comprises the Project. Unless delayed by acts or the failure to act of Authority or other causes beyond the control of Contractor, and without extending any deadline established elsewhere in this Agreement, all Services shall be completed to the Authority’s reasonable satisfaction and all deliverables that are a part of the Project shall be delivered to the Authority no later than the dates identified in specific Work Orders.

3.1 **Deliverables.** Without in any way limiting the deliverables as described in the Scope of Work, Contractor shall provide the Authority with an electronic and one (1) hard copy of all final product documents and reports prepared by Contractor pursuant to this Agreement. In addition, all deliverables shall comply with such reasonable requirements as the Authority may establish from time to time, provided those requirements are communicated in writing to Contractor.

4. **Responsibility for Services.** The Authority shall not supervise the work of Contractor or instruct Contractor on how to perform the Services. Contractor shall be fully responsible for the professional quality, technical accuracy, timely completion, and coordination of the Services including all work and reports that are a part thereof, whether such work is performed directly by Contractor or by any subcontractor hired by Contractor and approved by Authority in accordance with paragraph 12 below. Without entitling Contractor to additional compensation and without limiting Authority’s remedies, Contractor shall promptly remedy and correct any errors, omissions, or other deficiencies in the Services. Contractor warrants that all Services provided under this

Agreement shall be performed with competence and in accordance with the standard of care of Contractor's profession prevailing in Colorado.

5. **Compensation.** Authority shall compensate Contractor in accordance with Contractor's proposal as set forth on **Exhibit A** (consisting of 1 page) as attached hereto and incorporated herein by this reference for the Initial Term, as that is defined in paragraph 24 of the Agreement.

(a) Contractor shall provide Authority with a revised **Exhibit A** by September 1 of each year prior to the commencement of an Extension Period, as that is defined in paragraph 24 of this Agreement.

(b) Compensation for Services may be billed monthly to the Authority based on the percentage completed of the tasks identified in **Exhibit A**.

(c) The compensation to be paid Contractor under this Agreement is entire and complete and includes any and all reimbursable and other costs as set forth, and only as set forth, on **Exhibit A**. Contractor further represents and agrees that except as set forth on **Exhibit a** the reimbursable costs to Contractor together with any approved subcontractor costs are at Contractor's actual cost and do not include any additional mark-up whatsoever. It is understood and agreed that Contractor will contract with and pay directly any and all approved subcontractors retained by Contractor for any Services or portion thereof provided under this Agreement.

6. **Method of Payment.** Contractor shall provide an invoice no later than the tenth (10<sup>th</sup>) day of each month for Services completed through the last day of the preceding month. Each invoice shall be submitted only for those Services actually performed during the period for which the invoice is submitted. Contractor shall submit with each invoice such supporting documentation as Authority may reasonably request. Each invoice submitted by Contractor shall constitute a representation to Authority that the Services are completed to the point as represented in the billing invoice. Unless Contractor does not properly perform the Services, invoices will be paid within thirty (30) to forty-five (45) days after receipt. Authority shall have the right to refuse to pay all or any portion of an invoice that is inconsistent with this Agreement. Authority may delay payment until it can verify the accuracy of an invoice, obtain releases or waivers with respect to Services covered in the invoice, or resolve a dispute with Contractor regarding an invoice.

7. **Conflict of Interest.** Contractor agrees that it shall not accept any employment during the term of this Agreement that creates a potential conflict of interest or compromises the effectiveness of Contractor or otherwise interferes with the ability of Contractor to perform the Services required by this Agreement.

8. **Records and Audits.** Contractor shall at all times maintain a system of accounting records in accordance with its normal billing procedures, together with supporting documentation for all work, purchases, Services and billings under this Agreement. Contractor shall make available for audit and reproduction by Authority all records, in whatever form, related to the Services. Contractor shall provide such availability during the term of this Agreement and for two (2) years after final payment. Contractor shall refund to Authority any charges determined by Authority's audit to be inconsistent with this Agreement.

9. **Confidentiality of Information.** Except as required by law or as is necessary for the performance of the Services, Contractor shall retain in strictest confidence all information furnished by Authority and the results of any reports or studies conducted as a result of this Agreement, along with all supporting work papers and any other substantiating documents. Contractor shall not disclose such information to others without the prior written consent of Authority's representative. Notwithstanding the foregoing, Contractor shall have no confidentiality obligation with respect to information that: (i) becomes generally available to the public other than as a result of disclosure by Contractor or its agents or employees; (ii) was available to Contractor on a non-confidential basis prior to its disclosure by Authority; and (iii) becomes available to Contractor from a third party who is not, to the knowledge of Contractor, bound to retain such information in confidence.

10. **Ownership of Work Product and Documents.** All printed materials and electronic documents produced as a result of the Services performed under this Agreement shall be the sole property of Authority after payment to Contractor and may not be used, sold or disposed of in any manner without prior written consent of Authority's representative. All documents applicable to the work identified in the Scope of Work shall be delivered and turned over to Authority as and when such work is completed; provided, however, that under no circumstances shall any printed or electronic material, or other documents produced as a result of the Services performed under this Agreement be retained by Contractor from and after the date Contractor has been paid in full all monies due Contractor hereunder. Notwithstanding the foregoing, Contractor may retain a copy of all printed material, electronic or other documents prepared under this Agreement.

11. **Changes in Services.** The Authority shall have the right to order non-material additions, deletions, or changes in the Services at any time, so long as such changes are within the Scope of Work covered by this Agreement. Requests for material changes in the Services may be made by Authority's representative orally or in writing; provided, however, that oral requests shall be confirmed by a written request within ten (10) days after the oral request. If Authority directs Contractor to proceed with the material change, Contractor shall be paid for the change as agreed to by the Parties.

12. **Approval of Subcontractors.** Contractor shall not employ any subcontractor without the prior written approval of Authority's representative, nor shall Contractor assign any rights or obligations under this Agreement in whole or in part without the Authority's prior written approval which may be withheld for any reason. Contractor shall be responsible for the coordination, accuracy, and completeness of all Services in accordance with generally accepted principles and practices of Contractor's profession, regardless of whether the Services are performed by Contractor or one or more subcontractors. Contractor shall endeavor to bind any of its approved subcontractors, if any, to the terms of this Agreement. In the event that any subcontractor is unwilling or unable to comply with any term or provision of this Agreement, Contractor will inform Authority of the specific term or provision at issue. Authority may accept the lack of compliance to the terms of this Agreement on the part of the subcontractor or may request that a different subcontractor be retained. This Agreement may be terminated by Authority if subcontracted or assigned, either in whole or in part, by Contractor without the express written consent of Authority's representative.

13. **Independent Contractor.** In the performance of the Services, Contractor shall be, for all purposes, an independent contractor and not an employee or agent of Authority. Contractor and its employees and subcontractors shall in no way represent themselves to third parties as agents or employees of Authority.

14. **No Unemployment Insurance or Workers' Compensation Benefits.** Contractor agrees that it is not entitled to unemployment insurance or workers' compensation benefits as a result of performance of the Services for Authority. Contractor is required to provide workers' compensation and unemployment insurance benefits for its employees and/or subcontractors as required by law.

15. **Payment of Taxes.** Contractor is solely liable for any federal, state, and local income and withholding taxes, unemployment taxes, FICA taxes and workers' compensation payments and premiums applicable to the performance of the Services under this Agreement. Contractor shall indemnify Authority for any liability resulting from nonpayment of such taxes and sums.

16. **Insurance.** Neither Contractor nor any subcontractor, agent, or employee thereof, shall continue work on any Services until the following minimum insurance coverages have been obtained:

(a) **Workers' Compensation Insurance.** Contractor and each subcontractor, if any, shall carry workers' compensation insurance to cover liability under the laws of the State of Colorado in connection with the Services performed pursuant to this Agreement. Contractor and each subcontractor shall carry separate policies.



(b) **Commercial General Liability Insurance.** Contractor and each subcontractor, if any, shall carry commercial general liability insurance, which shall include blanket contractual liability coverage. Such insurance shall be in an amount \$2,000,000 per occurrence for bodily injury and property damage.

(c) **Automobile Liability Insurance.** Contractor and each subcontractor, if any, shall carry automobile liability insurance to include owned, non-owned and hired vehicles used in the performance of Services under this Agreement. Such insurance shall be in the amounts \$2,000,000 per occurrence for bodily injury and property damage.

17. **Compliance with Laws and Workers Without Authorization.** In performing this Agreement, Contractor shall comply with all applicable laws, rules and regulations, including but not limited to all federal, state and local laws.

18. **Communications.** It is understood by Authority and Contractor that successful progress under this Agreement requires frequent, concise, and documented communication between the Party's representatives. Authority hereby designates Dave Lindsay (Secretary of the Board of Directors), as Authority's representative, who may give information to and receive information from Contractor. Authority may change its designated representative or add additional representatives from time to time.

Contractor hereby designates Sean Helmer, as Contractor's representative who may give information to and receive information from Authority and may separately bind Contractor. Contractor may change its designated representative only with the prior written approval of Authority. Each designated representative shall have full authority to not only accept and receive information but also to accept notices, give approvals and to fully represent its respective Party for all purposes under this Agreement.

19. **Liability.** Contractor agrees to provide a defense and pay any damages and costs for any liability or claim of whatsoever kind or nature arising in any way out of this Agreement, to the extent caused by any negligent or wrongful act or omission of Contractor, or Contractor's officers, agents, or employees, or any of Contractor's Subcontractors, or their officers, agents or employees. This paragraph 19 shall survive termination of this Agreement.

20. **Acceptance Not a Waiver.** The Authority's approval of studies, drawings, designs, plans, specifications, reports, computer programs and other work or material shall not in any way relieve Contractor of responsibility for the technical accuracy of the Services. The Authority's approval or acceptance of, or payment for, any Services shall not be construed to operate as a waiver of any rights under this Agreement, or of any cause of action arising out of the performance of this Agreement.

21. **Termination or Suspension.** The Authority reserves the exclusive right to terminate or suspend all or a portion of the Services under this Agreement by giving fourteen (14) days written notice to Contractor. If any portion of the Services shall be terminated or suspended, the Authority shall pay Contractor equitably for all services properly performed pursuant to this Agreement. If the work is suspended and Contractor is not given an order to resume work within sixty (60) days from the effective date of the suspension, this Agreement will be considered terminated. Upon termination, Contractor shall immediately deliver to the Board any documents then in existence, that have been prepared by Contractor pursuant to this Agreement.

22. **Default.** Each and every term and condition of this Agreement shall be deemed to be a material element of this Agreement. In the event either Party shall fail or refuse to perform according to the material terms of this Agreement, such Party may be declared in default by the other Party by a written notice.

23. **Remedies.** In the event a Party has been declared in default, such defaulting Party shall be allowed a period of fifteen (15) days within which to correct or commence correcting the default. In the event that the default has not been corrected or begun to be corrected, or the defaulting Party has ceased to pursue the correction with due diligence, the Party declaring default may elect to (i) terminate this Agreement and seek damages; (ii) treat the Agreement as continuing and require specific performance; or (iii) avail itself of any other remedy at law or in equity. In the event Contractor fails or neglects to perform the Services in accordance with this Agreement, the Authority may elect to correct such deficiencies and charge Contractor for the full cost of the corrections.

24. **Term.** The Initial Term of this Agreement shall commence on January 1, 2024, and shall expire December 31, 2024, unless sooner terminated or extended as provided herein. The Initial Term of this Agreement shall be automatically extended and renewed for two (2) separate and successive periods of one (1) year each (each an "Extension Period"), unless Authority or Contractor provides the other Party with a notice of nonrenewal at least ninety (90) days prior to the expiration of the then existing Term. For purposes of this Agreement, the Initial Term and the Extension Periods (to the extent neither Party delivers a notice of nonrenewal) shall be referred to as the Term of the Agreement. During the Term of this Agreement all terms, covenants, and conditions of this Agreement shall be and remain in full force and effect. Upon termination, this Agreement shall be of no further force and effect except as to those provisions which expressly survive termination, including but not limited to paragraphs 8, 9, 10, and 19.

25. **Force Majeure.** The Parties shall not be responsible for any failure or delay in the performance of any obligations under this Agreement caused by acts of God, flood, fire, war or public enemy or the failure of Authority to furnish timely information or to approve or disapprove Contractor's instruments of service within a reasonable period of time.

26. **Assignment.** Subject to the provisions of paragraph 12, this Agreement shall bind and inure to the benefit of the Parties and their respective successors and assigns. This Agreement is intended to benefit only the Parties and neither subcontractors nor suppliers of Contractor nor any other person or entity is intended by the Parties to be a third-party beneficiary of this Agreement.

27. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Colorado.

28. **Notice.** All notices required or given under this Agreement shall be in writing and shall be deemed effective: (i) when delivered personally to the other Party; or (ii) seven (7) days after being deposited in the United States mail, first-class postage prepaid, properly addressed as follows; or (iii) when sent by facsimile transmission and receipt is confirmed by return facsimile transmission.

If to Contractor:

Sean Helmer  
Water Technology Group  
14452 West 44<sup>th</sup> Ave.  
Golden, CO 80403

With a copy to:

National Registered Agents, Inc.  
7700 East Arapahoe Road, Suite 220  
Centennial, CO 80112-1268

If to Authority:

Dave Lindsay, Secretary  
St. Vrain Water Authority  
9950 Park Avenue  
Firestone, Colorado 80504

And a copy to:

Timothy J. Flynn  
Collin Cole Flynn Winn Ulmer, PLLC  
165 South Union Boulevard, Suite 785  
Lakewood, Colorado 80228

Or such other persons or addresses as the Parties may designate in writing.

29. **Governmental Immunity.** The Parties understand and agree that the Authority is relying upon, and has not waived, the monetary limitations of \$424,000 per person, \$1,195,000 per occurrence, and all other rights, immunities and protections provided by the Colorado Governmental Immunity Act § 24-10-101 *et seq.*, C.R.S., as it may be amended from time to time.

30. **Entire Agreement.** This Agreement constitutes the entire agreement between the Authority and Contractor and replaces all prior written or oral agreements and understandings. It may be altered, amended, or repealed only by a duly executed written instrument.

31. **Effective Date.** This Agreement shall be effective as of the date and year set forth above.

AUTHORITY:

**ST. VRAIN WATER AUTHORITY**, a political subdivision of the State of Colorado

By: \_\_\_\_\_

Julie Svaldi, President

This Agreement is accepted by:

**CONTRACTOR:**

Water Technology Group (a Cogent, Inc. company), a Missouri corporation

By: Sean Helmer

Name: Sean Helmer Water Technology Group

Title: VP Muni Sales Cogent

Date: 12/5/2023

By execution, signer certifies that he/she is authorized to accept and bind Contractor to the terms of this Agreement.

**EXHIBIT A**

**SCOPE OF WORK**

**(see attached 1 page)**



October 31, 2023

ATTN: St. Vrain WTP *Dave Lindsay*  
 PH:  
 Email:

Quote: OP-501064  
 Project: St. Vrain Maintenance Proposal  
 Subject: Maintenance at St. Vrain WTP

Cogent is pleased to present the following Scope of Supply:

Item	Description	Extended Price
A)	<b>(2) 12CMC 40HP VT Pumps and (2) 16BLC 75HP VT Pumps</b>  Pump and motor maintenance on Vertical Turbine motors, vertical and horizontal pumps and motors. Greasing and oil changes as directed by manufacture recommendations. Data collection for vibration. Data will be interpreted by level 3 vibration technician.	<del>\$2,500.00</del> <i>1000.00</i>
B)	<b>Flygt Submersible Pump Preventative Maintenance            (2) NZ 3085 SH Horizontal Dry Pit Pumps and (2) NP 3085 SH Submersible Pumps</b>  1) Check motor insulation values to ground using meggar. 2) Check for any loose or faulty connections in control panel. 3) Check voltage supply (pumps off). 4) Check voltage supply (pumps on). 5) Check for correct rotation of equipment. 6) Check condition of face of volute in respect to discharge connection. 7) Check amperage draw on all three phases for proper balance. 8) Check winding resistance of motors through pump cables. 9) Check condition of impeller and wear rings in each pump and impeller gaps on N-Impeller pumps. 10) Check condition of level sensing equipment. 11) Check condition of oil/coolant in each pump and change oil at each inspection, replacing all inspection plug o-rings.	
	Annual Inspection Charges.....	<del>\$4,250.00</del> <i>500.00</i>

Subject to Cogent, Inc. Standard Terms & Conditions of Sale. Quote valid for 30 days.

The owner will also receive a 6% discount on all repair parts and/or replacement equipment covered by this Maintenance Contract which are in addition to this periodic preventative maintenance agreement mentioned above

**NOTES:** Selections based on information provided; anything not listed above is not included in price. Changes to design point and/or equipment specifications are subject to re-quote. Taxes not included. Freight is not included.

**DENVER**  
 14452 W. 44TH AVE  
 GOLDEN, CO 80403  
 303.584.9000 MAIN

**BILLINGS**  
 2155 HARNISH BLVD.  
 BILLINGS, MT 59101  
 303.584.9000 MAIN

**CASPER**  
 625 KRAFT LOOP  
 CASPER, WY 82601  
 303.584.9000 MAIN

## **Agenda Item 4(d)**

**RESOLUTION 2023-11**

**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 AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE ST. VRAIN WATER AUTHORITY AND AUTOMATION & ELECTRONICS, INC.**

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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 will be operating a reverse osmosis water treatment plant, deep injection well, and related facilities (“Water Treatment Facilities”); and

**WHEREAS**, the Authority has requested and received a proposal from Automation & Electronics, Inc., a Wyoming corporation (“A&E”) to perform control systems installation and programming services for the Brine Disposal Injection Pump Station in the Water Treatment Facilities; and

**WHEREAS**, the Authority has been presented with an Agreement for Services (“Agreement”) whereby A&E will provide the services in the Scope of Work attached to the Agreement which is acceptable to the Authority; and

**WHEREAS**, the Authority’s Board, after reviewing A&E proposal and the Agreement, desires to enter into the Agreement with A&E for control systems installation and programming services for the Brine Disposal Injection Pump Station in the Water Treatment Facilities.

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

1. **Approval of Agreement.** The Agreement between the Authority and A&E in substantially the form attached hereto as Exhibit 1 is hereby approved. The Authority’s President and Secretary, or if one or both of them are unavailable, 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 11<sup>th</sup> day of December, 2023 by the Board of Directors of the St. Vrain Water Authority by a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST.

**ST. VRAIN WATER AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_

**Attest:**

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

## AGREEMENT FOR PROFESSIONAL SERVICES

**THIS AGREEMENT FOR BRINE DISPOSAL INJECTION PUMP STATION CONTROLS SERVICES** (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, to be effective as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ (“Effective Date”), between the **ST. VRAIN WATER AUTHORITY**, a political subdivision of the State of Colorado (“Authority”), whose address is 9950 Park Avenue, Firestone, Colorado 80504 and **Automation & Electronics, Inc.** a Wyoming corporation, (“Contractor”), whose address is 610 W. Platte Road, Casper, Wyoming 82601. Authority and Contractor may hereinafter singularly be referred to as a “Party” and collectively as the “Parties.”

### RECITALS

**WHEREAS**, the Authority was established for the purpose of developing potable water treatment systems and facilities that are capable of furnishing a potable water supply for the benefit of the Authority’s members, and their constituents, and end users; and

**WHEREAS**, in furtherance of that purpose, the Authority operates a reverse osmosis water treatment plant, deep injection well, and related facilities (“Water Treatment Facilities”) having an initial capacity of treating up to 1.5 million gallons per day of water, and having the capability of being expanded in phases in future years to a water treatment capacity of 5 million gallons per day; and

**WHEREAS**, the Authority is in need of obtaining control systems installation and programming services for the Brine Disposal Injection Pump Station (“Project”); and

**WHEREAS**, Contractor installed and commissioned the controls system for the Brine Disposal Injection Pump Station; and

**WHEREAS**, at the request of Authority, Contractor submitted a proposal for the Project; and

**WHEREAS**, Contractor represents that it has the personnel and expertise necessary to perform the Project in a competent and timely manner; and

**WHEREAS**, the Authority’s Board of Directors, after reviewing Contractor’s proposal dated November 29, 2023, and based upon the recommendation of its consultants, the Authority has decided to retain Contractor to perform the Project upon the terms and conditions set forth in this Agreement.

**NOW THEREFORE**, in consideration of the promises set forth herein, Authority and Contractor agree as follows:

1. **Scope of Work.** Contractor shall perform the work, as more particularly described in **Exhibit A** (consisting of 1 page) and incorporated herein by this reference (“Scope of Work”), together with all necessary labor, materials, scheduling, procurement, and related work and services as may be necessary and reasonably inferable from the Scope of Work to complete the totality of the obligations imposed upon Contractor by this Agreement (collectively the “Services” or the “Project”). The Scope of Work describes Services to be provided.

2. **Notice to Proceed.** As soon as practical, after Authority has received satisfactory certificates of insurance as required by paragraph 16 below, Authority shall issue a written Notice to Proceed to Contractor.

3. **Completion Date.** Contractor shall give this Agreement and the Services to be performed hereunder such priority as is necessary to cause the authorized Services to be timely and promptly performed in accordance with the time periods contemplated or expressly provided for in the Scope of Work and in future Work Orders. At any time during the term of this Agreement, Authority may request, and Contractor shall, within twenty (20) days of such request, submit for Authority’s approval a written schedule for the completion of the work which comprises the Project. Unless delayed by acts or the failure to act of Authority or other causes beyond the control of Contractor, and without extending any deadline established elsewhere in this Agreement, all Services shall be completed to the Authority’s reasonable satisfaction and all deliverables that are a part of the Project shall be delivered to the Authority no later than the dates identified in specific Work Orders.

3.1 **Deliverables.** Without in any way limiting the deliverables as described in the Scope of Work, Contractor shall provide the Authority with an electronic and up to five (5) hard copies of all final product documents and reports prepared by Contractor pursuant to this Agreement. In addition, all deliverables shall comply with such reasonable requirements as the Authority may establish from time to time, provided those requirements are communicated in writing to Contractor as part of specific Work Orders.

4. **Responsibility for Services.** The Authority shall not supervise the work of Contractor or instruct Contractor on how to perform the Services. Contractor shall be fully responsible for the professional quality, technical accuracy, timely completion, and coordination of the Services including all work and reports that are a part thereof, whether such work is performed directly by Contractor or by any subcontractor hired by Contractor and approved by Authority in accordance with paragraph 12 below. Without entitling Contractor to additional compensation and without limiting Authority’s remedies, Contractor shall promptly remedy and correct any errors, omissions, or other

deficiencies in the Services. Contractor warrants that all Services provided under this Agreement shall be performed with competence and in accordance with the standard of care of Contractor's profession prevailing in Colorado.

5. **Compensation.** Authority shall compensate Contractor in accordance with Contractor's hourly rates and reimbursable costs as set forth on **Exhibit B** (consisting of 1 page) as attached hereto and incorporated herein by this reference, which may be updated periodically with approval of the Authority.

(a) Compensation for Services will be billed monthly to the Authority at the rates identified in **Exhibit B**.

(b) The compensation to be paid Contractor under this Agreement is entire and complete and includes any and all reimbursable and other costs as set forth, and only as set forth, on **Exhibit B**. Contractor further represents and agrees that except as set forth on **Exhibit B** the reimbursable costs to Contractor together with any approved subcontractor costs are at Contractor's actual cost and do not include any additional mark-up whatsoever. It is understood and agreed that Contractor will contract with and pay directly any and all approved subcontractors retained by Contractor for any Services or portion thereof provided under this Agreement.

(c) **Rates and Employee Categories.** **Exhibit B** sets forth the projected man hours for the work, and the hourly rates and category of Contractor's employees that are expected to perform the work under this Agreement. Contractor agrees that all labor performed hereunder shall be performed for an hourly rate and by the category of employee identified on **Exhibit B**, except that if any work is performed by an employee whose hourly rate is less than the rate described on **Exhibit B**, Authority shall be charged the lesser rate. Further, should any employee's job category or classification change during the term of this Agreement, that change shall not, in any way, affect or modify the employee's billing rate under this Agreement unless the billing rate has been reduced as a result of such job reclassification, in which case the reduced billing rate shall be applied for purposes of the invoices submitted to the Authority.

6. **Method of Payment.** Contractor shall provide an invoice no later than the tenth (10<sup>th</sup>) day of each month for Services completed through the last day of the preceding month. Each invoice shall be submitted only for those Services actually performed during the period for which the invoice is submitted. Contractor shall submit with each invoice such supporting documentation as Authority may reasonably request. Each invoice submitted by Contractor shall constitute a representation to Authority that the Services are completed to the point as represented in the billing invoice. Unless Contractor does not properly perform the Services, invoices will be paid within thirty (30) to forty-five (45) days after receipt. Authority shall have the right to refuse to pay all or any portion of an invoice that is inconsistent with this Agreement. Authority may delay payment until it can verify the accuracy of an invoice, obtain releases or waivers

with respect to Services covered in the invoice, or resolve a dispute with Contractor regarding an invoice.

7. **Conflict of Interest.** Contractor agrees that it shall not accept any employment during the term of this Agreement that creates a potential conflict of interest or compromises the effectiveness of Contractor or otherwise interferes with the ability of Contractor to perform the Services required by this Agreement.

8. **Records and Audits.** Contractor shall at all times maintain a system of accounting records in accordance with its normal billing procedures, together with supporting documentation for all work, purchases, Services and billings under this Agreement. Contractor shall make available for audit and reproduction by Authority all records, in whatever form, related to the Services. Contractor shall provide such availability during the term of this Agreement and for two (2) years after final payment. Contractor shall refund to Authority any charges determined by Authority's audit to be inconsistent with this Agreement.

9. **Confidentiality of Information.** Except as required by law or as is necessary for the performance of the Services, Contractor shall retain in strictest confidence all information furnished by Authority and the results of any reports or studies conducted as a result of this Agreement, along with all supporting work papers and any other substantiating documents. Contractor shall not disclose such information to others without the prior written consent of Authority's representative. Notwithstanding the foregoing, Contractor shall have no confidentiality obligation with respect to information that: (i) becomes generally available to the public other than as a result of disclosure by Contractor or its agents or employees; (ii) was available to Contractor on a non-confidential basis prior to its disclosure by Authority; and (iii) becomes available to Contractor from a third party who is not, to the knowledge of Contractor, bound to retain such information in confidence.

10. **Ownership of Work Product and Documents.** All printed materials and electronic documents produced as a result of the Services performed under this Agreement shall be the sole property of Authority after payment to Contractor and may not be used, sold or disposed of in any manner without prior written consent of Authority's representative. All documents applicable to the work identified in the Scope of Work shall be delivered and turned over to Authority as and when such work is completed; provided, however, that under no circumstances shall any printed or electronic material, or other documents produced as a result of the Services performed under this Agreement be retained by Contractor from and after the date Contractor has been paid in full all monies due Contractor hereunder. Notwithstanding the foregoing, Contractor may retain a copy of all printed material, electronic or other documents prepared under this Agreement.

11. **Changes in Services.** The Authority shall have the right to order non-material additions, deletions, or changes in the Services at any time, so long as such changes are within the Scope of Work covered by this Agreement. Requests for material changes in the Services may be made by Authority's representative orally or in writing; provided, however, that oral requests shall be confirmed by a written request within ten (10) days after the oral request. If Authority directs Contractor to proceed with the material change, Contractor shall be paid for the change as agreed to by the Parties.

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13. **Independent Contractor.** In the performance of the Services, Contractor shall be, for all purposes, an independent contractor and not an employee or agent of Authority. Contractor and its employees and subcontractors shall in no way represent themselves to third parties as agents or employees of Authority.

14. **No Unemployment Insurance or Workers' Compensation Benefits.** Contractor agrees that it is not entitled to unemployment insurance or workers' compensation benefits as a result of performance of the Services for Authority. Contractor is required to provide workers' compensation and unemployment insurance benefits for its employees and/or subcontractors as required by law.

15. **Payment of Taxes.** Contractor is solely liable for any federal, state, and local income and withholding taxes, unemployment taxes, FICA taxes and workers' compensation payments and premiums applicable to the performance of the Services under this Agreement. Contractor shall indemnify Authority for any liability resulting from nonpayment of such taxes and sums.

16. **Insurance.** Neither Contractor nor any subcontractor, agent, or employee thereof, shall continue work on any Services until the following minimum insurance coverages have been obtained:

(a) **Workers' Compensation Insurance.** Contractor and each subcontractor, if any, shall carry workers' compensation insurance to cover liability under the laws of the State of Colorado in connection with the Services performed pursuant to this Agreement. Contractor and each subcontractor shall carry separate policies.

(b) **Commercial General Liability Insurance.** Contractor and each subcontractor, if any, shall carry commercial general liability insurance, which shall include blanket contractual liability coverage. Such insurance shall be in an amount \$2,000,000 per occurrence for bodily injury and property damage.

(c) **Automobile Liability Insurance.** Contractor and each subcontractor, if any, shall carry automobile liability insurance to include owned, non-owned and hired vehicles used in the performance of Services under this Agreement. Such insurance shall be in the amounts \$2,000,000 per occurrence for bodily injury and property damage.

(d) **Professional Liability Insurance.** Contractor and each subcontractor, if any, shall carry professional liability insurance in the amount of \$1,000,000 per claim and aggregate limit, unless an alternate amount is agreed to in writing by the Authority.

The required commercial general liability and automobile policies shall: (i) name the Authority as an additional insured for coverage only, with no premium payment obligation; (ii) provide a cross-liability/severability of interest clause only on the commercial and general liability policy; and (iii) provide that the coverage for the Authority will not be impaired by Contractor's or any subcontractor's failure to comply with any of the terms or conditions of the policy.

Contractor and each subcontractor, if any, shall provide certificates of insurance (and renewals thereof) identifying this Agreement and demonstrating that the required coverages have been obtained. Contractor shall not allow any subcontractor, agent, or employee to commence work until appropriate certificates of insurance have been obtained and approved by the Authority. The coverages specified in each certificate of insurance shall not be terminated, reduced, or modified without providing at least thirty (30) days prior written notice to the Authority.

17. **Compliance with Laws and Workers Without Authorization.** In performing this Agreement, Contractor shall comply with all applicable laws, rules and regulations, including but not limited to all federal, state and local laws.

18. **Communications.** It is understood by Authority and Contractor that successful progress under this Agreement requires frequent, concise, and documented communication between the Party's representatives. Authority hereby designates Dave

Lindsay, Secretary of the Board of Directors, as Authority's representative, who may give information to and receive information from Contractor. Authority may change its designated representative or add additional representatives from time to time.

Contractor hereby designates Matt Collins, as Contractor's representative who may give information to and receive information from Authority and may separately bind Contractor. Contractor may change its designated representative only with the prior written approval of Authority. Each designated representative shall have full authority to not only accept and receive information but also to accept notices, give approvals and to fully represent its respective Party for all purposes under this Agreement.

19. **Liability.** Contractor agrees to provide a defense and pay any damages and costs for any liability or claim of whatsoever kind or nature arising in any way out of this Agreement, to the extent caused by any negligent or wrongful act or omission of Contractor, or Contractor's officers, agents, or employees, or any of Contractor's Subcontractors, or their officers, agents or employees. This paragraph 19 shall survive termination of this Agreement.

20. **Acceptance Not a Waiver.** The Authority's approval of studies, drawings, designs, plans, specifications, reports, computer programs and other work or material shall not in any way relieve Contractor of responsibility for the technical accuracy of the Services. The Authority's approval or acceptance of, or payment for, any Services shall not be construed to operate as a waiver of any rights under this Agreement, or of any cause of action arising out of the performance of this Agreement.

21. **Termination or Suspension.** The Authority reserves the exclusive right to terminate or suspend all or a portion of the Services under this Agreement by giving fourteen (14) days written notice to Contractor. If any portion of the Services shall be terminated or suspended, the Authority shall pay Contractor equitably for all services properly performed and all materials purchased or manufactured specifically for this project pursuant to this Agreement. If the work is suspended and Contractor is not given an order to resume work within sixty (60) days from the effective date of the suspension, this Agreement will be considered terminated. Upon termination, Contractor shall immediately deliver to the Board any documents then in existence, that have been prepared by Contractor pursuant to this Agreement.

22. **Default.** Each and every term and condition of this Agreement shall be deemed to be a material element of this Agreement. In the event either Party shall fail or refuse to perform according to the material terms of this Agreement, such Party may be declared in default by the other Party by a written notice.

23. **Remedies.** In the event a Party has been declared in default, such defaulting Party shall be allowed a period of fifteen (15) days within which to correct or commence correcting the default. In the event that the default has not been corrected or



begun to be corrected, or the defaulting Party has ceased to pursue the correction with due diligence, the Party declaring default may elect to (i) terminate this Agreement and seek damages; (ii) treat the Agreement as continuing and require specific performance; or (iii) avail itself of any other remedy at law or in equity. In the event Contractor fails or neglects to perform the Services in accordance with this Agreement, the Authority may elect to correct such deficiencies and charge Contractor for the full cost of the corrections.

24. **Term.** Unless sooner terminated in accordance with the provisions of paragraph 21 above, this Agreement shall remain in effect until the Services are fully performed, at which time the Agreement shall terminate and be of no further force and effect, except as to those provisions which expressly survive termination, including but not limited to paragraphs 8, 9, 10, and 19.

25. **Force Majeure.** The Parties shall not be responsible for any failure or delay in the performance of any obligations under this Agreement caused by acts of God, flood, fire, war or public enemy or the failure of Authority to furnish timely information or to approve or disapprove Contractor's instruments of service within a reasonable period of time.

26. **Assignment.** Subject to the provisions of paragraph 12, this Agreement shall bind and inure to the benefit of the Parties and their respective successors and assigns. This Agreement is intended to benefit only the Parties and neither subcontractors nor suppliers of Contractor nor any other person or entity is intended by the Parties to be a third-party beneficiary of this Agreement.

27. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Colorado.

28. **Notice.** All notices required or given under this Agreement shall be in writing and shall be deemed effective: (i) when delivered personally to the other Party; or (ii) seven (7) days after being deposited in the United States mail, first-class postage prepaid, properly addressed as follows; or (iii) when sent by facsimile transmission and receipt is confirmed by return facsimile transmission.

If to Contractor:

Bob Dill, General Manager  
Automation & Electronics, Inc.  
610 W. Platte Road  
Casper, WY 82601

With a copy to:

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If to Authority:

Dave Lindsay, Secretary  
St. Vrain Water Authority  
9950 Park Avenue  
Firestone, Colorado 80504

And a copy to:

Timothy J. Flynn  
Collin Cole Flynn Winn Ulmer, PLLC  
165 South Union Boulevard, Suite 785  
Lakewood, Colorado 80228

Or such other persons or addresses as the Parties may designate in writing.

29. **Governmental Immunity.** The Parties understand and agree that the Authority is relying upon, and has not waived, the monetary limitations of \$424,000 per person, \$1,195,000 per occurrence, and all other rights, immunities and protections provided by the Colorado Governmental Immunity Act § 24-10-101 *et seq.*, C.R.S., as it may be amended from time to time.

30. **Entire Agreement.** This Agreement constitutes the entire agreement between the Authority and Contractor and replaces all prior written or oral agreements and understandings. It may be altered, amended, or repealed only by a duly executed written instrument.

31. **Effective Date.** This Agreement shall be effective as of the date and year set forth above.

**AUTHORITY:**

**ST. VRAIN WATER AUTHORITY**, a political subdivision of the State of Colorado

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

This Agreement is accepted by:

**CONTRACTOR:**

Automation & Electronics, Inc., a Wyoming corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By execution, signer certifies that he/she is authorized to accept and bind Contractor to the terms of this Agreement.

## **EXHIBIT A**

### **SCOPE OF WORK**

The Agreement is intended for on-call services and support of operating controls systems and associated programming for an existing Brine Disposal Injection Pump Station.

The Authority anticipates that it will require modification of existing programming, programming for new controls functions logging or reporting needed by the operators, and integration of new measuring and/or metering equipment.

Authority will work with Contractor on specific tasks to develop an agreed to scope of services for which Contractor will provide Authority a written proposal for the cost of performing such services. Once agreed to, Authority will issue approval to proceed with the work in the form of a Work Order (WO). Contractor will invoice for said approved WO services pursuant to Section 5 of the Agreement and will reference the WO number in the invoice.

More general services may be requested by Authority for which a WO is not needed or practical. This will generally be consultation or assistance requested by operators for smaller issues that they encounter. Contractor will also bill for those support services pursuant to Section 5 of the Agreement.

**EXHIBIT B**

**CONTRACTOR'S RATE SCHEDULE**

**(see attached 1 page)**



**Automation  
Electronics**

**TECHNICAL LABOR RATE SCHEDULE**

**ST. VRAIN WATER AUTHORITY (through 12/31/2024)**

**PLC PROGRAMMER / FIELD TECHNICIAN**

Regular Working Hours _____	\$ 144.00 / hour
All Other Hours Except Holidays and Sundays _____	\$ 216.00 / hour
Holidays and Sundays _____	\$ 288.00 / hour

**BENCH / TEST TECHNICIAN**

Regular Working Hours _____	\$ 132.00 / hour
All Other Hours Except Holidays and Sundays _____	\$ 198.00 / hour
Holidays and Sundays _____	\$ 264.00 / hour

**ELECTRICAL ENGINEER**

Regular Working Hours _____	\$ 158.00 / hour
All Other Hours Except Holidays and Sundays _____	\$ 237.00 / hour
Holidays and Sundays _____	\$ 316.00 / hour

**PROJECT MANAGER**

Regular Working Hours _____	\$ 122.00 / hour
All Other Hours Except Holidays and Sundays _____	\$ 183.00 / hour
Holidays and Sundays _____	\$ 244.00 / hour

**DRAFTING**

Regular Working Hours _____	\$ 60.00 / hour
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**SUBSISTENCE (UNLESS OTHERWISE NEGOTIATED)**

Regular Working Hours _____	\$ Negotiated on a per job basis
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**LODGING** \_\_\_\_\_

\$ Negotiated on a per job basis

**MATERIAL, SUBCONTRACTORS, NON-OWNED EQUIPMENT MARK-UP** \_\_\_\_\_

25%

**TRAVEL TIME**

Regular Working Hours _____	\$ At above rates
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**MILEAGE CHARGE**

Truck / SUV with tools _____	\$ 23.00 / hour
Additional Cost per Mile _____	\$ 1.00 / mile

**NOTES:**

- **ABOVE RATES ARE EFFECTIVE THROUGH DECEMBER 31, 2024 – PLEASE REQUEST 2025 RATE SHEET AFTER THAT DATE**
- **ADD 10% FOR SHIFT WORK**
- **SPECIAL TOOLS WILL BE QUOTED AS NEEDED**
- **REGULAR WORK HOURS ARE FROM 8:00AM to 5:00PM – MONDAY THROUGH FRIDAY (or as agreed to by both parties at the time of the work assignment)**
- **LABOR AND TRAVEL RATES ARE BASED ON STARTING OR ENDING EACH DAY AT THE CASPER SHOP (UNLESS OTHERWISE NEGOTIATED)**

*Technical Labor Rates – 11/30/2024*