



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

May 5, 2021
7:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Final Presentation of the Utility Capital, Maintenance and Rate Study

7:00 PM - Regular Meeting

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment** *(maximum time permitted for Public Comment is 3 minutes per person)
 - 3.a. Instructions to Participate / Citizen Comments - for items not listed as public hearings on the agenda
4. **Consent Agenda**
 - 4.a. Consider Liquor License Renewal for Ruedi Creek Enterprises, Inc dba Sammy's
 - 4.b. Consider Modification of Premises for Ruedi Creek Enterprises, Inc dba Sammy's
 - 4.c. Consider Proclamation Recognizing Municipal Clerks Week
5. **Action, if any, on Workshop Items**
6. **Presentation**
 - 6.a. Present Proclamation Recognizing Municipal Clerks Week
 - 6.b. Receive an Update on Downtown Project
7. **Regular Agenda**

- 7.a. Consider Appointing Adam Whitt and Cheryll Anderson to the Downtown Development Authority (DDA) Board
- 7.b. Consider Garfield County Request for Proposal for Senior Meal Services
- 7.c. Consider Paradise Island Purchase

8. Administrative Reports

- 8.a. Report to City Manager

9. Comments from Mayor and Council

10. Executive Session

- 10.a. Executive Session for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees (City Manager Review).

11. Adjournment



Agenda Item #a.

Agenda Item Name:

Final Presentation of the Utility Capital, Maintenance and Rate Study

Presenter:

Craig Spaulding, Civil Engineer

Item Description:

Present first draft of Utility Capital, Maintenance and Rate Study for comments.

Recommended Action:

No regular agenda action. Comments will be requested at the workshop to be incorporated in the final Utility Capital, Maintenance and Rate Study.

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

The City of Rifle is currently undergoing a Utility Maintenance, Capital, and Rate Study.

The purpose of the study is to provide capital improvement and maintenance planning for wastewater and water. Using that plan the current and proposed rates and rate structures will be evaluated. The rate structures must support a maintenance strategy that improves city infrastructure while remaining sustainable and fair for consumers.

Executive Summary:

This workshop will provide a draft report and summary to be reviewed by council for comments.

Notification Requirements:

Prepared By:

Craig Spaulding, Civil Engineer

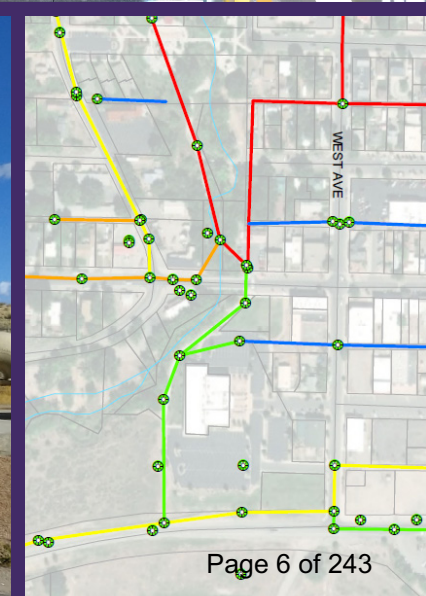
Attachments:

1. Rifle Utility Master Plan - 04-28-21
2. Financial Plan Tech Memo 04-27-21

Rifle, Colorado Utility Maintenance, Capital, and Rate Study

April 2021

Prepared for:



UTILITY MAINTENANCE, CAPITAL, AND RATE STUDY

FOR THE

CITY OF RIFLE

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JVA Project No. 1114e

APRIL 2021

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APPENDIX C – ASSET MANAGEMENT RESULTS AND ADDITIONAL INFORMATION

APPENDIX D – CAPITAL IMPROVEMENT PLAN SUMMARY AND OPINION OF PROBABLE COSTS

LIST OF ACRONYMS

AC	asbestos cement
ADF	average daily flow
AF	acre-feet
BOD ₅	five-day biological oxygen demand
CCTV	closed-circuit television
CDPHE	Colorado Department of Public Health and Environment
CIP	Capital Improvement Plan
DIP	ductile iron pipe
DMR	Discharge Monitoring Report
DOLA	Department of Local Affairs
DWRF	Drinking Water Revolving Fund
EFM	enhanced flux maintenance
EIAF	Energy and Mineral Impact Assistance Fund
EQR	equivalent residential unit
FM	flux maintenance
GAC	granular activated carbon
GIS	Geographic Information System
gpcd	gallons per capita per day
gpd	gallons per day
gpm	gallons per minute
HDPE	high density polyethylene
HP	horsepower
I/I	inflow and infiltration

lb/hr	pounds per hour
MCL	maximum concentration limit
MG	million gallons
MGD	million gallons per day
mg/L	milligrams per liter
MMADF	maximum month average daily flow
NOM	natural organic matter
NPDES	National Pollutant Discharge Elimination System
OPC	opinion of probable cost
PEL	Preliminary Effluent Limits
PER	Preliminary Engineering Report
PHF	peak hour flow
ppd	pounds per day
PRV	pressure reducing valve
psi	pounds per square inch
PVC	polyvinyl chloride
RAS	return activated sludge
RAW	Record of Approved Waterworks
RO	reverse osmosis
SRF	State Revolving Fund
TDS	total dissolved solids
TIN	total inorganic nitrogen
TMP	transmembrane pressure
TP	total phosphorus
TSS	total suspended solids

UV	ultraviolet
VCP	vittrified clay pipe
WAS	waste activated sludge
WEP	2019 Water Efficiency Plan
WQCD	Water Quality Control Division
WQCC	Water Quality Control Commission
WPCRF	Water Pollution Control Revolving Fund
WPF	Water Purification Facility
WWRF	Wastewater Reclamation Facility

EXECUTIVE SUMMARY

INTRODUCTION

The purpose of the City of Rifle (City) Utility Maintenance, Capital, and Rate Study (Utility Study) is to develop a comprehensive planning document providing guidance for the City's water and wastewater system to reliably serve the existing and future service area. The Utility Study should be viewed as a dynamic working document, reviewed annually, and updated as conditions in the City's service area change. This report is an update to the 2006 water and wastewater master plans with a focus on annual maintenance and proactive rehabilitation and replacement.

The capital improvement plan (CIP) will assist the City in prioritizing projects and developing annual budgets. Recommendations identified in this Utility Study should be considered as conceptual only. Additional details and potential alternatives should be further investigated and analyzed in the preliminary design engineering phase of each project. This report includes planning and water demands, raw water source and delivery, raw water quality, drinking water treatment, potable water distribution and storage, pumping and pressure reducing valve stations, as well as evaluations and projections of wastewater flows and loading, population projections, and an evaluation of the collection system and wastewater treatment facility. It also includes a capital improvements plan, options for project financing, and a rate study.

There are limited system capacity expansions expected over the next 20 years since sufficient treatment capacity is available. Therefore, the City will be able to apply resources to repair and replace aging infrastructure and maintain high quality water and wastewater service.

PLANNING CONDITIONS

The City provides drinking water, as well as centralized sewage collection and treatment, to residential and commercial customers located within the City's service area. The service area consists of developed and undeveloped properties within Garfield County, Colorado. The water system currently serves an estimated population of 9,483 people. The City's service area now stands at 5.6 square miles. Population, water demand projections, and sewage flow projections are based on information from the City, Department of Local Affairs, and American Community Survey data. Based on billing data provided by the City, the City currently serves 4,028 residential equivalent residential units (EQRs) and 712 non-residential EQRs. Based on information provided in the Comprehensive Plan, a 3.0 percent annual average increase in the number of EQRs was used to determine future water demands and wastewater loading.

The planning period for this Utility Study is 20 years. The population growth rate and development rate for the City have not been historically steady, but growth is expected to continue in the future.

A discussion of what constitutes full buildout is presented in more detail in Section 2. The improvement recommendations in this Utility Study are based on projected water treatment demand increases necessary to serve the developments committed by the City, projected wastewater flows and loading, future regulations, and aging wastewater infrastructure.

The boom-and-bust cycles typical for the City makes the rate of development in the area more difficult to predict. Therefore, the infrastructure recommendations and 10-year CIP are based on commitments to provide water and wastewater services to existing development within the City, and an estimate for water and wastewater system improvements needed to serve Tier 1 developments in accordance with the Comp Plan.

Residential water consumption accounts for approximately 68 percent of the overall water usage in Rifle. Commercial customers use 24 percent and nearly 8 percent of water is used for irrigation. Based on the 2018 through 2020 WPF production data, the annual average production rate is 328 gallons per day (gpd) per EQR. Peak day water production, which occurred in June 2020, was 3.8 MGD, which equates to 806 gpd/EQR. Peak day water production rates can be used to determine water storage needs, while maximum month average day water production rates are used to determine WPF treatment capacity needs.

The Colorado Department of Public Health and Environment (CDPHE) requires planning and design for a plant capacity expansion begin when the maximum month average daily flow (MMADF) reaches 80 percent of the plant's rated capacity. The planning limit of 80 percent of the rated hydraulic capacity is 1.6 MGD, and is projected to be reached by 2034, assuming a 3.0 percent annual growth rate and no change in the wastewater generation per EQR. The planning limit for BOD₅ loading is 4,337 pounds per day (ppd), while the average daily loading was only 1,773 ppd BOD₅. At the current per capita loading rates, the WWRF is projected to reach the planning threshold for loading in 2034.

WATER SYSTEMS

The City's primary water source is the Colorado River. Raw water from the Colorado River is diverted into a storage/settling pond that was converted from a gravel pit. From the settling pond, vertical turbine pumps at the raw water pump station pump the water to transport through a 24-inch pipe for treatment at the Water Purification Facility (WPF).

The Colorado River is the only approved water source for the WPF at this time. The new WPF meets all the requirements of the Primary Drinking Water Regulations. The City's main concern is the secondary water quality (taste and odor). The Colorado River has high concentrations of total dissolved solids (TDS) and natural organic matter (NOM) that affect the taste and smell of the water. A formal evaluation will be needed to confirm that the Colorado River within the City has the assimilative capacity to receive the RO concentrate from the proposed RO and GAC facility. This evaluation would then need to be presented to CDPHE for approval as part of the application process for a discharge permit. The evaluation would require two primary components: additional finished water sampling of the WPF and an investigation into the feasibility that the RO concentrate could meet the instream standards of the Colorado River.

Water is collected from the Colorado River via a concrete intake structure on the riverbank. There are currently two intake options to collect raw water from the Colorado River to feed the raw water pump station. There is no backup power source for the raw water pump station and there are no redundant pump stations to convey raw water to the treatment plant, so if the pump station were to lose power, water production would be halted until power is restored.

The WPF was completed in the spring of 2017 and replaced the Graham Mesa Water Treatment Plant. The primary treatment processes at the WPF are sedimentation, microfiltration, and disinfection. The overall approved capacity of the new plant is 6.0 MGD but the majority of the processes are rated at 8.0 MGD. As the WPF is approximately four years old at the time of this report, most of the equipment is in good condition. The microfiltration membranes have a nominal life span of 10 years, and so far, none have had to be replaced.

There are several operational features or challenges that were communicated by the operators. There has been some inconsistency between the flow rates as indicated on the peristaltic sodium hypochlorite pumps and what was determined from chlorine residual calculations. The operators are also dissatisfied with the frequency with which the pH sensors need to be replaced. There are occasional, enigmatic turbidity spikes in the effluent. Other potential projects are to replace the control valves on the discharge lines and replace the sand floor with concrete in the drying basins.

The City's water distribution system is comprised of raw water collection, treatment, distribution, booster pump stations, and potable water storage tanks. The water distribution system is comprised of approximately 417,400 lineal feet of active potable water mains with diameters ranging from 4 inches to 24 inches. The City has a total of six potable water storage tanks, eleven pressure reducing valves (PRVs), and three booster pump stations within the water system, which is separated into six pressure zones.

The City has identified redundancy and increased capacity needed from the WPF and the 5MG Storage Tank Complex. At the south end of the City Pressure Zone, redundancy is needed for the pipeline to the Beaver Creek Tank.

WASTEWATER SYSTEMS

The City's sanitary sewer collection system is comprised of north and south gravity collection and a south lift station and force main. There is a total of approximately 292,800 lineal feet of active sewer pipe within the collection system with pipe sizes ranging from 4 inches to 30 inches. The collection system on the north side of the Colorado River generally drains north to south before draining west to the WWRF. The collection system on the south side of the Colorado River generally drains west to the only lift station in the system. Flows are pumped to an interceptor main near the WWRF. The WWRF discharges into the Colorado River.

The WWRF was constructed to replace the old North Wastewater Treatment Plant and South Wastewater Treatment Plant. The new WWRF was brought online in 2009. The WWRF was designed for a peak flow of 5.0 MGD. It has a hydraulic capacity of 2 MGD MMADF with the potential for expansion up to 4 MGD.

The WWRF is designed for an average flow capacity of 2.0 MGD and a peak hourly flow capacity of 5.0 MGD. Currently, the monthly average influent flow to the WWRF is below 1.0 MGD. Influent data shows that while there are some small peaks in influent flow to the WWRF during the summer months, wastewater flow throughout the year is fairly steady.

The WWRF is 12 years old and is largely operating well. Solids handling is the staff's main concern, and it is anticipated that this issue will be resolved with the addition of the new screw press, which is currently under design. Ongoing maintenance needs include re-lining concrete tanks and channels. The control board in the headworks building is starting to fail and technical support is no longer covered by manufacturer. The interchange tanks are currently operated as digesters, which is not what those tanks were designed to do. During the winter, the WWRF experiences bulking and foaming issues in the interchange tanks, digesters, and, to a lesser extent, the oxidation ditches. The programmable logic controller (PLC) system for the UV disinfection units is not currently working. Staff also has trouble finding replacement ballasts for the UV system.

The WWRF enrolled in the Voluntary Incentive Program in 2018. The WWRF has not historically met the Regulation 85 TP limit of 1 mg/L. However, it has consistently met the TIN limit of 15 mg/L. Under Policy 17-1, the Rifle WWRF could extend its Regulation 31 compliance schedule up to 1 year for every year it achieves an annual median TIN concentration less than 7 mg/L, as it did in 2019. For years in which the TIN annual median is above 7 mg/L but below 15 mg/L, the WWRF will earn relatively less additional compliance time based on a sliding scale to a maximum of one year.

The renewed NPDES discharge permit issued by CDPHE that took effect in April 2015 identified that the WWRF effluent TDS had exceeded the Colorado River Salinity Standards. The City submitted a report to the CDPHE Water Quality Control Division (WQCD) on August 31, 2015. CDPHE has not granted the City a TDS waiver but did administratively extend the permit in 2019, which requires only quarterly reporting of effluent TDS concentrations.

GIS MAPPING AND ASSET MANAGEMENT

The ESRI GIS mapping system offers the ability to visually depict and communicate data as it is spatially located. The City has an extensive GIS database that includes the water distribution and sewer collection systems. The database includes water pipes and structures and sanitary pipes and structures with attribute data consisting of installation date, size, material type, and status. Other data such as waterline break locations, identified defects based on closed-circuit television (CCTV) analysis, inflow and infiltration reports, bottleneck locations, high groundwater locations, and background data from Garfield County and the State were used in the creation of the asset management priority grading. The use of GIS allows for organizing, mapping, and selecting features within the shapefiles to populate the condition and criticality grades and create a prioritization of the pipe segments.

Prioritization of the City's distribution and collection system pipes was used to create a proactive evaluation program that uses a calculated priority grade to determine timing on when inspection and ultimately rehabilitation or replacement should occur. The final priority grades distinguish the pipe segments on a scale from 1 to 5 with 5 being the highest priority. The priority grades are

determined based on a matrix using condition and criticality grading factors. Overall, the priority grades will allow the City to have a better understanding of where within their system they should focus inspections and more in-depth evaluations. The prioritization grading will provide improved estimates of service life. The program should reduce the frequency of emergency repairs, extended service disruptions, restoration costs due to environmental and property damage, and premature pipe replacement or rehabilitation.

The next step for the City is to start a CCTV inspection program for the sanitary sewer system based on the priority grades. Since there are future street improvement projects that have been outlined for the next 5 years, it is imperative to inspect and determine which pipes the collection and distribution system are required to be rehabilitated or replaced within the areas of the street improvement projects.

Inspection of the water distribution system is more difficult. External infrared or sonic sensors and internal traveling sensors may provide condition information, but it can be expensive. It is recommended that the pipes with a grade of 5 based on the material should be placed on the schedule to be replaced rather than investigated.

MAINTENANCE AND CAPITAL IMPROVEMENTS PLAN

The City of Rifle has completed significant capacity expansions for both the water and wastewater treatment facilities recently enough that no future treatment expansions are anticipated until 2039 or later. With no capacity related projects required, the City's focus is on utility maintenance projects and improvements for operations. This is reflected in Section 5, which discusses the recommended capital improvement plan and additional annual Operation & Maintenance budget items.

Before preparation of the Utility Study, the City had two significant capital projects identified for 2020 through 2023; the water utility Reverse Osmosis/Granular Activated Carbon Facility (RO/GAC) project and the wastewater utility Salinity Removal/Mitigation Solution project for an estimated cost of \$80M combined. These two projects are no longer included in the CIP as near-term projects due to the uncertainty of the timing of regulatory requirements, limited water quality information available, and to avoid unintended negative impacts of changing the drinking water characteristics. Removing these two projects from the CIP significantly reduced the capital improvement projects total for 2021-2030. While these projects are no longer anticipated within the next ten years, salinity removal will likely be required and should be planned for within the next twenty years.

FUNDING OPTIONS

The capital improvement projects associated with City growth and development will have a larger impact on City funding over the next 10 years. A preliminary summary of financial options for State and Federal grants and loans has been provided in Section 6. The City has other capital funding mechanisms including plant investment fees (connection fees) and user charges.

UTILITY RATE STUDY

(Final Draft to incorporate the Raftelis Utility Rate Study Info)

SECTION 1 – INTRODUCTION

BACKGROUND

The City of Rifle (City) is located in western Colorado in Garfield County along the Colorado River and Interstate Highway 70, 62 miles northeast of Grand Junction. The City currently provides water and wastewater services for a population of approximately 9,483 full-time residents and serves residential, commercial, and institutional (e.g., schools) customers, as well as irrigation water for open spaces and public parks.

In 2006 the City completed a Water Master Plan and a Wastewater Master Plan to evaluate the City's ability to provide water and sewer service in the short- and long-term. Each master plan recommended significant capital improvements and treatment facility expansions to meet a growing service area and population. Several of the large capital projects have now been completed and in 2019 the Planning and Development Department completed an update to the Comprehensive Plan. With a history of boom-and-bust growth cycles, the City's vision, as described in the *2019 Comprehensive Plan* (Comp Plan), is to focus on infill development projects in order to limit large utility projects necessary to serve areas further away from existing infrastructure.

This Utility Maintenance, Capital, and Rate Study (Utility Study) is an update to the 2006 water and wastewater master plans with a focus on annual maintenance and proactive rehabilitation and replacement. There are limited system capacity expansions expected over the next 20 years since sufficient treatment capacity is available. Therefore, the City will be able to apply resources to repair and replace aging infrastructure and maintain high quality water and wastewater service.

PROJECT PURPOSE AND GOALS

The primary components of a utility master plan include conducting a capacity analysis based on current growth projections and establishing a Capital Improvement Plan (CIP) for short- and long-term projects. The growth projections and CIP are critical for setting utility rates as the growth projections determine expected revenue from utility billing and the CIP will, in part, establish the revenue requirement. The primary goals of this Utility Study are to:

- provide capital improvement and maintenance planning for wastewater and water services; and
- recommend a rate structure that supports a maintenance strategy that improves City infrastructure while remaining sustainable and fair for consumers.

The utility rates and rate design may be revised to improve equitability and sustainability. The rates may also be adjusted to improve the ease of understanding and ability to administer. With recent large treatment expansion projects, another objective for updating utility rates is to evaluate current debt and reserve funding.

A significant component of this Utility Study is the incorporation of assets into the existing Geographic Information System (GIS). This process allows the City to establish a prioritization system for distribution and collection system projects.

EXISTING REPORTS

Existing reports and documentation were reviewed for this Utility Study. Information in these documents was used to develop planning conditions for assessments of current capacity and future growth.

These include the following documents:

- 2020 Utility Capital Improvements Plans
- 2019 Comprehensive Plan
- 2006 Water Master Plan
- 2006 Wastewater Master Plan
- Water Efficiency Plan
- Water Treatment RO and GAC Study
- Record drawings
- GIS database and mapping
- Permitting documentation
- Operations data
- Operator questionnaires

UTILITY RATE STUDY

(To be completed by Raftelis)

SECTION 2 – PLANNING CONDITIONS

SERVICE AND PLANNING AREA

Rifle was established in 1882 and later incorporated as a town in 1905. Rifle's service area currently consists of 5.6 square miles of incorporated zones. The majority of the City's service area is generally bordered by Interstate 70 and the Colorado River to the south and State Highway 13 to the northwest.

The City currently provides water and wastewater services for a population of approximately 9,483 full-time residents and serves residential, commercial, industrial, and institutional customers and bulk water haulers. It also provides irrigation water for open spaces and public parks.

PLANNING PERIOD

The planning period for this Utility Study is 20 years. The population growth rate and development rate for the City have not been historically steady, but growth is expected to continue in the future.

A discussion of what constitutes full buildout is presented in more detail in the following section regarding future development. The improvement recommendations in this Utility Study are based on projected water treatment demand increases necessary to serve the developments committed by the City, projected wastewater flows and loading, future regulations, and aging wastewater infrastructure.

EXISTING AND FUTURE DEVELOPMENT

The existing population and growth rates used in this Utility Study correspond to the City's Planning and Development Department's Comp Plan. The Comp Plan used equivalent residential units (EQRs) and a Tiered Growth System to forecast the City's development over the next 20 years. The Comp Plan identified three tiers for development: Tier 1, Tier 2, and Tier 3. Tier 1 areas are defined as the priority growth areas that are expected to be built out without the next 20 years and are preferred for near-term development. The neighborhoods currently included in Tier 1, along with the expected number of EQRs, is shown in Table 1. Tier 2 areas are defined as the secondary growth areas that represent properties that will require major infrastructure improvements to be developed and are not expected to be developed within the next 20 years unless the infrastructure issues are resolved by the developer. Tier 3 areas are defined as the rural preservation reserve areas that represent a tertiary ring of land around the City and is not currently annexed. Any development in Tier 3 areas will be low density clustered growth and outside of the planning horizon. The Comp Plan projections are used to estimate future water demands and wastewater loading.

Table 1 – Tier 1 Buildout Summary

Tier 1 Neighborhood	Buildout EQRs
Shetland Acres	37
Queens Crown	30
Kings Crown	70
Animal Shelter	144
Creekside	13
Park Avenue	6
Trapper Hollow	81
Scalzo Ranch	28
Rifle Heights	88
Two Creeks	177
Promontory	49
Vetter	3
The Farm	376
Rifle Creekside	58
Tier 1 Total	1,160
Total Existing EQRs	4,751

HISTORICAL TRENDS

The following sections discuss historical trends for population growth, historical potable water production and demand for the Water Purification Facility (WPF), and influent wastewater flow and organic loading to the Wastewater Reclamation Facility (WWRF). The historical data is used as the basis for future projections.

POPULATION

Historical and current population trends were obtained from the Colorado Department of Local Affairs (DOLA) and the American Community Survey, which has collected data annually since 2010. Population projections were developed using information from the Comp Plan. The Comp Plan projected an average annual population growth rate of 3.0 percent. The City's current population is 9,483 people with 4,751 EQRs for water customers and 4,396 EQRs for wastewater customers. Water customer EQRs consist of residential, commercial, trucking, institutional, industrial, irrigation, and standby users. Wastewater customers largely consist of residential, commercial, and standby customers. There are fewer wastewater customers than water customers due to the non-overlapping user categories such as irrigation, trucking, and standby.

Using a 3.0 percent annual growth rate, the projected population in 2040 is 17,641 with 8,838 water EQRs and 8,178 wastewater EQRs. Based on the Comp Plan, buildout for the City will occur beyond this Utility Study's planning horizon of 2040.

HISTORICAL WATER CONSUMPTION AND PRODUCTION

The City provided annual billing data for the 2019 billing year. Based on this billing data, the City currently serves 4,028 residential EQRs and 712 non-residential EQRs. Residential water consumption accounts for approximately 68 percent of the overall water usage in Rifle. Commercial customers use 24 percent and nearly 8 percent of water is used for irrigation. Table 2 summarizes the residential and non-residential water consumption based on available billing data from 2019.

Table 2 – Summary of 2019 Water Billing Data

Water User	EQRs	2019 Water Consumption (MG)	Percent of Total Use
Residential	4,028	310	67.4%
Commercial	542	111	24.2%
Trucking	1	1.53	0.3%
Irrigation	98	36.4	7.9%
Standby	71	0.39	0.1%
Total	4,740	461	100%

In addition to the 2019 billing data, the City provided water production data from the WPF from 2017 through 2020. A summary of the historical water production is provided in Table 3. Using the EQR information from the 2019 billing data, the historical water production data was used to determine the water production rate per EQR.

Table 3 – Historic Water Production Summary

Year	Water Production (gallons/EQR/day)											
	Summer					Winter						
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
2017	445	659	581	515	464	231	183	182	-	-	-	-
2018	452	612	640	557	493	229	173	155	180	185	183	240
2019	280	439	513	539	445	249	203	177	159	161	165	193
2020	463	547	571	593	416	272	-	-	151	172	159	197
Monthly Average	398	533	575	563	451	245	186	171	163	173	169	210
Seasonal Average	510					191						
Yearly Average	328 ¹											
Maximum Month Average Day	593 ¹											
Peak Day	806.1 ¹											
¹ Data based on information from 2018 through 2020, excludes 2017												

Based on the water production data from May 2017 to October 2020, peak day water production was higher in 2017 than other years. This is likely because the WPF was going through an equipment startup process and testing the peak hydraulic capacity of the new WPF processes. For this reason, the 2017 data has been excluded from reported average and peak day values that

are presented in Table 3. Based on the 2018 through 2020 WPF production data, the annual average production rate is 328 gallons per day (gpd) per EQR. The maximum month average day production, which represents the average daily water production during the month with the highest total water production rate, occurred in August 2020 with an average plant production of 2.9 million gallons per day (MGD), or 593 gpd/EQR. Peak day water production, which occurred in June 2020, was 3.8 MGD, which equates to 806 gpd/EQR. Peak day water production rates can be used to determine water storage needs, while maximum month average day water production rates are used to determine WPF treatment capacity needs. Historical water production is shown in Figure 1.

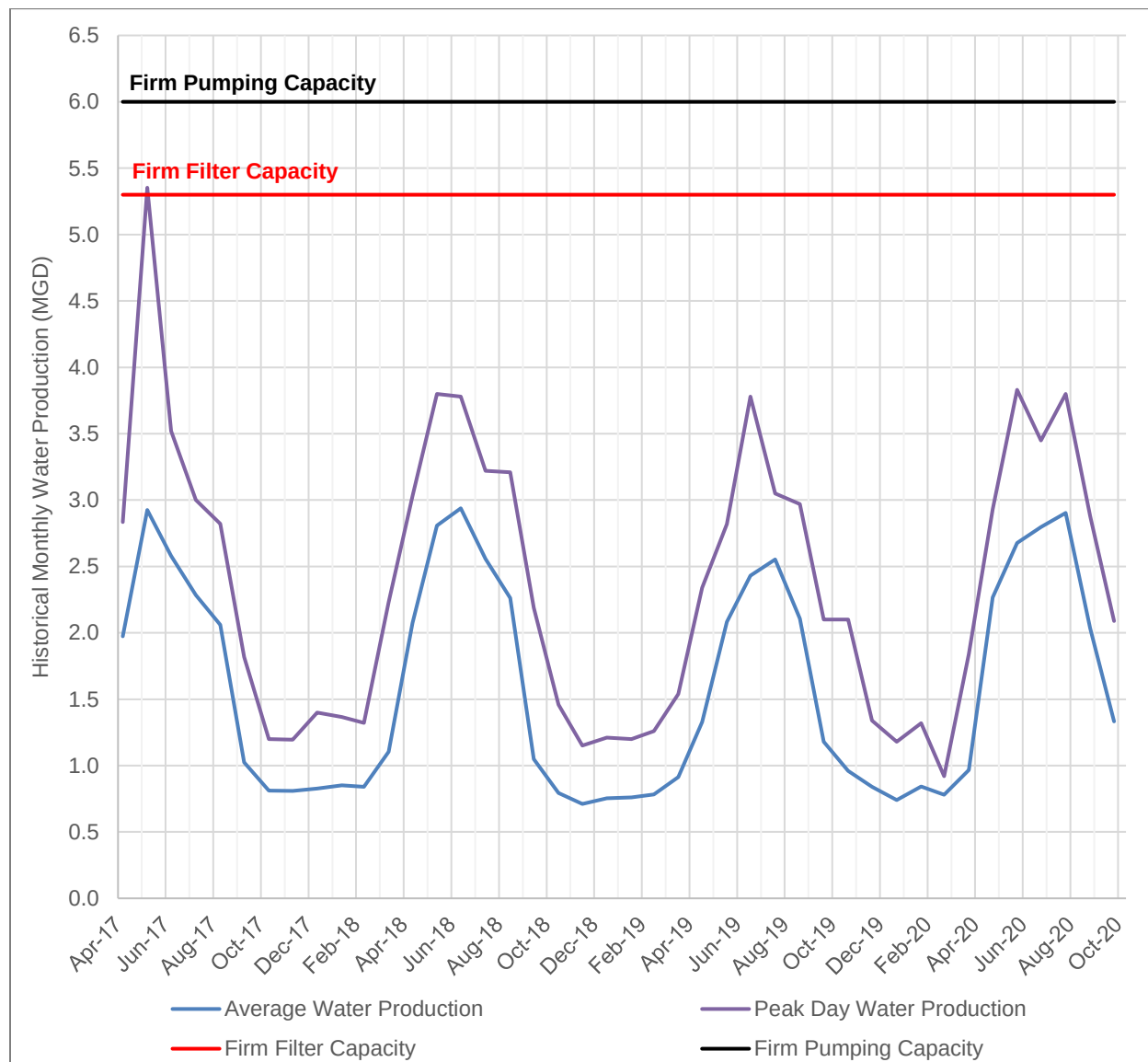


Figure 1. Historical Water Production Rates

The 2019 WPF production data was compared to the City's water billing data to calculate unaccounted for water within the distribution system. The production exceeds the billing data for 2019 by 9.5 percent. A summary of the unaccounted for water is provided in Table 4. The

unaccounted for water may be a result of meter reading inaccuracies, meter calibration error, unaccounted for water, and/or losses within the distribution system. Losses less than 10 percent (historically accepted standard losses per American Water Works Association standards) are considered acceptable for a distribution system and standard deviation in meter accuracies. The calculated percent difference of 9.5 percent is considered to generally be within industry standards; however, additional annual billing data is required to perform a more thorough analysis of water loss in the system.

Table 4 – Water Production and Consumption Comparison

Parameter	2019 Water Production and Consumption (gal/yr)
Total Consumption (Customer Meters)	460,720,436
Total Production (WPF Meter)	509,100,000
Percent Difference	9.5%

HISTORICAL WASTEWATER FLOW AND LOADING

Historical wastewater flow and loading were analyzed to project future wastewater flows and loading and determine current and future WWRF capacity. Wastewater flow and loading projections are used to help determine CIP projects for processes limited by the capacity of the system.

HISTORICAL WASTEWATER FLOW

To determine historical wastewater flow and loading to the WWRF, the City provided influent flow data from October 2017 through September 2020. Influent flow rates are monitored continuously and reported as daily values seven days a week. The monthly average influent flows for this period are shown in Figure 2. The data shows that while there are some small peaks during summer months, wastewater flow to the WWRF is fairly steady.

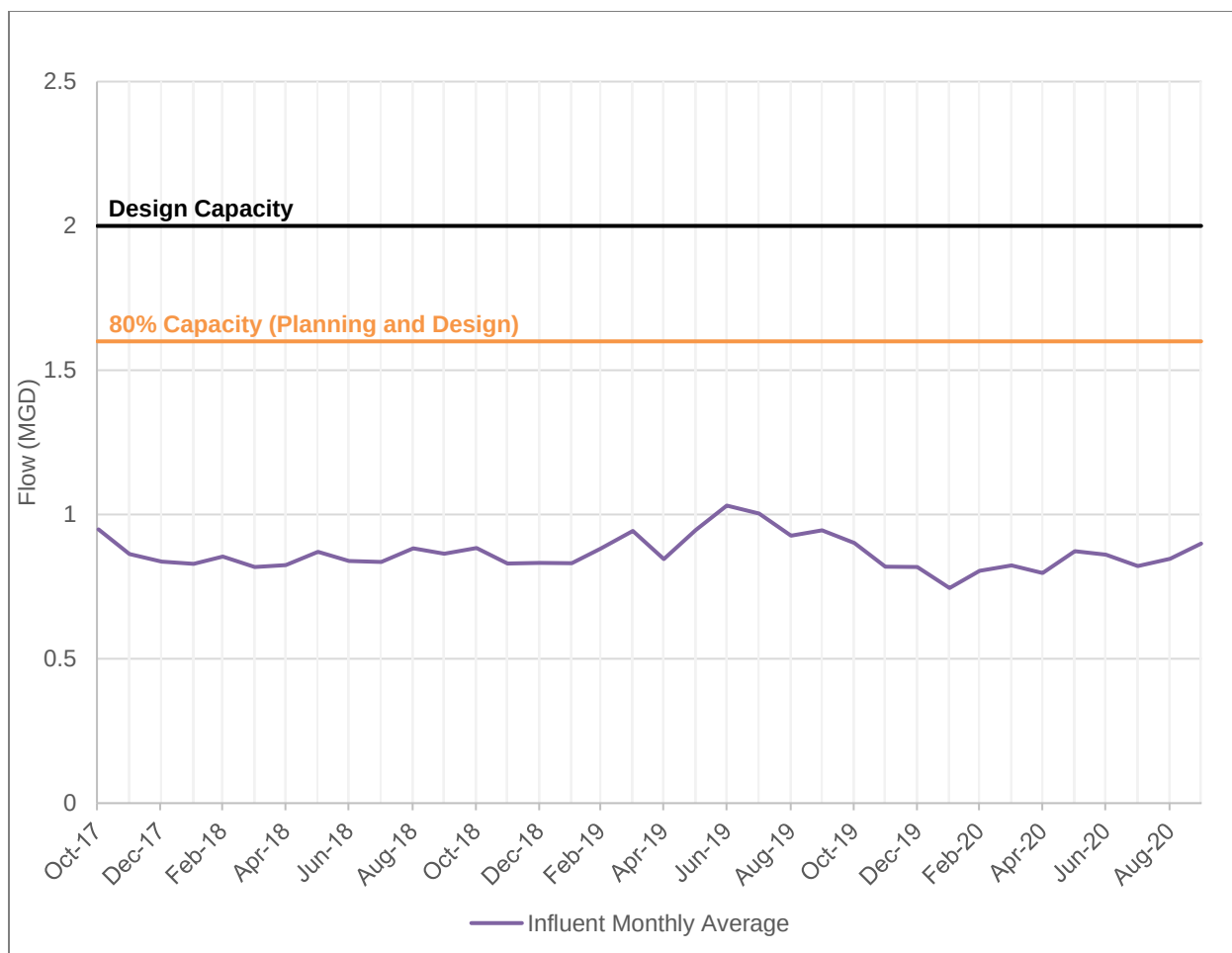


Figure 2. Historical Influent Wastewater Flow

Along with the historical flow data, the current design capacity of the WWRF and the planning limits are also shown on Figure 2. The Colorado Department of Public Health and Environment (CDPHE) requires planning and design for a plant capacity expansion begin when the maximum month average daily flow (MMADF) reaches 80 percent of the plant's rated capacity, and construction of the upgrades must begin by the time the MMADF has reached 95 percent of the plant's capacity. The MMADF data is used for projections in the following sections. The MMADF is a more conservative planning value than the average daily flow and CDPHE Regulation 22 recommends using the MMADF for establishing design capacity.

The WWRF is designed for an average flow capacity of 2.0 MGD and a peak hourly flow capacity of 5.0 MGD. The planning limit of 80 percent of the average design capacity is 1.6 MGD. Currently, the monthly average influent flow to the WWRF is below 1.0 MGD.

The daily influent flow data provides an understanding of the current peak flows to the WWRF; however, MMADF values are used to determine design capacity, as discussed above. The average daily influent flow (ADF), MMADF, and peak day flow (PDF) are summarized in Table 5.

Table 5 – Historical Influent Wastewater Flow Annual Averages

Year	ADF (MGD)	MMADF (MGD)	Peak Day (MGD)
2017 (Oct-Dec)	0.88	0.95	1.30
2018	0.85	0.88	1.38
2019	0.91	1.03	1.58
2020 (Jan-Sep)	0.83	0.90	1.05
Average	0.87	1.03	1.58

Sewer billing data was used to compare against the measured influent flow to the WWRF. The City provided billing data from July 2019 through June 2020, as summarized in Table 6 below. Sewer billing is based off of water consumption and is not directly measured. According to these billing records, the City only billed a total of 2.06 million gallons (MG) during this period. This equates to a daily flow rate of 0.56 MGD, which is only 65 percent of the actual ADF observed at the WWRF (0.87 MGD). Inflow and infiltration could account for some additional, un-billed flow to the WWRF, but likely not enough to make up the 35 percent gap. Rifle should consider revising its billing scheme to better match the actual influent flow being treated at the WWRF.

Table 6 – Sewer Billing Data (July 2019-June 2020)

Billing Category	Number of Customers	Number of EQRs	Flow Billed (MGD)	Average Billed Flow per Account (gpd/EQR)	Percentage of Influent ADF
Sewer - Residential - Single	2,756	2,759	0.2968	108	34.27%
Sewer - Residential - MF	470	980	0.1249	127	14.42%
Sewer - Senior 80% Base	19	19	0.0011	56	0.12%
Sewer - Senior MF 80% Base	5	64	0.0036	57	0.42%
Sewer - Single Family OC	12	12	0.0014	113	0.16%
Sewer - Commercial	325	470	0.1314	279	15.17%
Sewer - Commercial OC	16	16	0.0008	49	0.09%
Sewer Reduced rate @ 50%	2	3	0.0023	769	0.27%
Sewer - Mt. Clear 76% 2019	1	1	0.0009	945	0.11%
Sewer - Standby 50%	8	72	0.0007	9	0.08%
Total	3,614	4,396	0.5638	N/A	65.09%

The billing data indicated there are currently 4,396 sewer EQRs in the Rifle WWRF service area. The ADF and MMADF per EQR are 197 gpd/EQR and 235 gpd/EQR, respectively. The average per capita flow was also calculated in order to compare wastewater generation to industry standards; the result was 91 gallons per capita per day (gpcd). This per capita flow rate is consistent with standard literature values for residential wastewater production, which range from 46 to 97 gpd per person depending on household size (see Table 3-1 of *Wastewater Engineering Treatment and Reuse*, fourth edition, Metcalf & Eddy). Wastewater flow projections for the future were based on the current “per EQR” flow rate.

HISTORICAL WASTEWATER LOADING

The City currently tracks monthly loading data as required by their Discharge Monitoring Report (DMR). The influent five-day biological oxygen demand (BOD₅) concentration to the WWRF is measured approximately twice per week. The influent BOD₅ concentration ranged from 110 milligrams per liter (mg/L) to 575 mg/L. The average concentration during this period was 249 mg/L and the maximum month average day concentration was 373 mg/L. Loading is calculated using both the BOD₅ concentration and influent flow. The BOD₅ loading between October 2017 and September 2020 is shown in Figure 3.

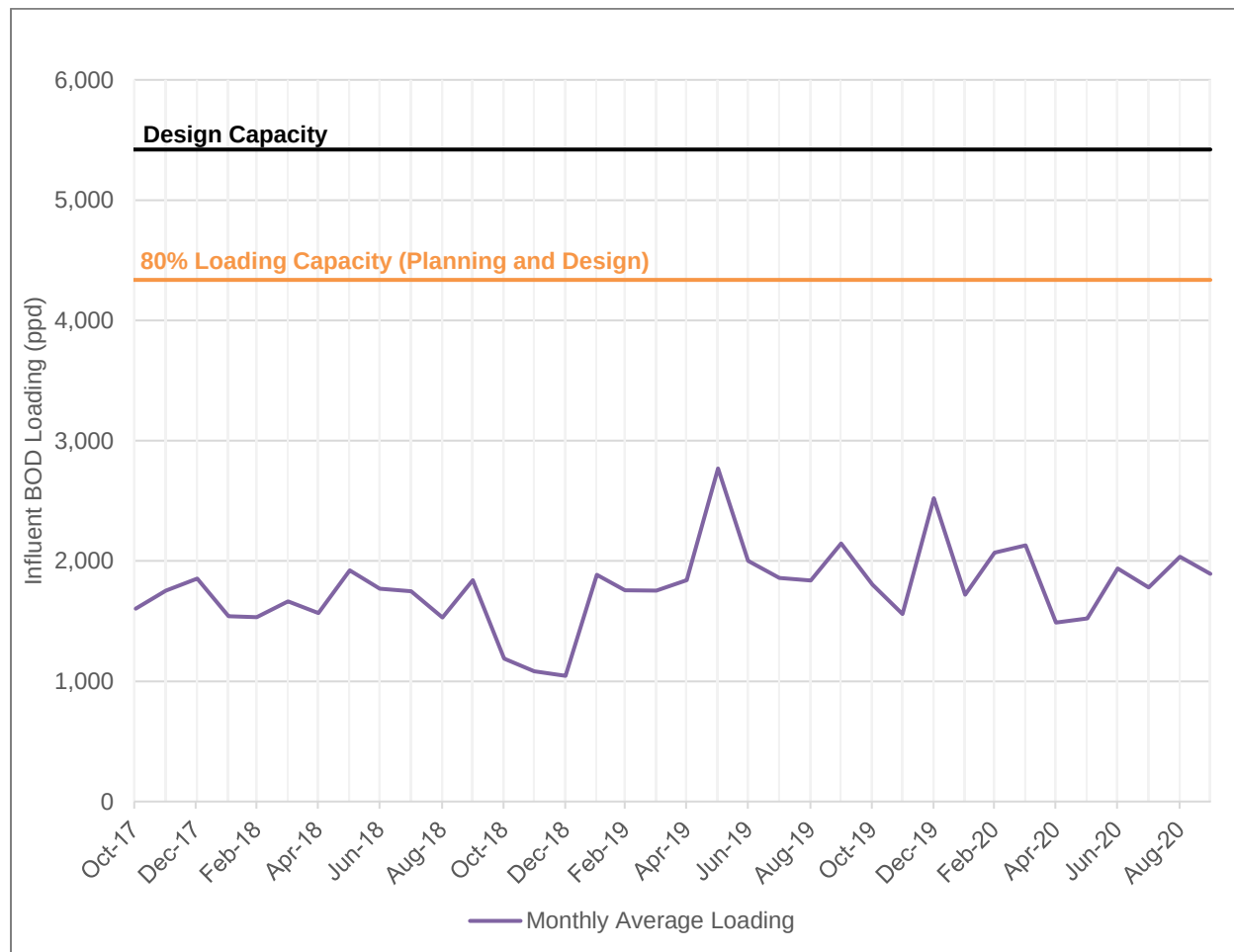


Figure 3. Historical Wastewater Organic Loading

The 80 percent trigger point for commencement of planning and engineering and the 95 percent trigger point for construction of a new facility are noted above in Figure 3. The design capacity for BOD₅ loading is 5,421 pounds per day (ppd) and the planning/engineering limit is 4,337 ppd.

The BOD₅ loading between October 2017 and September 2020 is also summarized in Table 7. The average daily loading was 1,773 ppd BOD₅. This yields an average per capita loading rate of 0.187 ppd per person, which is consistent with the range of loading rates of 0.11 to 0.26 ppd per person found in industry standard literature (see Table 3-1 of *Wastewater Engineering Treatment*

and Reuse, fourth edition, Metcalf & Eddy). This value was used in future projections to estimate the loading stemming from population growth.

Table 7 – Historical Influent Wastewater Loading

Year	Average Day (ppd)	Maximum Month (ppd)	Peak Day (ppd)
Oct-Dec 2017	1,753	1,853	2,329
2018	1,606	1,923	2,284
2019	1,980	2,769	4,565
Jan-Sep 2020	1,833	2,130	2,592
Oct 2017-Sep 2020	1,773	2,769	4,565

The maximum month average day BOD₅ loading was 2,769 ppd in May 2019. As shown in Figure 3, this was a particularly high monthly average. According to the City, the WWRF accepted more septic hauler waste than normal in the summer of 2019, which could explain the high loading in May 2019. The next highest monthly average BOD₅ loading was 2,521 ppd in December 2019.

FUTURE PROJECTIONS

Based on information provided in the Comp Plan, a 3.0 percent annual average increase in the number of EQRs was used to determine future water demands and wastewater loading.

PROJECTED WATER DEMAND

The projected water demand over the planning horizon was calculated by applying the current water production rates for average day, peak day, and summer average water production rates to the anticipated future EQRs. Table 8 summarizes the projected summer, maximum month, and peak day water demands in five-year increments.

Table 8 – Projected Water Demand

Year	EQR	Population	Average Day Demand (MGD)	Summer Average Day Demand (MGD)	Peak Day Demand (MGD)
Current	4,751	9,483	1.39	2.36	3.83
2030	6,774	13,127	2.15	3.28	5.30
2040	9,103	17,641	2.89	4.40	7.12

The WPF has a total finished water pumping capacity of 9.0 MGD and a total filter and pretreatment capacity of 8.0 MGD. Per the *Record of Approved Waterworks* (RAW), CDPHE defines the firm capacity as the water production rate with the largest unit out of service, which is 6.0 MGD. The firm capacity is set by assuming the high service pump, which is rated for 2,100-gallons per minute (gpm), is out of service.

Each of the three filters is rated for 2.67 MGD, so the firm capacity of the filtration system with one filter out of service is 5.3 MGD. Summer average day production rates are not expected to surpass the filter firm capacity within the planning horizon, but peak day water production rates

are expected to surpass the filter firm capacity in 2030 or when the City reaches 6,576 EQRs. Peak day demands, however, can be met through the volume of water stored in the distribution system and filter capacity is not required to meet peak day demand.

For pretreatment processes, each flocculation basin is rated for 4 MGD, so with one flocculation basin out of service, the pretreatment firm capacity is only 4 MGD. Summer average day production rates are expected to surpass the pretreatment firm capacity in 2036 when the City reaches 7,853 EQRs. Summer average water production rates are not expected to reach the filter or pumping design capacity within the planning horizon.

The water production projections are shown graphically in Figure 4 and compared to the WPF's pumping and treatment design capacities.

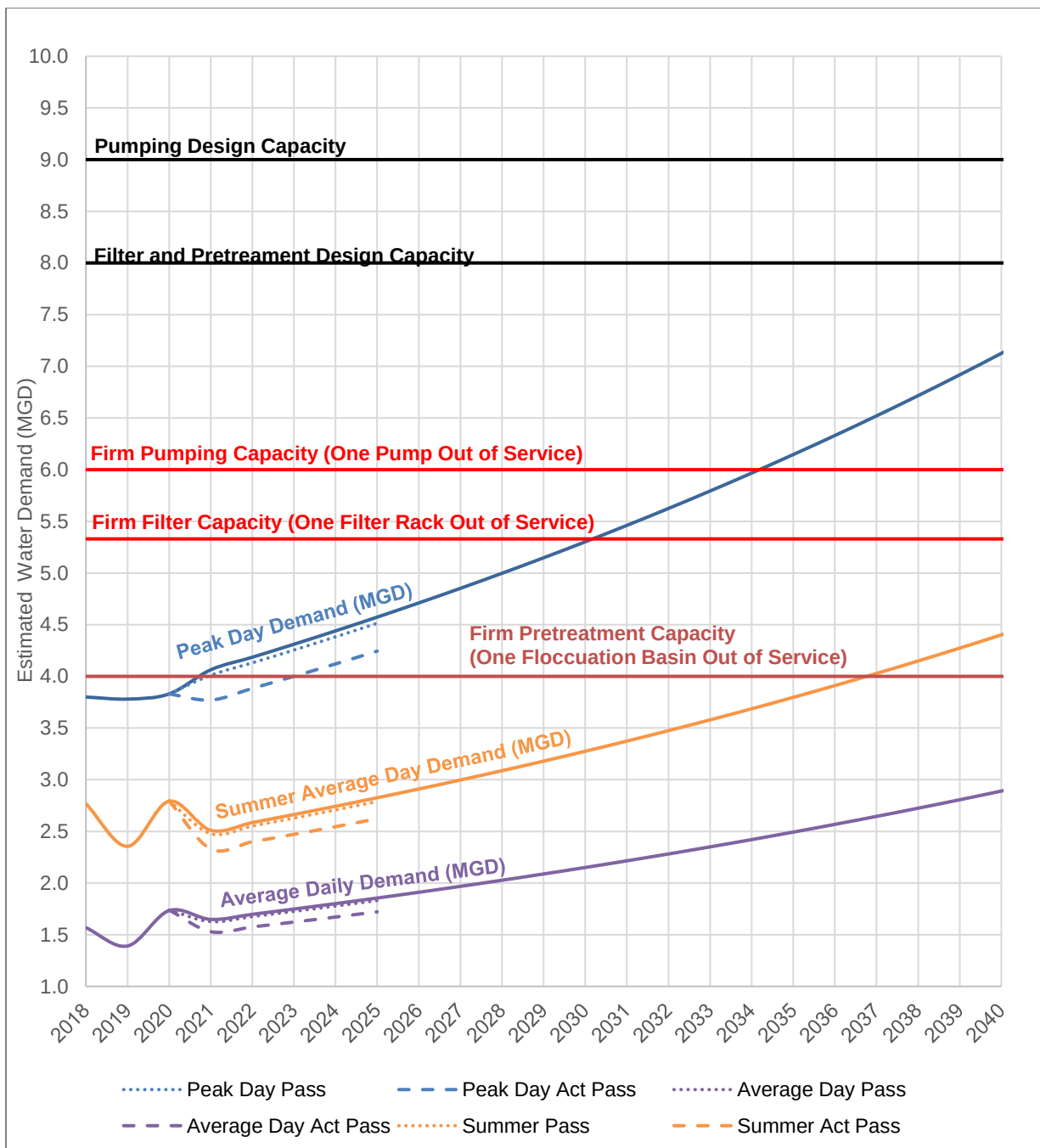


Figure 4. Water Production Projections

It is likely that water demand per EQR will decrease in the future as water efficiency measures are implemented in Rifle. The City commissioned a water efficiency study to analyze the effect of increased water efficiency measures on water demand and wastewater generation through 2025; the findings are documented in the Draft 2019 Water Efficiency Plan (WEP). The WEP separated water efficiency measures into passive and active savings categories. Passive savings occur when water customers replace old and inefficient fixtures with more efficient fixtures without incentive from the water utility. The WEP estimated that passive savings alone would

reduce indoor water use 1.3 percent per year through 2025. This is represented by the dotted lines in Figure 4.

Active savings occur when the water utility actively promotes more efficient water use through activities such as improving distribution infrastructure, landscaping restrictions, water audits, etc. It was estimated that active savings would reduce water demand by 5.9 percent per year through 2025. Implementing active savings as detailed in the WEP, in addition to the anticipated passive savings, would reduce water demand over the next five years. This is represented by the dashed lines in Figure 4.

Buildout water production projections were assessed for all Tier 1 developments within the City. Figure 5 shows the buildout capacity of each neighborhood and the associated average and peak day flows. Summer average and peak day water demand for all of the Tier 1 developments are 0.59 and 0.93 MGD, respectively. The Farm neighborhood will have the highest water demand and will make up more than 32 percent of the total Tier 1 water demand with an expected 376 anticipated EQRs.

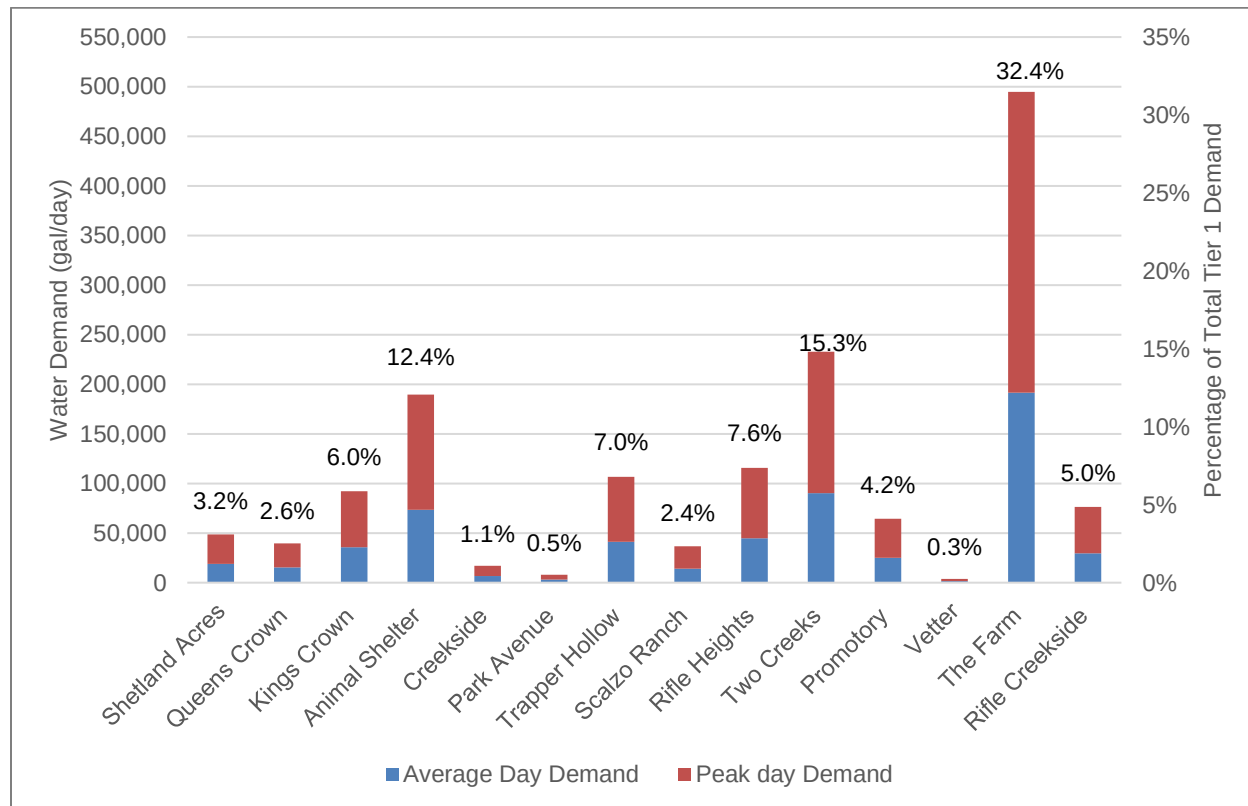


Figure 5. Neighborhood Water Demands

The total future Tier 1 water demands are compared to the projected summer water production demands in Figure 6. Based on the demand projections the total Tier 1 water demand will increase the current demand by 21 percent of the total water demand in 2040. The Tier 1 water demands are not expected to exceed or surpass the capacity within the planning period.

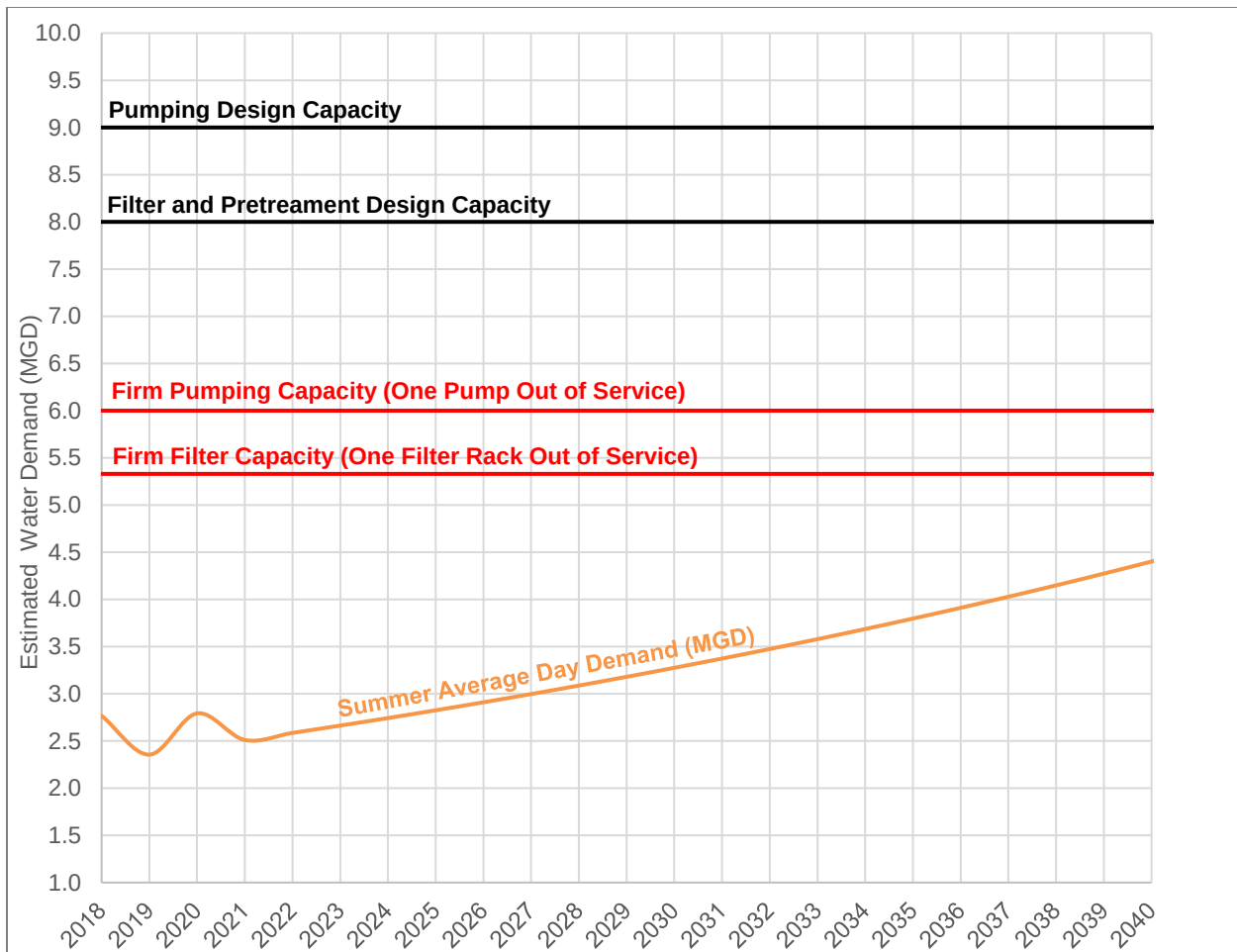


Figure 6. Future Tier 1 EQR Capacity Comparison

In addition, the total future Tier 1 water demands are compared to the firm filter and pumping capacities in Figure 7. Based on the demand projections described, the total Tier 1 water demand at buildout will increase water demand by 1.0 MGD, resulting in a projected summer day water demand of approximately 3.5 MGD. The combined existing and Tier 1 water demands are not expected to exceed or surpass the firm capacities of the WPF's filter and pumping systems by 2040.



Figure 7. Future Tier 1 Buildout and WPF Firm Capacity Comparison

Based on the projected water demands and the anticipated Tier 1 developments, the WPF has sufficient capacity to meet all future Tier 1 future water demands without requiring a capacity expansion. In addition, the City can develop 1,865 additional EQRs before reaching the WPF's filter firm capacity.

PROJECTED WASTEWATER FLOW AND LOADING

As discussed previously, the WWRF currently serves 4,396 EQRs and the MMADF per EQR in 2019 was 235 gpd/EQR. The current MMADF to the WWRF is 1.03 MGD, well below the plant's design capacity of 2.0 MGD. Assuming a 3.0 percent annual growth rate and no change in the wastewater generation per EQR, the WWRF's MMADF would increase to 1.92 MGD by 2040. Figure 8 shows the projected wastewater generation over time.

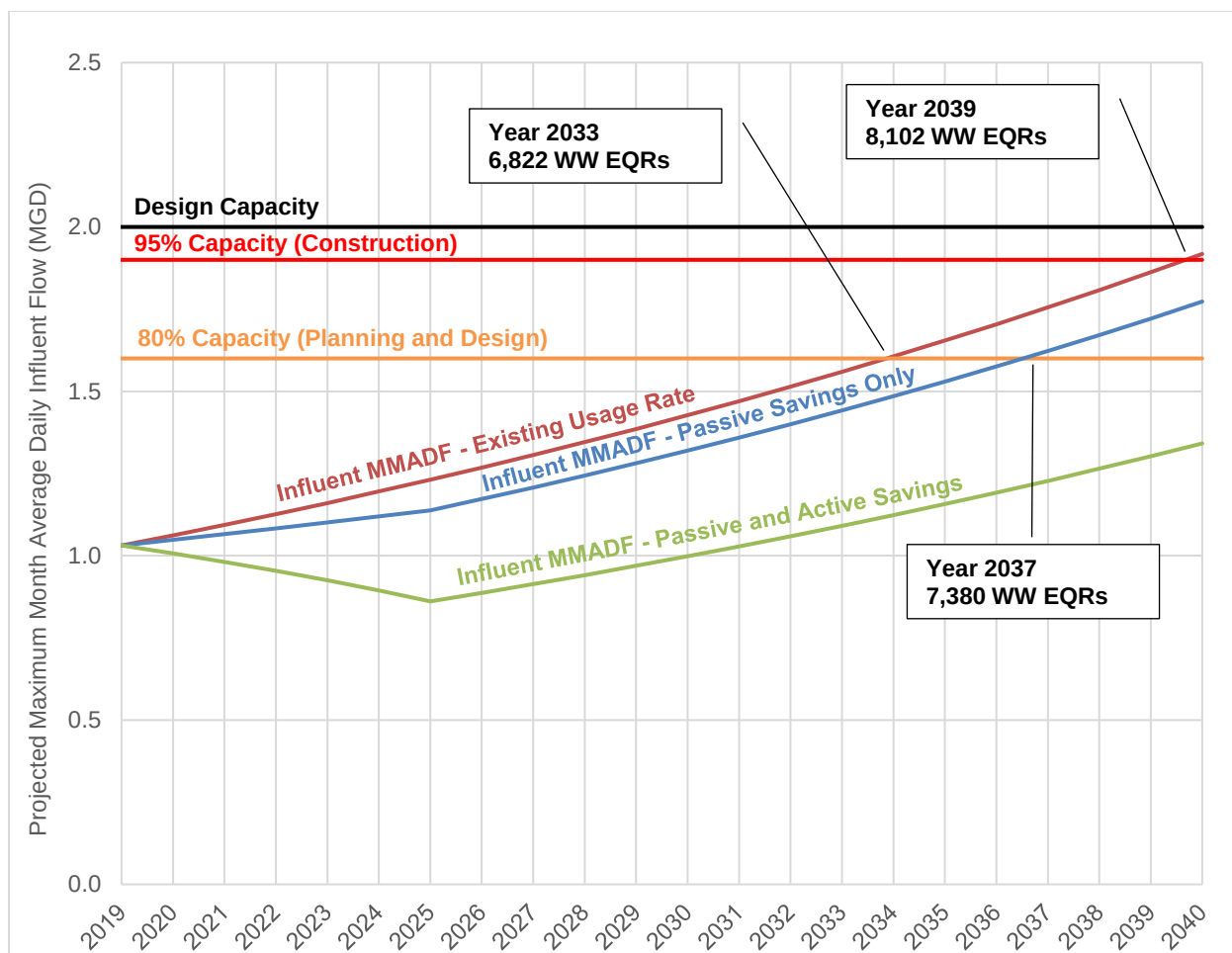


Figure 8. Projected Influent Wastewater Flow

It is likely that influent wastewater flow per EQR will decrease in the future as water efficiency measures are implemented in Rifle. As discussed previously, the WEP estimated that passive savings alone would reduce indoor water use, and therefore wastewater generation, 1.3 percent per year through 2025. As shown in Figure 8, the resulting 2040 influent MMADF would be reduced to 1.78 MGD.

Most of the water efficiency activities detailed in the WEP are focused on landscaping and irrigation, which do not affect wastewater generation. It was estimated that the activities that would affect indoor water use, such as tap fees with water efficiency incentives, would reduce water demand by 24.8 acre-feet (AF) per year. A baseline indoor water demand of 640 AF/year equates to a reduction of 9.1 gpd/EQR per year. As shown on the green line in Figure 8, implementing active savings as detailed in the WEP, in addition to the anticipated passive savings, would substantially reduce wastewater generation rates over the next five years and yield a 2040 MMADF of only 1.36 MGD. This would be a substantial reduction in wastewater generation per EQR and only represents an estimate of the savings possible if Rifle actively implemented water efficiency measures over the next four years.

The water use savings discussed in the WEP are not guaranteed, therefore the wastewater flow projections and proposed CIP projects are based on the existing usage rate of 235 gpd/EQR. As

shown in Figure 8, the WWRF is projected to reach the 80 percent planning and design threshold in late 2033 and the 95 percent construction threshold in late 2039. As discussed above, the City expects an additional 1,160 EQRs as part of its Tier 1 buildout. Assuming a consistent 3 percent growth rate, the Tier 1 developments would be completed in late 2026 and would add 0.27 MGD to the current MMADF of 1.03 MGD. Figure 9 shows that the WWRF should have sufficient capacity to handle the additional flows from the Tier 1 buildout without triggering a capacity expansion.

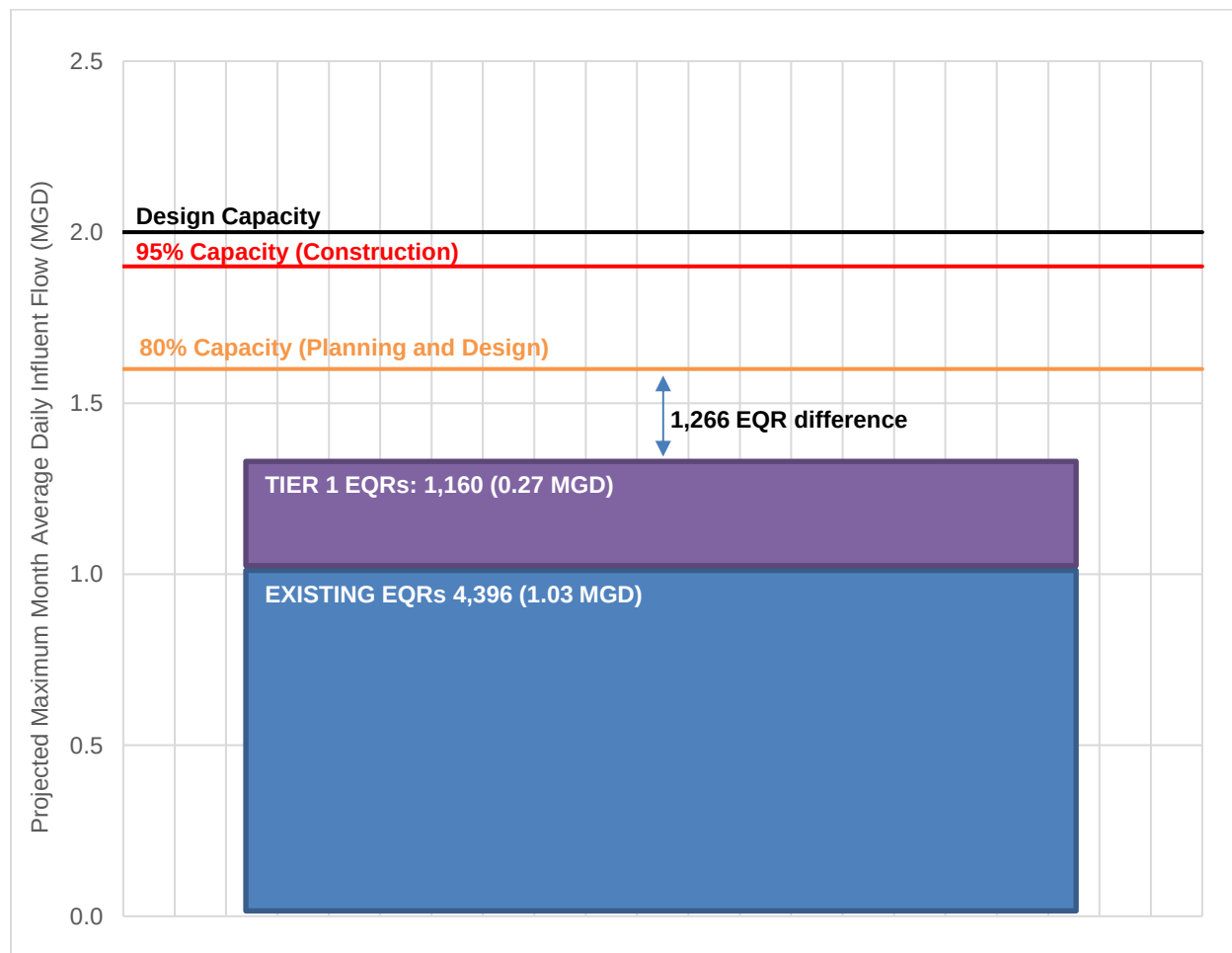


Figure 9. Future Tier 1 Buildout and WWRF Capacity Comparison

BOD₅ loading projections were calculated starting with the current average loading rate of 0.403 ppd/EQR. The loading rate was multiplied by the number of EQRs using the same 3.0 percent growth rate discussed above. This yields an average BOD₅ loading rate of 3,299 ppd in 2040 and a maximum month loading rate of 5,152 ppd, slightly under the current design capacity of 5,421 ppd. These projections are shown in Figure 10. The BOD₅ loading rate per EQR should stay relatively consistent independent of whether any of the water efficiency measures discussed in the WEP are implemented. Loading is based on concentration and flow; as flow goes down, concentration typically goes up, resulting in similar loading values.

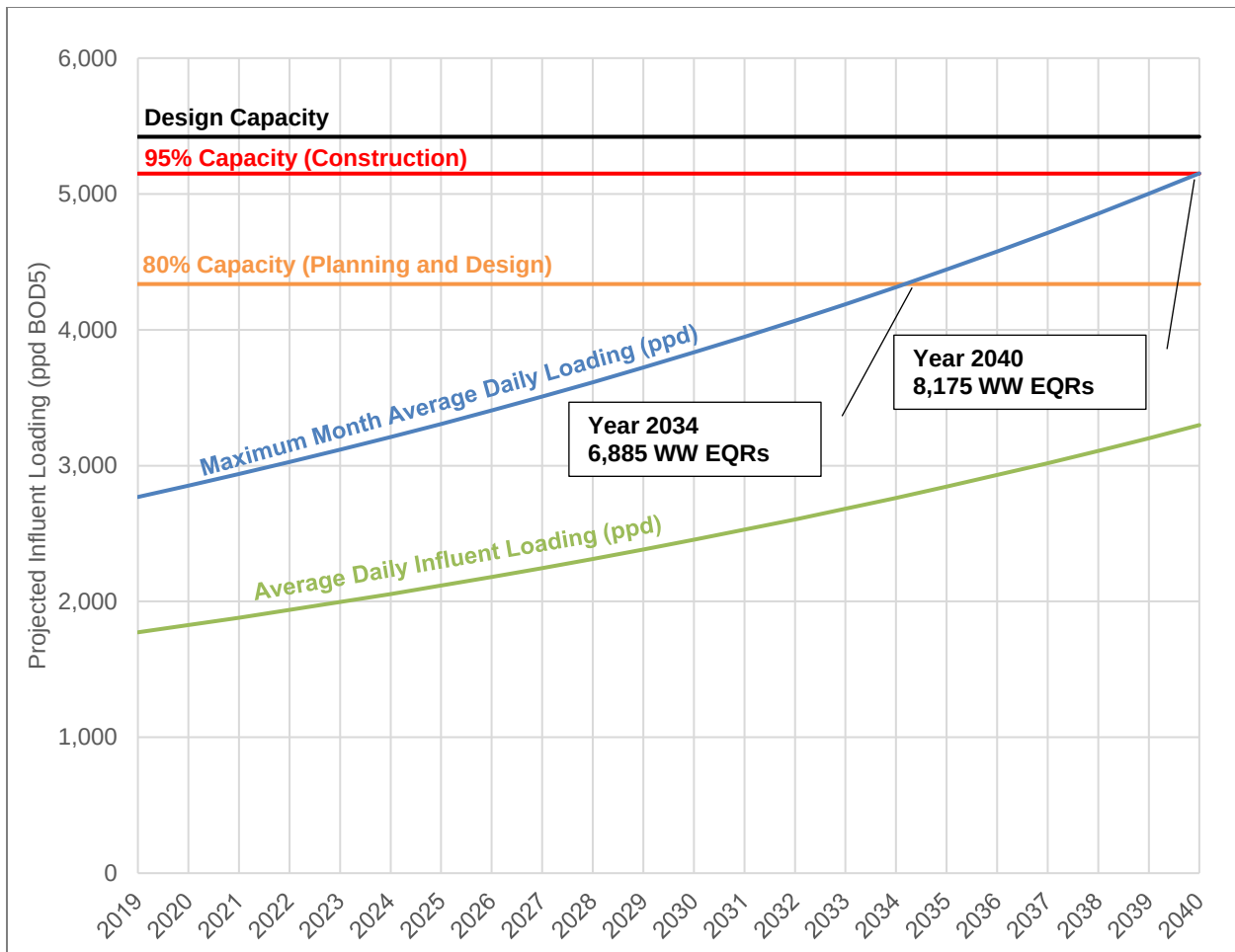


Figure 10. Projected Influent Organic Loading

At the current per capita loading rates, the WWRF is projected to reach the 80 percent capacity planning threshold for loading in 2034 and the 95 percent capacity construction threshold in 2040. These are close to the trigger dates for hydraulic capacity discussed above.

SECTION 3 – EXISTING FACILITIES EVALUATION

RAW WATER

The City's primary water source is the Colorado River. Raw water from the Colorado River is diverted into a storage/settling pond that was converted from a gravel pit. From the settling pond, vertical turbine pumps at the raw water pump station pump the water to transport through a 24-inch pipe for treatment at the WPF.

WATER SOURCE AND QUALITY

The Colorado River is the only approved water source for the WPF at this time. The new WPF meets all the requirements of the Primary Drinking Water Regulations. The City's main concern is the secondary water quality (taste and odor). The Colorado River has high concentrations of total dissolved solids (TDS) and natural organic matter (NOM) that affect the taste and smell of the water. In early 2016, as part of the planning and construction of the WPF, Black & Veatch prepared a report, titled *RO and GAC Facility Siting and Cost Study*, that describes the results of a study they conducted to determine cost estimates and possible locations for a reverse osmosis (RO) and granular activated carbon (GAC) facility intended to improve the secondary characteristics of the finished water. As part of the study, Black & Veatch used raw water quality sampling from City staff as well as historical United States Geological Survey data to assess the viability of a RO-GAC facility.



Raw Water Settling Pond with Raw Water Pump Station in the Background

From a taste and odor perspective, the most concerning parameter is TDS with an average winter concentration of 1,006 mg/L and an average summer concentration of 501 mg/L. The CDPHE Regulation 11 Secondary maximum concentration limit (MCL) for TDS is 500 mg/L. The RO filtration system in the proposed facility would reduce the finished water TDS to acceptable levels. However, RO filtration produces a substantial quantity of waste brine that can be expensive to dispose of. The Black & Veatch report explores the possibility of discharging the RO concentrate back to the Colorado River under a National Pollutant Discharge Elimination System (NPDES) permit. They found that Preliminary Effluent Limits (PELs) obtained by the

City from CDPHE demonstrated viability of this approach. A formal evaluation will be needed to confirm that the Colorado River within the City has the assimilative capacity to receive the RO concentrate from the proposed RO and GAC facility. This evaluation would then need to be presented to CDPHE for approval as part of the application process for a discharge permit. The evaluation would require two primary components: additional finished water sampling of the WPF and an investigation into the feasibility that the RO concentrate could meet the instream standards of the Colorado River. The additional sampling will be required to develop an accurate projection of the RO concentrate water quality profile that could be compared to the instream standards. The feasibility study will need to review current instream standards to determine if the projected RO concentrate would be within range and whether additional treatment or dispersed discharge into the river would be required.

Another contributor to taste and odor concerns are compounds such as methyl-isoborneol and geosmin that result from the death and decay of organisms in the water. The biggest contributor to these compounds in the City's water supply is the seasonal algae blooms in the raw water settling pond. However, there are likely to be significant amounts of these compounds in a large surface water source like the Colorado River as well. These taste and odor compounds are effectively reduced through adsorption to activated carbon. The GAC filtration process in Black & Veatch's study was evaluated for treatment of these compounds. A potential remediation of

the algae blooms that contribute these compounds would be to install an aeration system in the ponds. Adding additional dissolved oxygen to the ponds would help reduce anaerobic bacteria that produce an algae food source as well as facilitating the growth of aerobic microbes that compete with the algae for the nutrients in the water.



Raw Water Settling Pond Intake Pipe

RAW WATER INTAKE

Water is collected from the Colorado River via a concrete intake structure on the riverbank. A slide gate at the intake opening regulates flowrate and a bar screen in front of the opening excludes large debris. Flooding in 2012 shifted the river course away from the intake structure and periodic excavations of the riverbed have been required to keep water flowing past the intake structure.

There are currently two intake options to collect raw water from the Colorado River to feed the raw water pump station. One option a pipe through a dike into the settling pond, where the total suspended solids (TSS) from the river water can

settle out before it is pumped to the WPF. The settling is useful during high flow events in the river that result in high raw water TSS. The pond is approximately 20 feet deep. Periodic dredging is required to remove the settled solids from the bottom of the pond.

The second option is a 24-inch pipe that runs directly from the river intake structure to the raw water pump station, bypassing the pond. In the warm season, nutrients in the raw water support algae blooms in the pond water. Algae growth results in reduced treatment efficiency, taste and odor issues, and potentially other concerns downstream in the treatment process, including increased chlorine demand, disinfection byproduct formation, and increased residual solids production. During algae blooms, the pond bypass line allows water to be taken directly from the river. The water is directed into either the pond or the pond bypass pipe by slide gates in the raw water intake structure.

The raw water pump station was completed in 2005 and has a permitted capacity of 4 MGD, which matched the capacity of the previous water treatment facility. The pump station, however, has an actual pumping capacity of 7.5 MGD with three vertical turbine pumps, two rated at 1,300 gpm and one at 2,600 gpm. A fourth pump rated at 2,600 gpm is slated to go in next year to increase the capacity to 11.2 MGD.

There is no backup power source for the raw water pump station and there are no redundant pump stations to convey raw water to the treatment plant, so if the pump station were to lose power, water production would be halted until power is restored. As the power supply to the pump station has historically been stable and reliable, a solution may be a portable generator that could power other pump stations or equipment when it is not needed at the raw water pump station.

WATER TREATMENT

The WPF was completed in the spring of 2017 and replaced the Graham Mesa Water Treatment Plant. The primary treatment processes at the WPF are sedimentation, microfiltration, and disinfection. The overall approved capacity of the new plant is 6.0 MGD but the majority of the processes are rated at 8.0 MGD. Below is an overview of the treatment processes followed by discussions of the condition of the facility and the limiting factors to treatment and production.

TREATMENT PROCESS OVERVIEW

PRETREATMENT

Upon entering the treatment train, the raw water undergoes several pretreatment processes that include chlorine dioxide oxidation, aluminum sulfate coagulation, hydraulic jet mixing, and flocculation.

The chlorine dioxide is added to oxidize soluble forms of iron and manganese to less soluble forms. The iron and manganese will then precipitate and form small granules that can be coagulated and settled out in the sedimentation tanks. A side benefit of the chlorine dioxide is that it oxidizes organic taste, odor, and color compounds existing in the Colorado River water or as a result of algae blooms in the raw water settling pond. The chlorine dioxide is generated on site.

Aluminum sulfate is introduced to the raw water stream, serving as a coagulant that destabilizes the static electrical charges on small, suspended particles in the raw water. Neutralizing the charges allows the particles to contact and adhere to each other during flocculation until they contain enough mass to settle out in the settling basins.

Chlorine dioxide, in addition to the aluminum sulfate, is incorporated into the raw water stream by hydraulic jet mixing. Water is pulled from the process just upstream of the chemical injection points and energized by one of two flash mix pumps before being reintroduced back into the process stream at the chemical



Pretreatment Chemical Injection and Jet Mixing Piping

injection point. The turbulence caused by the reintroduced stream dissolves the aluminum sulfate and then disperses it with the chlorine dioxide solution throughout the water column to ensure sufficient contact.

After the chemicals have been introduced and mixed, the water flows into a splitter box where it splits to two separate flocculation and sedimentation trains. Each flocculation train consists of a series of three flocculators. Each basin is mixed with paddle-wheel mixers and the motor sizes and mixer assemblies are such that the mixing gets progressively less intense in each of the three flocculators.

PRIMARY TREATMENT PROCESSES

The three components comprising primary treatment are sedimentation, membrane filtration, and chemical disinfection. From the last flocculation basin, the water flows directly into the sedimentation basins. The velocity of the water is slowed so that the flocs that formed through the coagulation and flocculation processes can settle to the bottom. Two rows of stainless-steel plate settlers increase the settling efficiency. The sedimentation basins are periodically cleaned by cable-driven suction mechanisms. The water flows upward through the plates and over effluent launders, before draining to the membrane filtration feed pumps.

Filtration consists of three Pall Microza skid-mounted microfiltration trains. The membranes provide 3-log removal credit for both cryptosporidium and giardia, which meets the minimum removal requirements. Each train has its own feed pump that is immediately followed by a strainer to remove any stray particles. Each of the three membrane skids has a flow capacity of 2.663 MGD with 90 filtration modules per train and 538 square feet of surface area per module, resulting in a total approved capacity of 8.0 MGD. There is space on each train for a total of 108 filter modules. An additional 18 modules could be added to each train which would increase the capacity of each train to 3.2 MGD for a total microfiltration capacity of 9.6 MGD. There is also room in the building for a fourth membrane skid that could increase the filtration capacity to 12 MGD.

The membranes are designed to run at a maximum inlet pressure of 50 pounds per square inch (psi) and with a maximum transmembrane pressure (TMP) of 35 psi. There are two regular maintenance cleans that take place to keep the TMP in the appropriate range. The first, the flux maintenance (FM) protocol, is a mechanical process to remove solid particles that have built up on the surface of the membranes via application of coarse bubble air agitation to the feed side of the membranes. The air agitation is followed by a flush cycle wherein feed water is used to flush the dislodged particles to drain. The filtration system is designed to run the FM protocol after 450 gallons of permeate have passed through each filtration module. At the design flow rate of 8 MGD, this results in the FM protocol running once every 22 minutes.

The second regular maintenance cleaning is the enhanced flux maintenance (EFM), which consists of a chlorine wash of the membrane surfaces to remove any biological fouling that is present. Each EFM cycle is automatically followed by an FM protocol. The EFM is designed to run after 185,550 gallons per module, which equates to about every seven days at design flow.



Plate Settlers in the West Sedimentation Basin

A third, less frequent cleaning procedure is the clean-in-place procedure, which is performed either every 30 days or when the specific flux of the membranes degrades to 1.5 gallons per square foot of membrane surface per day per psi of pressure, whichever comes first. This procedure involves a primary wash with chlorine and sodium hydroxide followed by a secondary wash with citric acid. Each step is followed by a freshwater rinse. The clean-in-place solutions are made up with water that is softened by an onsite softening system.

To ensure effective filtration, a direct integrity test is performed daily on each filtration rack. Passing criteria is a pressure loss of less than 0.3 psi within five minutes at a minimum test pressure of 25 psi.

The regular cleaning procedures and daily integrity tests reduce the system run time each day. After taking the frequent FM Protocols, the daily integrity tests, and the weekly EFM protocols into account, the daily filter capacity is approximately 7.0 MGD if the system is run according to the manufacturer's specifications.

The membrane effluent is dosed with sodium hypochlorite and pumped to the chlorine contact basin for disinfection. The basin has a volume of 149,600 gallons and is in a two-pass serpentine configuration. The channel is 20 feet deep, 5 feet wide, and 100 feet long on each of the two passes for a total length of 200 feet. There are diffuser walls at the inlet and outlet and the constant volume is maintained via a fixed weir. The length-to-width ratio of 40:1 combined with the influent and effluent baffling provides a baffling factor of 0.7. The contact basin provides the required 4-log inactivation of viruses at the design point of 8 MGD at 3 degrees Celsius and a

minimum chlorine residual of 0.4 mg/L. This minimum chlorine residual is based on a peak hour flow rate (PHF) of 6 MGD, which is the firm pumping rate of the finished water pump station.

From the chlorine contact chamber, the finished water flows into a wet well to be pumped to the distribution system by four vertical turbine distribution pumps. The distribution pumps have a total capacity of 9.1 MGD, with two pumps rated at 2,100 gpm and one each at 1,400 gpm and 700 gpm. With the largest 2,100 gpm pump out of service, the firm finished water pumping capacity is 6 MGD.



Pall Microza Membrane Filtration System

RESIDUALS MANAGEMENT

The settled solids from the sedimentation tanks are drained to the backwash waste pump station where they are combined with the backwash from the membrane filters and strainers. Two submersible pumps alternate pumping the contents of the backwash waste pump station to the drying beds. The drying beds consist of three cells lined with a 40-mil polyvinyl chloride (PVC) geomembrane liner under two feet of soil cover and two feet of drying bed sand. Each cell contains an underdrain system consisting of perforated 8-inch high density polyethylene (HDPE) pipe installed in drainage rock and lined with geotextile liner fabric. Water from the drying beds drains through the underdrain system to the recycle basin pump station. Currently, the drying beds are cleaned once annually, at which point roughly 65 cubic yards of waste solids are removed and hauled offsite for disposal.

The 7,180-gallon recycle basin pump station returns recaptured water from the drying beds to the head of the plant, upstream of all treatment, where it mixes with the influent raw water to run through the system again. The recycle water is pumped from the recycle basin pump station to the facility influent by three submersible recycle pumps.

CONDITIONS ASSESSMENT

As the WPF is approximately four years old at the time of this report, most of the equipment is in good condition. The microfiltration membranes have a nominal life span of 10 years, and so far, none have had to be replaced.

There has been some inconsistency between the flow rates as indicated on the peristaltic sodium hypochlorite pumps and what was determined from chlorine residual calculations. Operators believe that the pumps may be oversized for the application and alternative pumps are currently being tested. Another potential contributor to the inconsistency is the injection point. There was speculation that excessive agitation was causing an artificially low chlorine reading just downstream.

There are several operational features or challenges that were communicated by the operators. The first is that the operators are dissatisfied with the frequency with which the pH sensors need to be replaced. They expressed interest in pursuing different pH measuring equipment that would require less maintenance. The second challenge is that there are occasional, enigmatic turbidity spikes in the effluent. The operators' best guess is that they are caused by concrete in the lined pipes disintegrating. A study could be conducted to try to narrow down the cause. A third potential project would be to replace the control valves on the discharge lines. Finally, the operators would prefer concrete-floored drying basins rather than the existing sand floors. With the existing basins, it is difficult to separate the solids from the sand, which leads to concerns about damaging the subsurface infrastructure. This also necessitates more frequent sand addition, resulting in higher operations and maintenance costs.

LIMITING FACTORS

The flocculation trains have a total design capacity of 8.0 MGD, with each train being rated to 4.0 MGD. If either of the flocculation/sedimentation trains were to go down, the rated capacity of those processes would be reduced to 4 MGD until the problem could be resolved. The operators indicated that they are able to run flows higher than 4 MGD through each train if necessary. As such, the rate limiting process is the microfiltration, with a nominal firm production capacity of 5.33 MGD.

The microfiltration system has a total design capacity of 8.0 MGD and a firm capacity of 5.33 MGD. Maximizing the capacity of each filtration rack by adding an additional 18 modules, the firm capacity could be increased to 5.6 MGD. Additionally, there is room for a fourth filter rack. A fourth rack equipped with 108 membrane modules would increase the firm filtration capacity to 8.4 MGD. However, as discussed above, the actual firm production rate after taking the FM, EFM, and direct integrity test operations into account will be lower.

The currently approved minimum entry point free chlorine residual of 0.4 mg/L is based on a PHF of 6 MGD, which is the firm capacity of the distribution pumps. To increase the flowrate above that, a higher minimum free chlorine residual would need to be maintained and approved by CDPHE because the facility is required to continuously provide a minimum 4-log virus inactivation by disinfection. The current target entry-point chlorine residual is between 1.5 and 2.2 mg/L so, from an operational standpoint, making this adjustment would not be a problem.

WATER DISTRIBUTION AND POTABLE WATER STORAGE

The City's water distribution system is comprised of raw water collection, treatment, distribution, booster pump stations, and potable water storage tanks. The Overall Utility Map is provided as Figure A1 in Appendix A. The City has a total of six potable water storage tanks, eleven pressure reducing valves (PRVs), and three booster pump stations within the water system. The distribution system is split into six pressure zones, as shown in the hydraulic profile and pressure zone map, Figure A2 in Appendix A. All raw water is delivered from the raw water pump station located at the Colorado River intake and all treatment occurs at the WPF.

DISTRIBUTION SYSTEM

The water distribution system is comprised of approximately 417,400 lineal feet of active potable water mains with diameters ranging from 4 inches to 24 inches. The pipe materials include asbestos cement (AC, also called transite), cast iron, ductile iron, steel, HDPE, PVC, and copper. Based on information from the staff there is no apparent bottlenecks in the existing distribution system, or areas with insufficient fire flow. Valves within the system are exercised by operations staff annually.

The service area south of the Colorado River is served by two distribution lines and the Airport Storage Tank located near the airport. If both distribution lines that cross the Colorado River went out of service, the 6-inch line from the Airport Tank would not be sufficient to feed the demands in the south service area. However, since there are dual pipes across the Colorado River there is a low risk of only the Airport Tank feeding the southern portion of the City.

STORAGE TANKS

Water storage within the water distribution system creates pressure zones and provides for operational, fire, and emergency storage. The City Pressure Zone service area is currently served with six storage tanks throughout the service area with a total storage capacity of 8.2 MG. The storage tanks include the Airport Tank (1.0 MG), Beaver Creek Tank (0.6 MG), 5 MG Tank Complex (containing 2 MG and 3 MG), the West Rifle Tank (0.6 MG), and the Northeast Tank (1.0 MG). The current available storage capacity within the system is adequate for the existing storage volume requirements for the operational, fire, and emergency flows as shown in Table 9. The Rifle and Beaver Creek Tanks are fed by gravity from the City Pressure Zone, while the Northeast Tank and Airport Tanks are filled from booster pump stations.

Table 9 – Storage Volume Requirements for Existing Demand

Storage Volume Type	Volume (MG)	Description
Operational	0.64	4 hours of peak day flow
Fire Flow	0.54	3 hours of 3,000 gpm
Emergency	2.39	24 hours of summer average day
Total Storage Required (MG)	3.57	
Available Storage (MG)	8.20	
Excess Storage (MG)	4.63	

The current available storage capacity within the system is also adequate for future storage volume requirements for the operational, fire flow, and emergency flows as shown in Table 10.

Table 10 – Storage Volume Requirements for Future Demand

Storage Volume Type	Volume (MG)	Description
Operational	1.19	4 hours of peak day flow
Fire Flow	0.54	3 hours of 3,000 gpm
Emergency	4.40	24 hours of summer average day
Total Storage Required (MG)	6.13	
Available Storage (MG)	8.70	
Excess Storage (MG)	2.07	

There is a redundant 0.5 MG tank currently under design at the Airport Tank site to provide additional fire flow for the airport facility. Construction should commence in 2021. This will increase the available storage to 8.7 MG.

BOOSTER PUMP STATIONS AND PRVs

The booster pump stations are situated throughout the City to pump potable water from lower pressure zones to higher pressure zones. The PRVs throughout the system are designed to reduce pressure to acceptable pressure while utilizing the storage and distribution system in the higher pressure zones. There are three booster pump stations within the distribution system. There are four finished water pumps from the WPF transporting flow to the 5 MG Tank Complex and City Pressure Zone. The Northeast Booster Station is located at the 5 MG Tank Complex where potable water is pumped from the City Pressure Zone to the Northeast Tank and Northeast Pressure Zone. From the City Zone there are nine PRVs to regulate pressure between the six pressure zones:

- Four PRVs between the City Pressure Zone and the Intermediate Pressure Zone;
- One PRV between the City Pressure Zone and the Northeast Pressure Zone;
- Two PRVs between the City Pressure Zone and the West Rifle Pressure Zone;
- One PRV between the City Pressure Zone and the Village Drive Pressure Zone; and
- One PRV between the City Pressure Zone and the Airport Pressure Zone.

There are also two valves, one that regulates flow into the Airport Pressure Zone (normally closed) and one manually operated valve to regulate flow into the Beaver Creek Tank. The third booster pump station consists of three pumps that boost flow to the Airport zone and tank. The final two PRVs within the system are between the Northeast Pressure Zone and the Intermediate Pressure Zone. A figure of the pressure zones is attached as Figure A3 in Appendix A.

LIMITING FACTORS

The City has identified redundancy and increased capacity needed from the WPF and the 5MG Storage Tank Complex.

At the south end of the City Pressure Zone, redundancy is needed for the pipeline to the Beaver Creek Tank.

COLLECTION SYSTEM

The City's sanitary sewer collection system is comprised of north and south gravity collection and a south lift station and force main. The collection system on the north side of the Colorado River generally drains north to south before draining west to the WWRF. The collection system on the south side of the Colorado River generally drains west to the only lift station in the system. Flows are pumped to an interceptor main near the WWRF. The WWRF discharges into the Colorado River. The collection system layout can be seen in the Overall Utility Map (Figure A1 in Appendix A). The largest collector sewers are shown on the Interceptor Map, attached as Figure A4 in Appendix A.

COLLECTION SYSTEM

There is a total of approximately 292,800 lineal feet of active sewer pipe within the collection system with pipe sizes ranging from 4 inches to 30 inches. The majority of the pipes are 8-inch mains that connect into the larger interceptor system. The pipe materials include PVC, vitrified clay (VCP), AC, transite, and concrete. The older pipe in the system is mostly VCP that has a higher probability of cracking and allowing inflow and infiltration into the system.

INTERCEPTORS

The collection system has major interceptors that collect flows from the mains. The South Rifle Interceptor is located on the south side of the Colorado river and consists of mainly 10-inch pipe. The North Rifle Interceptor runs from northern edge of the town south along Rifle Creek before being directed to the east to the WWRF. The Rifle Creek Interceptor is mostly 18-inch pipe but does have some 30-inch pipe near the WWRF. However, there is a section of pipe near Rifle Creek where the pipe is reduced from 18-inch pipe to an 8-inch pipe before returning to an 18-inch pipe and there are capacity concerns when pipe sizes are reduced downstream. The Park Avenue, Palomino Park, Deerfield Park, and Morrow Drive Interceptors all connect to the North Rifle Interceptor at varying locations. The 2008 Inflow and Infiltration Study by Schmueser Gorder Meyer, Inc. states that the Deerfield Park and Palomino Park Interceptors have identified inflow and infiltration while City staff have stated there is major infiltration in the South Rifle Interceptor and collection system during storm events. The interceptor alignments are shown in Figure A4 in Appendix A.

LIFT STATIONS

The collection system has one lift station, the South Lift Station, required to pump sewer flows from the south side of the Colorado River to the north side to be treated at the WWRF. The lift station is located at the abandoned South Wastewater Treatment Plant and previously functioned as the old plant's influent pump station. The topography of the south side of the River allows for gravity flow from the Airport to the lift station. The lift station pumps have a design flow of 350 gpm with a total dynamic head of 32 feet. The lift station has dual pumps for redundancy and has a 6-inch force main with future plans to provide a 4-inch parallel force main for redundancy.

CONDITION ASSESSMENT

The condition of the lift station building is poor including recent roof failures. There is currently no redundancy or bypass piping for the trash pump, the backup engine driven pump is only sufficient for redundancy of one pump, and the Duperon Rake screen system has no washer compactor which requires operators to manually haul buckets of screenings.

WASTEWATER TREATMENT FACILITY

The WWRF was constructed to replace the old North Wastewater Treatment Plant and South Wastewater Treatment Plant. The new WWRF was brought online in 2009. The WWRF was designed for a peak flow of 5.0 MGD. It has a hydraulic capacity of 2 MGD MMADF with the potential for expansion up to 4 MGD.

TREATMENT PROCESS OVERVIEW

HEADWORKS

Wastewater flows to the WWRF via a 30-inch influent pipe which discharges to a concrete channel at the inlet of the headworks building. A step screen with an integrated washer compactor removes screenings and discharges them through an overhead discharge chute into a dumpster in the northeast corner of the building. There is also a bypass channel with a manual bar screen available as a back-up to the mechanical screen. After screening, grit is removed in an in-floor vortex grit chamber, and the separated grit is pumped to a grit cyclone and classifier in the same area as the screenings dumpster.

Wastewater exits the vortex grit chamber and flows through a 12-inch Parshall flume to the influent pump station wet well on the east side of the building. The wet well is equipped with ultrasonic level sensors which maintain a water depth between 4.9 and 7.9 feet above the bottom of the tank. The pump station currently has three Gorman Rupp pumps which pump the raw wastewater from the wet well via a 16-inch ductile iron pipe (DIP) discharge line. The raw wastewater is then combined with return activated sludge (RAS) and digester decant in a 30-inch DIP line and conveyed to the oxidation ditch splitter box. The influent pump station area has space for two additional pumps if future expansion is needed.

SECONDARY TREATMENT

The WWRF consists of three oxidation ditches in series for secondary treatment. The volume of each oxidation ditch is 666,666 gallons for a total treatment volume of 2,000,000 gallons. The ditches are designed for a combined influent, RAS, and digester decant flow of 4.0 MGD with a peak flow of 8.0 MGD.

At the splitter box, the influent flow is split into two, 24-inch DIP lines which feed into Oxidation Ditches #1 and #2, the easternmost and middle ditches, respectively. All three ditches are hydraulically connected by 48-inch sluice gates in the shared walls between the ditches and also by a 24-inch transfer line connecting Ditches #1 and #3. The ditch channels are 30 inches wide. Weir gates in Ditches #2 and #3 maintain a water depth throughout the system of approximately 14 feet.



Oxidation Ditch

Each of the three oxidation ditches are equipped with four, 30-horsepower (HP) Siemens disc aerators. The WWRF generally runs just one aerator at a time in Oxidation Ditches #1 and #2. The aerators are ramped up or down to maintain oxidation reduction potentials of +50 millivolts in Ditch #1 and -50 millivolts in Ditch #2. The aerators in Oxidation Ditch #3 are operated to maintain a dissolved oxygen level around 1.5 mg/L. Operators use two hoists per aerator to pull motors for maintenance.

Wastewater exits the secondary treatment process over the weirs in Oxidation Ditches #2 and #3. The oxidation ditch effluent is collected in the weir boxes and combined in a 30-inch effluent line which flows to the clarifier splitter box.

SECONDARY CLARIFIERS

Mixed liquor from the oxidation ditches flows from the clarifier splitter box to the secondary clarifiers. There are three, 60-foot circular secondary clarifiers that are operated in parallel. The WWRF currently operates all three clarifiers simultaneously, except for occasional draining for cleaning. Fiberglass weirs maintain a water depth of 14 feet; the total volume of each clarifier is 296,088 gallons. Clarified water flows over the weirs at the top of the tank and collected in an 18-inch effluent line.

Activated sludge settles to the bottom of the clarifiers and is removed at the bottom of the tank using a rotating suction mechanism that is connected to RAS pumps equipped with variable frequency drives. The RAS is conveyed via an 8-inch line to either the oxidation ditch or to solids handling. Foam and scum are skimmed from the water surface using a rotating scum blade and removed via a 6-inch line and conveyed to the interchange tanks.

RAS from the secondary clarifiers is pumped to the UV/RAS building. The RAS pumps discharge into a common 12-inch pipe which splits into RAS and waste activated sludge (WAS)

lines. The RAS line is equipped with a magnetic flow meter which regulates how much RAS is conveyed back to the oxidation ditch splitter box. The remainder of the sludge is pumped to the interchange tanks as WAS.

UV DISINFECTION AND EFFLUENT DISCHARGE

Effluent from the three clarifiers is combined in a 30-inch line and conveyed to the UV/RAS building. The WWRf has three, non-contact ultraviolet (UV) disinfection units located on the



UV Disinfection Units

lower level of the building; there is also space for two additional units if needed for capacity in the future. The UV system is no longer supported by the manufacturer and the WWRf has had difficulty finding replacement ballasts for the units.

The disinfected effluent exits the three UV units and is discharged to the effluent pump station wet well in the southwest corner of the UV/RAS building. Normally the treated wastewater flows via gravity through a 30-inch effluent pipe which discharges to the Colorado River. If the level of the Colorado River gets too high to allow

for gravity flow, an ultrasonic level transducer triggers the electrically-actuated sluice gate on the effluent pipe and turns on the effluent discharge pumps. There are three Gorman Rupp, 25-HP effluent discharge pumps (and space for a fourth) located on the upper level of the UV/RAS building. These pumps discharge to a 10-inch header which is connected to the 30-inch effluent pipe on the other side of the sluice gate.

AEROBIC DIGESTION

WAS and scum from the clarifiers are pumped from the UV/RAS building to the two, 60-foot-diameter interchange tanks on the south side of the site. The term “interchange tank” is a relic of the Cannibal system that was the planned treatment process for the WWRf, but these two tanks are, in practice, aerobic digesters. The two tanks are 296,089 gallons each and have maximum water depths of 14 feet. WAS is aerated using two 15-HP, propeller-type mixers in each tank as well as 6-inch, PVC aeration headers at the bottom of the tanks.

WAS is conveyed from the interchange tanks to two, 55- by 35-foot rectangular digesters operated in parallel for additional aerobic digestion. The digesters are 201,600 gallons each and have a working depth of 14 feet. There are two propeller-type floating aerators per basin. The supernatant is removed by floating decanters and pumped via two decant pumps in the UV/RAS building to the oxidation ditches. Settled sludge is also pumped to the UV/RAS building and discharged to biosolids handling in the headworks building.

BIOSOLIDS HANDLING

Sludge from the aerobic digestion process is pumped to the headworks building via a 6-inch pipe and dewatered with a Tritan belt press and a Velodyne polymer system. The WWRF currently produces approximately 15,714 to 20,000 gpd of sludge at 1 to 1.5 percent solids (or 1,678 to 1,984 ppd of digested sludge). The belt press has a maximum solids loading rate of 750 pounds per hour (lb/hr). The belt press discharges the solids onto a conveyor which transports the dewatered cake to a roll-off dumpster on the main level of the headworks building. After dewatering, the WWRF produces approximately 83,179 to 98,328 pounds of cake per week at 13 percent solids. The cake is periodically hauled to a landfill; according to staff, the WWRF currently spends approximately \$100,000 annually on landfill tipping fees. The pressate from the belt press is drained back to the influent to the oxidation ditches.

The belt press requires substantial operator oversight while it is running. To reduce operator workload and add redundancy to the solids handling system, the WWRF plans to install a single, 460 lb/hr screw press which will become the primary solids handling equipment for the plant. The WWRF will keep the existing belt press as backup. The WWRF submitted a Site Application for this project to the CDPHE in September 2020.

CONDITIONS ASSESSMENT

The WWRF is 12 years old and is largely operating well. Solids handling is the staff's main concern, and it is anticipated that this issue will be resolved with the addition of the new screw press, which is currently under design.

Ongoing maintenance needs include re-lining concrete tanks and channels. At the time of the site visit, the intake channel to the headworks building and Clarifier #1 both needed to be re-coated.

The control board in the headworks building is starting to fail and technical support is no longer covered by manufacturer.

The interchange tanks are currently operated as digesters, which is not what those tanks were designed to do. During the winter, the WWRF experiences bulking and foaming issues in the interchange tanks, digesters, and, to a lesser extent, the oxidation ditches.

The programmable logic controller (PLC) system for the UV disinfection units is not currently working. Staff also has trouble finding replacement ballasts for the UV system.

LIMITING FACTORS

The WWRF is currently operating at an MMADF of 1.03 MGD and a maximum month loading of 2,769 ppd, well below its design capacity of 2 MGD influent flow and 5,421 ppd influent organic loading. The WWRF was planned with an expansion up to 4 MGD; the plans include space for additional pumps and treatment units across all process areas.

The current bottleneck at the WWRF is solids handling and hauling. Adding a screw press will add redundancy and increase operator flexibility. However, the WWRF has used the same contract haulers for at least a decade which can only haul a limited volume of solids every week.

WASTEWATER EFFLUENT QUALITY

In October 2017, the CDPHE Water Quality Control Commission (WQCC) made changes to Colorado’s nutrient management control regulations (Regulation 85 and Regulation 31). These changes indicate that over the next decade, from 2017 to 2027, the WQCC will develop or revise water quality standards for total nitrogen, total phosphorus, chlorophyll, ammonia, cadmium, arsenic, selenium, and temperature. Regulation 85 is the current rule, but CDPHE intends to replace Regulation 85 with Regulation 31 in 2027.

CDPHE Regulation 85 limits the total inorganic nitrogen (TIN) and total phosphorus (TP) concentrations of domestic and non-domestic wastewater treatment facilities to annual medians of 15 mg/L and 1 mg/L, respectively. Plants built before May 31, 2012, with design capacities of 2.0 MGD or less, which includes the Rifle WWRF, are subject to Regulation 85’s “delayed implementation of effluent limits,” as discussed in Section 85.5(1)(a)(ii) of the rule. This means that the WWRF is excluded from the regulation until May 31, 2022. However, any discharge permit issued for the WWRF after May 2022 may include the lower TIN and TP limits. Regulation 85’s TIN and TP limits are based on the annual median effluent concentrations and the 95th percentile of all samples. The historical TP effluent concentration, along with the running annual medians, are shown in Figure 11 below.

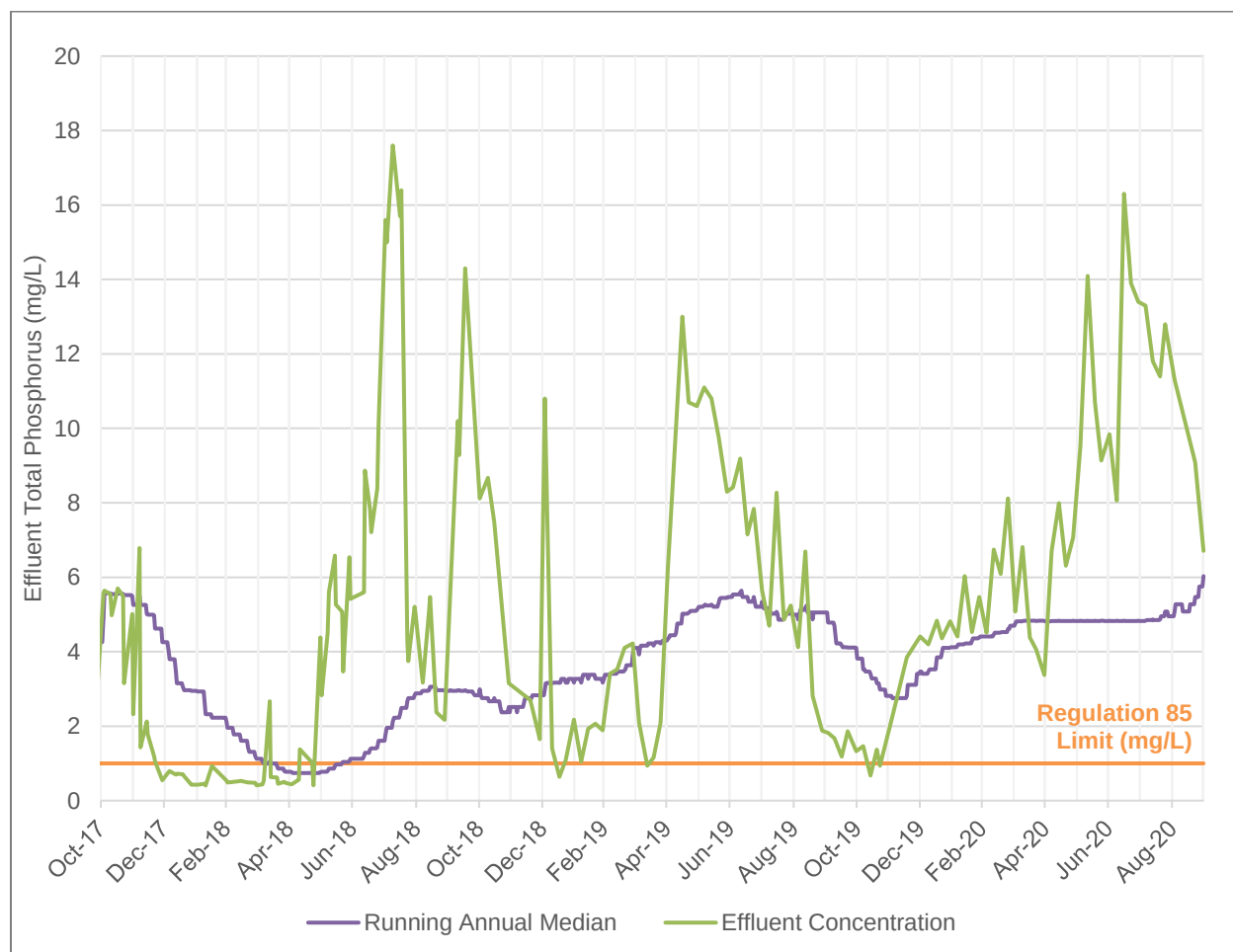


Figure 11. Historical Effluent Total Phosphorus Concentration

The historical TIN effluent concentration, along with the running annual medians, are shown in Figure 12 below.

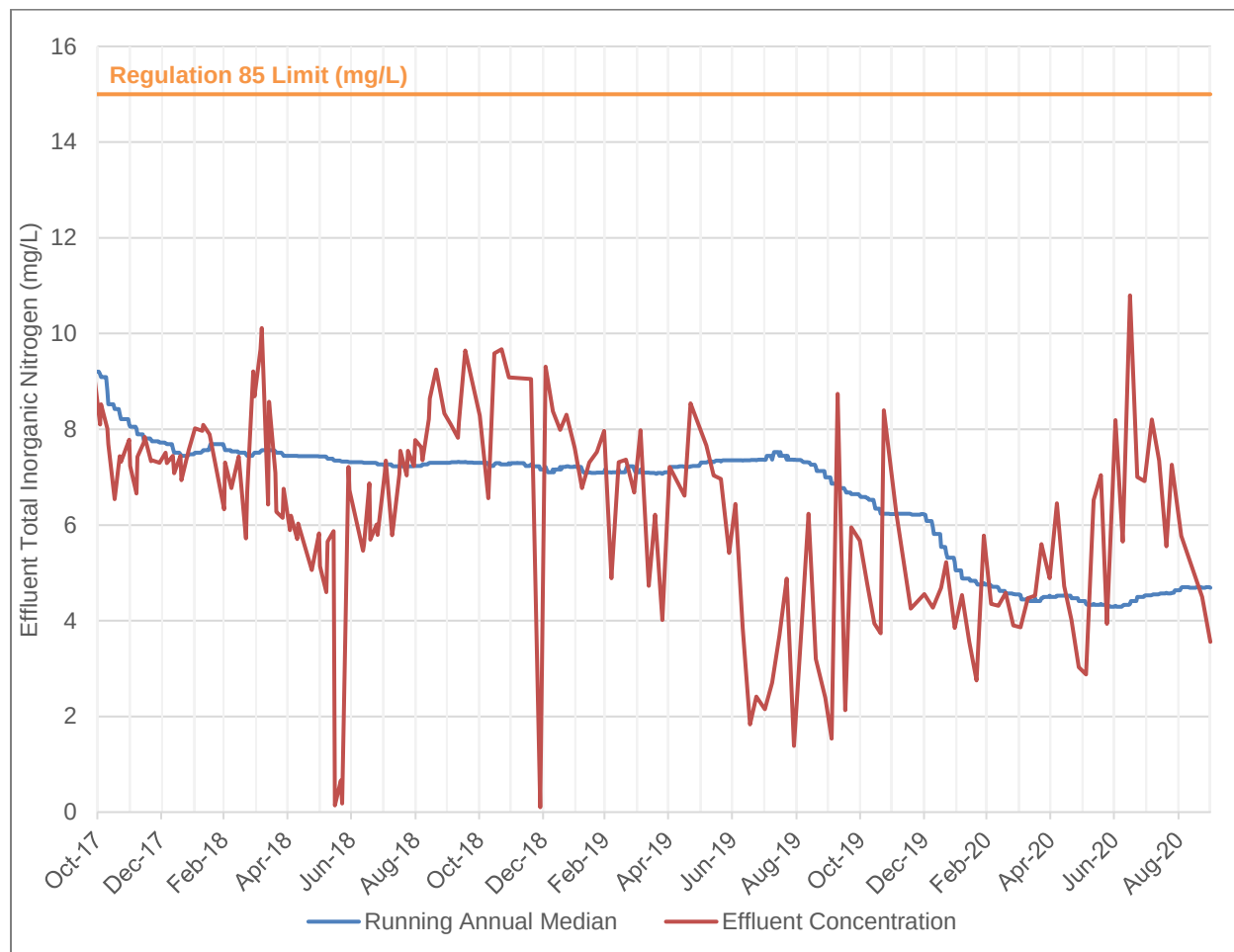


Figure 12. Historical Effluent Total Inorganic Nitrogen Concentration

The Rifle WWRF effluent TP and TIN concentrations from October 2017 through September 2020 are also summarized below in Table 11.

Table 11 – Historical Effluent Water Quality

Year	Total Phosphorus (mg/L)				Total Inorganic Nitrogen (mg/L)			
	Annual Median	Reg. 85 Annual Median Limit	95 th Percentile	Reg. 85 95 th Percentile Limit	Annual Median	Reg. 85 Annual Median Limit	95 th Percentile	Reg. 85 95 th Percentile Limit
2017 (Oct-Dec)	4.3	1.0	8.1	2.5	7.7	15	9.6	20
2018	2.8		15.6		7.2		9.6	
2019	3.5		10.8		6.2		8.5	
2020 (Jan-Sep)	6.8		13.9		4.7		8.2	

As shown in Table 11, the Rifle WWRF has not met the Regulation 85 TP guidelines since at least October 2017. The annual median of effluent TP concentrations ranged from 2.8 to 6.8 mg/L, exceeding the Regulation 85 limit of 1.0 mg/L; the 95th percentile of effluent TP

concentrations ranged from 8.1 to 15.6 mg/L, substantially exceeding the Regulation 85 limit of 2.5 mg/L. However, the Rifle WWRF met the Regulation 85 limits for TIN on both an annual median and a 95th percentile basis between October 2017 and September 2020.

CDPHE plans to adopt revised nitrogen and phosphorus limits in 2027 as part of Regulation 31. It is possible these limits will be even lower than the existing Regulation 85 TIN and TP limits. Section 85.5(1.5) of Regulation 85, as well as a CDPHE policy document referred to as Policy 17-1, outlines a Voluntary Incentive Program that allows a facility to extend the compliance schedule to adopt the new nutrient limits anticipated in 2027. As discussed in Section VI.1 of Policy 17-1, the Incentive Program grants a facility additional months to comply based on the facility's annual median TP or TIN concentrations. No credit is earned for annual medians above the existing Regulation 85 standards.

The WWRF enrolled in the Voluntary Incentive Program in 2018. As discussed above, Rifle WWRF has not historically met the Regulation 85 TP limit of 1 mg/L. However, it has consistently met the TIN limit of 15 mg/L. Under Policy 17-1, the Rifle WWRF could extend its Regulation 31 compliance schedule up to 1 year for every year it achieves an annual median TIN concentration less than 7 mg/L, as it did in 2019. For years in which the TIN annual median is above 7 mg/L but below 15 mg/L, the WWRF will earn relatively less additional compliance time based on a sliding scale to a maximum of one year.

SALINITY

The renewed NPDES discharge permit issued by CDPHE that took effect in April 2015 identified that the WWRF effluent TDS had exceeded the Colorado River Salinity Standards threshold of 1.0 ton per day or 350 tons per year, based on the results of quarterly samples required by the previous permit. CDPHE calculated the average WWRF TDS value to be 3.7 tons per day. Due to this exceedance, CDPHE required the City to provide a report that determined whether achieving an effluent TDS concentration of less than 1 ton per day is economically feasible. If the cost is demonstrated to be unreasonable, a waiver to the TDS requirement can be granted. In 2015, the City commissioned SGM to conduct a study into the probable costs of developing a TDS removal process as part of the overall WWRF and to produce a report outlining the findings and the implication on utility rates. SGM's report, titled *2015 Salinity Report*, indicated that the estimated cost of the treatment processes needed to meet the salinity threshold of the Colorado River Salinity



Treated Effluent Leaving the Disinfection Room

Standards would require a 93 percent increase in sewer service rates. The conclusion of the report was that it was not economically feasible for the population served by the WWRF to absorb a rate increase of this magnitude. The City submitted the report to the CDPHE Water Quality Control Division (WQCD) on August 31, 2015. CDPHE has not granted the City a TDS waiver but did administratively extend the permit in 2019, which requires only quarterly reporting of effluent TDS concentrations.

Another more site-specific approach that CDPHE takes to regulating salinity in the Colorado River is to allow an incremental increase of 400 mg/L of TDS over the baseline TDS concentration in the source water. This allows systems with particularly high raw water TDS to avoid being penalized for discharging more than 1 ton per day or 350 tons per year due to the high influent loading. The 2015 discharge permit fact sheet indicates that the City had not been collecting raw water TDS data since 2008 and that CDPHE was consequently unable to assess the salinity discharge using the incremental increase approach. According to the WWRF DMRs, the City is currently collecting quarterly influent TDS samples along with the monthly effluent TDS samples. Although quarterly influent samples are all that are required by the permit, more frequent sampling may benefit the City by demonstrating a higher annual average background TDS in the source water resulting in higher allowable effluent concentrations with the 400 mg/L incremental increase.

SECTION 4 – GIS MAPPING AND ASSET MANAGEMENT

GIS MAPPING AND DATA

The ESRI GIS mapping system offers the ability to visually depict and communicate data as it is spatially located. The City has an extensive GIS database that includes the water distribution and sewer collection systems. The database includes water pipes and structures and sanitary pipes and structures with attribute data consisting of installation date, size, material type, and status. Other data such as waterline break locations, identified defects based on closed-circuit television (CCTV) analysis, inflow and infiltration reports, bottleneck locations, high groundwater locations, and background data from Garfield County and the State were used in the creation of the asset management priority grading. The use of GIS allows for organizing, mapping, and selecting features within the shapefiles to populate the condition and criticality grades and create a prioritization of the pipe segments.

PRIORITIZATION SYSTEM BASED ON CONDITION AND CRITICALITY

Prioritization of the City's distribution and collection system pipes can be used to create a proactive evaluation program that uses a calculated priority grade to determine timing on when inspection and ultimately rehabilitation or replacement should occur. The final priority grades distinguish the pipe segments on a scale from 1 to 5 with 5 being the highest priority. A pipe segment can be any length and is dependent on how it is drawn into GIS. For the sewer collection system, a pipe segment is usually from manhole to manhole. For the distribution system, a pipe segment is usually from valve to valve or fitting to fitting.

The priority grades are determined based on a matrix using condition and criticality grading factors. Overall, the priority grades will allow the City to have a better understanding of where within their system they should focus inspections and more in-depth evaluations. The prioritization grading will provide improved estimates of service life. The program should reduce the frequency of emergency repairs, extended service disruptions, restoration costs due to environmental and property damage, and premature pipe replacement or rehabilitation.

The prioritization final grade depends largely on the input data. This input data includes criticality and condition factors. The criticality factors include the pipe's probability of failure and the consequence of failure within the system. The pipes condition is based on the structural condition of the pipe. The probability of failure is the likelihood of failure to occur based on physical characteristics of the pipe, the installation conditions and methods, and environmental conditions. The consequence of failure is based on the impact of failure related to the pipe location, the community effects, and costs for the loss of service and safety.

The condition grade is usually based on a single factor that relates to the overall structural condition of the pipe. Inspection reports from visual inspections or non-destructive inspection techniques for the entire system are the best option for the condition grade. However, not all of

the City's collection and distribution systems have inspection records or break and repair history records. Another condition factor that could be used is capacity of the system that would inform where there could be major design issues in the system and would usually be a probability of failure factor. However, this was unavailable for the City's system. In the future, hydraulic modeling could be done to determine capacity of water and sewer pipe segments.

Without complete inspection data records, it was determined to use the age of the system for the collection system condition grade because as the pipe age increases the condition of the pipe typically deteriorates. The material of the distribution system pipe was used for its condition grade because the City indicated that the material of the pipe within their system can contribute greatly to degradation of a pipe. High groundwater along with poor poly-wrapping during installation increases corrosion for some of the pipe materials and requires the pipes to be replaced. Furthermore, pipe materials such as AC should be removed from the system as they are a hazard and could be dangerous if a break occurs. The condition factor can be changed as more information is gathered during rehabilitation, repairs, and replacements.

WATER DISTRIBUTION SYSTEM

CRITICALITY GRADE

The water distribution system has two categories that define the criticality grade: probability of failure and consequence of failure. The probability of failure is based on the physical condition of the pipe. The consequence of failure focuses on the impact a pipe failure will have on the community or environment.

The criticality grade is split into these two categories to allow for specific analysis to be performed on each factor before being combined into the criticality grade. The probability of failure and consequence of failure grades are determined using a weighted percent of the factor grades. The weighted percent allows for the City to determine which factor should have greater emphasis. Table 12 below shows the suggested weighted factors for the distribution system. Note that the more factors that are analyzed for the probability and consequence of failure, the more the weighted percent values need to be spread between the factors.

There are only three probability of failure factors, allowing for greater weight to be placed on any particular factor. Conversely, the consequence of failure grade has nine factors over which to assign percent weights. As the City becomes more accustomed to the consequence of failure factors, the weighted percentages can be adjusted.

Table 12 – Distribution System Weighted Percent Values for Failure Factors

Probability of Failure			
Probability Factor	Weighted %	Grade	Note
Age	50%	0-10	Older Pipe Higher Grade
Proximity to Break	35%	0 or 10	Within 10'
Pressure Zone	15%	0 or 10	10 if Greater than 100 psi
Total	100%		
Consequence of Failure			
Criticality Factor	Weighted %	Grade	Note
Non-redundant	10%	0 or 10	Non-Looping Transmission Main
Dead-ends	4%	0 or 10	Pipe dead-ends/smaller non-looping
Type of Customer	15%	0-10	Based on Customer Type
Proximity to Waterway	6%	0 or 10	Within 50'
Pipe Size	20%	0-10	Larger Pipe Higher Grade
Proximity to Road Type	6%	0 or 10	Within 50'
Ease of Access	6%	0 or 10	Further than 50' from Road
Bottleneck	8%	0 or 10	Identified by City Staff
Road Replacement	25%	0 or 10	10 if on or crosses Road Replacement
Total	100%		

Probability of failure factors include the following:

- Age of the pipe
- Proximity to a previous waterline break
- Pressure zone.

The age of the pipe is important and has the highest weighted percent because as the pipe gets older the quality of the pipe usually deteriorates. The proximity to a break has the second highest weighted percent because if a pipe has a record of a break it is highly likely it will have another break in a nearby segment or within that same segment. The pressure zone factor specifically identifies pipes that should have a pressure higher than 100 psi which would cause deterioration of the pipe at a quicker rate due to the pressure on the inner pipe walls and fittings. The grade allocation for the distribution system with suggested ranges is provided in Appendix C.

Consequence of failure factors include the following:

- Located along a future road replacement project
- Size of the pipe
- Type of customer affected
- Non-redundant
- Dead-end
- Proximity to the type of road
- Proximity to a waterway

- Ease of access
- Bottleneck

The highest weighted percentage factor is the road replacement factor because it is important that the pipes that intersect or are parallel to the road replacement project be inspected and rehabilitated or replaced before the roadwork occurs. Otherwise, if a failure in the pipe occurs the new road will be damaged by the repairs. The pipe size has the second highest weighted percentage because the larger the pipe the more connected customers will be affected and the higher the cost for repair.

The type of customer is also a high weighted percent because if a pipe were to break near the airport or medical care facility the effect to the community is high and having the water service down for those facilities for long periods of time is not acceptable. The lowest weighted factor is if the transmission main pipe is non-redundant, meaning there is no parallel pipe or looped pipe for the larger diameter pipes. If that non-redundant pipe fails, there is a high cost for repairs and outages for all that is fed by the pipe. The dead-end factor accounts for areas in the system where there are dead-end lines that do not loop or smaller branch pipes that service mostly residential properties, but will have a cost to that area if there is a pipe break because there would be no service to the area. The roadway types used in are highway, major road, local road paved, and local road gravel and consider it more expensive to have to repair a pipe within a highway than a gravel road.

The final probability of failure grade and consequence of failure grades was calculated by multiplying by the specific weighted percent and summing the factor grades. The criticality grade is then determined based on where the probability of failure grade and consequence of failure grade falls on the criticality matrix, as shown in Figure 13. The criticality grades range from 1 to 10, with the higher the grade indicating the more critical the pipe is in the system.

Probability of Failure Grade	10	0	1	0	0	2	0	0	0	0	0
	9	0	2	0	4	1	1	0	0	0	0
	8	4	9	0	3	2	1	0	0	0	0
	7	5	18	15	6	9	0	0	0	0	0
	6	9	5	13	2	2	1	0	0	0	0
	5	7	25	33	7	34	19	2	0	0	0
	4	7	94	83	8	19	4	1	0	0	0
	3	68	268	154	57	37	12	0	0	0	0
	2	9	89	42	14	3	1	0	0	0	0
	1	9	130	115	20	26	2	0	0	0	0
		1	2	3	4	5	6	7	8	9	10
Consequence of Failure Grade											

Figure 13. Distribution System Criticality Grade Color Matrix

The grades associated with the color matrix are the following:

- Red: 5

- Orange: 4
- Yellow: 3
- Blue: 2
- Green: 1

Red represents the most critical grade and green represents the least critical pipes within the system. The count of pipes for each criticality grade is provided in Table 13.

Table 13 – Distribution Criticality Grade Summary

Color	Grade	Count	Pipe Lineal Footage
Green	1	884	191,796
Blue	2	448	164,232
Yellow	3	150	44,400
Orange	4	32	16,995
Red	5	0	0
Total	-	1,514	417,423

CONDITION GRADE

The condition grade accounts for the structural condition of the pipe based on the single factor of the material type. The grades ranges from 0 to 5 based on the material types potential for structural failure. A grade of 0 means that the pipe material has a low concern for degradation or deterioration that would cause a break in the pipe. After talking with the City, it was agreed that the pipes with the material of AC and transite have the highest grade of a 5. DIP and cast iron pipe are the next highest pipe grades due to the concern of poorly installed polywrapping on the pipes and the high groundwater that could easily cause corrosion and deterioration of the pipes. The pipes with grades of 3 are steel and all pipes with unknown material type. The PVC and C900 pipes are likely the same pipe material and have the lowest probability of failure and have a grade of 0. Table 14 provides all types of material known within the system, the condition grade given to the material, the final number count of how many pipes there are for each grade, and the total lineal footage for each grade.

Table 14 – Distribution System Condition Grade Summary

Material	Grade	Count	Pipe Lineal Footage (ft)
AC/Transite	5	67	17,041
Cast iron	4	33	12,992
DIP	4		
Steel	3	430	48,028
Fire	3		
Not C900	3		
Blank	3		
Class	2	188	75,051
HDPE	1	9	2,718
Copper	1		
PVC	0	787	261,593
C900	0		

COLLECTION SYSTEM

CRITICALITY GRADE

The criticality grade for the collection system is calculated using the same method described for the water distribution system. However, the number and type of factors differ.

There are five probability of failure factors and seven consequence of failure factors. As with the water distribution system, the City can adjust the weighted percent for each factor. These are summarized in Table 15. The grade allocation for the collection system with suggested ranges is provided in Appendix C.

Table 15 – Collection System Weighted Percent Values for Failure Factors

Probability of Failure			
Criticality Factor	Weighted %	Grade	Note
Identified I/I	18%	0 or 10	I/I Report/City Info
Material	25%	0-10	Depends on Material Type
High Groundwater	5%	0 or 10	North of River
CCTV Inspected	2%	0 or 10	From City Reports
Defect grade	50%	0-10	From CCTV Inspections
Total	100%	--	--
Consequence of Failure			
Criticality Factor	Weighted %	Grade	Note
Distance to WL	5%	0 or 10	Within 50'
Distance to Waterway	5%	0 or 10	Within 50'
Pipe Size	18%	0-10	Large Pipe Higher Grade
Proximity to Road Type	7%	0 or 10	Within 50'
Ease of Access	5%	0 or 10	Further than 50' from Road
Type of Customer	20%	0-10	Based on Customer Type
Road Replacement	40%	0 or 10	10 if on or crosses Road Replacement
Total	100%	--	--

Probability of failure factors include the following:

- Pipe was identified to have inflow or infiltration
- Material of the pipe
- Pipe is located in a high groundwater area
- Pipe has been inspected and defects identified using CCTV
- The level of the largest defect rating identified during the CCTV inspection, as based on the national pipe defect rating system

For the pipes that undergo CCTV inspections, the defect rating provides a value from 1 to 5. This value represents how greatly the condition of the pipe is affected by the defect. Defects include roots, offset joints, debris, sags, breaks, cracks, and poorly constructed repairs. The pipes with defect ratings were given a higher weight percent because these are identified condition issues. However, since all of the system has not had CCTV inspections only the portion of the system will be affected by the defect factor. It is important to identify the pipes that have been inspected by CCTV as knowledge of the condition of the pipe is important. Once the entire system is inspected this factor can be removed. The pipe material was also given a high weight percent because the type of material can affect the condition of the pipe. The high groundwater concerns in several areas of the system and identified inflow and infiltration into the system are high concerns for capacity issues.

The consequence of failure factors for the collection system are the same as those for the water distribution system. The list has been included again here for easy reference.

Consequence of failure factors include the following:

- Located along a future road replacement project
- Size of the pipe
- Type of customer affected
- Proximity to the type of road
- Proximity to a waterway
- Proximity to a waterline
- Ease of access

The highest weighted percent factor is the road replacement and as discussed in the distribution section it is imperative to inspect and repair or replace the pipe system before a new road is installed. The other higher weighed percent is the pipe size because as the pipe size increases the cost to repair the pipe increases and the effected service area increases. Just like with the distribution system the type of customer being affected by a break is important to identify especially the health care centers and the airport to ensure the pipes are inspected and mitigated before a break can happen. The pipe segments distance to a waterline has some importance because if the sewer line breaks and leaks sewage near the waterline there is a chance of contamination. This is the same with the proximity to a waterway and the harm that could occur if a sewer were leaking sewage near a waterway.

The criticality grade is based on where the probability of failure grade and consequence of failure grade falls on the criticality matrix, as shown in Figure 14.

Probability of Failure Grade	10	0	0	0	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0	0	0	0
	8	0	0	0	2	0	0	0	1	0	0	0
	7	0	2	3	0	0	0	0	0	0	0	0
	6	0	0	3	2	0	0	1	0	0	0	0
	5	0	4	5	8	1	0	1	0	0	0	0
	4	0	10	20	8	0	0	2	1	0	0	0
	3	2	81	186	98	4	0	5	4	0	0	0
	2	0	23	34	31	0	2	1	2	0	0	0
	1	8	252	308	56	0	6	20	16	0	0	0
		1	2	3	4	5	6	7	8	9	10	
Consequence of Failure Grade												

Figure 14. Collection System Criticality Grade Color Matrix

The count of pipes for each criticality grade is provided in Table 16.

Table 16 – Collection System Criticality Grade Summary

Color	Final Grade	Count	Pipe Lineal Footage
Green	1	894	196,810
Blue	2	239	65,538
Yellow	3	72	28,518
Orange	4	7	1,753
Red	5	1	214
Total	--	1,213	292,834

CONDITION GRADE

The condition grade is the evaluation of the structural condition of the pipe. The age of the pipe was given a grade from 0 to 5; the older the pipe, the higher the condition grade. Pipe ages range from 1936 to 2020 with a small number of pipes lined in 2005. Lined pipes were assigned a condition grade based on the year they were lined. A grade of 5 was given to all pipes that were installed before 1950. A grade of 0 means the pipe has been installed since 2016. There were 168 pipe segments that did not have an installation date and therefore were given a grade of 2. Using the age of the pipe for the condition grade assumes that as the pipe is older there is a greater probability of structural defects, settling, or other damage to the pipe. A summary is provided in Table 17.

Table 17 – Collection System Condition Grade Summary

Final Grade	Count	Pipe Lineal Footage
0	18	3,320
1	165	45,024
2	375	73,638
3	483	120,871
4	66	22,554
5	106	27,427
Total	1,213	292,834

RESULTS AND RECOMMENDATIONS

The priority grade is the final grade for the pipe segments, determining the order in which the pipes should be investigated further and prioritized for rehabilitation or replacement. The priority grade is dependent on both the condition grade and the criticality grade and is determined by a color matrix. The condition grade has greater emphasis than the criticality grade because the condition of the pipe provides more information on if the pipe is likely to fail due to structural issues. The colors in the color matrix denote the following rehabilitation priority:

- Red: immediate
- Orange: high
- Yellow: medium
- Blue: low

- Green: not required

The distribution system shows 102 pipe segments within the red and orange priority that will need to be investigated immediately or in the near future to determine the condition of the pipe and if there are structural problems that will require rehabilitation or replacement of the pipes. Figure 15 shows the results of the priority grading for the distribution system. There are approximately 17,000 lineal feet of pipe within the red priority with a final grade of 5. The pipes should be considered for replacement since they are AC/transite material. It is important to look at the areas that the pipes are located and determine if there are adjacent segments that can be combined. The orange areas of the matrix that have a priority grade of 4 have approximately 15,800 lineal feet of pipe that should be inspected within the next 5 years. This can be completed with non-destructive inspection techniques such as leak detection, acoustic testing, or spot inspection. Figure C1 in Appendix C provides a map of the distribution system results of the priority grading for each pipe segment throughout the City.

Condition Grade (Material)	5	19	18	28	2	0
	4	9	10	9	5	0
	3	330	87	11	2	0
	2	87	76	18	7	0
	1	5	4	0	0	0
	0	434	253	84	16	0
		1	2	3	4	5
Criticality Grade (Probability and Consequence Failure Matrix Results)						

Figure 15. Distribution System Priority Grade Color Matrix

The count of pipes for each criticality grade for the distribution system is provided in Table 18.

Table 18 – Distribution System Priority Grade Summary

Color	Final Grade	Count	Pipe Lineal Footage
Green	1	796	264,311
Blue	2	181	67,986
Yellow	3	435	52,238
Orange	4	35	15,847
Red	5	67	17,041
Total	--	1,514	417,423

The collection system has 173 pipe segments within the red and orange priority that will need to be investigated immediately or in the in the near future to determine the deterioration of the pipe and if there are structural problems that will require rehabilitation or replacement of the pipes. Figure 16 shows the results of the priority grading for the collection system. There is approximately 27,400 lineal feet of pipe within the red priority with a final grade of 5. The pipes should be inspected using CCTV methods to determine the structural defects within the pipes identified and those that are in the same area that could potentially be a part of the same project

for required rehabilitation or repairs. The orange areas of the matrix that have a priority grade of 4 have approximately 23,100 lineal feet of pipe that should be inspected within the next 5 years. Figure C2 in Appendix C provides a map of the collection system results of the priority grading for each pipe segment throughout the City.

Condition Grade (Age)	5	46	30	25	5	0
	4	28	31	7	0	0
	3	369	93	20	1	0
	2	315	38	20	1	1
	1	120	45	0	0	0
	0	16	2	0	0	0
		1	2	3	4	5
Criticality Grade (Probability and Consequence Failure Matrix Results)						

Figure 16. Collection System Priority Grade Color Matrix

The count of pipes for each criticality grade for the collection system is provided in Table 19.

Table 19 – Collection System Priority Grade Summary

Color	Final Grade	Count	Pipe Lineal Footage
Green	1	183	48,343
Blue	2	373	72,546
Yellow	3	484	121,402
Orange	4	67	23,116
Red	5	106	27,427
Total	--	1,213	292,834

It is important to understand that the results of the priority grades aid in providing direction on where the City staff should investigate within the system further to verify the actual condition of the pipe system. The collection system can be inspected using CCTV to determine the structural condition of the pipe.

Inspection of the water distribution system is more difficult. External infrared or sonic sensors and internal traveling sensors may provide condition information, but it can be expensive. It is recommended that the pipes with a grade of 5 based on the material should be placed on the schedule to be replaced rather than investigated. A hydraulic water model can provide an update to the condition grades based on demand capacity analysis and bottleneck investigations of the system. This can help narrow down wear future inspection, repairs or replacements, and improvements should be made. Table 20 provides a summary of the priority and when inspection should occur for the condition and criticality grades.

Table 20 – Inspection Schedule Summary

Condition	Criticality	Distribution Count	Collection Count	Implication	Rehab Priority	Time of Next Inspection (year)
0 or 1	5	0	0	Good or Excellent Condition	Not Required	10
	1-4	796	183		Not Required	15 – 25
2	5	0	1	Fair Condition, Minimal Structural Risk	Low	5
	1-4	188	374		Low	10 – 15
3	5	0	0	Poor Condition, Moderate Risk	Medium	3
	1-4	430	483		Low	5 – 0
4	5	0	0	Very Poor Condition, High Structural Risk	Immediate	0
	1-4	33	66		High	2 – 5
5	1-5	67	106	Failed or Imminent Failure	Immediate	0

NEXT STEPS

The next step for the City is to start a CCTV inspection program for the sanitary sewer system based on the priority grades. Since there are future street improvement projects that have been outlined for the next 5 years, it is imperative to inspect and determine which pipes the collection and distribution system are required to be rehabilitated or replaced within the areas of the street improvement projects.

The asset management priority grading program should be re-evaluated on a regular basis: every year as the program gets started and the databases updated and moving to every 3 to 5 years once the program is up in running. The program can also be enhanced if hydraulic models were incorporated into the analysis for capacity within the distribution and collection systems.

DATA COLLECTION FOR SYSTEMS

The existing GIS database system is relatively well populated. However, there is missing information on the installation data, material, and size for both the distribution and collection systems that should be populated based on as-built drawings, staff knowledge, and surrounding area data. For both the distribution and collection systems there is inaccurate spatial data that needs to be cleaned up. This includes using as-built drawings to draw in the pipe system as accurately as possible including removing manholes that have no pipes going to them, add manholes to pipes that do not have manholes at both sides, adding pipes between manholes, separating the water pipes based on water valves rather than having long runs of the pipe, and making sure all water and sewer pipes are in the databases. As this data is populated and the systems are cleaned up the priority grades can be updated.

The naming convention for the pipes, manholes, and valves is not consistent or is incomplete. It is important to be able to identify a pipe or structure based on an identification name that can be viewed not only in the GIS database, but on maps, spreadsheets, and other programs and provide a consistent and easily recognized identification when reviewing and evaluating the systems.

SECTION 5 – MAINTENANCE AND CAPITAL IMPROVEMENT PLAN

INTRODUCTION

The City has completed significant capacity expansions for both the water and wastewater treatment facilities recently enough that future treatment expansions are not anticipated until 2039 or later. Without capacity related projects, the City's focus is on utility maintenance projects and improvements for operations. This is reflected in the below recommended capital improvement plan and additional annual Operation & Maintenance budget items.

Before preparation of the Utility Study, the City had two significant capital projects identified for 2020 through 2023; the water utility RO/GAC Facility project and the wastewater utility Salinity Removal/Mitigation Solution project for an estimated cost of \$80M combined. These two projects are no longer included in the CIP as near-term projects due to the uncertainty of the timing of regulatory requirements, limited water quality information available, and to avoid unintended negative impacts of changing the drinking water characteristics. Removing these two projects from the CIP significantly reduced the capital improvement projects total for 2021-2030. While these projects are no longer anticipated within the next ten years, salinity removal will likely be required and should be planned for within the next twenty years.

CAPITAL PROJECTS

Most of the capital improvement projects summarized below are identified in the condition assessment or limiting factors of the existing facilities evaluation. The capital improvements outlined below are arranged by category including:

- Water Purification Facility Improvements
- Water Distribution System Improvements
- Raw Water Improvements
- Wastewater Reclamation Facility Improvements
- Sanitary Sewer Collection System Improvements

The capital improvement projects are described in the same order as presented in the summary table for the 2021-2030 CIP provided in Appendix D. An opinion of probable cost (OPC) has been developed for the major improvement project recommendations presented in this plan. Some project costs were provided by the City. OPCs are also included in Appendix D.

SALINITY RELATED PROJECTS NOT INCLUDED IN THE 10-YR CIP

The RO/GAC Facility project was originally part of the last WPF expansion design but was ultimately removed as a cost savings measure during construction of the WPF. The RO/GAC project was not necessary as part of the expansion to meet water treatment regulatory requirements, but can be added to improve taste, smell, and reduce TDS, including salt, or

salinity, in the drinking water. There are no current regulatory requirements that would require the City to treat for taste, odor, or TDS. However, regulatory requirements may be imposed on the City requiring salinity removal at the WWRF to limit salinity discharged to the Colorado River. It is uncertain when these projects would be required, however they are no longer included in the ten-year capital improvement plan.

Before these capital projects are re-entered in the CIP, JVA recommends completing a comprehensive study including a WPF raw water quality analysis to refine the RO/GAC Facility design and to evaluate a comprehensive salinity removal solution that includes RO/GAC salinity removal at the WPF and TDS removal at the WWRF. This study will evaluate cost savings in a comprehensive salinity removal solution including both an RO/GAC Facility at the WPF and Salinity Removal at the WWRF to meet future regulatory requirements when needed. A comprehensive salinity removal solution will likely reduce the total capital cost required, while both meeting regulatory requirements for wastewater treatment and improving the taste and aesthetic of the City's drinking water.

ADDITIONAL ANNUAL OPERATION & MAINTENANCE BUDGET

In addition to the CIP project described in this section, the following annual budget items are recommended to be added to the City's current annual utility Operation & Maintenance budget to help ensure system reliability and performance.

WATER PURIFICATION FACILITY MAINTENANCE PROJECTS

Building, equipment, and/or SCADA maintenance, operations improvements, pilot studies, or other project currently not listed in the 10-year CIP.

Years to Complete: Ongoing

Anticipated Cost: \$100,000 per year

DISTRIBUTION SYSTEM MAINTENANCE PROJECTS

As the asset management program described in Section 4 is implemented, the highest priority pipeline rehabilitation or replacement projects will be identified based on condition and criticality. As the program becomes more sophisticated with additional condition assessment information, and hydraulic modeling results, specific distribution system maintenance projects may be identified and included in future annual budgets based on an engineering estimate. For the purpose of this Utility Study, to recognize an increase in distribution system maintenance projects, an annual budget equivalent to replacement of one percent of the total distribution system at an average cost of \$100 per linear foot, and one additional distribution system operator is included.

Years to Complete: Ongoing

Anticipated Cost: \$415,000 per year;

plus salary of one additional distribution system operator

WASTEWATER RECLAMATION FACILITY MAINTENANCE PROJECTS

Building, equipment, and/or SCADA maintenance, operations improvements, pilot studies, or other project currently not listed in the 10-year CIP.

Years to Complete: Ongoing

Anticipated Cost: \$100,000 per year

SANITARY SEWER COLLECTION SYSTEM MAINTENANCE PROJECTS

As the asset management program described in Section 4 is implemented, the highest priority pipeline rehabilitation or replacement projects will be identified based on condition and criticality. As the program becomes more sophisticated with additional condition assessment information, specific collection system maintenance projects may be identified and included in future annual budgets based on an engineering estimate. For the purpose of this Utility Study, to recognize an increase in collection system condition assessment, inspections, and maintenance projects, an annual budget equivalent to replacement of one percent of the total distribution system at an average cost of \$80 per linear foot, and one additional distribution system operator is included.

Years to Complete: Ongoing

Anticipated Cost: \$235,000 per year;

plus salary of one additional collection system operator

CAPITAL PROJECTS

WATER TREATMENT

WPF PROJECT NO. 1 – CITY MAINTENANCE FACILITY

A 5,000 square foot maintenance facility was originally included in the WPF Expansion project, however was removed from the completed project. This facility is needed for equipment and parts storage including water distribution system meters, hydrants, repair clamps, and condition assessment tools.

Years to Complete: 2024-2026

Anticipated Cost: \$1,500,000

WPF PROJECT NO. 2 – FLUORIDATION PROJECT

To allow for fluoride addition to the drinking water at the WPF, a new separate space is required for fluoride dry bulk storage, mixing and feed equipment.

Year to Complete: 2027

Anticipated Cost: \$975,000

WPF PROJECT NO. 3 – PALL MEMBRANE REPLACEMENT

The expected useful life of the existing membrane filters manufactured by Pall is 10 years. Full replacement of the membranes is included in the 10-year CIP. The actual year to complete may be adjusted based on actual performance of the membranes. To improve operator flexibility during clean-in-place and filter maintenance, additional membranes may be purchased at the same time as the replacement membranes and installed in spaces available on the existing skids.

Year to Complete: 2025 (estimate)
Anticipated Cost: \$664,000

WPF PROJECT NO. 4 – RESIDUAL DRYING BEDS – CONCRETE

The existing drying beds are lined with a 40-mil polyvinyl chloride (PVC) geomembrane liner under two feet of soil cover and two feet of drying bed sand. Residuals are typically removed once a year. Concrete drying beds will improve the ability and efficiency of removing the residual material without damaging the PVC liner or interfering with the soil and sand layers.

Years to Complete: 2026-2028
Anticipated Cost: \$2,945,000

WPF PROJECT NO. 5 – SAMPLING AND PELS APPLICATION

To improve the secondary water quality characteristics of the City’s drinking water, a decrease in the TDS concentration is necessary. Reverse Osmosis (RO) is required to remove TDS. A key consideration when adding RO treatment is the additional brine disposal requirement beyond the typical residuals produced by other treatment processes. Limited water quality data is available for TDS and other parameters that will be disposed with the brine. A sampling program and Preliminary Effluent Limitation (PEL) Application with CDPHE will initiate a comprehensive approach to the water and wastewater salinity removal and mitigation strategy.

Monthly samples of the finished water from the existing treatment plant will be taken to be analyzed for the parameters that would be regulated on a brine discharge permit. Those samples will represent the RO system feed water in order to calculate expected constituent concentrations that would be discharged to the river. These concentrations could then be compared to the WQCC in-stream standards to determine whether the RO concentrate could meet the limitations and what measures would need to be taken to ensure they do so. Depending on the estimated concentrate quality, a mixing zone study may be required to demonstrate compliance



The Colorado River Near the Raw Water Intake Structure

with in-stream standards, as described in WPF Project No. 6 below.

Once the RO feed water quality is characterized and the need for diffusers and/or additional treatment is determined, PELs could be requested from CDPHE.

Year to Complete: 2022
Anticipated Cost: \$75,000

WPF PROJECT NO. 6 – MIXING ZONE STUDY

The stretch of the Colorado River downstream of the U.S. Highway 24 Bridge is designated as a stream with threatened and endangered species, and therefore have tighter regulations for conformance to stream standards. The proposed RO and GAC Facility would likely be able to discharge some distance upstream of this bridge. However, the city would have to demonstrate to CDPHE that the RO concentrate has fully assimilated into the river before crossing the bridge into that more sensitive stretch. The City would likely have to commission a mixing zone study of proposed discharge points to accomplish this. If the mixing zone study determines that there is inadequate mixing for a single discharge point, a diffuser system would need to be designed. It might also be necessary to treat the RO concentrate further before discharging it to meet the limitations.

Year to Complete: 2023
Anticipated Cost: \$150,000

WPF PROJECT BEYOND 10-YR CIP – RO/GAC FACILITY

The RO/GAC facility is intended to polish the filtered water from the current WPF. Treatment would consist of upflow GAC pressure vessels and three-stage RO filtration systems. The facility would be physically separated from the WPF and a new disinfection contact basin and finished water pump station would need to be constructed as part of the new facility. This basin and pump station would replace the existing infrastructure so that the water could be disinfected and delivered to the distribution system after filtration by the RO and GAC systems. Part of Black & Veatch's design was a modular system that could be built upon, using the same building infrastructure, so that production capacity could be increased as needed and costs could be spread out over time. The report outlines two project schedule alternatives. The first alternative was to construct the whole facility to have a capacity of 16 MGD from startup. The 2016 cost estimate they presented for this approach was \$46,856,000. The second alternative presented a phased approach to construction. It involved constructing the building, disinfection contact basin, and finished water pump station according to the 16 MGD design but only including 8 MGD capacity of GAC filtration and 4 MGD capacity of RO filtration at first. This would allow for future expansion as needed. The 2016 cost estimate for this approach was \$35,098,000. This facility is not expected to be constructed within the 10-year planning window and, consequently, these costs are not included in the 10-year CIP.

WATER DISTRIBUTION SYSTEM

DISTRIBUTION PROJECT NO. 1 – AIRPORT TANK NO. 2 (CONSTRUCTION ONLY)

The design and engineering is complete for a 0.5MG Airport Tank No. 2 to provide redundant storage and operational flexibility. Construction of the tank is expected this year.

Year to Complete: 2021

Anticipated Cost: \$1,092,000

DISTRIBUTION PROJECT NO. 2 – WPF TO 5MG TANK COMPLEX – 24"/30" DISTRIBUTION MAIN

The City plans to install a parallel 24-inch or 30-inch water distribution main from the WPF north to the 5MG storage tank complex, a distance of approximately 2.5 miles.

Years to Complete: 2023-2025

Anticipated Cost: \$7,917,000

DISTRIBUTION PROJECT NO. 3 – TANK FOUNDATION MONITORING

Continued monitoring for foundation movement of recently installed water storage tanks including professional topographic survey and geotechnical engineering services.

Years to Complete: 2021-2023

Anticipated Cost: \$20,000 per year

DISTRIBUTION PROJECT NO. 4 – RECOAT AIRPORT TANK NO. 1

Tank coatings are recommended every ten years.

Year to Complete: 2022

Anticipated Cost: \$417,000

DISTRIBUTION PROJECT NO. 5 – BEAVER CREEK TANK IMPROVEMENTS – NEW 8-INCH TO RIFLE VILLAGE SOUTH AND NEW BOOSTER STATION

This project addresses two needs identified by the City; 1) to provide redundancy for the distribution system connection between the Beaver Creek Storage Tank and the City pressure zone, and 2) increase service pressure to the nearby Rifle Village South subdivision north of the Beaver Creek Storage Tank.

Years to Complete: 2023-2024

Anticipated Cost: \$3,335,000

RAW WATER SUPPLY

An algae control system in the raw water storage and settling pond would increase the flexibility of the raw water supply and improve the water quality and performance of the WPF. An aeration system for algae control would be a good preliminary consideration.

RAW WATER PROJECT NO. 1 – PUMP STATION UPGRADE W/ BACKUP GENERATOR

This project planned by the City includes installation of a fourth pump at the raw water pump station to provide redundancy for the largest of the three existing vertical turbine pumps with a capacity of 2,600 gpm. The project also includes a permanent backup generator to limit water production impacts during a power outage.

Year to Complete: 2022

Anticipated Cost: \$1,267,000

RAW WATER PROJECT NO. 2 – POND/STORAGE IMPROVEMENTS

In addition to regular dredging the raw water pond to improve water quality, additional hydraulic improvements and a permanent aeration system is recommended for algae control, increased flexibility in operation, and ultimately higher performance and better water quality leaving the WPF.

Year to Complete: 2023

Anticipated Cost: \$1,209,000

WASTEWATER TREATMENT

WWRF PROJECT NO. 1 – REG 85 / REG 31 COMPLIANCE – PHOSPHORUS INCENTIVE IMPROVEMENTS

This project includes chemical addition improvements in order to take advantage of the CDPHE incentive program for nutrient removal and to delay future regulatory requirements for phosphorus removal. Chemical addition improvements can be implemented to get the effluent phosphorus concentration below the 1 mg/l target needed to gain incentive program credits. The cost of chemical addition will become a limiting factor as the influent flow to the WWRF increases towards the design capacity. Other permanent improvements will be required.

Years to Complete: 2022-2023

Anticipated Cost: \$692,000

WWRF PROJECT NO. 2 – REG 31 COMPLIANCE – PHOSPHORUS IMPROVEMENTS

Following the chemical addition improvements in order to take advantage of the CDPHE incentive program for nutrient removal, permanent improvements of either biological treatment with an anaerobic basin ahead of the oxidation ditch OR cloth filters downstream of the clarifiers to provide a physical barrier for precipitated phosphorus. Chemical addition would no longer be required for biological treatment, however is still required in order to precipitate phosphorus

ahead of cloth filters. A study is recommended ahead of design and construction to determine which phosphorous treatment solution is recommended and most effective at the WWRF. Depending on the success of chemical addition in achieving a phosphorus concentration below 1 mg/l, this project may be delayed.

Years to Complete: 2024-2027 (could be delayed)

Anticipated Cost: \$9,800,000

WWRF PROJECT NO. 3 – HEADWORKS INFLUENT CHANNEL COATING

High quality grout and coating to protect the concrete influent channel from hydrogen sulfide gas and other destructive compounds common at the headworks.

Year to Complete: 2024

Anticipated Cost: \$366,500

WWRF PROJECT NO. 4 – INTERCHANGE TANK AND DIGESTER IMPROVEMENTS

During the winter, the WWRF experiences bulking and foaming issues in the interchange tanks where solids are held before being hauled offsite. A new digester would replace the interchange tank for solids holding and eliminate the need to hold solids in the interchange tanks long enough to cause bulking and foaming issues.

Years to Complete: 2023-2025

Anticipated Cost: \$4,000,000

WWRF PROJECT NO. 5 – HEADWORKS MAKE-UP AIR UNIT

A new makeup air unit is needed for the main level of the headworks. The current unit control board is damaged. The manufacturer, Mars, has ended support for this model.

Year to Complete: 2022

Anticipated Cost: \$130,000

WWRF PROJECT NO. 6 – ADDITIONAL HOISTS FOR OXIDATION DITCH AERATORS

Additional hoists are recommended for the oxidation ditch aerators to improve access and safety.

Year to Complete: 2021

Anticipated Cost: \$195,000

WWRF PROJECT NO. 7 – BIOSOLIDS HAULING IMPROVEMENTS STUDY

The City relies on a contract hauler for biosolids removal and off site land application. Delays in biosolids removal due to limits on off site land application, or to limit the cost of frequent trips by the contract hauler, can have operational impacts on the facility. Along with digester improvements, the City may consider long term land application available near the WWRF. This

study will provide a life cycle cost analysis of continued use of a contact hauler versus the City hauling biosolids and/or developing a long term land application site.

Year to Complete: 2022
Anticipated Cost: \$50,000

WWRF PROJECT NO. 8 – UV DISINFECTION SYSTEM IMPROVEMENTS

The UV Disinfection system requires regular cleaning and replacement of UV bulbs and ballast to provide proper disinfection. Replacement ballast for the UV system are no longer easily available and the PLC has failed. Replacement of the UV system equipment is recommended.

Years to Complete: 2022-2023
Anticipated Cost: \$1,011,000

WWRF PROJECT NO. 9 – SALINITY REMOVAL/MITIGATION STUDY

A comprehensive study of salinity removal/mitigation at the WWRF if completed with RO/GAC improvements at the WPF. Other impacts such as increased copper due to changes in the drinking water characteristics in the distribution system will also be considered.

Year to Complete: 2022
Anticipated Cost: \$75,000

SANITARY SEWER COLLECTION SYSTEM

COLLECTION PROJECT NO. 1 – SOUTHSIDE PUMP STATION

The Southside Pump Station project includes an automated headworks and screening equipment and building. A temporary or permanent generator should also be considered for this project to replace the existing propane powered backup pump.

Years to Complete: 2022-2023
Anticipated Cost: \$1,442,000

SECTION 6 – FUNDING OPTIONS

This section will describe a few funding options available for the projects outlined in this Utility Study. Table 21 below summarizes the available grants and loans, their deadlines and requirements, and how much can be obtained.

Table 21 – Funding Options Summary

Funding Opportunity	Organization(s)	Application Available	Deadline(s)	Amount Available	Requirements
User Fees and Tap Fees	City	-	-	-	-
Existing Bonds and Debt	City	-	-	-	-
State Revolving Fund Loan	CDPHE WQCD, DOLA, & Authority	All Year	March 15th, June 15th, September 15th, December 15th	\$2 Million	See SRF section below for all requirements
EIAF Administrative Grant	DOLA	All Year	April 1st, August 1st, December 1st	\$25,000	Dollar-for-dollar match
EIAF Tier I Grant	DOLA	All Year	April 1st, August 1st, December 1st	\$200,000	25% minimum match
EIAF Tier II Grant	DOLA	All Year	April 1st, August 1st, December 1st	\$200,000 to \$1 Million	25% minimum match

USER FEES AND TAP FEES

The revenue generated from the water and wastewater user fees and tap fees can be used for necessary improvement projects of each associated system. The rate study completed concurrent to the maintenance and capital study provides a financial plan for meeting the revenue requirements for the next ten years. It is recommended to regularly re-address the residential, commercial, and industrial user fees and tap fees for the water and wastewater systems.

STATE DRINKING WATER REVOLVING FUND (DWRF) – LOW INTEREST LOANS

The Drinking Water Revolving Fund (DWRF) provides low interest loans to governmental entities for the construction of water projects for public health and compliance purposes. The DWRF can support the following types of projects:

- New Water Treatment Plant
- New Regional Water Treatment Facilities
- Improvement / Expansion of Water Treatment Facility
- Consolidation of Water Treatment Facilities
- Connect to Existing Facility Eliminate Individual Private Wells
- Distribution / Transmission Lines Construction / Rehabilitation
- Water Storage Facilities
- Water Supply Facilities (excluding reservoirs, dams and water rights)

The Water Pollution Control Revolving Fund (WPCRF) provides low interest loans to governmental entities for the construction of wastewater, stormwater, and non-point source projects. The WPCRF can support the following types of projects:

- New Wastewater Treatment Facility
- New Regional Wastewater Treatment Facilities
- Improvement / Expansion of Wastewater Treatment Facility
- Consolidation of Wastewater Treatment Facilities
- Connect to Existing Facility
- Eliminate Individual Sewage Disposal Systems
- Improvement / New Biosolids Handling Facility
- Reuse Facility
- Infiltration / Inflow Correction
- Sewer Replacement / Rehabilitation
- New Collector Sewers and Appurtenances
- New Interceptor Sewers and Appurtenances
- Combined Sewer Overflow
- Stormwater Project
- Urban Non-Point Source Project (Including Best Management Practices, Land Purchase, etc.)

Available DWRF and WPCRF loan types include:

- Direct Loans: up to \$2 million, current APR of 2.0 percent for 20 years.
- Leveraged Loans: generally provided to investment grade borrowers with larger projects greater than \$2 million, bond market interest rate for 20 years.

The CDPHE WQCD, DOLA, and the Colorado Water Resources and Power Development Authority (Authority) jointly administer the State Revolving Fund (SRF). The WQCD administers the environmental reviews; engineering and design approval; and overall project management. The Authority manages the finances and loan approvals. DOLA staff works with applicants on credit reviews and reports.

There are several milestones that need to be met in order for a project to be eligible for both the DWRF and the WPCRF.

- The entity must be included on the most current Drinking Water Intended Use Plan
- A Preliminary Engineering Report (PER) and Environmental Checklist for the project must be submitted to the WQCD Engineering Section for review a minimum of 60 days prior to the loan application.
- WQCD will provide an Environmental Determination (Categorical Exclusion or Environmental Assessment).
- If necessary, an Environmental Assessment shall be submitted and reviewed. If a Finding of No Significant Impact is determined it shall be published with a 30-day comment period.

- A public meeting must be held with a 30-day notice period, notifying the public of the project.
- PER and Environmental Assessment Approval must be obtained.
- A Technical, Managerial, and Financial Capacity review must be completed and submitted to the WQCD a minimum of 30 days prior to the loan application.
- The loan application shall then be submitted.
- The Authority will then approve the loan.

DEPARTMENT OF LOCAL AFFAIRS

ENERGY AND MINERAL IMPACT ASSISTANCE FUND (EIAF)

The purpose of the Energy and Mineral Impact Assistance Program is to assist political subdivisions that are socially and/or economically impacted by the development, processing, or energy conversion of minerals and mineral fuels. Funds come from the state severance tax on energy and mineral production and from a portion of the state's share of royalties paid to the federal government for mining and drilling of minerals and mineral fuels on federally owned land.

The kinds of projects that are funded include, but are not limited to, water and sewer improvements, road improvements, construction/improvements to recreation centers, senior centers and other public facilities, fire protection buildings and equipment, and local government planning. The EIAF grants are categorized into Administrative Grants, Tier I, Tier II, and Tier III. Application deadlines for each category are on April 1st, August 1st, and December 1st of each year.

ADMINISTRATIVE GRANTS

Administrative Grants are available for planning, preliminary engineering, and architectural design projects. The application process requires the local government to submit a detailed letter about the project to the appropriate DOLA Regional Manager. The letter must be signed by the Chief Elected Official and should include information such as: the project description, budget, financial need, why the project is necessary, urgency of the project, how soon the project can begin, and how soon it can be completed. The maximum award for an Administrative Grant is \$25,000, and the total project cost should not exceed \$100,000. A dollar-for-dollar match is required for this grant.

TIER I GRANTS

Tier I grant funds can be used for a variety of public purposes including planning, engineering and design studies, and capital projects requiring a limited level of financial assistance. A Tier I grant awards up to \$200,000. Applications for grant consideration will be expected to include a minimum match of 50 percent. Larger matching amounts are generally more competitive. Applications will be reviewed and recommended for funding by DOLA staff. The Executive Director will make funding decisions three times per year.

TIER II GRANTS

The Tier II grant program is intended to support a wide variety of community development projects to improve quality of life in communities. Tier II grant awards range from \$200,000 to \$1,000,000. Applications for grant consideration will be expected to include a minimum match of 50 percent. Larger matching amounts are generally more competitive. Applications will be reviewed and recommended for funding by DOLA staff. The Executive Director will make funding decisions three times per year.

TIER III GRANTS

The Tier III grant program is provided to help political subdivisions with regional or multi-jurisdictional projects intended to mitigate major impacts associated with energy/mineral industries (dependent upon revenue availability). This grant is only available one cycle per year. Tier III grants award multi-million-dollar, multi-year projects (\$2 million up to \$10 million in size). Expect regional/multi-jurisdictional focus.

SECTION 7 – UTILITY RATE STUDY

RATE STRUCTURE PRICING AND TAP FEE OBJECTIVES

(To be completed by Raftelis)

REVENUE REQUIREMENT PROJECTIONS

(To be completed by Raftelis)

EXISTING BONDS AND DEBT

(To be completed by Raftelis)

COST OF SERVICE

(To be completed by Raftelis)

RATE DESIGN

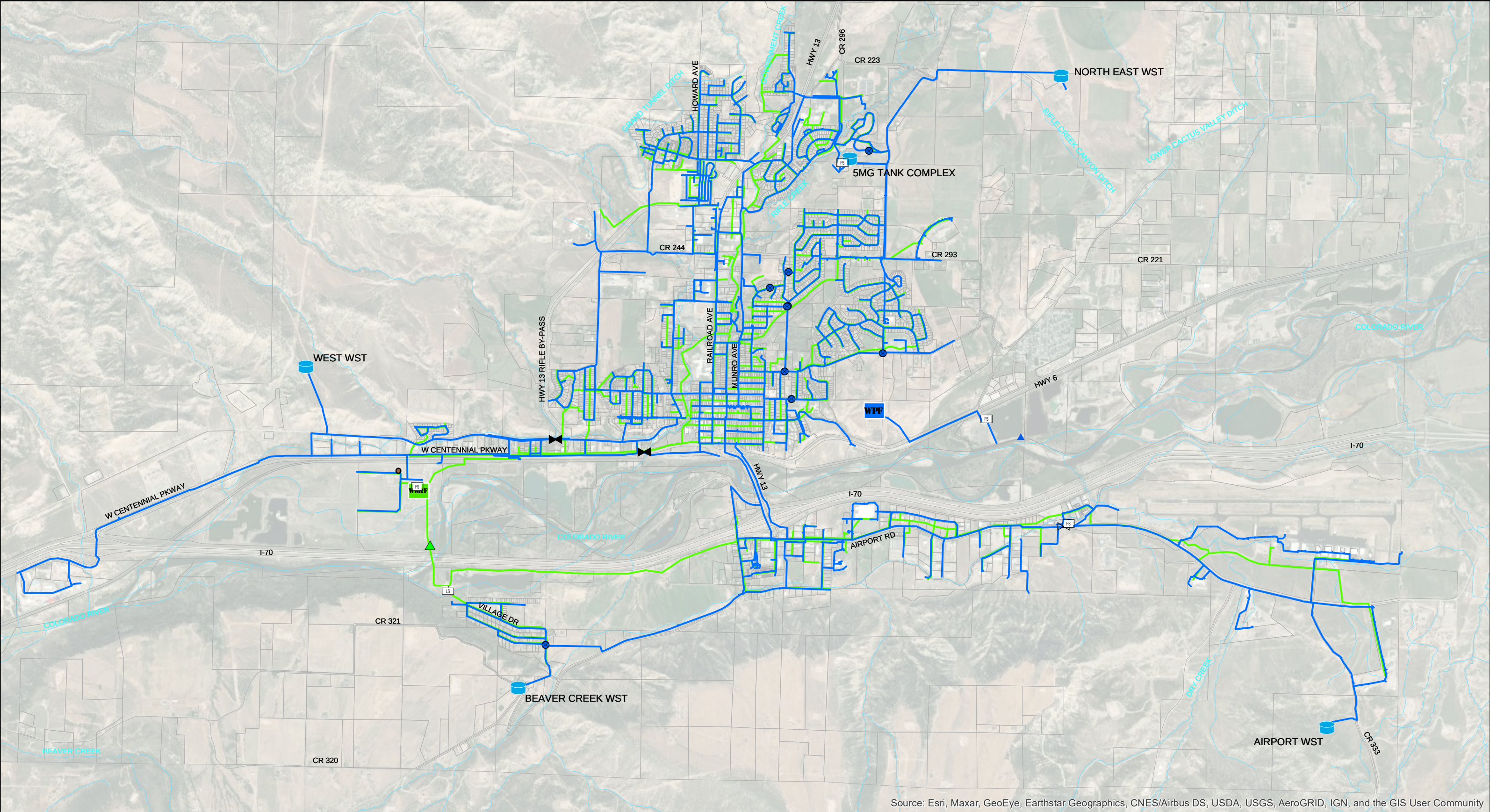
(To be completed by Raftelis)

RATE SURVEY

(To be completed by Raftelis)

APPENDIX A – UTILITY SYSTEM FIGURES

1. Figure A1 – Overall Utility Map
2. Figure A2 – Water Distribution System Hydraulic Profile
3. Figure A3 – Water Distribution System Pressure Zone Map
4. Figure A4 – Wastewater Collection System Interceptor Map



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

LEGEND

- | | | |
|---|-----------------------------|---------------|
| DISTRIBUTION PIPES | WATER STORAGE TANK | PRV |
| COLLECTION PIPES | WATER PURIFICATION FACILITY | CONTROL VALVE |
| LIFT STATION | BULK WATER | VALVE |
| WASTEWATER RECLAMATION FACILITY | INTAKE | |
| WASTEWATER RECLAMATION FACILITY DISCHARGE | | |

FIGURE A1 - OVERALL UTILITY MAP

CITY OF RIFLE - UTILITY MAINTENANCE, CAPITAL,
AND RATE STUDY
RIFLE, COLORADO
JOB 1114e
MARCH 2021

0 1,250 2,500 5,000
FEET
1 INCH = 2,500 FEET



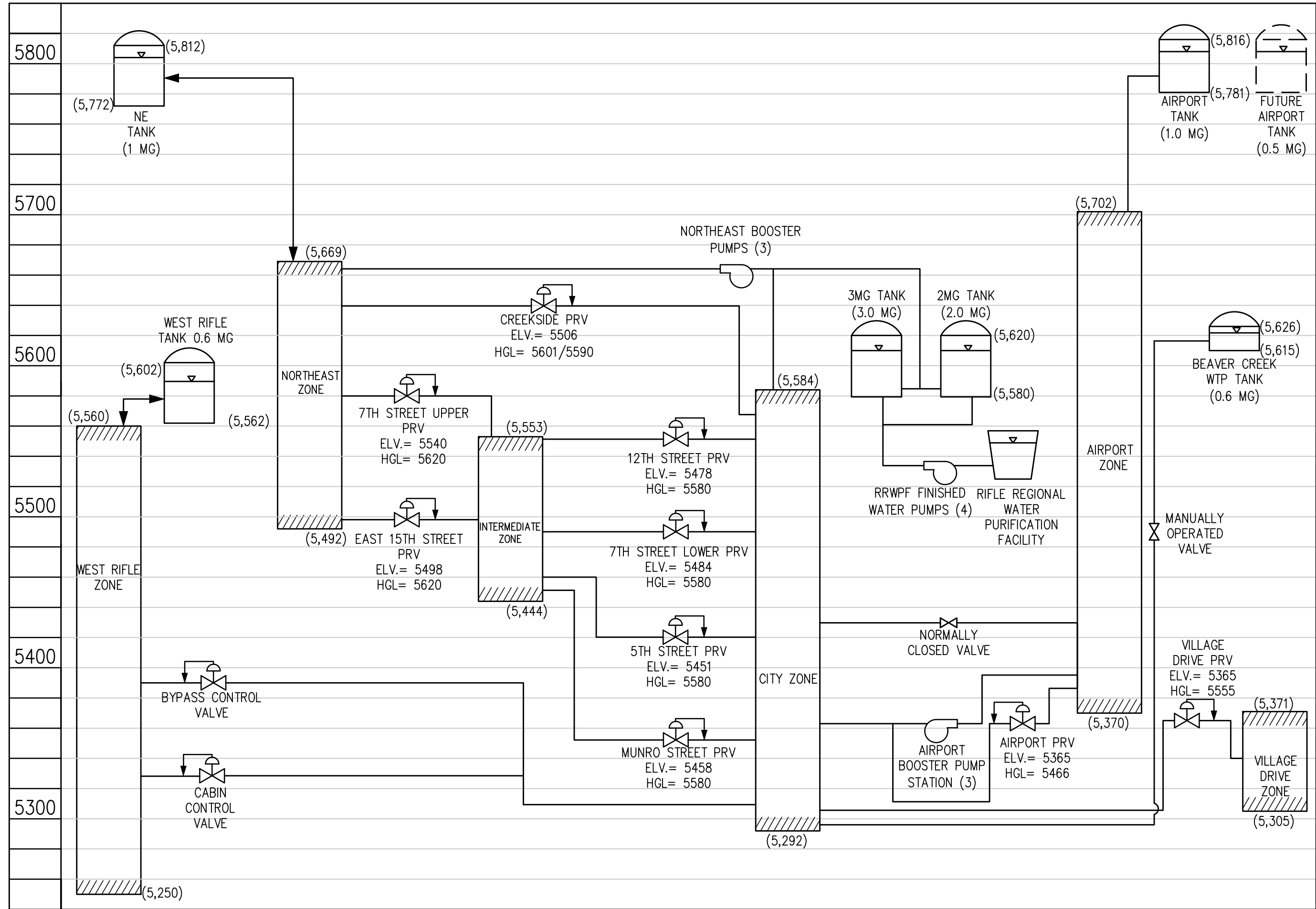
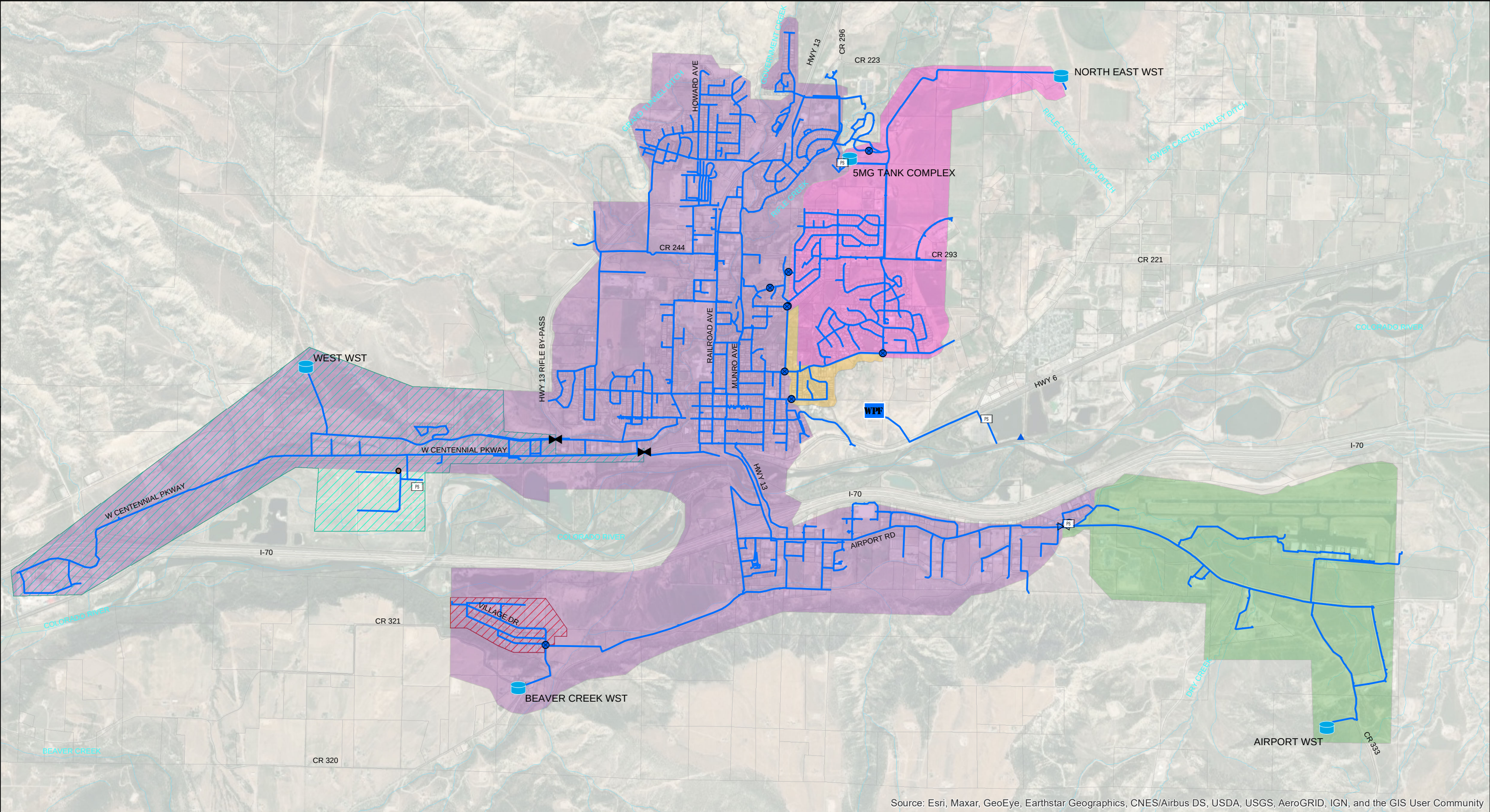


FIGURE A2 - WATER DISTRIBUTION SYSTEM HYDRAULIC PROFILE
CITY OF RIFLE UTILITY MAINTENANCE, CAPITAL, AND RATE STUDY
APRIL 2021



 WATER STORAGE TANK

 WATER PURIFICATION FACILITY

 PUMP STATION

 BULK WATER

 INTAKE

 PRV

 CONTROL VALVE

 VALVE

 DISTRIBUTION PIPES

 AIRPORT ZONE

 CITY ZONE

 INTERMEDIATE ZONE

 NORTHEAST ZONE

 VILLAGE DRIVE ZONE

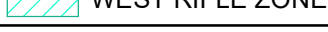
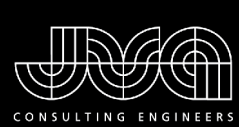
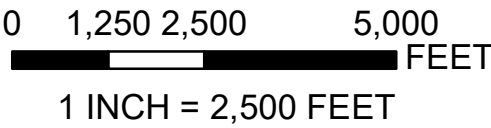
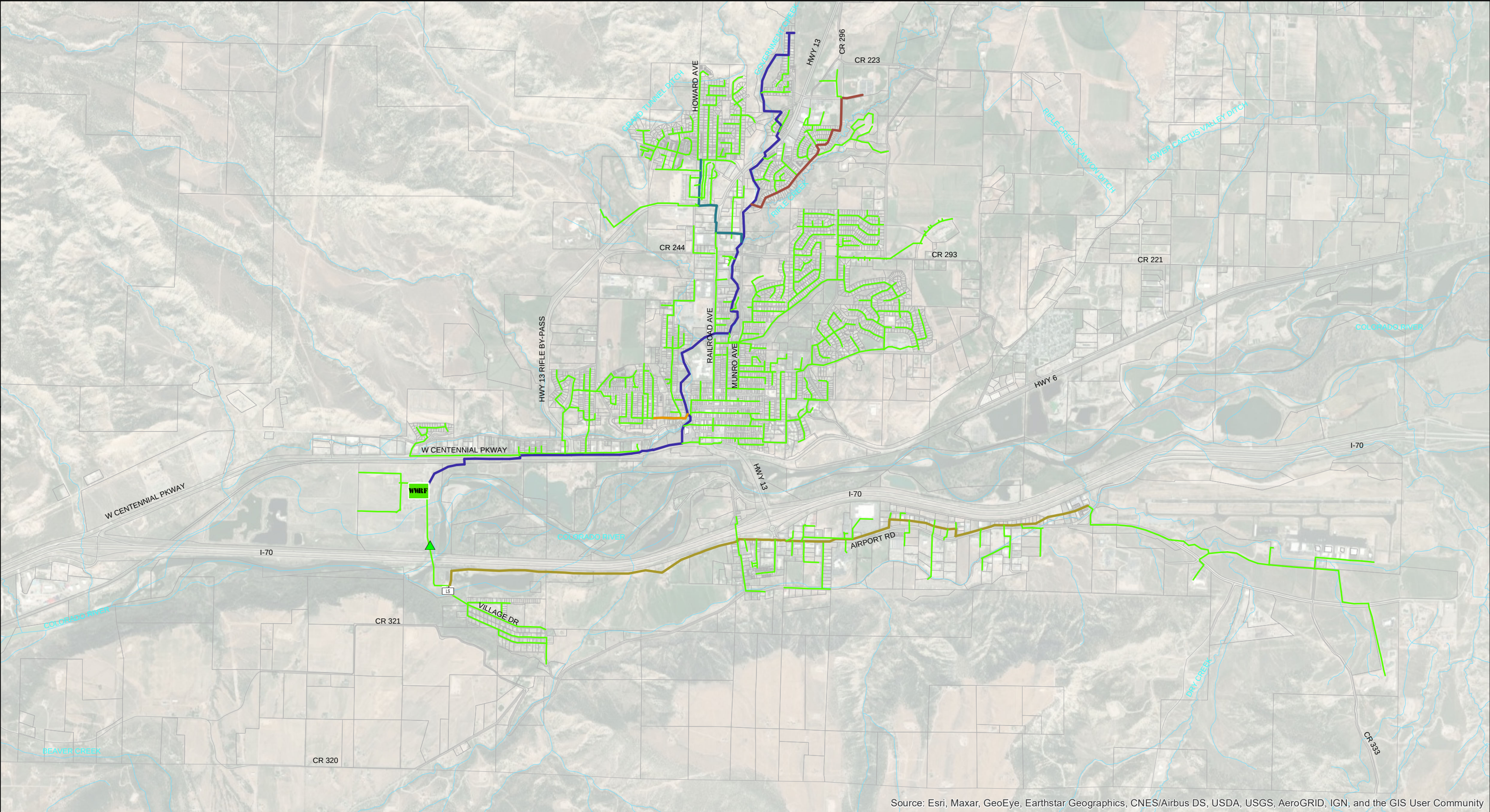
 WEST RIFLE ZONE

FIGURE A3 - WATER DISTRIBUTION SYSTEM PRESSURE ZONE MAP

CITY OF RIFLE - UTILITY MAINTENANCE, CAPITAL,
AND RATE STUDY
RIFLE, COLORADO
JOB 1114e
MARCH 2021





Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

DEERFIELD PARK

NORTH RIFLE

PALOMINO PARK

PARK AVENUE

SOUTH RIFLE

COLLECTION

LIFT STATION

WASTEWATER RECLAMATION FACILITY

WASTEWATER RECLAMATION FACILITY DISCHARGE

FIGURE A4 - WASTEWATER COLLECTION SYSTEM INTERCEPTOR MAP

CITY OF RIFLE - UTILITY MAINTENANCE, CAPITAL,
AND RATE STUDY
RIFLE, COLORADO
JOB 1114e
MARCH 2021

0 1,250 2,500 5,000

FEET

1 INCH = 2,500 FEET



APPENDIX B – SUMMARY OF STAFF AND OPERATOR INTERVIEWS



Water				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
Are there any issues with treatment of higher flows in any part of the facility? Existing <i>known</i> bottlenecks or short circuiting, process deficiencies?	No higher flow issues at this time.	Sed water channel is to small. Can fill to fast or hit low level depending on what he MF racks are doing. This can cause a plant shutdown. There is no easy fix for this	settled water channel provides operational challenges. low flows cause plant shutdown if membrane strainers wash. at high flows it can cause plant shutdown for high channel level during EFM / CIP processes. a 4th raw water pump would be nice.	No
Are there any specific processes, equipment, or controls that create operational challenges? Any key pumps or process equipment that is difficult to operate?	We have been dealing with issues related to our chlorine injection and our peristaltic pumps.	Winn911 is our dial out software. Its questionable at time. It can stop working with no notice. We have installed a second system to back this up. Our phone that we relay on for after hours operations have poor support. the City IT department has control over our work phones which doesn't see to be a priority to them.	finished water pump control valves. staff is in the process of replacing these with globe style silent check valves	No
Are there any instrumentation and control improvements that could be made more intuitive/easier to operate?	Not at this time	Beavercreek tank has to be manually filled and monitored. If we are not getting rid of that tank a RTU at that location with an automated valve would work. This is not a big problem and should have low priority.	items related to filling the beaver creek tank. at present it is a cumbersome process. installing a pump station and new line up the hill may be cost prohibitive as the tank currently only serves 2 customers.	No
What dictates WTP operation: clearwell level, distribution tank level, etc.?	Distribution tank level	Water usage of the town. The indicator we use for that is tank levels.	distribution tank levels	Distribution tank level
Are there any chemical use, storage, or safety concerns?	Not at this time	No. Safety concerns are taken care of as soon as they are found / brought to our attention.	hydrochloric acid room has lots of rust dust on everything. sodium chlorite tank vent forms solidified chlorite and that can be a safety issue if the solidified product falls onto organic material membrane tank vents form icicles just outside of process building main door. could fall and hit people	No



Water				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
How has your experience been with basin cleaning and accessibility?	Good, we clean both of our sedimentation basins on a quarterly basis. There is always a manageable amount of sludge build up.	The sed and floc basin are cleaned four times a year. The is a system in place for safety and efficiency. With that said i feel i have a good amount of experience.	i have participated twice and it was fine. staff has not expressed any concerns	I have not participated in this process yet.
Do you have any access concerns for maintenance?	Not at this time	Any time you get an engineer involved they are concerns about access to maintain systems. They pay little to no attention on how to keep something running just if it looks good on paper. At this time we have to problems with this at the WTP.	sludge drying beds (see next text field)	No
Has the capacity of the solids handling process been evaluated? Is there interest in improvements to the process?	Yes	Only this that can applie to at the WTP is what we clean out of the drying beds. There is no problem.	the capacity is fine. maintenance is difficult as they are a sand / gravel type on top of a liner. concrete would be preferred.	Yes No
What would be on your operator wish list? Any process changes? Any new equipment or software?	New monitoring equipment for TDS	Start replacing VFD's at the pump stations before they go out. They are aging and are at the end of their expected life. RPS pump four. Another 300 hp just in case for the summer usage if we have pump three go down.	addition of a 4th raw water pump, 5,000 GPM. this will help us to perfect our water rights. bifurcation of raw water pond (we have design) to help address algae issues.	Nothing
Is there anything you want to follow up on that we discussed during the site visit?	Not at this time	No.	not that i can recall	No



Distribution				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
Do you have any access concerns for maintenance?	Not at this time. See above.	water line under highway 13 bypass. it is in a location that we did not anticipate and it is likely 20' or greater bury depth. needs relocated.	No	The lines that serve park hill are transite and/or cast iron and are on very steep slopes and may share the corridor with other utilities which makes boring difficult. Because of the age and vintage of the pipe and the difficulty to access them alternative connections should be a thought.
Was there anything you wanted to follow up on that we discussed during the site visit?	No	not that i can recall	No	
Are there any issues with treatment of higher flows in any part of the system? Existing <i>known</i> bottlenecks?	See above about the sed water channel.	no	No	To supply the 2500gpm to the airport that was said to be needed would require a pump pressure of around 90psi which would put the waterline pressure at around 190psi because of this the airport zone cannot be reliably fed from the city zone and a second take is going in to allow service of the existing.
Could you clarify what would be required to take the Beaver Creek tank out of service?	The two users on top of the mesa. Coming to an arrangement with them is only thing holding it up.	2 users are currently served by the tank. 1 currently has a well. it may be an issue of determining cost to build pump station, make minor repairs to tank, install new line from tank to pump station. get with city attorney and discuss options after costs of aforementioned are determined.	Beyond my scope of knowledge	The users of the tank are within the city zone but have little to no pressure. I have not seen the configuration but have been told there are private sisterns and pumps that are fed by the existing tank. With or without the tank some pumping is required either public or private. The tank provides some redundancy to Rifle Village South which has frequent breaks. A newer line may be needed to serve Rifle Village South if the tank went away.
What is the location of the Beaver Creek intake and raw water pipeline alignment? Is that something that we should discuss in the master plan?	Beavercreek head works is about five miles up road. At believe at this time the users rent our water rights from the city and they own the pipe line coming down now.	no. we will be seeking alternate point of diversion for that water right.	N/A	



Distribution				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
Are there any upgrades you'd like to see with the PRVs and tank SCADA?	Second tank at airport location (already in the works). Beaver creek tank if we cant decommission it.	if the beaver creek tank remains in service SCADA improvements would be needed at pump station.	No	The intermediate zone is currently sourced from only one location. The intermediate zone also serves the new care center which is one of the most critical users. A bypass PRV could potentially be a way to add redundancy to the intermediate zone.
What are your typical operation parameters for minimum pressure, maximum pressure, and assumed fire flow?	Please rephrase question. This is to broad to answer.	vary throughout system based on pressure zones	N/A	min=40psi/ max=anything over 100psi should be looked at to make sure we don't have antiquated pipe and 120psi dynamic max/ max fire flow 1500 gpm typical 2500 gpm at the airport
Anything else to add?	No.	none at this time	No	Soils in Rifle are highly corrosive so most ductile and CI pipes are a concern

Wastewater				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
Are there any issues with treatment of higher flows in any part of the facility? Existing known bottlenecks or short circuiting, process deficiencies?	The main bottleneck in the process is solids handling. The screw press project is almost underway, which will help with redundancy and reliability of dewatering. However, biosolids hauling is still a bottleneck that we don't have much control over. We have used contract haulers for the past 10 years.	solids handling and i/i issues south of the river staff is addressing both at present	See above.	No
Are there any specific processes, equipment, or controls that create operational challenges? Any key pumps or process equipment that is reaching the end of its useful life or is difficult to operate?	The Aeromod belt filter press and its polymer system are by far the most unreliable pieces of equipment. This will hopefully be remedied with the new screw press.	solids dewatering (being addressed) several components are experiencing failure. it is my opinion that previous supervisors neglected maintenance and we are now playing catch up	See above about VFD's.	No
Are there any instrumentation and control improvements that could be made more intuitive/easier to operate?	SCADA and network upgrades are planned for early 2021. Our old SCADA was erased by ransomware and the emergency rebuild omitted a lot of features.	new SCADA system is being installed in 2021	See above	No
How has your experience been with basin cleaning and accessibility?	We haven't had many access issues.	see responses from Jared Emmert	Already answered	I have not taken part of that process yet
Do you have any access concerns for maintenance?	While not necessarily an access concern, our aerators on the oxidation ditches only came with two hoists to pull motors. The hoists are heavy and difficult to move, even when disassembled. More hoists would make it safer to remove/reinstall the motors.	see responses from Jared Emmert	Already answered	No



Wastewater				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
Any follow up issues from the site visit that you wanted to discuss?	None at this time.	see responses from Jared Emmert	No.	No
Are there any chemical use, storage, or safety concerns?	Polymer coagulant and polysulfide precipitant are the only chemicals in use. Their storage won't be an issue.	none at this time	Already answered	No
What would be on your operator wish list? Any process changes? Any new equipment or software?	1. A complete genset backup at the south lift station. Currently only one pump is driven by a backup propane engine. 2. A tandem dump truck that can haul 12-15 cubic yards of biosolids per trip. This will decrease solids handling bottleneck from contract hauling. 3. A new makeup air unit for main level Headworks. Control board is burning out and Mars has already ended support for this model. 4. Covers or some solution to digester and interchange tank foaming in the winter.	see responses from Jared Emmert	Already answered	Nothing
Anything else you'd like to add?	Nothing at this time.	no	Nope.	No



Collections				
JVA Questions	Respondent #1	Respondent #2	Respondent #3	Respondent #4
Do you have any access concerns for maintenance?	typical of older parts of system. manholes with rebar steps. manholes made of corrugated metal pipe.	Already answered	No	Basin G between MH 607 and 710, there is gravel currently in the pipe put it may be too far to jet/MH G614, MHG623/South Interceptor
Do you have any capacity concerns? Have you seen SSOs or do you have concerns about possible SSOs? Any issues with FOG causing SSOs?	FOG issues exist, we have been aggressive in grease trap / interceptor cleaning with businesses but most FOG issues seem to occur in residential areas.	NA	No No No	The previous master plan stated that the Morrow Drive Interceptor was nearing capacity. We do not currently have issues but the capacity may need to be re-looked at with the development of The Farm.
How often are there power outages at the lift station?	rarely	NA	No	I don't know about the lift station specifically but the power in this area goes out very rarely.
Can you provide updates on the force main upsizing work from the lift station?	4" and 6" lines are now interconnected. we have a pump out of service for repairs. we believe airlocking may be an issue.	NA	Tie in of the 4" forced main is complete	
Are there known areas where I&I is a concern?	south of the river at an unknown location. deerfield park and along rifle creek likely	NA	No	Deerfield Park (observed at MH J305)/South Rifle possibly manholes on 391 CR 332 and interceptor past MHI803/
Anything else to add?	not at this time	This could have been two pages long.	No	There are backups in the manholes on access road and a 12" coming in from an unknown location. West 2nd has a new line installed at Will Ave that is not in the current GIS that ties into a 4" with an unknown terminus

APPENDIX C – ASSET MANAGEMENT RESULTS AND ADDITIONAL INFORMATION

1. Distribution System Grade Allocation
2. Collection System Grade Allocation
3. Figure C1 - Distribution System Map Priority Grade
4. Figure C2 - Collection System Map Priority Grade



Job Name: City of Rifle Master Plan and Utility Rate Study
 Distribution System Grade Allocation
 Job Number: 1114e
 Date: 4/7/2021
 By: LAL

Age	Grade
Blank	5
1956-1960	10
1961-1965	10
1966-1970	8
1971-1975	8
1976-1980	6
1981-1985	6
1986-1990	6
1991-1995	4
1996-2000	4
2001-2005	2
2006-2010	2
2011-2015	1
2016-2020	1

Road Replacement Project	Grade
2021 Railroad Ave	10
2021 3rd Street	10
2021 Whiteriver Ave	10
2022 West 5th Street	10
2022 Railroad Ave	10
2023 Railroad Ave	10
2023 East Ave	10
2023 West Ave	10
2023 Tripp Drive	10
2024 Birch Ave	10
2024 5th Street	10

Type of Customer Impacted	Grade
Vacant/Parking/Agricultural	0
Housing	2
Recreational Facility	2
Industrial	4
Light Industrial	4
Office	4
Civic	6
Commercial	6
Human Service	10
Transportation Center (Airport)	10
Hospital	10

Pipe Size	Grade
24	10
20	10
18	9
16	9
14	8
12	8
10	7
8	6
6	5
4	4
2	3
1	2
0.75	1
Blank	1

Roadway Type	Grade
Highway	10
Major Road	6
Local/paved	4
Local/gravel	2
Not within 25'	0

Material	Grade
AC/TRANSITE	5
CI	4
DIP	4
STEEL	3
FIRE	3
NOT C900	3
Blank	3
CLASS	2
HDPE	1
COPPER	1
C900	0
PVC	0



Job Name:City of Rifle Master Plan and Utility Rate Study
Collection System Grade Allocation
Job Number:1114e
Date: 4/7/2021
By: LAL

Material	Grade
CLAY	10
AC/TRANSITE	8
CONCRETE	6
PVC	2
Blank	5

Road Replacement Project	Grade
2021 Railroad Ave	10
2021 3rd Street	10
2021 Whiteriver Ave	10
2022 West 5th Street	10
2022 Railroad Ave	10
2023 Railroad Ave	10
2023 East Ave	10
2023 West Ave	10
2023 Tripp Drive	10
2024 Birch Ave	10
2024 5th Street	10

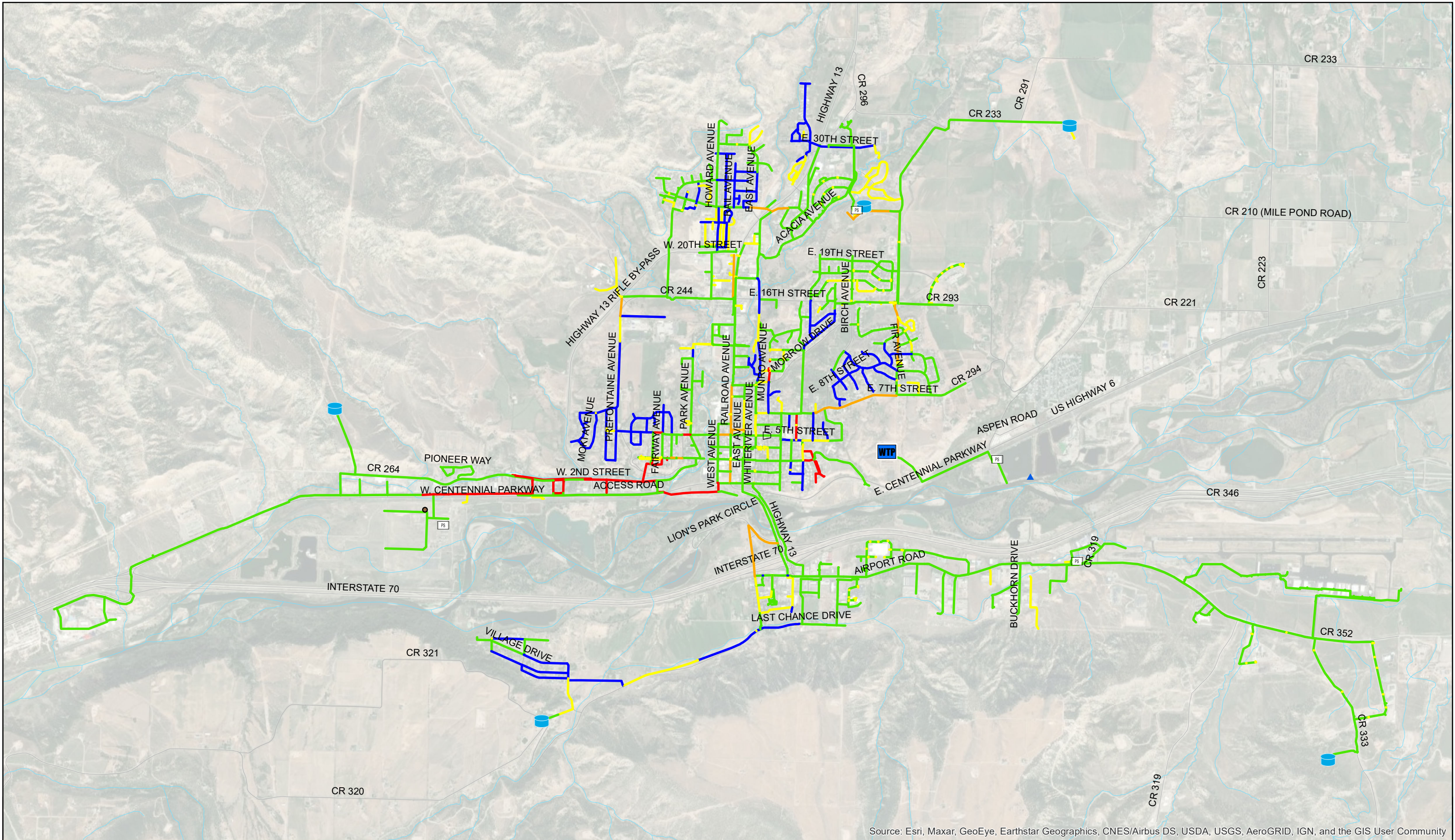
Type of Customer Impacted	Grade
Vacant/Parking/Agricultural	0
Housing	2
Recreational Facility	2
Industrial	4
Light Industrial	4
Office	4
Civic	6
Commercial	6
Human Service	8
Transportation Center (Airport)	10
Hospital	10

Age	Grade
Blank	2
1936-1940	5
1941-1945	5
1946-1950	5
1951-1955	4
1956-1960	4
1961-1965	4
1966-1970	4
1971-1975	4
1976-1980	3
1981-1985	3
1986-1990	3
1991-1995	2
1996-2000	2
2001-2005	2
2006-2010	1
2011-2015	1
2016-2020	0

Pipe Size	Grade
30	10
24	10
18	9
16	9
15	8
12	7
10	6
8	5
6	4
4	2
0	5

Roadway Type	Grade
Highway	10
Major Road	6
Local/paved	4
Local/gravel	2
Not within 25'	0

Identified Defect Grade	Grade
None	0
1	2
2	4
3	6
4	8
5	10



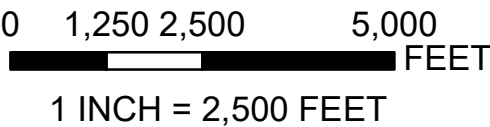
Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

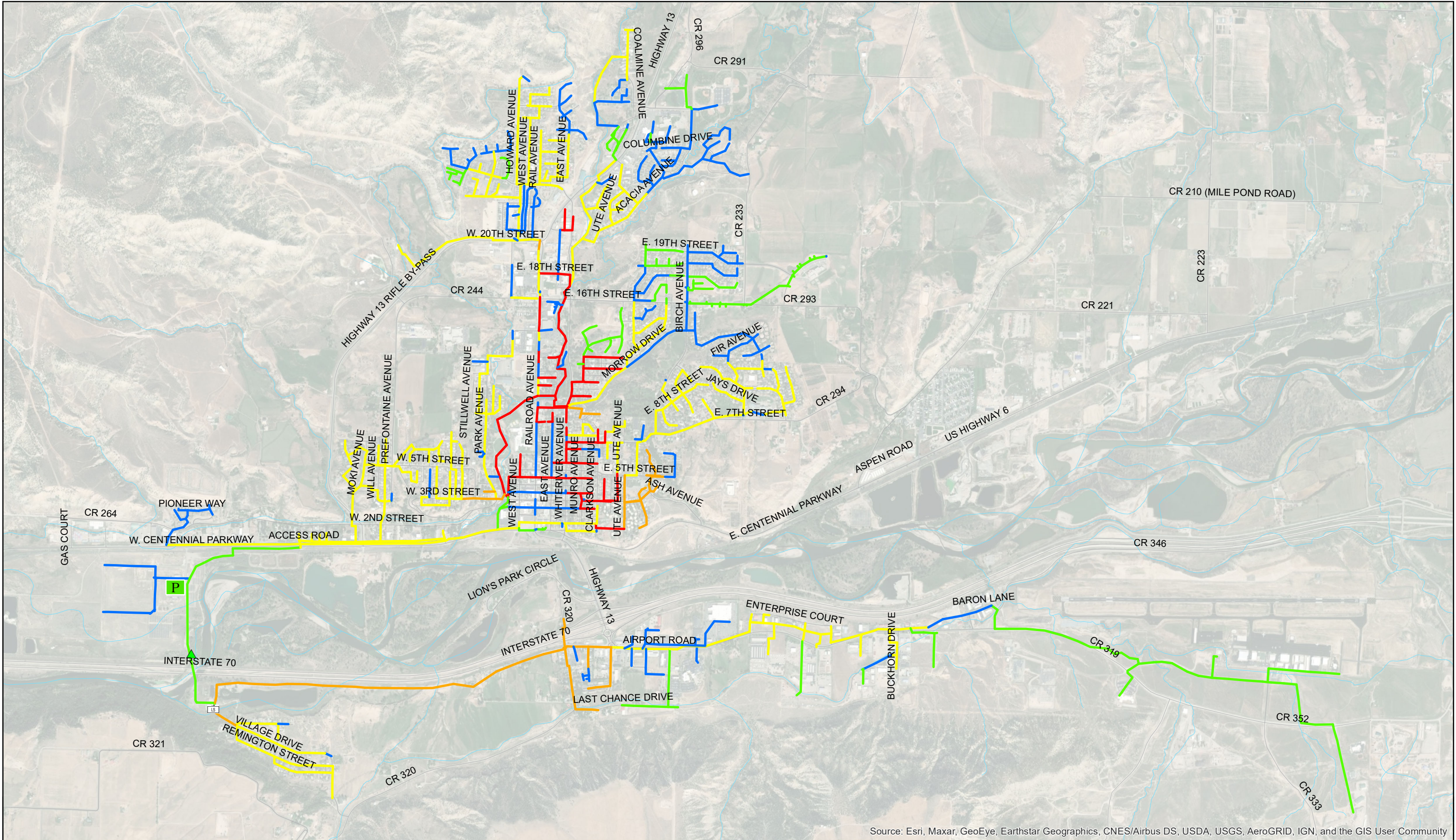
LEGEND

PRIORITY GRADE		
1	2	3
4	5	WATERWAY

FIGURE C1 - DISTRIBUTION SYSTEM PRIORITY GRADE MAP

CITY OF RIFE - MASTER PLAN AND UTILITY RATE STUDY
RIFE, COLORADO
JOB 1114e
FEBRUARY 2021



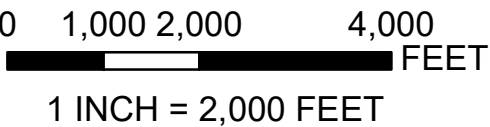


Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

LEGEND

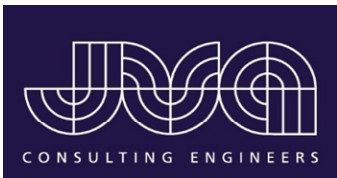
PRIORITY GRADE		
1	2	3
4	5	WATERWAY

FIGURE C2 - COLLECTION SYSTEM PRIORITY GRADE MAP
CITY OF RIFE - MASTER PLAN AND UTILITY RATE STUDY
RIFE, COLORADO
JOB 1114e
FEBRUARY 2021



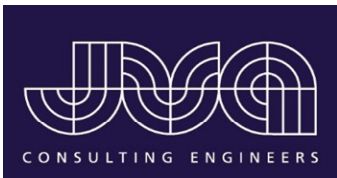
APPENDIX D – CAPITAL IMPROVEMENT PLAN SUMMARY AND OPINION OF PROBABLE COSTS

1. Utility CIP Summary 2021 - 2030
2. Additional Annual Operation and Maintenance
3. Opinion of Probable Costs – Water System Near Term (10-yr)
4. Opinion of Probable Costs – Wastewater System Near Term (10-yr)



Utility Capital Improvement Plan Projects

		CITY OF RIFLE 2021 - 2030 Capital Improvement Plan Projects Projected Capital Expenditures									
Water Purification Facility Improvements		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
No.	Description										
1	City Maintenance Facility	\$ -	\$ -	\$ -	\$ 180,000	\$ 660,500	\$ 660,500	\$ -	\$ -	\$ -	\$ -
2	Fluoridation Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,000	\$ -	\$ -	\$ -
3	Pall Membrane Replacement	\$ -	\$ -	\$ -	\$ -	\$ 664,000	\$ -	\$ -	\$ -	\$ -	\$ -
4	WTP Residual Drying Beds - Concrete Drying Beds Design and Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,000	\$ 1,296,000	\$ 1,296,000	\$ -	\$ -
5	Salinity Removal/Brine Disposal Study - PELs and Sampling	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Salinity Removal/Brine Disposal Study - Mixing Zone Study	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Purification Facility Improvements Subtotal		\$ -	\$ 75,000	\$ 150,000	\$ 180,000	\$ 1,324,500	\$ 1,013,500	\$ 2,271,000	\$ 1,296,000	\$ -	\$ -
Distribution System Water System Improvements		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
No.	Description										
1	Airport Tank No. 2 Construction with Interior and Exterior Coating and CP - Construction Only	\$ 1,092,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	RRWPF (Penwill) to 5MG Tank Complex - Upgrade to 24"/30" Design and Construction	\$ -	\$ -	\$ 950,000	\$ 3,483,500	\$ 3,483,500	\$ -	\$ -	\$ -	\$ -	\$ -
3	Tank Foundation Monitoring	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Recoat Airport Tank No. 1 (last coating in 2002)	\$ -	\$ 417,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Beaver Creek Tank Imps - New 8" to Rifle Village South and new booster station - Design and Const.	\$ -	\$ -	\$ 400,000	\$ 2,935,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Distribution System Improvements Subtotal		\$ 1,112,000	\$ 437,000	\$ 1,370,000	\$ 6,418,500	\$ 3,483,500	\$ -	\$ -	\$ -	\$ -	\$ -
Raw Water Improvements		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
No.	Description										
1	Raw Water Pump Station Upgrade (300 hp) w/ Portable Generator Design and Construction	\$ -	\$ 1,267,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Raw Water Pond/Storage Improvements (aeration, hydraulics, dredging) Design and Construction	\$ -	\$ -	\$ 1,209,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Raw Water Improvements Subtotal		\$ -	\$ 1,267,000	\$ 1,209,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Capital Improvement Projects Total		\$ 1,112,000	\$ 1,779,000	\$ 2,729,000	\$ 6,598,500	\$ 4,808,000	\$ 1,013,500	\$ 2,271,000	\$ 1,296,000	\$ -	\$ -
Recommended Wastewater Reclamation Facility Improvements		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
No.	Description										
1	Reg 85 / Reg 31 Compliance - Phos Incentive Improvements (biological improv. and chemical addition)	\$ -	\$ 83,000	\$ 609,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Upgrade for Phos/Reg 31 Compliance - Study, Design and Construction (could be delayed with credits)	\$ -	\$ -	\$ -	\$ 50,000	\$ 1,170,000	\$ 4,290,000	\$ 4,290,000	\$ -	\$ -	\$ -
3	Headworks Influent Channel Coating - BioSan Grout / H2S resistant coating	\$ -	\$ -	\$ -	\$ 366,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Interchange Tank and Digester Improvements	\$ -	\$ -	\$ 480,000	\$ 1,759,000	\$ 1,759,000	\$ -	\$ -	\$ -	\$ -	\$ -
5	Headworks Make-up Air Unit	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Additional Hoists for Oxidation Ditch Aerators	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Biosolids Hauling Improvements Study - long term land application	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	UV Disinfection System Improvements	\$ -	\$ 121,000	\$ 890,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Salinity Removal/Mitigation - Study	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater Treatment Plant Improvements Subtotal		\$ 195,000	\$ 459,000	\$ 1,979,000	\$ 2,175,500	\$ 2,929,000	\$ 4,290,000	\$ 4,290,000	\$ -	\$ -	\$ -
Sanitary Sewer Collection System Improvements		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
No.	Description										
1	Southside Pump Station - Design and Construction (does not include FM Connection)	\$ -	\$ 173,000	\$ 1,269,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer Collection System Improvements Subtotal		\$ -	\$ 173,000	\$ 1,269,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater Capital Improvement Projects Total		\$ 195,000	\$ 632,000	\$ 3,248,000	\$ 2,175,500	\$ 2,929,000	\$ 4,290,000	\$ 4,290,000	\$ -	\$ -	\$ -
Total Water and Wastewater Projections		\$ 1,307,000	\$ 2,411,000	\$ 5,977,000	\$ 8,774,000	\$ 7,737,000	\$ 5,303,500	\$ 6,561,000	\$ 1,296,000	\$ -	\$ -



Annual Maintenance Projects and Additional Distribution System and Collection System Operations Staff

Water Purification Facility Maintenance Projects		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project No.	Description										
1	Various - annual budget amount	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Distribution System Water System Maintenance Projects		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project No.	Description										
1	Various - annual budget amount (use asset management priority system)	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000
2	Additional Distribution System Operator	\$ 75,000	\$ 76,500	\$ 78,030	\$ 79,591	\$ 81,182	\$ 82,806	\$ 84,462	\$ 86,151	\$ 87,874	\$ 89,632

Wastewater Reclamation Facility Maintenance Projects		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project No.	Description										
1	Various - annual budget amount	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sanitary Sewer Collection System Maintenance Projects		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project No.	Description										
1	Various - annual budget amount (use asset management priority system)	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
2	Additional Collection System Operator	\$ 75,000	\$ 76,500	\$ 78,030	\$ 79,591	\$ 81,182	\$ 82,806	\$ 84,462	\$ 86,151	\$ 87,874	\$ 89,632



**OPINION OF PROBABLE COSTS
WATER SYSTEM NEAR TERM (10-YR) IMPROVEMENTS**

Project Description	Quantity	Units	Unit Cost	Total
---------------------	----------	-------	-----------	-------

Water Purification Facility Improvements

City Maintenance Facility				
Mobilization/Demolition	1	LS	\$20,000	\$20,000
Building Construction	5,000	SF	\$150	\$750,000
Subtotal				\$770,000
Contingency (30%)				\$231,000
Contractor's OH&P (20%)				\$200,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$180,000
Bidding and Construction Administration (10%)				\$120,000
Project Total				\$1,501,000

Fluoridation Project				
Fluoride Building/Room	250	SF	\$500	\$125,000
Fluoride Storage	1	LS	\$100,000	\$100,000
Fluoride Feed Equipment	1	LS	\$200,000	\$200,000
Electrical, Instrumentation and Controls	1	LS	\$75,000	\$75,000
Subtotal				\$500,000
Contingency (30%)				\$150,000
Contractor's OH&P (20%)				\$130,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$117,000
Bidding and Construction Administration (10%)				\$78,000
Project Total				\$975,000

Pall Membrane Replacement				
Membrane Replacement - 90 per skid	270	EA	\$1,500	\$405,000
Additional Membranes - 18 per existing skid	54	EA	\$1,500	\$81,000
Subtotal				\$486,000
Contingency (30%)				\$146,000
Contractor's OH&P (N/A)				
Professional Engineering Fees - Permitting for Additional Membranes (5%)				\$32,000
Bidding and Construction Administration (N/A)				
Project Total				\$664,000

WTP Residual Drying Beds - Concrete Drying Beds Design and Construction				
Mobilization/Demobilization	1	LS	\$50,000	\$50,000
Demolition of Existing Drying Beds	1	LS	\$60,000	\$60,000
Misc. Earthwork	1	LS	\$300,000	\$300,000
Concrete and Piping	1	LS	\$1,100,000	\$1,100,000
Subtotal				\$1,510,000
Contingency (30%)				\$453,000
Contractor's OH&P (20%)				\$393,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$353,000
Bidding and Construction Administration (10%)				\$236,000
Project Total				\$2,945,000

Salinity Removal/Brine Disposal Study - PELs and Sampling				
Sampling and PELs development	1	LS	\$75,000	\$75,000
Subtotal				\$75,000
Contingency (N/A)				
Contractor's OH&P (N/A)				
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total				\$75,000



Salinity Removal/Brine Disposal Study - Mixing Zone Study				
Mixing Zone Study	1	LS	\$150,000	\$150,000
Subtotal				\$150,000
Contingency (N/A)				
Contractor's OH&P (N/A)				
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total				\$150,000

Distribution System Water System Improvements

Airport Tank No. 2 Construction with Interior and Exterior Coating and CP - Construction Only				
Mobilization/Demobilization	1	LS	\$50,000	\$50,000
Steel Tank Construction	1	LS	\$650,000	\$650,000
Subtotal				\$700,000
Contingency (30%)				\$210,000
Contractor's OH&P (20%)				\$182,000
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total				\$1,092,000

WPF (Penwill) to 5MG Tank Complex - Upgrade to 24"/30" Design and Construction				
Mobilization/Demobilization	1	LS	\$100,000	\$100,000
30-inch Water Distribution Main	13,200	LF	\$300	\$3,960,000
Subtotal				\$4,060,000
Contingency (30%)				\$1,218,000
Contractor's OH&P (20%)				\$1,056,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$950,000
Bidding and Construction Administration (10%)				\$633,000
Project Total				\$7,917,000

Tank Foundation Monitoring				
Annual Geotech/Survey	1	LS	\$20,000	\$20,000
Subtotal				\$20,000
Contingency (N/A)				
Contractor's OH&P (N/A)				
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total (After 3 Years)				\$60,000

Recoat Airport Tank No. 1 (Last Coating in 2002)				
Tank Coating (35 ft tall x 75 ft diameter)	30,000	SF	\$10	\$300,000
Subtotal				\$300,000
Contingency (10%)				\$30,000
Contractor's OH&P (10%)				\$33,000
Professional Engineering, Geotechnical, and Surveying Fees (10%)				\$36,000
Bidding and Construction Administration (5%)				\$18,000
Project Total				\$417,000



Beaver Creek Tank Imps - New 8" to Rifle Village South and New Booster Station - Design and Construction				
Mobilization/Demobilization	1	LS	\$50,000	\$50,000
Sitework and Site Piping	1	LS	\$100,000	\$100,000
8-inch HDD Parallel Distribution Main	6,000	LF	\$150	\$900,000
Building Construction - Package Booster Station with PRV	1	EA	\$500,000	\$500,000
Building Electrical	1	LS	\$60,000	\$60,000
Instrumentation and Controls	1	LS	\$100,000	\$100,000
			Subtotal	\$1,710,000
			Contingency (30%)	\$513,000
			Contractor's OH&P (20%)	\$445,000
			Professional Engineering, Geotechnical, and Surveying Fees (15%)	\$400,000
			Bidding and Construction Administration (10%)	\$267,000
			Project Total	\$3,335,000

Raw Water Improvements

Raw Water Pump Station Upgrade (300 hp Pump) w/ Backup Generator Design and Construction				
Raw Water Pump (300 hp)	1	LS	\$250,000	\$250,000
Backup Generator	1	LS	\$400,000	\$400,000
			Subtotal	\$650,000
			Contingency (30%)	\$195,000
			Contractor's OH&P (20%)	\$169,000
			Professional Engineering, Geotechnical, and Surveying Fees (15%)	\$152,000
			Bidding and Construction Administration (10%)	\$101,000
			Project Total	\$1,267,000

Raw Water Pond/Storage Improvements Design and Construction (Aeration, Hydraulics, Dredging)				
Mobilization/Demolition	1	LS	\$20,000	\$20,000
Dredging	1	LS	\$300,000	\$300,000
Raw Water Pond Aerators	4	EA	\$50,000	\$200,000
Pond/River Hydraulic Improvement	1	LS	\$100,000	\$100,000
			Subtotal	\$620,000
			Contingency (30%)	\$186,000
			Contractor's OH&P (20%)	\$161,000
			Professional Engineering, Geotechnical, and Surveying Fees (15%)	\$145,000
			Bidding and Construction Administration (10%)	\$97,000
			Project Total	\$1,209,000

Near Term Improvements Project Grand Total	\$21,607,000
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**OPINION OF PROBABLE COSTS
WASTEWATER SYSTEM NEAR TERM (10-YR) IMPROVEMENTS**

Project Description	Quantity	Units	Unit Cost	Total
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Wastewater Reclamation Facility Improvements

Reg 85 / Reg 31 Compliance - Phosphorus Incentive Improvements (Biological Improvements and Chemical Addition)				
Coagulant Building/Room	200	SF	\$500	\$100,000
Coagulant Storage	1	LS	\$80,000	\$80,000
Coagulant Feed Equipment	1	LS	\$100,000	\$100,000
Electrical, Instrumentation and Controls	1	LS	\$75,000	\$75,000
Subtotal				\$355,000
Contingency (30%)				\$107,000
Contractor's OH&P (20%)				\$92,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$83,000
Bidding and Construction Administration (10%)				\$55,000
Project Total				\$692,000

Upgrade for Phos/Reg 31 Compliance - Design and Construction (Could be Delayed with Incentive Credits)				
Anaerobic Basins OR Phosphorous Filter Improvements	1	LS	\$5,000,000	\$5,000,000
Subtotal				\$5,000,000
Contingency (30%)				\$1,500,000
Contractor's OH&P (20%)				\$1,300,000
Engineering Alternatives Analysis				\$50,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$1,170,000
Bidding and Construction Administration (10%)				\$780,000
Project Total				\$9,800,000

Headworks Influent Channel Coating - BioSan Grout / H2S Resistant Coating				
Coating Material and Application	2,500	SF	\$75	\$187,500
Subtotal				\$187,500
Contingency (30%)				\$57,000
Contractor's OH&P (20%)				\$49,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$44,000
Bidding and Construction Administration (10%)				\$29,000
Project Total				\$366,500

Interchange Tank and Digester Improvements				
Mobilization/Demobilization	1	LS	\$50,000	\$50,000
Site Piping	1	LS	\$60,000	\$60,000
Misc. Earthwork and Site Improvements	1	LS	\$300,000	\$300,000
Interchange Tank Improvements	1	LS	\$250,000	\$250,000
Digester Construction	1	LS	\$1,500,000	\$1,300,000
Electrical, Instrumentation, and Controls	1	LS	\$90,000	\$90,000
Subtotal				\$2,050,000
Contingency (30%)				\$615,000
Contractor's OH&P (20%)				\$533,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$480,000
Bidding and Construction Administration (10%)				\$320,000
Project Total				\$3,998,000

Headworks Make-Up Air Unit				
MUAU and Installation	1	LS	\$100,000	\$100,000
Subtotal				\$100,000
Contingency (30%)				\$30,000
Contractor's OH&P (N/A)				
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total				\$130,000



Additional Hoists for Oxidation Ditch Aerators				
Materials	1	LS	\$20,000	\$20,000
Installation	1	LS	\$80,000	\$80,000
Subtotal				\$100,000
Contingency (30%)				\$30,000
Contractor's OH&P (20%)				\$26,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$23,000
Bidding and Construction Administration (10%)				\$16,000
Project Total				\$195,000

Biosolids Hauling Improvements Study - Long Term Land Application				
Study	1	LS	\$50,000	\$50,000
Subtotal				\$50,000
Contingency (30%)				\$15,000
Contractor's OH&P (N/A)				
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total				\$65,000

UV Disinfection System Improvements				
Mobilization/Demobilization	1	LS	\$50,000	\$50,000
New UV Equipment	1	LS	\$390,000	\$390,000
Installation	1	LS	\$78,000	\$78,000
Subtotal				\$518,000
Contingency (30%)				\$156,000
Contractor's OH&P (20%)				\$135,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$121,000
Bidding and Construction Administration (10%)				\$81,000
Project Total				\$1,011,000

Salinity Removal/Mitigation - Study				
Study	1	LS	\$75,000	\$75,000
Subtotal				\$75,000
Contingency (30%)				\$23,000
Contractor's OH&P (N/A)				
Professional Engineering, Geotechnical, and Surveying Fees (N/A)				
Bidding and Construction Administration (N/A)				
Project Total				\$98,000

Sanitary Sewer Collection System System Improvements

Southside Lift Station - Design and Construction (Not Including FM Connection)				
Mobilization/Demobilization	1	LS	\$50,000	\$50,000
Headworks	1	LS	\$400,000	\$400,000
Building Construction	1	LS	\$200,000	\$200,000
Electrical, Instrumentation, and Controls	1	LS	\$90,000	\$90,000
Subtotal				\$740,000
Contingency (30%)				\$222,000
Contractor's OH&P (20%)				\$192,000
Professional Engineering, Geotechnical, and Surveying Fees (15%)				\$173,000
Bidding and Construction Administration (10%)				\$115,000
Project Total				\$1,442,000

Near Term Improvements Project Grand Total	\$17,797,500
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Financial Plan Memorandum

To: Craig Spaulding, Project Engineer

From: Todd Cristiano, Senior Manager

Date: April 27, 2021

Subject: Proposed water and wastewater financial plans and system investment fees

Introduction

This memorandum summarizes the results of the updated water and wastewater financial plans. These plans incorporate feedback from Staff during the March 9 and April 15 conference calls and the City Council meeting held on April 20, 2021. Raftelis updated the water and wastewater financial plans based on feedback from Council and the updated capital improvement schedules from JVA. Council's feedback included maintaining fund balances to prepare for future years' capital projects and maintain steady, inflationary annual revenue increases. The financial plan cash flows are included at the end of this memorandum.

Study Background

Previous to the Rifle Utility Maintenance, Capital, and Rate Study (Utility Study), the City had two significant capital projects planned in 2020 through 2023, the water utility Reverse Osmosis/ Granular Activated Carbon Facility (RO/GAC) project and the Salinity Removal/ Mitigation Solution project.

The RO/GAC Facility project was originally part of the last Water Purification Facility (WPF) expansion design but was ultimately removed as a cost savings measure. The RO/GAC project was not necessary as part of the expansion to meet water treatment regulatory requirements. However, it can improve taste, smell, and reduce total dissolved solids (TDS), including salt, or salinity, from the drinking water. There are no current regulatory requirements that would require the City to treat for taste, odor, or TDS. However, regulatory requirements may be imposed on the City requiring salinity removal at the Wastewater Reclamation Facility (WWRF) to limit salinity discharged to the Colorado River. It is uncertain when these projects would be required, however they are no longer expected for the years 2020 through 2023. Raftelis has included these projects in some scenarios below at the end of the 10-year study period.

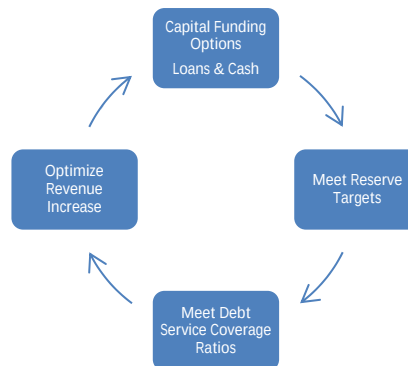
JVA recommends completing a Salinity Study including a WPF raw water quality analysis to refine the RO/GAC Facility design and to evaluate a comprehensive salinity removal solution that includes RO/GAC salinity removal at the WPF and TDS removal at the WWRF. This Salinity Study will evaluate cost savings in a comprehensive salinity removal solution including both an RO/GAC Facility at the WPF and Salinity Removal at the WWRF to meet future regulatory requirements when needed. The financial plan scenarios presented below evaluate the rate revenue impacts for including and excluding these projects within the 10-year study period. Following the completion of the recommended

Salinity Study, a refined cost estimate for a comprehensive salinity removal solution may reduce the total capital cost of these projects, and therefore reduce the required rate increase.

Financial Planning Approach

A primary consideration in developing an 'optimal' financial plan is minimizing annual revenue increases through balancing the use of reserves, existing rate revenue, and state loans. This balance is subject to the constraints of meeting the City's target reserve policies and debt service coverage requirements on existing and proposed debt. Each utility has multiple subfunds which requires an additional step of ensuring these subfunds maintain positive balances.

This approach is an iterative process. For example, issuing debt to fund a capital project may keep revenue increases low however, new debt payments may decrease the coverage below the target level. As a result, a revenue increase may be needed to meet to maintain compliance with the target. The revenue generated from the increase now may meet debt service coverage and produce an ending balance more than the target reserve. This excess can be used to partially fund the capital project which, in turn, could reduce the proposed state loan amount.



Raftelis assumed a target operating reserve of 90 days of O&M and a proposed capital reserve equal to approximately 1-year of depreciation expense. Projected equivalent residential unit (EQR) growth is estimated at 1.1% per year. Projected capital costs include an inflation allowance of 3.0%. Overall O&M inflation is approximately 3.8%. Proposed state loan issues assume a 20-year term with an annual interest rate of 2.25% and debt service coverage ratio requirement of 1.1x of annual debt service. For the purposes of this analysis, Raftelis assumed a target debt service coverage ratio target of 1.2. This allows for sufficient revenues when issuing multiple loans over the course of the study period.

System Investment Fees

Raftelis calculated the system investment fees (SIFs) for the water utility. SIFs, also called tap fees, are one-time charges assessed to new development to pay for facility and infrastructure installation and improvements necessary to serve the needs of that new development. They may also be charged to existing customers that require an increase in capacity. The philosophy behind tap fees is that the costs of incremental capacity are borne by those who require it. Another value of this funding source is it enables utilities to finance future projects to serve growth, while also being a reimbursement mechanism to recover the cost of previous system expansion projects.

The Colorado Revised Statutes (CRS) §29-20-104.5 outlines the requirements for calculating and implementing a tap fee. The basic tenets of the Statute are listed below.

- Fees must be generally applicable to a broad class of property (for example, residential, commercial, etc.).

- Fees must be intended to defray the projected impacts on capital facilities caused by proposed development.
- Fees are directly related to service that a local government is authorized to provide.
- The asset has an estimated useful life of five years or longer.
- The fee is required by the charter or general policy of a local government pursuant to a resolution or ordinance.

There are different methods available to calculate SIFs. Each method is designed to recover the cost of capacity to serve new growth. The selection of a methodology should consider a utility's goals and objectives for recovering capacity-related capital costs. The three methodologies include buy-in, incremental, and hybrid. The table below lists the basic parameters that a utility may consider when selecting a methodology that best meets their need.

**Table 1: Water Utility
System Investment Fee Methodologies**

Description	Buy-in	Incremental	Hybrid
Available existing capacity sufficient to accommodate new growth	X		
No existing capacity with significant future capacity requirements		X	
Some existing capacity available with future capacity requirements needed to accommodate new growth		X	X

Water Utility

Introduction

The water utility consists of 4 sub-funds:

- Debt service fund. Used to fund annual debt service payments. Sources include sales tax revenue, transfers from the system improvement fund to fund any debt service deficiencies, and transfers from the operating fund to fund any debt service deficiencies
- Water rights fund. Funds activities associated with water rights capital purchases and expenses
- System improvement fund. Funds activities associated with the capital improvement program. Sources include system investment fees, excess sales tax revenue transfers, transfers from the operating fund and state loan proceeds
- Operating fund. Funds activities associated with annual operation and maintenance of the utility, transfers to the debt service fund to assist in funding any deficiencies, and transfers to the system improvement fund to assist in cash funding the capital improvement program.

We maintained the separation of these sub-funds for the purposes of this study to ensure that sources of funds were being used for their appropriate purposes. For example, system investment fees fund the capital improvement program but should not fund operations. In a similar manner, sales tax revenue is earmarked for debt service payments. Excess sales tax revenue can be used to fund the capital improvement program.

Revenue from rates and other miscellaneous revenue should be sufficient to annual revenue requirements. Revenue requirements include operation and maintenance expenses, transfers to the debt

service fund, system improvement fund, and the water rights fund, while meeting debt service coverage and maintaining sufficient operating and capital reserves.

Water Utility Financial Plan Cash Flow Assumptions

- No early repayment of the 2015 COP water tank loan in 2022.
- Excludes the RO/GAC project in 2029 and 2030.
- The residual drying beds project in 2026 will be funded through a 50% State grant match. Project costs total \$3.6 million including an inflation allowance of 3.0%
- The RRWPR Penwell Tank project will be funding through a combination of state loans and reserves. Project costs total \$8.7 million including and inflation allowance of 3.0%
- The capital improvement program totals \$23.6 million over the study period

Finding and Conclusions

Figure 1 shows the annual capital expenditures, and anticipated state loans and grants.

Figure 1: Water Utility
 Capital Improvement Program, State Loans, and Grants



Figure 2 shows the annual revenues over expenditures. The green line represents annual revenues (excluding state loans and grants). The multi-colored bars represent the O&M, debt and capital expenditures, net of capital projects funded by state loans or grants. The cash balance is drawn down in the years when expenditures exceed revenues and are replenished in the years when revenues exceed expenditures.

Figure 2: Water Utility
 Annual Revenue and Expenditures

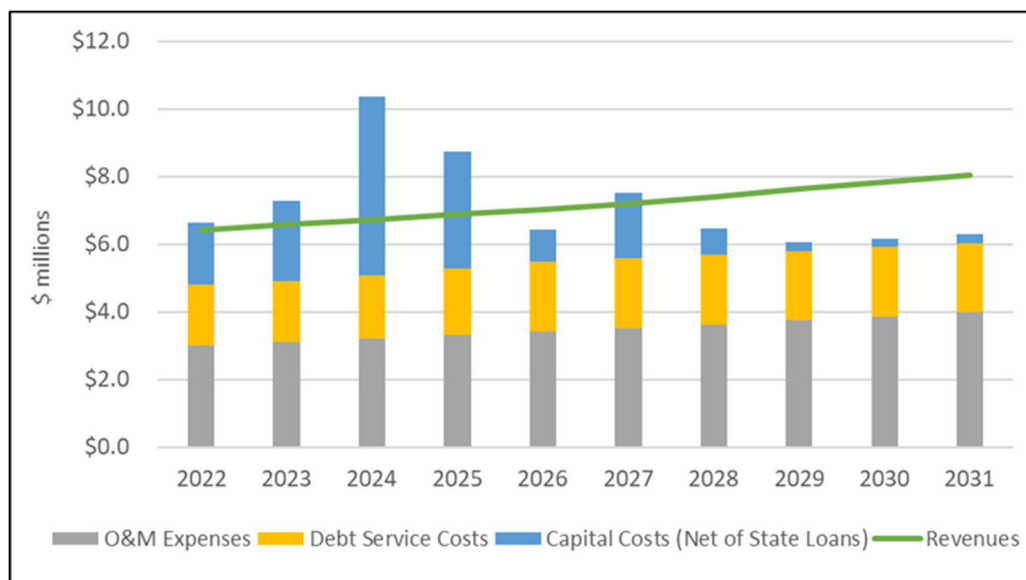


Table 2 summarizes the results of the cash flow analysis. Annual adjustments of 2.5% in 2022 through 2031 are required to meet annual expenses, fund the capital improvement program, maintain reserves, and meet debt service coverage requirements. The projected ending balance in 2031 is similar to the ending balance anticipated in 2022. These undesignated funds are available to fund future capital projects in the next 10-year time horizon.

Table 2: Water Utility
 Cash Flow Summary

Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Revenue Adjustments	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Cumulative Adjustments	2.5%	5.1%	7.7%	10.4%	13.1%	16.0%	18.9%	21.8%	24.9%	28.0%
Annual CIP, \$ millions	\$1.8	\$2.9	\$7.2	\$5.4	\$1.2	\$2.7	\$1.6	\$0.3	\$0.3	\$0.3
State Loan Proceeds, \$ millions	\$0.0	\$0.5	\$1.9	\$2.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
State Grants, \$ millions	\$0.0	\$0.0	\$0.0	\$0.0	\$0.2	\$0.8	\$0.8	\$0.0	\$0.0	\$0.0
Total Fund Ending Balance, \$ mil	\$9.7	\$9.0	\$5.4	\$3.5	\$4.1	\$3.8	\$4.8	\$6.3	\$8.0	\$9.8
Target Reserve, \$ millions	\$2.5	\$2.5	\$2.6	\$2.7	\$2.7	\$2.8	\$2.9	\$2.9	\$3.0	\$3.1
Unrestricted Reserves, \$ millions	\$7.3	\$6.5	\$2.8	\$0.9	\$1.4	\$1.1	\$1.9	\$3.4	\$5.0	\$6.7
Debt Service Coverage	1.9	1.9	1.9	1.8	1.7	1.8	1.8	1.9	1.9	1.9
Target Debt Service Coverage	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2

System Investment Fees

Raftelis used the buy-in method because the City is not anticipating any major capital expansions to serve new growth. The buy-in method recoups the new development's proportionate share of existing capacity; essentially reimbursing the existing rate payers who funded the initial facilities.

Raftelis used a line-item asset listing from the City's accounting records to estimate the value of the water system's infrastructure. System capacity and the demand per EQR was provided by JVA. The calculated SIF represents the maximum fee which can be supported by the data and analysis. Table 3 summarizes the water SIF calculation.

**Table 3: Water Utility
 Development of Proposed System Investment Fee (SIF)**

	Water System Investment Fee	
1	Water System Infrastructure at Current Replacement Cost	\$98,226,465
2	System Capacity, gpd	8,000,000
3	Unit Cost of Capacity, \$ per gpd (Line 1/Line 2)	\$12
4	EQR demand, gpd	593
5	System Investment Fee, \$ per EQR (Line 3 * Line 4)	\$7,281
6	Current SIF, \$ per EQR	\$5,743
7	Difference	\$1,538

Wastewater Utility

Introduction

The wastewater utility consists of 2 sub-funds:

- System improvement fund. Used to fund the capital improvement program. Sources include system investment fees, transfers from the operating fund and state loan proceeds.
- Operating fund. Funds annual operation and maintenance expenses, transfers to the debt service fund to assist in funding any deficiencies, and transfers to the system improvement fund to assist in cash funding the capital improvement program.

We maintained the separation of these sub-funds for the purposes of this study to ensure that sources of funds were funding their appropriate uses. For example, system investment fees fund the capital improvement program but should not fund operations.

Revenue from rates and other miscellaneous revenue should be sufficient to meet annual revenue requirements while meeting debt service coverage and funding operating and capital reserves.. Revenue requirements include operation and maintenance expenses and transfers to the system improvement fund.

Wastewater Utility Financial Plan Cash Flow Assumptions

- Excludes the Salinity/Removal Mitigation project
- The Interchange Tank and Digester Improvements will be funded with a 50% State grant match. Project costs total \$4.4 million over the study period
- The Interchange Tank and Digester Improvements, Southside Pump Station, and Upgrade for Phosphorus/Reg 31 Compliance projects will be funded through a combination of State loans and reserves. Project costs for these projects total \$17.4 million

Findings and Conclusions

Figure 3 shows the annual capital expenditures and anticipated state loans for the wastewater utility

Figure 3: Wastewater Utility
 Capital Improvement Program, State Loans, and Grants

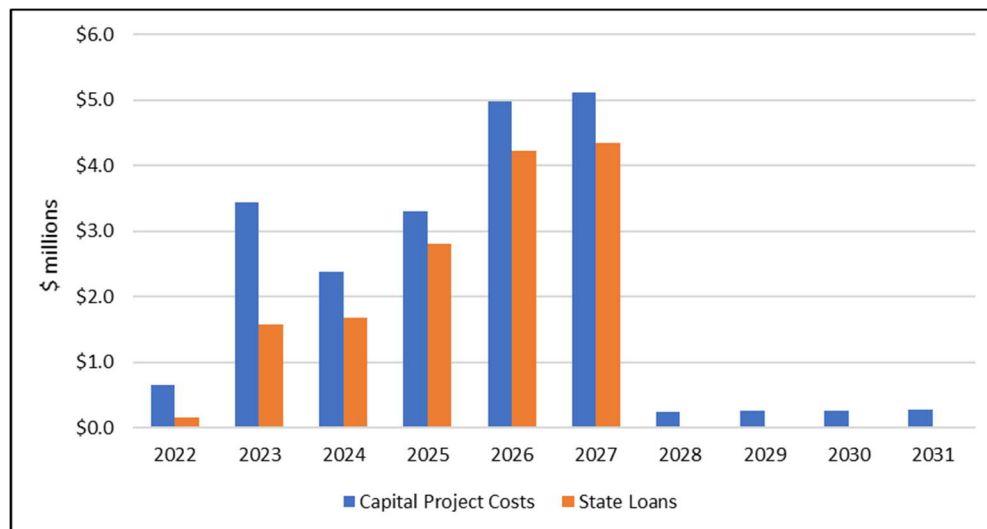


Figure 4 shows the annual revenues over expenditures. The green line represents annual revenues (excluding state loans and grants). The multi-colored bars represent the O&M, debt service, and capital expenditures, net of funds provided by state loans or grants. The cash balance is drawn down in the years when expenditures exceed revenues and are replenished in the years when revenues exceed expenditures.

Figure 4: Wastewater Utility
 Annual Revenues and Expenditures

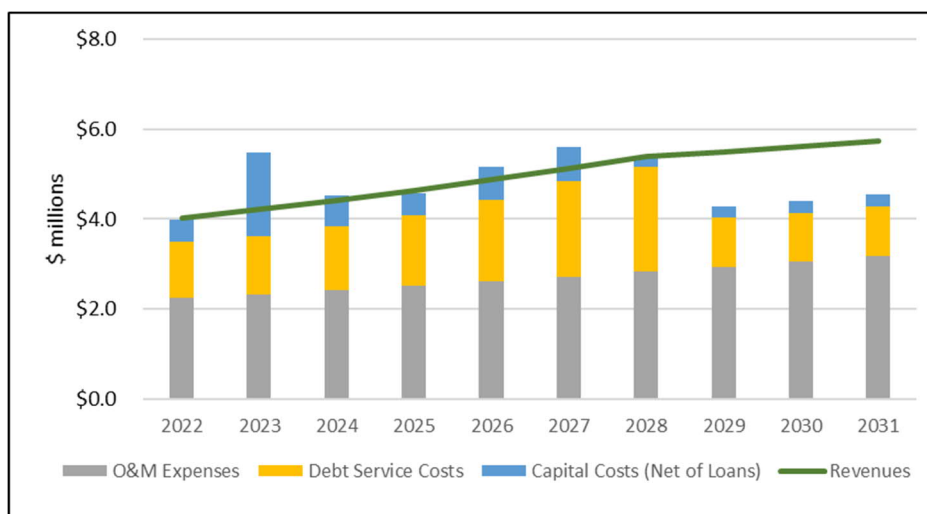


Table 4 summarizes the results of the cash flow analysis. Annual adjustments of 4.2% in 2022 through 2028 followed by annual increases of 1.0% in 2029 through 2031 are required to meet annual expenses, fund the capital improvement program, maintain reserves, and meet debt service coverage requirements. The 4.2% revenue adjustments are need through 2028 to maintain debt service coverage. The existing debt is paid off in 2027 and as a result, the revenue adjustments are reduced to an inflationary amount in 2029 through 2031. The projected 2031 ending fund balance is approximately \$1.4 greater than the 2022 projected balance. These undesignated funds are available to fund future capital projects in the next 10-year time horizon.

Table 4: Wastewater Utility
 Cash Flow Summary

Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Revenue Adjustments	4.2%	4.2%	4.2%	4.2%	4.2%	4.2%	4.2%	1.0%	1.0%	1.0%
Cumulative Adjustments	4.2%	8.6%	13.1%	17.9%	22.8%	28.0%	33.4%	34.7%	36.1%	37.4%
Annual CIP, \$ millions	\$0.7	\$3.4	\$2.4	\$3.3	\$5.0	\$5.1	\$0.2	\$0.3	\$0.3	\$0.3
State Loan Proceeds, \$ millions	\$0.2	\$1.6	\$1.7	\$2.8	\$4.2	\$4.4	\$0.0	\$0.0	\$0.0	\$0.0
State Grants, \$ millions	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Total Fund Ending Balance, \$ millions	\$4.3	\$3.0	\$2.9	\$2.9	\$2.6	\$2.1	\$2.1	\$3.3	\$4.5	\$5.7
Target Reserve, \$ millions	\$1.6	\$1.6	\$1.7	\$1.7	\$1.8	\$1.8	\$1.9	\$2.0	\$2.0	\$2.1
Unrestricted Reserves, \$ millions	\$2.7	\$1.4	\$1.2	\$1.2	\$0.8	\$0.3	\$0.2	\$1.4	\$2.5	\$3.6
Debt Service Coverage	1.4	1.5	1.4	1.4	1.3	1.1	1.1	2.3	2.3	2.3
Target Debt Service Coverage	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2

Wastewater System Investment Fees

Raftelis used the buy-in method because the City is not anticipating any major capital expansions to serve new growth. The buy-in method recoups the new development's proportionate share of existing capacity; essentially reimbursing the existing rate payers who funded the initial facilities.

Raftelis used a line-item asset listing from the City's accounting records to estimate the value of the water system's infrastructure. System capacity and the demand per EQR was provided by JVA. The calculated SIF represents the maximum fee which can be supported by the data and analysis. Table 5 summarizes the water SIF calculation.

**Table 5: Wastewater Utility
 Development of Proposed System Investment Fee (SIF)**

Wastewater System Investment Fee		
1	Wastewater System Infrastructure at Current Replacement Cost	\$48,142,885
2	System Capacity, gpd	2,000,000
3	Unit Cost of Capacity, \$ per gpd (Line 1/Line 2)	\$24.07
4	EQR demand, gpd	235
5	System Investment Fee, \$ per EQR (Line 3 * Line 4)	\$5,657
6	Current SIF, \$ per EQR	\$6,382
7	Difference	(\$725)

Residential Bill Comparison

The table below summarizes monthly bill increases for residential customers. The comparison shows the bill change under winter (indoor) use, average monthly usage, and a high use summer month.

**Table 6
 Residential Bill Comparison Under Existing 2021 Rates and Proposed 2022 Rates**

Bill Type	Water	Water Tank Surcharge	Wastewater	Total Bill
4,000 Gallons - Winter (Indoor Usage)				
Proposed 2022 Rates	\$39.78	\$4.77	\$62.54	\$107.09
Existing 2021 Rates	\$38.81	\$4.66	\$60.02	\$103.49
			Change, \$	\$3.60
7,000 Gallons - (Average Monthly Usage)				
Proposed 2022 Rates	\$53.13	\$6.38	\$62.54	\$122.05
Existing 2021 Rates	\$51.83	\$6.22	\$60.02	\$118.07
			Change, \$	\$3.98
14,000 Gallons - (Summer Usage)				
Proposed 2022 Rates	\$88.94	\$10.67	\$62.54	\$162.15
Existing 2021 Rates	\$86.77	\$10.41	\$60.02	\$157.20
			Change, \$	\$4.95

Table A-1
City of Rifle, CO
Water Utility Combined Sub-Funds

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Sources of Funds											
1	Revenue from Existing Water Rates	3,625,000	3,598,030	3,628,497	3,659,311	3,690,476	3,721,996	3,753,876	3,786,120	3,818,732	3,851,717	3,885,078
2	Add'l Water Rate Revenue from Rate Increases	-	89,951	183,693	281,367	383,119	489,101	599,469	714,387	834,022	958,550	1,088,150
3	Total Water Rate Revenue	3,625,000	3,687,981	3,812,190	3,940,678	4,073,595	4,211,097	4,353,346	4,500,507	4,652,755	4,810,267	4,973,229
4	Sales Tax Revenue	2,332,199	2,337,500	2,380,800	2,425,100	2,470,300	2,516,500	2,563,800	2,612,100	2,661,300	2,711,700	2,731,300
5	Other Miscellaneous Revenue	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
6	System Improvement Fees	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
7	Grant DOLA for System Improvements	-	-	-	-	-	204,612	773,746	796,958	-	-	-
8	Water Rights Revenue	47,000	49,000	51,100	53,300	55,600	7,000	7,000	7,000	7,000	7,000	7,000
9	Proposed - State and Other Loans	-	-	503,928	1,903,257	1,960,355	-	-	-	-	-	-
10	Investment Income	124,900	98,400	93,800	72,100	44,700	39,300	39,800	43,000	55,400	71,700	88,800
11	Total Sources	6,374,099	6,417,881	7,086,817	8,639,435	8,849,550	7,223,509	7,982,692	8,204,566	7,621,455	7,845,667	8,045,329
	Uses of Funds											
12	Operation and Maintenance Expense	2,228,170	2,298,483	2,371,288	2,446,678	2,524,750	2,605,606	2,689,352	2,776,098	2,865,957	2,959,050	3,055,499
13	Additional O&M due to Capital Project Completion	590,000	607,700	625,931	644,709	664,050	683,972	704,491	725,626	747,394	769,816	792,911
14	Water Rights Expense	710,000	111,650	113,350	115,100	116,903	118,760	120,673	122,643	124,672	126,763	128,915
	Debt Service											
15	Existing	1,780,661	1,784,078	1,781,949	1,784,214	1,780,867	1,783,304	1,780,933	1,784,050	1,786,890	1,780,238	1,781,239
16	Proposed - State and Other Loans	-	-	-	31,567	150,791	273,592	273,592	273,592	273,592	273,592	273,592
17	Interest During Construction	-	-	11,300	42,800	44,100	-	-	-	-	-	-
18	Tank Debt Pay Off	-	-	-	-	-	-	-	-	-	-	-
19	Total Debt Service	1,780,661	1,784,078	1,793,249	1,858,581	1,975,758	2,056,896	2,054,524	2,057,641	2,060,482	2,053,830	2,054,831
20	Capital Improvement Program	1,525,000	1,832,370	2,895,196	7,210,359	5,411,446	1,174,924	2,711,693	1,593,917	253,354	260,955	268,783
21	Total Uses of Funds	6,833,831	6,634,282	7,799,013	12,275,426	10,692,907	6,640,158	8,280,733	7,275,924	6,051,860	6,170,413	6,300,939
22	Annual Surplus (Deficiency)	(459,732)	(216,401)	(712,196)	(3,635,991)	(1,843,357)	583,351	(298,041)	928,641	1,569,595	1,675,253	1,744,389
23	Beginning Balance	10,415,424	9,955,692	9,739,291	9,027,095	5,391,104	3,547,747	4,131,098	3,833,057	4,761,698	6,331,293	8,006,546
24	Ending Balance	9,955,692	9,739,291	9,027,095	5,391,104	3,547,747	4,131,098	3,833,057	4,761,698	6,331,293	8,006,546	9,750,936
	Target Reserves											
25	Target Operating Reserves (90 days O&M)	700,000	730,000	750,000	770,000	800,000	820,000	850,000	880,000	900,000	930,000	960,000
26	Target Capital Reserves	-	1,750,000	1,785,000	1,820,700	1,857,114	1,894,256	1,932,141	1,970,784	2,010,200	2,050,404	2,091,412
27	Total Target Reserves	700,000	2,480,000	2,535,000	2,590,700	2,657,114	2,714,256	2,782,141	2,850,784	2,910,200	2,980,404	3,051,412
28	Undesignated Reserves	9,255,692	7,259,291	6,492,095	2,800,404	890,633	1,416,842	1,050,915	1,910,914	3,421,093	5,026,142	6,699,524
29	Annualized Water Service Revenue Increase		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
30	Cumulative Revenue Increase		2.5%	5.1%	7.7%	10.4%	13.1%	16.0%	18.9%	21.8%	24.9%	28.0%
31	Debt Service Coverage (Including Sales Tax, SIFs)	2.27	1.85	1.90	1.90	1.83	1.74	1.78	1.82	1.86	1.91	1.94
32	Target Debt Service Coverage (1.1x minimum)	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20

Table A-2
City of Rifle, CO
Water Utility
Water Miscellaneous Non-Rate Revenue Forecast

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Miscellaneous Non-Rate Revenue											
1	User Fees -CoGen Plant	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
2	User Fees -Bulk Water	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Service Charges	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
4	Sale of Meters	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
5	Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0
6	Xcel Solar Array Rebate	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7	Total Miscellaneous Non-Rate Revenue	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000

Table A-3
City of Rifle, CO
Water Utility
Water Rights Revenue

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Water Rights											
1	In Lieu of Water Rights	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
2	Co-Gen Standby/WtrRights	40,000	42,000	44,100	46,300	48,600	0	0	0	0	0	0
3	Total Water Right Revenue	47,000	49,000	51,100	53,300	55,600	7,000	7,000	7,000	7,000	7,000	7,000

Table A-4
City of Rifle, CO
Water Utility
System Improvement Revenue

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	Grant-DOLA - Water Sys Improv	0	0	0	0	0	204,612	773,746	796,958	0	0	0
2	Grant DOLA - Water Tank	0	0	0	0	0	0	0	0	0	0	0
3	FML Grant-Water Sys Improv	0	0	0	0	0	0	0	0	0	0	0
4	Total Grant Revenue	0	0	0	0	0	204,612	773,746	796,958	0	0	0

Table A-5
City of Rifle, CO
Water Utility
Water Sales Tax Revenue Forecast

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Sales Tax Revenue											
1	310-3004-313-001 Water Treatment Sales Tax .75%	1,708,868	1,734,500	1,760,500	1,786,900	1,813,700	1,840,900	1,868,500	1,896,500	1,924,900	1,953,800	1,953,800
2	310-3004-313-002 Water Treatment Use Tax	31,119	31,600	32,100	32,600	33,100	33,600	34,100	34,600	35,100	35,600	35,600
3	310-3004-313-003 Water Treat Rebate-Sales & Use	0	0	0	0	0	0	0	0	0	0	0
4	310-3004-313-004 Water Treatme MotorVeh Use Tax	126,860	128,800	130,700	132,700	134,700	136,700	138,800	140,900	143,000	145,100	145,100
5	310-3004-313-005 Water Tank Surcharge	396,094	442,600	457,500	472,900	488,800	505,300	522,400	540,100	558,300	577,200	596,800
6	310-3004-361-001 Interest Earnings	0	0	0	0	0	0	0	0	0	0	0
7	310-3004-362-001 Unrealized Gains/Losses	0	0	0	0	0	0	0	0	0	0	0
8	310-3004-379-001 Bond Premium Amortize Revenues	69,258	0	0	0	0	0	0	0	0	0	0
9	Total Sales Tax Revenue	2,332,199	2,337,500	2,380,800	2,425,100	2,470,300	2,516,500	2,563,800	2,612,100	2,661,300	2,711,700	2,731,300

City of Rifle, CO
Water Utility
Projected Operation and Maintenance Expense

Line No.	Account Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	Regular Employees-S&W	515,954	531,433	547,376	563,797	580,711	598,132	616,076	634,558	653,595	673,203	693,399
2	Part-Time/Temp Empl-S&W	0	0	0	0	0	0	0	0	0	0	0
3	Overtime-S&W	17,000	17,510	18,035	18,576	19,134	19,708	20,299	20,908	21,535	22,181	22,847
4	Standby Time-S&W	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143	40,317
5	Health Insurance	134,879	141,623	148,704	156,139	163,946	172,144	180,751	189,788	199,278	209,242	219,704
6	Dental	8,277	8,690	9,125	9,581	10,060	10,563	11,091	11,646	12,228	12,840	13,482
7	Vision	1,488	1,563	1,641	1,723	1,809	1,900	1,995	2,094	2,199	2,309	2,424
8	Life	853	896	941	988	1,037	1,089	1,143	1,201	1,261	1,324	1,390
9	HRA Health Reimb Acct	808	848	890	935	982	1,031	1,082	1,136	1,193	1,253	1,315
10	HSA Health Savings Acct	21,405	22,475	23,599	24,779	26,018	27,319	28,685	30,119	31,625	33,206	34,866
11	FICA	31,990	33,589	35,269	37,032	38,884	40,828	42,869	45,013	47,264	49,627	52,108
12	Medicare	7,481	7,856	8,248	8,661	9,094	9,548	10,026	10,527	11,054	11,606	12,187
13	Retirement	25,798	27,088	28,442	29,864	31,357	32,925	34,572	36,300	38,115	40,021	42,022
14	457 Retirement	1,909	2,004	2,105	2,210	2,320	2,436	2,558	2,686	2,820	2,961	3,110
15	Unemployment Insurance	1,548	1,625	1,707	1,792	1,882	1,976	2,074	2,178	2,287	2,401	2,522
16	Workers Comp Insurance	15,318	16,084	16,889	17,733	18,620	19,551	20,528	21,555	22,632	23,764	24,952
17	Legal Expense	5,000	5,250	5,513	5,788	6,078	6,381	6,700	7,036	7,387	7,757	8,144
18	Professional Services	165,000	169,950	175,049	180,300	185,709	191,280	197,019	202,929	209,017	215,288	221,746
19	Permit, Design Rev, Agency fee	7,000	7,210	7,426	7,649	7,879	8,115	8,358	8,609	8,867	9,133	9,407
20	Water Quality Testing Svs	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598
21	Chemicals	125,000	131,250	137,813	144,703	151,938	159,535	167,512	175,888	184,682	193,916	203,612
22	SCADA Services, Equip, Labor	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	47,037
23	Postal Services	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,224	9,501	9,786	10,079
24	Utility Services	320,000	329,600	339,488	349,673	360,163	370,968	382,097	393,560	405,366	417,527	430,053
25	Residuals Hauling and Disposal	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
26	General Disposal	0	0	0	0	0	0	0	0	0	0	0
27	Ditch Maintenance Service	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720
28	Repair & Maint Services	185,000	190,550	196,267	202,154	208,219	214,466	220,900	227,527	234,352	241,383	248,625
29	Contract Maint Services	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598
30	Meter Testing Services	0	0	0	0	0	0	0	0	0	0	0
31	CIRSA Ins. Deductible Repairs	0	0	0	0	0	0	0	0	0	0	0
32	User Claims/Losses	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720
33	Rental Equip/Vehicles	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
34	Rental Toilets	0	0	0	0	0	0	0	0	0	0	0
35	Other Purch. Serv./ Utility Lo	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720
36	Dues/Memberships	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
37	Software Sub, Licenses & Fees	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	47,037
38	Insurance	80,000	82,400	84,872	87,418	90,041	92,742	95,524	98,390	101,342	104,382	107,513
39	Communication-Telephone	0	0	0	0	0	0	0	0	0	0	0
40	Advertising	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
41	Printing/Binding	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
42	Training & Meetings	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	3,262	3,360
43	General Supplies	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,572	20,159
44	Uniforms/Clothing	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	3,262	3,360
45	Small Tools	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
46	Propane	0	0	0	0	0	0	0	0	0	0	0
47	Diesel Fuel	500	515	530	546	563	580	597	615	633	652	672
48	Minor Equipment	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	4,434	4,567	4,704
49	Fire Hydrants and Access	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	47,037
50	Water Meter & Accessories	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143	40,317
51	Water Pipe/Valves/Fittings	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,572	20,159

City of Rifle, CO
Water Utility
Projected Operation and Maintenance Expense

Line No.	Account Description	Budget 2021	2022	2023	2024	2025	Projected					
		2026	2027	2028	2029	2030	2031					
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	Regular Employees-S&W	515,954	531,433	547,376	563,797	580,711	598,132	616,076	634,558	653,595	673,203	693,399
59	Vehicles/Leasing	11,500	11,845	12,200	12,566	12,943	13,332	13,732	14,144	14,568	15,005	15,455
60	Capitalized Assets	0	0	0	0	0	0	0	0	0	0	0
61	Miscellaneous	0	0	0	0	0	0	0	0	0	0	0
62	Cost Allocation	138,890	138,890	138,890	138,890	138,890	138,890	138,890	138,890	138,890	138,890	138,890
66	Fleet Maintenance Allocation	37,500	38,625	39,784	40,977	42,207	43,473	44,777	46,120	47,504	48,929	50,397
67	I.T. Maintenance	78,822	81,186	83,622	86,131	88,714	91,376	94,117	96,941	99,849	102,844	105,930
68	Fleet Debt Service Princ	7,250	7,468	7,692	7,922	8,160	8,405	8,657	8,917	9,184	9,460	9,743
94	Total	2,228,170	2,298,483	2,371,288	2,446,678	2,524,750	2,605,606	2,689,352	2,776,098	2,865,957	2,959,050	3,055,499

Table A-7
City of Rifle, CO
Water Utility
Existing Debt Service

Line No	Payment	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>2012 Water Loan: Colorado Water Resource Power & Development Authority</u>												
1	Principal	979,187	1,009,596	1,040,006	1,052,170	1,064,333	1,076,497	1,088,661	1,100,825	1,112,989	1,131,234	1,173,808
2	Interest	344,647	314,319	284,261	270,711	257,950	245,840	234,238	223,077	212,369	191,199	148,513
3	Total Principal and Interest	1,323,833	1,323,915	1,324,267	1,322,880	1,322,283	1,322,337	1,322,899	1,323,902	1,325,358	1,322,434	1,322,320
<u>2012 Water Loan (FED) Premium: Colorado Water Resource Power & Development Authority</u>												
4	Principal	94,641	96,544	98,484	100,464	102,483	104,543	106,644	108,788	110,974	113,205	115,480
5	Interest	24,930	23,028	20,587	19,108	17,089	15,029	12,927	10,784	8,597	6,367	4,091
6	Total Principal and Interest	119,572	119,572	119,072	119,572	119,572	119,572	119,572	119,572	119,572	119,572	119,572
<u>2015 Water Certification of Participation Water Compensated Absences: Colorado Water Resource Power & Development Authority</u>												
7	Principal	210,000	220,000	225,000	235,000	240,000	250,000	255,000	265,000	275,000	280,000	290,000
8	Interest	127,256	120,592	113,610	106,762	99,012	91,396	83,462	75,576	66,960	58,233	49,348
9	Total Principal and Interest	337,256	340,592	338,610	341,762	339,012	341,396	338,462	340,576	341,960	338,233	339,348
Total Existing Principal and Interest												
16	Principal	1,283,828	1,326,140	1,363,490	1,387,633	1,406,816	1,431,040	1,450,305	1,474,613	1,498,963	1,524,439	1,579,288
17	Interest	496,833	457,939	418,459	396,580	374,050	352,264	330,627	309,437	287,927	255,799	201,951
18	Total Principal and Interest	1,780,661	1,784,078	1,781,949	1,784,214	1,780,867	1,783,304	1,780,933	1,784,050	1,786,890	1,780,238	1,781,239

Table A-8
City of Rifle, CO
Water Utility
Water Capital Improvement Plan with Inflation

Annual Inflation		0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Cumulative Inflation		0.0%	3.0%	6.1%	9.3%	12.6%	15.9%	19.4%	23.0%	26.7%	30.5%	34.4%
Line		Budget	Projected									
No.	Title	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Water Treatment Plant Improvements											
1	City Maintenance Facility	-	-	-	196,691	743,399	765,701	-	-	-	-	-
2	Flouridation Project	-	-	-	-	-	-	1,164,201	-	-	-	-
3	Pall Membrane Replacement	-	-	-	-	747,338	-	-	-	-	-	-
	WTP Residual Drying Beds - Concrete Drying Beds											
	Design and Construction (Pursue 50% Grant	-	-	-	-	-	409,224	1,547,492	1,593,917	-	-	-
4	Funding)											
5	Salinity Removal/Brine Disposal Study - PELs and	-	77,250	-	-	-	-	-	-	-	-	-
	Sampling											
6	Salinity Removal/Brine Disposal Study - Mixing Zone	-	-	159,135	-	-	-	-	-	-	-	-
	Study											
7	Undesignated Future R&R Projects	-	-	-	-	-	-	-	-	253,354	260,955	268,783
	Water Distribution System Improvements											
8	Airport Tank No. 2 Construction with Interior and	1,092,000	-	-	-	-	-	-	-	-	-	-
	Exterior Coating and CP - Construction Only											
9	RRWPF (Penwill) to 5MG Tank Complex - Upgrade to	-	-	1,007,855	3,806,515	3,920,710	-	-	-	-	-	-
	24"/30" Design and Construction											
10	Old River Pump Station Storage Building Demolition	20,000	20,600	21,218	-	-	-	-	-	-	-	-
11	Recoat Airport Tank No. 1 (last coating in 2002)	-	429,510	-	-	-	-	-	-	-	-	-
	Beaver Creek Tank Imps - New 8" to Rifle Village											
12	South (or new booster station?) - Design and	-	-	424,360	3,207,154	-	-	-	-	-	-	-
	Construction											
	Raw Water Improvements											
13	Raw Water Pump Station Upgrade (300 hp) w/	-	1,305,010	-	-	-	-	-	-	-	-	-
	Portable Generator Design and Construction											
14	Raw Water Pond/Storage Improvements (aeration,	-	-	1,282,628	-	-	-	-	-	-	-	-
	hydraulics, dredging) Design and Construction											
15	Total Capital Improvement Program w/ Inflation	1,112,000	1,832,370	2,895,196	7,210,359	5,411,446	1,174,924	2,711,693	1,593,917	253,354	260,955	268,783

Table B-1
City of Rifle, CO
Wastewater Utility Combined Fund

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Sources of Funds											
1	Revenue from Existing Wastewater Rates	3,839,500	3,726,348	3,762,265	3,798,594	3,835,341	3,872,511	3,910,108	3,948,137	3,986,604	4,025,515	4,064,873
2	Add'l Wastewater Rate Revenue from Rate Increases	-	156,507	322,667	499,006	686,079	884,468	1,094,788	1,317,686	1,383,696	1,451,428	1,520,924
3	Total Wastewater Rate Revenue	3,839,500	3,882,855	4,084,932	4,297,601	4,521,420	4,756,979	5,004,895	5,265,823	5,370,300	5,476,942	5,585,797
4	Other Miscellaneous Revenue	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
5	Wastewater Development Fees	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
6	DOLA Grant	350,000	-	-	-	-	-	-	-	-	-	-
7	State and Other Loan Proceeds	-	151,462	1,577,187	1,680,232	2,802,123	4,227,293	4,354,112	-	-	-	-
8	Investment Income	22,100	39,600	25,700	18,500	17,900	16,400	11,200	21,300	24,900	34,400	47,000
9	Total Sources	4,312,600	4,174,916	5,788,819	6,097,332	7,442,443	9,101,672	9,471,207	5,388,123	5,496,200	5,612,342	5,733,797
	Uses of Funds											
10	Operation and Maintenance Expense	1,748,243	1,819,787	1,894,560	1,972,713	2,054,405	2,139,800	2,229,074	2,322,408	2,419,993	2,522,028	2,628,725
11	Additional O&M due to Capital Project Completion	410,000	422,300	434,969	448,018	461,459	475,302	489,561	504,248	519,376	534,957	551,006
	Debt Service											
12	Existing	1,248,121	1,251,869	1,244,345	1,248,593	1,254,921	1,252,319	1,250,985	1,249,498	-	-	-
13	Proposed - Revenue Bonds	-	-	11,142	127,169	250,777	456,917	767,900	1,088,214	1,088,214	1,088,214	1,088,214
14	Proposed - State & Other	-	-	-	-	-	-	-	-	-	-	-
15	Interest During Construction	-	3,400	35,500	37,800	63,000	95,100	98,000	-	-	-	-
16	Total Debt Service	1,248,121	1,255,269	1,290,987	1,413,562	1,568,698	1,804,336	2,116,885	2,337,712	1,088,214	1,088,214	1,088,214
17	Capital Improvement Program	900,000	650,960	3,445,803	2,377,228	3,296,615	4,973,286	5,122,484	245,975	253,354	260,955	268,783
18	Total Uses of Funds	4,306,363	4,148,316	7,066,319	6,211,521	7,381,176	9,392,724	9,958,005	5,410,343	4,280,936	4,406,154	4,536,728
19	Annual Surplus (Deficiency)	6,237	26,601	(1,277,500)	(114,188)	61,267	(291,052)	(486,798)	(22,220)	1,215,264	1,206,189	1,197,069
20	Beginning Balance	4,224,410	4,230,646	4,257,247	2,979,747	2,865,558	2,926,826	2,635,773	2,148,976	2,126,756	3,342,020	4,548,209
21	Ending Balance	4,230,646	4,257,247	2,979,747	2,865,558	2,926,826	2,635,773	2,148,976	2,126,756	3,342,020	4,548,209	5,745,278
	Target Reserves											
22	Target Operating Reserves (90 days O&M)	540,000	540,000	560,000	580,000	610,000	630,000	650,000	680,000	710,000	730,000	760,000
23	Target Capital Reserves	1,000,000	1,030,000	1,060,900	1,092,727	1,125,509	1,159,274	1,194,052	1,229,874	1,266,770	1,304,773	1,343,916
24	Total Target Reserves	1,540,000	1,570,000	1,620,900	1,672,727	1,735,509	1,789,274	1,844,052	1,909,874	1,976,770	2,034,773	2,103,916
25	Undesignated Reserves	2,690,646	2,687,247	1,358,847	1,192,831	1,191,317	846,499	304,923	216,882	1,365,250	2,513,435	3,641,361
26	Annualized Wastewater Service Revenue Increase		4.2%	4.2%	4.2%	4.2%	4.2%	4.2%	4.2%	1.0%	1.0%	1.0%
27	Cumulative Revenue Increase		4.2%	8.6%	13.1%	17.9%	22.8%	28.0%	33.4%	34.7%	36.1%	37.4%
28	Debt Service Coverage (including SIFs)	1.73	1.42	1.46	1.41	1.35	1.25	1.13	1.10	2.35	2.35	2.35
29	Target Debt Service Coverage (1.1x minimum)	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20

Table A-2
City of Rifle, CO
Wastewater Utility
Wastewater Miscellaneous Non-Rate Revenue Forecast

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Miscellaneous Non-Rate Revenue											
1	Other Permits	0	0	0	0	0	0	0	0	0	0	0
2	EIF-Downtown Main St	0	0	0	0	0	0	0	0	0	0	0
3	Garfield FML Biosolids Plan	0	0	0	0	0	0	0	0	0	0	0
4	EIF 4952 Wtr WWtr Study	0	0	0	0	0	0	0	0	0	0	0
5	Colo WR&PDA Planning Grant	0	0	0	0	0	0	0	0	0	0	0
6	Interest - A/R	0	0	0	0	0	0	0	0	0	0	0
7	Unrealized Gains/Losses	0	0	0	0	0	0	0	0	0	0	0
8	Sewer User Fees-Base Fee Adjus	0	0	0	0	0	0	0	0	0	0	0
9	User Fees -Bulk Sewage	0	0	0	0	0	0	0	0	0	0	0
10	Bulk Sewage-Composting	0	0	0	0	0	0	0	0	0	0	0
11	Service Charges	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
12	Late Payment Fees	0	0	0	0	0	0	0	0	0	0	0
13	Dedicated Infrastructure	0	0	0	0	0	0	0	0	0	0	0
14	Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0
15	Xcel Energy Rebate Revenue	0	0	0	0	0	0	0	0	0	0	0
16	Service Line Failure Repairs	0	0	0	0	0	0	0	0	0	0	0
17	Bond Premium Amort. Revenues	0	0	0	0	0	0	0	0	0	0	0
18	OTI-General Fund	0	0	0	0	0	0	0	0	0	0	0
19	Sales of GFA	0	0	0	0	0	0	0	0	0	0	0
20	Insurance Proceeds	0	0	0	0	0	0	0	0	0	0	0
21	Gain on Sale of Assets	0	0	0	0	0	0	0	0	0	0	0
22	Total Miscellaneous Non-Rate Revenue	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000

Table B-3
City of Rifle, CO
Wastewater Utility
System Improvement Revenue

Line No.	Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	DOLA Grant	350,000	0	0	0	0	0	0	0	0	0	0
4		350,000	0	0	0	0	0	0	0	0	0	0

Table B-4
City of Rifle, CO
Wastewater Utility
Projected Operational and Maintenance Expenses

Line No.	Account Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	Regular Employees-S&W	383,431	394,934	406,782	418,986	431,555	444,502	457,837	471,572	485,719	500,291	515,299
2	Part-Time/Temp Empl-S&W	0	0	0	0	0	0	0	0	0	0	0
3	Overtime-S&W	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	13,439
4	Standby Time-S&W	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	13,439
5	Temp Svs Employees & W/C	0	0	0	0	0	0	0	0	0	0	0
6	Health Insurance	98,604	103,534	108,711	114,146	119,854	125,846	132,139	138,746	145,683	152,967	160,616
7	Dental	5,033	5,285	5,549	5,827	6,118	6,424	6,745	7,083	7,437	7,809	8,199
8	Vision	906	951	999	1,049	1,101	1,156	1,214	1,275	1,339	1,406	1,476
9	Life	689	723	759	797	837	879	923	969	1,017	1,068	1,121
10	HRA Health Reimb Acct	833	874	918	964	1,012	1,063	1,116	1,171	1,230	1,291	1,356
11	HSA Health Savings Acct	13,250	13,913	14,608	15,339	16,105	16,911	17,756	18,644	19,576	20,555	21,583
12	FICA	23,773	24,962	26,210	27,521	28,897	30,342	31,859	33,452	35,124	36,880	38,724
13	Medicare	5,560	5,838	6,130	6,436	6,758	7,096	7,451	7,823	8,214	8,625	9,056
14	Retirement	19,172	20,130	21,137	22,194	23,303	24,468	25,692	26,977	28,325	29,742	31,229
15	457 Retirement	1,160	1,218	1,278	1,342	1,409	1,480	1,554	1,632	1,713	1,799	1,889
16	Unemployment Insurance	1,150	1,208	1,268	1,332	1,398	1,468	1,542	1,619	1,700	1,785	1,874
17	Workers Comp Insurance	8,074	8,478	8,902	9,347	9,814	10,305	10,820	11,361	11,929	12,526	13,152
18	Workers Comp Deductibles	0	0	0	0	0	0	0	0	0	0	0
19	Legal Expense	4,000	4,200	4,410	4,631	4,862	5,105	5,360	5,628	5,910	6,205	6,516
20	Professional Services	121,000	127,050	133,403	140,073	147,076	154,430	162,152	170,259	178,772	187,711	197,096
21	Prof Scvs - Bond Consult	0	0	0	0	0	0	0	0	0	0	0
22	Permit, Design Rev, Agency fee	30,000	31,500	33,075	34,729	36,465	38,288	40,203	42,213	44,324	46,540	48,867
23	Water Quality Testing Svs	30,000	31,500	33,075	34,729	36,465	38,288	40,203	42,213	44,324	46,540	48,867
24	Chemicals	90,000	94,500	99,225	104,186	109,396	114,865	120,609	126,639	132,971	139,620	146,601
25	SCADA Services, Equip, Labor	70,000	72,100	74,263	76,491	78,786	81,149	83,584	86,091	88,674	91,334	94,074
26	Postal Services	7,500	7,875	8,269	8,682	9,116	9,572	10,051	10,553	11,081	11,635	12,217
27	Utility Services	225,000	236,250	248,063	260,466	273,489	287,163	301,522	316,598	332,427	349,049	366,501
28	Landfill Costs	0	0	0	0	0	0	0	0	0	0	0
29	Biosolids Hauling and Disposal	100,000	105,000	110,250	115,763	121,551	127,628	134,010	140,710	147,746	155,133	162,889
30	Grease Pumping and Disposal	5,000	5,250	5,513	5,788	6,078	6,381	6,700	7,036	7,387	7,757	8,144
31	General Disposal	1,500	1,575	1,654	1,736	1,823	1,914	2,010	2,111	2,216	2,327	2,443
32	Repair & Maint Services	150,000	157,500	165,375	173,644	182,326	191,442	201,014	211,065	221,618	232,699	244,334
33	R&M TV & Cleaning	1,000	1,050	1,103	1,158	1,216	1,276	1,340	1,407	1,477	1,551	1,629
34	User Claims/Losses	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	15,513	16,289
35	Rental Equip/Vehicles	1,000	1,050	1,103	1,158	1,216	1,276	1,340	1,407	1,477	1,551	1,629
36	Rental Toilets	0	0	0	0	0	0	0	0	0	0	0
37	Other Purchased Ut Locates	0	0	0	0	0	0	0	0	0	0	0
38	Dues/Memberships	750	788	827	868	912	957	1,005	1,055	1,108	1,163	1,222
39	Software Sub, Licenses & Fees	0	0	0	0	0	0	0	0	0	0	0
40	Insurance	45,000	47,250	49,613	52,093	54,698	57,433	60,304	63,320	66,485	69,810	73,300
41	Communication-Telephone	0	0	0	0	0	0	0	0	0	0	0
42	Advertising	1,000	1,050	1,103	1,158	1,216	1,276	1,340	1,407	1,477	1,551	1,629
43	Printing/Binding	0	0	0	0	0	0	0	0	0	0	0
44	Training & Meetings	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	2,688
45	General Supplies	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,572	20,159
46	Caca Loco Clean-up	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	100,794
47	Uniforms/Clothing	500	515	530	546	563	580	597	615	633	652	672
48	Small Tools	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
49	Propane	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016
50	Diesel Fuel	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
51	Minor Equipment	0	0	0	0	0	0	0	0	0	0	0
52	Land	0	0	0	0	0	0	0	0	0	0	0
53	Buildings	0	0	0	0	0	0	0	0	0	0	0
54	Improvements not buildings	0	0	0	0	0	0	0	0	0	0	0
55	Park & Randolph	0	0	0	0	0	0	0	0	0	0	0
56	DownTown Sewer Eval	0	0	0	0	0	0	0	0	0	0	0

Table B-4
City of Rifle, CO
Wastewater Utility
Projected Operational and Maintenance Expenses

Line No.	Account Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
57	Line Maintenance	0	0	0	0	0	0	0	0	0	0	0
58	Construction Projects	0	0	0	0	0	0	0	0	0	0	0
59	Downtwn Sewer Improvemnt	0	0	0	0	0	0	0	0	0	0	0
60	2005 Improvements	0	0	0	0	0	0	0	0	0	0	0
61	Downtwn Main St Projects	0	0	0	0	0	0	0	0	0	0	0
62	Equipment	0	0	0	0	0	0	0	0	0	0	0
63	Vehicles/Leasing	10,800	11,124	11,458	11,801	12,155	12,520	12,896	13,283	13,681	14,092	14,514
64	Capitalized Assets	0	0	0	0	0	0	0	0	0	0	0
65	Miscellaneous	0	0	0	0	0	0	0	0	0	0	0
66	Cost Allocation	85,268	85,268	85,268	85,268	85,268	85,268	85,268	85,268	85,268	85,268	85,268
67	PILT to General Fund	0	0	0	0	0	0	0	0	0	0	0
68	Salary Adjustments	0	0	0	0	0	0	0	0	0	0	0
69	457 Retirement Match	0	0	0	0	0	0	0	0	0	0	0
70	Fleet Maintenance Allocation	27,817	29,208	30,669	32,202	33,812	35,503	37,278	39,142	41,099	43,154	45,312
71	I.T. Maintenance	46,722	49,058	51,511	54,087	56,791	59,631	62,612	65,743	69,030	72,482	76,106
72	Fleet Debt Service Princ	7,250	7,613	7,993	8,393	8,812	9,253	9,716	10,201	10,712	11,247	11,809
73	Fleet Debt Service Int	0	0	0	0	0	0	0	0	0	0	0
74	I.T. Debt Service - Principal	0	0	0	0	0	0	0	0	0	0	0
75	I.T. Debt Service - Interest	0	0	0	0	0	0	0	0	0	0	0
76	Debt Service Princ	0	0	0	0	0	0	0	0	0	0	0
77	Debt Service Interest	0	0	0	0	0	0	0	0	0	0	0
78	Refunding/Issuance Costs	0	0	0	0	0	0	0	0	0	0	0
79	OTO to General - Gov. Affairs	0	0	0	0	0	0	0	0	0	0	0
80	OTO to General - Maint.	0	0	0	0	0	0	0	0	0	0	0
81	OTO to Wastewater Capital	0	0	0	0	0	0	0	0	0	0	0
82	Professional Services1 (expenditures 2017)	0	0	0	0	0	0	0	0	0	0	0
83	Contingency	0	0	0	0	0	0	0	0	0	0	0
84	Bad Debt	0	0	0	0	0	0	0	0	0	0	0
85	Professional Services2 (Expenditures 2018)	0	0	0	0	0	0	0	0	0	0	0
86	Depreciation Expense	0	0	0	0	0	0	0	0	0	0	0
94	Total	1,748,243	1,819,787	1,894,560	1,972,713	2,054,405	2,139,800	2,229,074	2,322,408	2,419,993	2,522,028	2,628,725

Table B-5
City of Rifle, CO
Wastewater Utility
Projected Operational and Maintenance Expenses from CIP Projects

Line No.	Account Description	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	Workers Comp Deductibles	100,000	103,000	106,090	109,273	112,551	115,927	119,405	122,987	126,677	130,477	134,392
2	Legal Expense	235,000	242,050	249,312	256,791	264,495	272,429	280,602	289,020	297,691	306,622	315,820
3	Professional Services	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	100,794
4		410,000	422,300	434,969	448,018	461,459	475,302	489,561	504,248	519,376	534,957	551,006

Table B-6
City of Rifle, CO
Wastewater Utility
Existing Debt Service

Line No	Payment	Budget	Projected									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>2007 Wastewater: Colorado Water Resource Power & Development Authority</u>												
1	Principal	938,204	969,852	996,088	1,027,736	1,064,384	1,096,032	1,185,564	1,264,684			
2	Interest	309,917	282,017	248,257	220,857	190,537	156,287	65,421	(15,186)			
3	Total Principal & Interest	1,248,121	1,251,869	1,244,345	1,248,593	1,254,921	1,252,319	1,250,985	1,249,498	-	-	-
Total Existing Debt Service												
4	Principal	938,204	969,852	996,088	1,027,736	1,064,384	1,096,032	1,185,564	1,264,684	-	-	-
5	Interest	309,917	282,017	248,257	220,857	190,537	156,287	65,421	(15,186)	-	-	-
6	Total Principal & Interest	1,248,121	1,251,869	1,244,345	1,248,593	1,254,921	1,252,319	1,250,985	1,249,498	-	-	-

Table A-7
City of Rifle, CO
Wastewater Utility
Wastewater Capital Improvement Plan with Inflation

Annual Inflation		0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Cumulative Inflation		0.0%	3.0%	6.1%	9.3%	12.6%	15.9%	19.4%	23.0%	26.7%	30.5%	34.4%
Line No.	Title	Projected										
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Wastewater Treatment Facility Improvements												
1	Reg 85 / Reg 31 Compliance - Phos Incentive Improv (biological improv. and chemical addition)	-	85,490	646,088	-	-	-	-	-	-	-	-
2	Upgrade for Phos/Reg 31 Compliance - Study, Design and Construction	-	-	-	54,636	1,316,845	4,973,286	5,122,484	-	-	-	-
3	Headworks Influent Channel Coating - BioSan Grout / H2S resistant coating	-	-	-	400,484	-	-	-	-	-	-	-
4	Interchange Tank and Digester Improvements	-	-	509,232	1,922,107	1,979,770	-	-	-	-	-	-
5	Headworks Make-up Air Unit	-	133,900	-	-	-	-	-	-	-	-	-
6	Additional Hoists for Oxidation Ditch Aerators	195,000	-	-	-	-	-	-	-	-	-	-
7	Biosolids Hauling Improvements Study - long term land application	-	51,500	-	-	-	-	-	-	-	-	-
8	UV Disinfection System Improvements	-	124,630	944,201	-	-	-	-	-	-	-	-
9	Salinity Removal/Mitigation - Study	-	77,250	-	-	-	-	-	-	-	-	-
10	Miscellaneous R&R Projects	-	-	-	-	-	-	-	245,975	253,354	260,955	268,783
Sanitary Sewer Collection System Improvements												
11	Southside Pump Station - Design and Construction	-	178,190	1,346,282	-	-	-	-	-	-	-	-
16	Total Capital Improvement Program w/ Inflation	195,000	650,960	3,445,803	2,377,228	3,296,615	4,973,286	5,122,484	245,975	253,354	260,955	268,783



Agenda Item #3.a.

Agenda Item Name:

Instructions to Participate / Citizen Comments - for items not listed as public hearings on the agenda

Presenter:

Item Description:

Citizen Comments - for items not listed as public hearings on the agenda.

Please limit comments to 3 minutes. Please see instructions below.

Electronic Meeting Participation:

Please click the link below to join the webinar:

[Click here to join electronic meeting](http://www.rifleco.org/ElectronicMeetings) or (www.rifleco.org/ElectronicMeetings)

Password: 929942

Participate by phone:

Dial: 1 301 715 8592 or 1 312 626 6799 / Webinar ID: 416 406 740

If you are participating electronically and would like to make a citizen comment during the City Council Meeting, please raise your hand on Zoom we will call on you during that portion of the meeting. During the meeting, you will be asked to state your name and if you live in the city limits of Rifle.

Recommended Action:

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

None



Agenda Item #4.a.

Agenda Item Name:

Consider Liquor License Renewal for Ruedi Creek Enterprises, Inc dba Sammy's

Presenter:

Kristy Doll, CMC, City Clerk

Item Description:

Hotel & Restaurant Liquor License Renewal for Ruedi Creek Enterprises, Inc dba Sammy's

Recommended Action:

I move to approve the Liquor License Renewal application for Ruedi Creek Enterprises, Inc dba Sammy's

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Ruedi Creek Enterprises, Inc dba Sammy's located at 412 Park Avenue, Rifle, CO has submitted a Hotel & Restaurant Liquor License Renewal Application.

The application is complete and the appropriate fees have been paid.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Sammy's Liquor License Renewal_Redacted

Submit to Local Licensing Authority

Fees Due	
Renewal Fee	WAIVED
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name Ruedi Creek Enterprises, Inc.		Doing Business As Name (DBA) Sammy's		
Liquor License # 03-02866	License Type Hotel & Restaurant	Sales Tax License # 1541855	Expiration Date 05/26/2021	Due Date 04/11/2021
Business Address 412 Park Avenue Rifle, CO 81650				Phone Number (970) 665-9398
Mailing Address 15154 Frying Pan Road Basalt, CO 81621			Email redstable55@gmail.com	
Operating Manager Don Andre	Date of Birth	Home Address	Phone Number	
1. Do you have legal possession of the premises at the street address above? ☒ Yes ☐ No Are the premises owned or rented? ☐ Owned ☐ Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. ☒ Yes ☐ No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ☐ Yes ☒ No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☐ Yes ☒ No				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ Yes ☒ No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☐ Yes ☒ No				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ Yes ☒ No				

Affirmation & Consent		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business		Title
<i>Don Andre</i>		<i>owner</i>
Signature		Date
<i>[Signature]</i>		<i>4-17-21</i>
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
Therefore this application is approved.		
Local Licensing Authority For		Date
Signature	Title	Attest

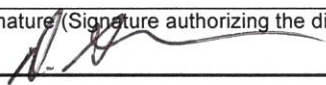
Tax Check Authorization, Waiver, and Request to Release Information

I, Don Andre am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Ruedi Creek Enterprises, Inc./ Sammy's (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) Don Andre / Sammy's		Social Security Number/Tax Identification Number	
Address 412 Park Avenue			
City Rifle		State CO	Zip 81650
Home Phone Number (970) 404-1819		Business/Work Phone Number (970) 665-9398	
Printed name of person signing on behalf of the Applicant/Licensee Donald Andre			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed 4-12-21

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



Agenda Item #4.b.

Agenda Item Name:

Consider Modification of Premises for Ruedi Creek Enterprises, Inc dba Sammy's

Presenter:

Kristy Doll, CMC, City Clerk

Item Description:

Modification of Premises for Ruedi Creek Enterprises, Inc dba Sammy's

Recommended Action:

Move to approve the Modification of Premises for Ruedi Creek Enterprises, Inc dba Sammy's

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Ruedi Creek Enterprises, Inc dba Sammy's located at 412 Park Avenue, Rifle, CO has submitted a Modification of Premises application.

The following criteria have been met by the applicant:

- * The application is complete
- * The fees have been paid

I recommend approval of the Modification of Premises application for Ruedi Creek Enterprises, Inc dba Sammy's

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Sammy's Modification of Premises

Permit Application and Report of Changes

Current License Number 03-07866
All Answers Must Be Printed in Black Ink or Typewritten
Local License Fee \$ _____

1. Applicant is a ☒ Corporation ☐ Individual ☐ Partnership ☐ Limited Liability Company		Present License Number <u>03-07866</u>
2. Name of Licensee <u>Donald Andre</u>		3. Trade Name <u>Sammy's Steakhouse</u>
4. Location Address <u>412 Park Ave</u>		
City <u>Rifle</u>	County <u>Co</u>	ZIP <u>81650</u>

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

Section A – Manager reg/change	Section C
• License Account No. _____ ☐ Manager's Registration (Hotel & Restr.) \$75.00 ☐ Manager's Registration (Tavern) \$75.00 ☐ Manager's Registration (Lodging & Entertainment) \$75.00 ☐ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE	☐ Retail Warehouse Storage Permit (ea) \$100.00 ☐ Wholesale Branch House Permit (ea) 100.00 ☐ Change Corp. or Trade Name Permit (ea) 50.00 ☐ Change Location Permit (ea) 150.00 ☐ Change, Alter or Modify Premises \$150.00 x _____ Total Fee _____ ☐ Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ ☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex \$160.00 x _____ Total Fee _____ ☐ Campus Liquor Complex Designation No Fee ☐ Sidewalk Service Area \$75.00
Section B – Duplicate License	
• Liquor License No. _____ ☐ Duplicate License \$50.00	

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued	License Account Number	Period
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		TOTAL AMOUNT DUE \$.00

Instruction Sheet

For All Sections, Complete Questions 1-4 Located on Page 1

☐ Section A

To Register or Change Managers, check the appropriate box in section A and complete question 8 on page 5. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

☐ Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 5 for Oath of Applicant signature.

☐ Section C

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) **To modify Premise, or add Sidewalk Service Area**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) **For Optional Premises** go to page 4 and complete question 9. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) **Campus Liquor Complex Designation**, go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature.
- 8) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 4 and complete question 11.

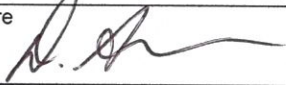
Storage Permit	5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit ☐ Retail Warehouse Permit for: ☐ On-Premises Licensee (Taverns, Restaurants etc.) ☐ Off-Premises Licensee (Liquor stores) ☐ Wholesalers Branch House Permit Address of storage premise: _____ City _____, County _____, Zip _____ Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.				
Change Trade Name or Corporate Name	6. Change of Trade Name or Corporation Name ☐ Change of Trade name / DBA only ☐ Corporate Name Change (Attach the following supporting documents) 1. Certificate of Amendment filed with the Secretary of State, or 2. Statement of Change filed with the Secretary of State, <u>and</u> 3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;">Old Trade Name</td><td style="width: 50%; padding: 2px;">New Trade Name</td></tr> <tr> <td style="padding: 2px;">Old Corporate Name</td><td style="padding: 2px;">New Corporate Name</td></tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
Change of Location	7. Change of Location NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held. Date filed with Local Authority _____ Date of Hearing _____ (a) Address of current premises _____ City _____ County _____ Zip _____ (b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee) Address _____ City _____ County _____ Zip _____ (c) New mailing address if applicable. Address _____ City _____ County _____ State _____ Zip _____ (d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.				

Change of Manager	8. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8). (a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only) Former manager's name _____ New manager's name _____ (b) Date of Employment _____ Has manager ever managed a liquor licensed establishment? Yes ☐ No ☐ Does manager have a financial interest in any other liquor licensed establishment? Yes ☐ No ☐ If yes, give name and location of establishment _____
Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area	9. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities. (a) Describe change proposed <u>TO MAKE PERMANENT THE PATIO AREA WE CREATED AS PART OF OUR RESPONSE TO THE COVID PROTOCOLS IMPOSED BY THE STATE LAST YEAR</u> (b) If the modification is temporary, when will the proposed change: Start _____ (mo/day/year) End _____ (mo/day/year) NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00 (c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? (If yes, explain in detail and describe any exemptions that apply) Yes ☐ No ☒ (d) Is the proposed change in compliance with local building and zoning laws? Yes ☒ No ☐ (e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes ☐ No ☐ (f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises. (g) Attach any existing lease that is revised due to the modification. (h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.
Campus Liquor Complex Designation	10. Campus Liquor Complex Designation An institution of higher education or a person who contracts with the institution to provide food services (a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex Yes ☐ No ☐
Additional Related Facility	11. Additional Related Facility To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises. (a) Address of Related Facility _____ (b) Outlined diagram provided Yes ☐ No ☐

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge

Signature



Title

owner

Date

*4-12-21***Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)**

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. **Therefore, This Application is Approved.**

Local Licensing Authority (City or County)

Date filed with Local Authority

Signature

Title

Date

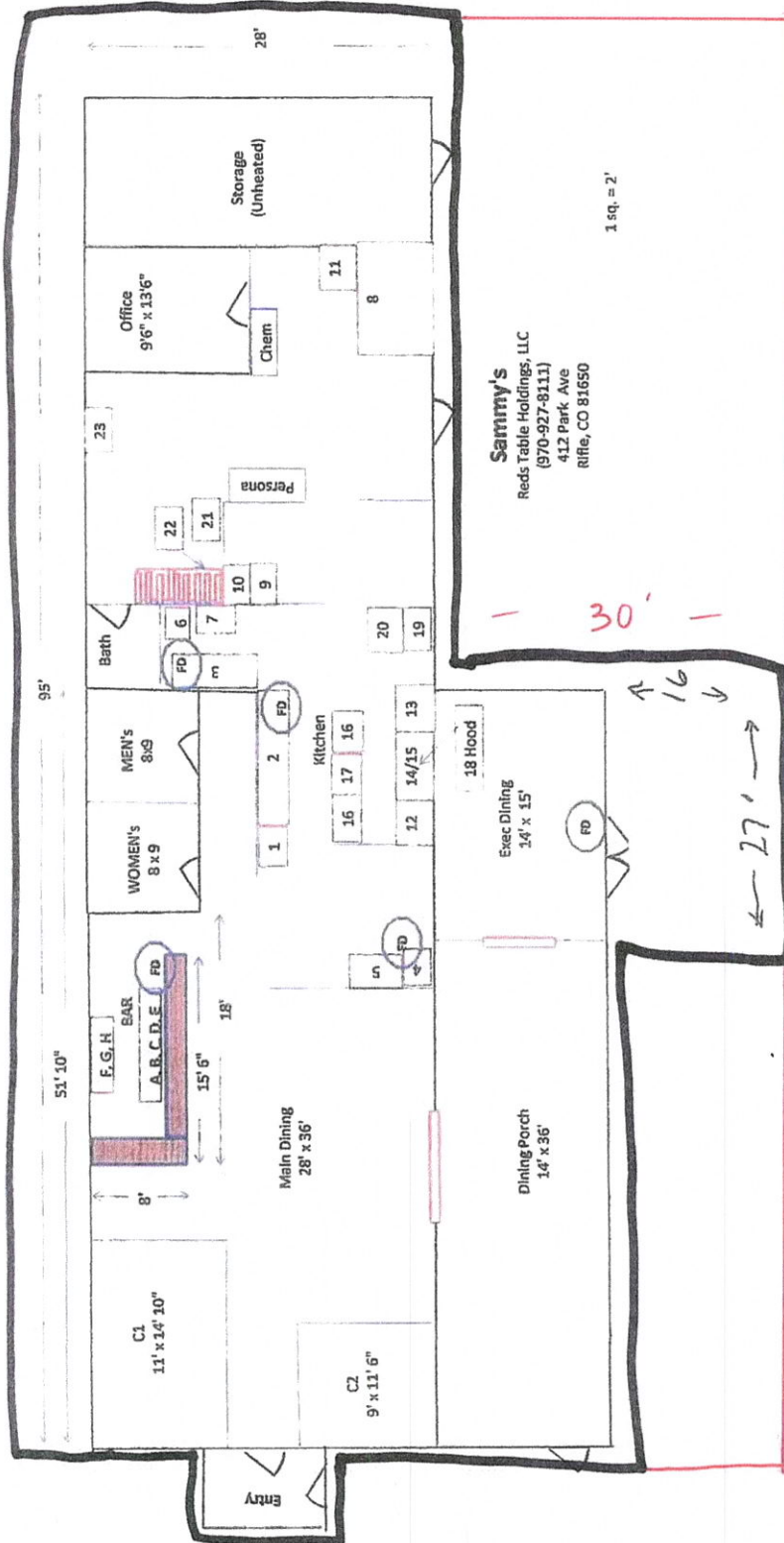
Report of STATE Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

Signature

Title

Date





Agenda Item #4.c.

Agenda Item Name:

Consider Proclamation Recognizing Municipal Clerks Week

Presenter:

Kristy Doll, CMC, City Clerk

Item Description:

Proclamation recognizing May 2 through May 8, 2021, as Municipal Clerks Week

Recommended Action:

No action necessary

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 14,500 members comprised of City, Town, Township, Village, Borough, Special Districts and Clerk of the Board, Deputy Clerk or Assistant Deputy Clerk and County Clerks throughout the United States, Canada and 15 other countries, announces its 52nd Annual Professional Municipal Clerks Week —May 2 through May 8, 2021.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Municipal Clerks Week Proclamation



City of Rifle Proclamation

52nd Anniversary of Municipal Clerks Week May 2 - 8, 2021

WHEREAS, the Office of the Municipal Clerk, a time-honored and vital part of local government, exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, the City Council of Rifle, Colorado, does recognize the week of May 2 through May 8, 2021, as Municipal Clerks Week, and further extends appreciation to our Municipal Clerk, Kristy Doll, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Approved by the City Council at a regular meeting this 5th day of May, 2021.

CITY OF RIFLE

Attest::

By:

City Clerk

Mayor



Agenda Item #6.a.

Agenda Item Name:

Present Proclamation Recognizing Municipal Clerks Week

Presenter:

Kristy Doll, CMC, City Clerk

Item Description:

Proclamation recognizing May 2 through May 8, 2021, as Municipal Clerks Week

Recommended Action:

No action necessary

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 14,500 members comprised of City, Town, Township, Village, Borough, Special Districts and Clerk of the Board, Deputy Clerk or Assistant Deputy Clerk and County Clerks throughout the United States, Canada and 15 other countries, announces its 52nd Annual Professional Municipal Clerks Week —May 2 through May 8, 2021.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Municipal Clerks Week Proclamation



City of Rifle Proclamation

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Approved by the City Council at a regular meeting this 5th day of May, 2021.

CITY OF RIFLE

Attest::

By:

City Clerk

Mayor



Agenda Item #6.b.

Agenda Item Name:

Receive an Update on Downtown Project

Presenter:

Tracy Truelove

Item Description:

Receive an update on Downtown Project

Recommended Action:

No Action Required

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The current downtown project has a Public Information Manager, Tracy Truelove. This presentation will be an opportunity to provide updates on the project from the project team.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Craig Spaulding, Civil Engineer

Attachments:

1. Rifle City Council Presentation_Downtown project_5.5.2021



Phase One (West 3rd):

- Work this week (4/26-30) continues wall pours and last of curb and gutter
- Pour concrete parking on west end
- Pour Concrete Roadway
- May 3rd Pave Intersection of West Avenue
- First half open to traffic and parking by May 7th
- 2nd Street Parking Lot Paved May 3rd





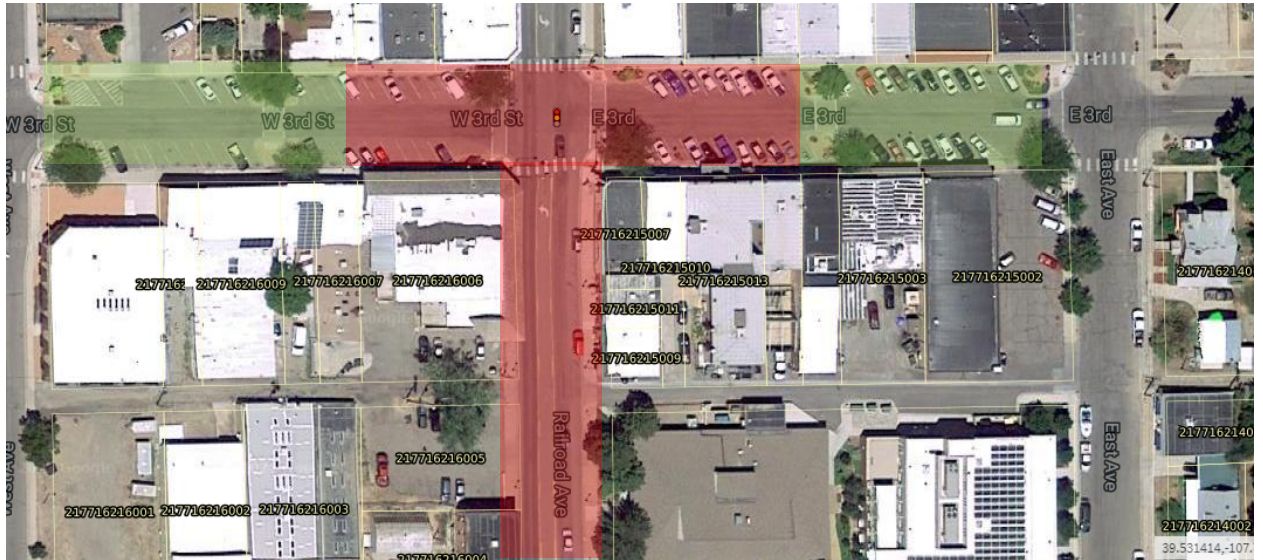
Concrete forms on the corner of West 3rd Street and Railroad on the northside. Conceptual rendering above.

Phase Two (Railroad 2nd to 3rd):

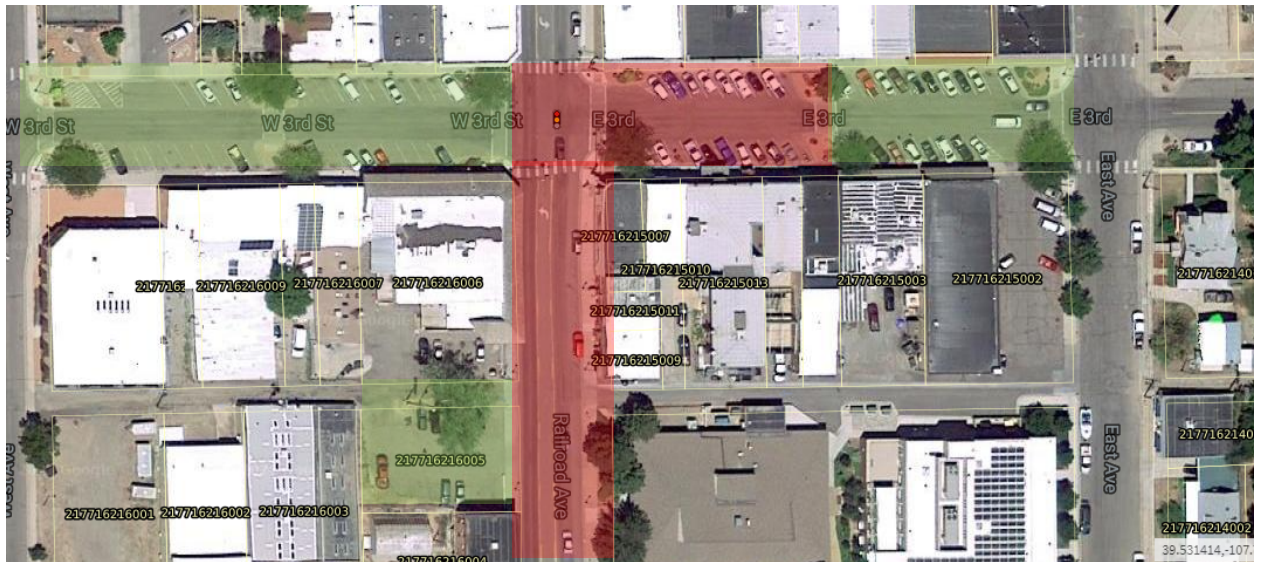
- Week of 4/26/21, test waterline and tie in services
- Begin lighting and irrigation
- Replace Sidewalk on West Side
- Estimated Completion End of May

Phase Three:

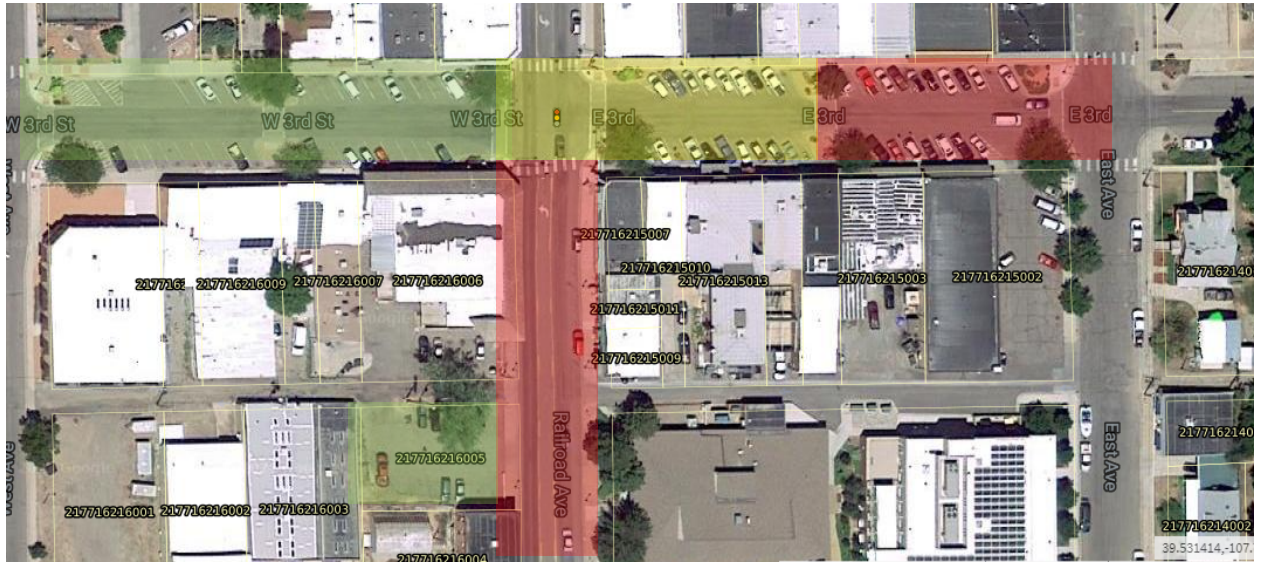
- Begin Waterline week of May 3rd and progress as follows:
East 3rd St while access from East Avenue will remain open. West Third Street will move closer to completion (apx. 1 week)



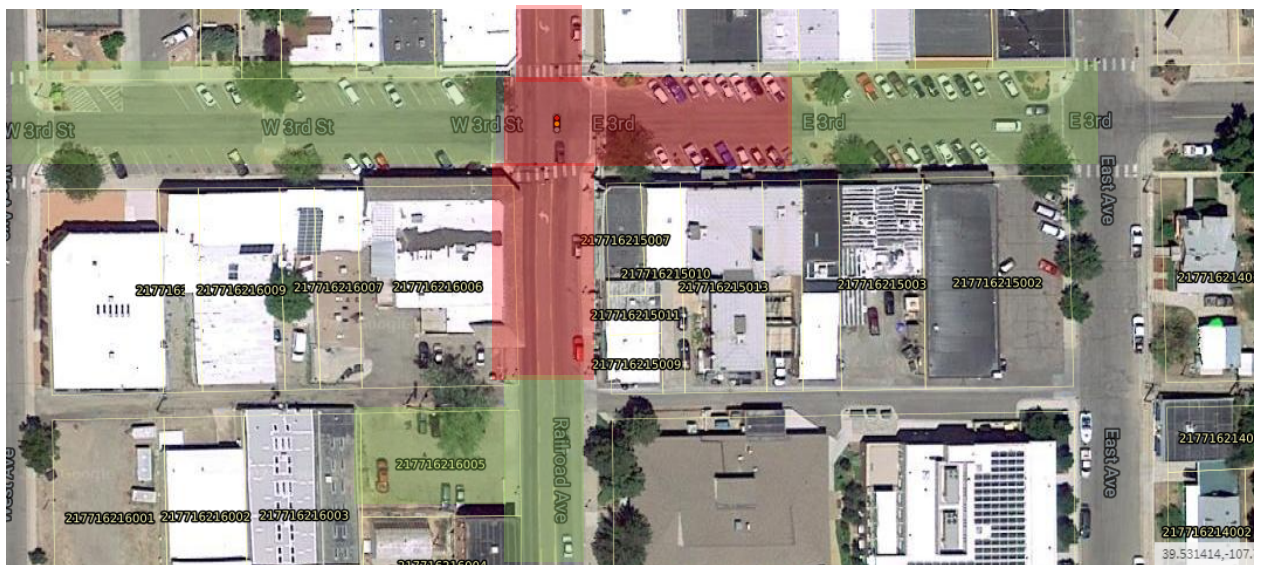
Step Two: West third is complete and waterline services are installed on half of E 3rd (apx. 1 week)



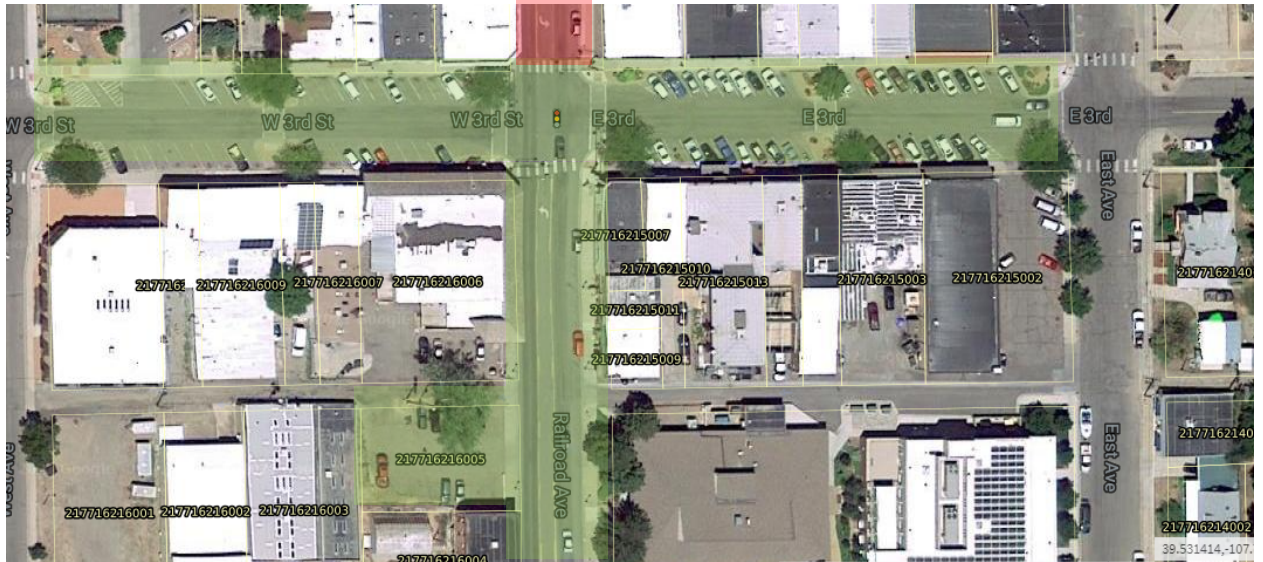
Step Three: The water Services on the first half of East 3rd will be backfilled and temporary surfaces will be restored to allow parking while waterline is installed in the second half, the waterline will then be tested and services will be tied in. Directly behind services will be demolition and restoration of sidewalks and roadway (apx. 4 weeks)



Step Four: With the restoration of the East half of East 3rd, services will begin tie ins on the first half of E 3rd. During this time the intersection of Railroad and Third will be poured (apx 3 weeks)



Step Five: Third and Railroad will be open while work continues on Railroad from 3rd to 5th



★ Anticipate East Third completion by July

Phase Four:

- Begin storm sewer mid-May which will take 3-4 weeks
- Begin sidewalk demo mid May
- Complete end of July



Agenda Item #7.a.

Agenda Item Name:

Consider Appointing Adam Whitt and Cheryll Anderson to the Downtown Development Authority (DDA) Board

Presenter:

Item Description:

Adam Whitt and Cheryll Anderson have expressed interest in filling two of the vacant DDA positions.

Recommended Action:

Approve the appointment of Adam Whitt and Cheryll Anderson

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The Rifle Downtown Development Authority allows for 11 Board Members. Currently, there are 8 Board Members and 3 vacancies. Adam Whitt and Cheryll Anderson have expressed interest in filling two of the vacant DDA positions. Adam, along with his wife Mandy, are the proprietors of Whitt & Co. Clothing on the corner of 3rd and Railroad. Cheryll owns and operates the newly opened Fresh Eyes Decor at 311 Railroad. Both candidates are long-time residents of Rifle and are interested in the enhancement of the downtown area and the development of small businesses in the area.

The DDA Board recommends approval of the appointment of Adam Whitt and Cheryll Anderson to the DDA Board for a period of four years.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Adam Whitt DDA Board Letter of Interest
2. Cheryll Anderson DDA Board Letter of Interest

To Whom it may concern,

My name is Adam Whitt and I would like to express my interest in the open board seat. I have lived in Rifle for most of my 45 years and am a 3rd generation Rifle resident. My wife Mandy and I recently opened up Whitt & Co. Clothing on the corner of 3rd and Railroad. We have been open for just over 2 years now.

We have even more recently purchased the Flintlock Building from Mike Pruett in November of 2020. We have a vested interest in making improvements to the downtown area. As construction continues we plan on improving our building and parking area also. It is for these reasons that I would like to be considered for the open board seat.

I appreciate your time and consideration and look forward to being on the D.D.A.

Thank you,

Adam Whitt

Fresh Eyes Décor

311 Railroad Ave, Rifle, Co. 81650

fresheyesdecor@gmail.com

Downtown Development Authority

202 Railroad Ave, Rifle, Co. 81650

Rifle City Hall

Attention: Helen Rodgers, DDA

Serving on the DDA Board

My name is Cheryll Anderson. I have been a resident of Garfield County since 1975, and a resident of the City of Rifle since 2013; where I currently reside and manage the McLearn Mercantile building on the corner of 3rd and Railroad. This is a commercial and residential property with seventeen tenants. I also own and operate a small business in one of the commercial units, Fresh Eyes Décor. I have been in business since February, 2021.

During my residency and managing the McLearn building, I have observed the great things that the DDA has done over the years in the development, seasonal decorating, and promotions toward the downtown area through events and community awareness. As a leasing manager I know that the work of the DDA has in small ways made the property I manage more attractive to potential long term tenants. As a new business owner, I now really appreciate the work that this Board does in helping the City of Rifle promote its unique small town atmosphere, a pleasant local shopping and dining experience in the downtown area, along with enhancing a sense of community in a rapidly growing city.

Many changes are happening in Rifle which I believe for the betterment of this community. I would be honored to be a member of the Downtown Development Authority. I will fully commit to a seat on this board if chosen.

Thank you for this consideration.

Cheryll Anderson

4/21/2021



Agenda Item #7.b.

Agenda Item Name:

Consider Garfield County Request for Proposal for Senior Meal Services

Presenter:

Tami Sours, Senior Center Director

Item Description:

Garfield County is now requesting a Request for Proposal for preparing senior meals for Western Garfield County to include meal sites New Castle, Silt, Rifle and Parachute. RFP must be submitted to the county no later than 3:00 pm on Wednesday May 19, 2021. This is the first year they have requested RFP's for this service.

Recommended Action:

Approval for submission of RFP to Garfield County for preparation of senior meals for Western Garfield County (New Castle, Silt, Rifle and Parachute)

Fiscal Impact:

If awarded the contract for the Senior Meal preparation for Western Garfield County the Fiscal Impact should not differ from what we have been doing. I believe the billing and payments will not change from what we are currently doing.

Operational Impact:

I do not foresee any Operational Impact or changes in operations from what we are currently providing.

Prior Board Motions:

This is the first year that the county has put out the Senior Meal Preparations out for a RFP. This will be the first time coming to Council.

Background Information:

The City of Rifle has partnered with Garfield County on preparing senior meals for Western Garfield County for many years. Garfield County Procurement Department has taken over the contract and has put this out for RFP to any one interested. Our proposal will have a "Not to Exceed" amount based on the 2020 meal cost using the highest meal as a marker. The RFP will pay for meals ordered not served. Cost per meal is tracked by Senior Center Director and the RFP will reflect the maximum meal cost as our Not to Exceed amount. Meal costs include kitchen labor and food costs.

Executive Summary:

In reading the RFP there is not much variance as we currently have in our contract with the County. The only advantage I can see is we will be paid by meal cost per site and not a contract price for all meals. This will benefit the City of Rifle in being reimbursed actual cost of meals. We will also be reimbursed for meals prepared not served which protects the city for no-show and last minute cancellations. Billing will remain the same as in the past and the contract will be for the same one year term, July 1, 2021 thru June 30, 2022.

Notification Requirements:

N/A

Prepared By:

Tami Sours, Senior Center Director

Attachments:

1. Attachment A-1 SOW Western Garfield County
2. RFP-GC-DHS-02-21
3. Attachment B - Immigration Certification
4. Attachment C - Non-Collusion Affidavit
5. Attachment D - Statement of Qualifications
6. Attachment E - Sample Contract for Services

ATTACHMENT A-1
SCOPE OF SERVICES
Western Portion of Garfield County Senior Meals Contract
2021 - 2022

It is intended that this RFP will result in the award of a contract to one provider for both portions of the county or two providers for each portion of the county.

Purpose: To prepare appropriate and dietitian approved noon-time meals for transport to four approved congregate (served hot in a congregate setting) or Temporary Grab and Go (heat at home) meal sites in New Castle, Silt, Rifle and Parachute. Meals are served Monday - Friday throughout Garfield County. Meals are expected to be delivered to the meal sites by 11:30 or 11:45 a.m. at the latest so that meals can be served promptly at noon.

At the present time, we are serving Temporary Grab and Go meals until we receive permission from the State Unit on Aging, Region XI Area Agency on Aging, and the Garfield County Health Department to resume our congregate meals throughout Garfield County. We utilize the same meal sites for both Temporary Grab and Go and congregate meals. Contractor will be notified once permission has been granted to resume congregate meals.

1. Contractor shall provide agreed upon services for delivery to:
 - RIFLE SENIOR CENTER (Senior Delight Meal Program located at 50 Ute Ave in Rifle) on Tuesdays, Thursdays, and Fridays
 - VALLEY SENIOR CENTER (located at 540 North Parachute Avenue in Parachute) on Mondays and Wednesdays at 12:00 p.m.
 - SILT TOWN CENTER (Meet n' Eat Meal Program located at 600 Home Avenue in Silt) on Wednesdays at 12:00 p.m.
 - NEW CASTLE SENIOR HOUSING COMPLEX (The Gathering located at Castle Valley Ranch in New Castle) on Mondays at 12:00 p.m.

2. Garfield County Department of Human Services Senior Meal Program (GCDHS Senior Meal Program) shall pay for the exact number of meals ordered for all locations.

The final meal reservation count will be provided no later than 24 hours prior to when meals are needed, with tentative numbers provided 48 hours in advance. A reservation system shall be used to prevent overproduction and food waste.

Western Portion of Garfield County Senior Meals
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Bulk temperature-controlled containers shall be utilized for the meal transport and provided to the contractor prior to the start of meal contract. These cambro containers shall be used by the contractor to transport food to and from New Castle, Silt, Rifle and Parachute locations.

GCDHS Senior Meal Program shall be responsible for the serving of food and accounting for the monies received at all sites.

Meal sites shall be closed according to the holiday schedule established by the Garfield County Board of County Commissioners (Attachment 6). Any change requests from this schedule requires approval from the Board of County Commissioners.

3. Contractor shall provide space, equipment, fixtures, and utilities necessary to perform the work stated above.

During operational hours, GCDHS Senior Meal Program reserves the right to inspect the work accomplished by the Contractor under this agreement. Such inspections shall include all food storage and preparation areas; and to assure that the work is proceeding in a timely and satisfactory manner.

4. All menus will be prepared by the GCDHS Senior Meal Program staff and/or the registered dietitian along with meal preparation plans. The Contractor shall follow the menu as submitted, so we meet the State Unit on Aging requirements. Menus for the next month will be shared with the contractor by the 25th of the month prior.

- Menus shall contain at least one-third of the current recommended dietary allowance (RDA) as analyzed, utilizing the Nutrient Standards Method or acceptable computer program method.
- Menus shall consider the special needs of the elderly and ensure that each meal contains at least one-third (33 1/3 %) of current RDA as established by the Food and Nutrition Board of the Institute of Medicine and the National Academy of Sciences.
- Each meal shall contain at least 600 calories. Nutritional adequacy shall be documented with computer analysis by the GCDHS Senior Meal Program registered dietitian. Maintenance of optimal nutritional status through menu planning is reflected in menus moderate in fat, salt, simple sugars and high in fiber.

- At a minimum, each meal shall provide:
 - one serving (2-3 ounces) of meat or meat alternative,
 - two ½ cup servings of fruit and/or vegetables excluding pasta, rice, and dessert,
 - eight ounces of 2% or lower milk or buttermilk,
 - one serving of bread or bread alternative prepared from recipe (whole-wheat if possible),
 - coffee or tea (1-2 cups per person), and
 - Condiments such as vinegar, ketchup, mustard, salt, pepper, etc.
- Menus shall be served as planned unless a substitution is approved in advance of the meal. A complete menu move from one day to another does not constitute a substitution. All menu substitutions must be approved in advanced by GCDHS Senior Meal Program Registered Dietitian in writing. (Form in Attachment #5) When substitutions are made, the GCDHS Senior Meal Program staff maintains records on-site of the substitution form which documents the: 1) date of substitution, 2) original menu item/s, 3) substitute item/s and 4) reason for the substitution.
- GCDHS Senior Meal Program shall have the right to inspect the food to determine compliance with regulations and to withhold payment for meals not meeting prescribed requirements. GCDHS Senior Meal Program staff shall be notified of any changes in menus and a menu change form shall accompany any change. A change shall meet the 1/3 RDA for the elderly.

Portion control is outlined in Attachment 2.

5. Contractor shall purchase the food required for the meal preparation according to the following specifications:

- Milk and buttermilk shall be fresh pasteurized; 2% or lower.
- Fresh produce shall be US Grade No. 1 or equivalent.
- Canned goods shall be no lower than US Grade B or equivalent.
- Frozen or dried foods shall be no lower than US Grade B.
- Cheese shall be US Grade A.
- Spices and condiments shall be fresh and good quality (to include salt, pepper, ketchup, soy sauce, mustard, mayonnaise, creamer, and sugar, etc.), as well as coffee and tea products.
- Meats, poultry, and fish shall be no lower than US Grade Good: all USDA inspected and no more than 30% fat content by weight.
- Breads, crackers, and pastry shall be all good quality made with enriched flour and whole wheat, if possible.

Western Portion of Garfield County Senior Meals
2021-2022

- Rice shall be long grain, enriched or converted.
- Textured vegetable protein may be mixed with meats in the amount not to exceed 30%.
- Breeding for meat products shall not exceed 25% of weight.
- Coffee, tea, decaffeinated beverages shall be provided, however these products do not fill the nutritional meal pattern requirements.
- All food purchases are through an approved commercial vendor.
- No foods past their expiration or use-by-date shall be used or served in the GCDHS Senior Meal Program.
- Home prepared foods, such as canned, frozen or potluck dishes cannot be used.

6. Food safety and handling requirements shall be followed. The Contractor shall adhere to the Colorado Department of Public Health and Environment's most current retail food establishment policy and regulations. Consumers may take home their uneaten food from a congregate meal site in take-out containers provided by GCDHS Senior Meal Program which lists the date the meal was made, a use-by date four days from the date of service and the words "refrigerate immediately or consume within 2 hours". Current labels for Temporary Grab n' Go Meals will state the Meal Served Date, Use by (3 days later) date, and per health department regulations the words "Refrigerate immediately or consume within two hours. Reheat to an internal temperature of 165F. Microwave for 2 minutes and let food stand covered for two minutes." Each consumer that chooses to take their leftovers home shall be advised by GCDHS that they are taking the leftovers at their own risk..

The GCDHS Senior Meal Program requires that all food service supervisory personnel be trained and certified in a food safety and sanitation program i.e., ServSafe Manager with documentation provided to GCDHS annually. Food preparation staff work under the supervision of a certified food handler (e.g., ServSafe Manager or another Health Department sponsored food handler's class) who ensures that application of hygienic techniques and practices in food preparation and services. Food Safety in-service training shall be provided by Contractor for all paid food services personnel every six months.

7. Contractor shall prepare food using low-sodium techniques.

8. Contractor shall prepare food low in fat; saturated fat and cholesterol whenever possible (see the Attachment 3)

Western Portion of Garfield County Senior Meals
2021-2022

Page 4

9. Contractor shall maintain storage and preparation facilities in a clean, safe condition that complies with all Federal, State, and local laws and regulations governing the storage, handling, and transportation of food. Contractor shall procure and keep current all licenses, permits and food handler cards required by law.

- Hot food shall be transported and served at a temperature of 135 degrees or above.
- Cold food shall be transported and served at a temperature no higher than 41 degrees.
- Daily kitchen temperatures of hot and cold food are documented in writing and given to the GCDHS Senior Meal Program with the meal and staff will add the temperatures at the beginning and end of the meal service at each meal site. GCDHS Senior Meal Program staff will return a copy of the form to the Contractor after meal service is completed.
- GCDHS Senior Meal Program shall be responsible for maintaining applicable health standards and proper temperatures throughout the serving time.

10. Payments to the contractor may include Nutrition Service Incentive Program (NSIP) funds. To comply with Federal regulations, the contract agrees to the following:

- Maintain all menus, receipts, and inventory reports for a period of three years,
- Use for purchase of foods grown only in the United States.

Contractor will adhere to all program guidelines. The NSIP Fund Authorization and Regulations may be found in:

- Older Americans Act: Section 311
- Volume 10: Sections 10.312; 10.411.6; 10.412.1; and 10.412.6
- Policy & Procedure Manual: Sections 401.2; 411.1; 411.6; and 412.6

Contractor agrees to follow how NSIP funds may be used:

- OAA Section 311 (d) (4):
- Domestically produced foods are defined as:
 - Agricultural food grown in States/Territories/Tribes or

Western Portion of Garfield County Senior Meals
2021-2022

- o Food products processed/produced in States/Territories/Tribes

Specifically, contractor agrees that funds may not be used for:

- Program costs
- Administration costs
- Meal production costs, such as labor, transportation, equipment, congregate site operations, home delivery costs or total catered cost of a meal
- Other service costs such as nutrition education or nutrition counseling
- Contractor further agrees that it shall not use the funds to supplant other contracts/programs, and that it is subject to Uniform Guidance (2 CFR Part 200) monitoring requirements.

11. Any donated food received by GCDHS Senior Meal Program and provided to the Contractor shall be utilized solely for the purpose of food service operations. The Contractor will complete the locally grown and sourced produce form on each donated food item. (Attachment #8). Any completed forms will be provided to the GCDHS Senior Meal Program staff monthly.

GCDHS Senior Meal Program chooses to utilize donated locally grown produce or purchase locally grown produce from suppliers and shall ensure all produce is wholesome and of good quality and has been obtained from growers or suppliers that have a food safety plan in place that includes food safety and handling protocols based on the "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruit and Vegetables".

12. All equipment utilized for meal preparation, storage, or transport prior to the beginning of this Agreement shall be the property of the Contractor. Repair and maintenance shall be the responsibility of the Contractor. Any new equipment needed to carry out the Scope of Work shall be mutually agreed upon between the Contractor and GCDHS Senior Meal Program staff. If it is determined that GCDHS Senior Meal Program shall purchase the new equipment, the Contractor has the responsibility of repair, maintenance, and insurance.

13. GCDHS Senior Meal Program will supply the Rifle, Parachute, New Castle and Silt Meal sites with any necessary paper products including take out containers for Congregate meals. GCDHS Senior Meal Program will cover the extra cost for containers for the Temporary Grab and Go meals.

14. Compensation for meals shall be paid on a unit cost basis. There shall be no difference between the unit cost of a federally funded, state, or local funded meal. The Contractor shall make available all documentation underlying the monthly invoice upon request including but not limited to time sheets, expense report and vendor invoices.

The NSIP Eligible cost and NSIP Raw food portion of the unit cost reimbursement must be clearly identified on the monthly invoices for payment.

Monthly invoices for payment shall be received in the Garfield County Department of Human Services 195 W. 14th Street, Building B, Rifle CO 81650 or via email at jumartin@garfield-county.com **by the fifteenth (15th) of the following month.**

15. GCDHS Senior Meal Program shall inform program participants of and be responsible for implementing regulations and procedures such as:

- Participant Eligibility - Individuals sixty (60) years of age or older and their self-declared spouse, a volunteer under 60, and Persons with disabilities under special conditions as outlined in State Unit on Aging Policy and Procedures 411.1.
- Participant Contributions - Individuals receiving meals are provided an opportunity to contribute to the cost of the meal. No participant shall be denied a meal for not contributing.
- Guests - Guests under 60 may consume a meal only when it shall not deprive an eligible individual of an opportunity to receive a meal. Guests shall be asked to pay the posted guest fee. (Reference cite: Volume 10, Section 10.470(B)).

16. Both parties of the GCDHS Senior Meal Program shall adhere to the Volume (10) Services for the Aging State Rules and Regulations (12 CCR 2510-1), and Section IV of the Colorado Department of Human Services Division of State Unit on Aging Policy and Procedure Manual.

17. Contractor may not be suspended or disbarred from receiving federal funds.

18. Contractor must be legally able to perform work in Colorado and must be able to continuously meet the County's insurance requirements.

19. The Selection Committee will be asked to score proposals based on the criteria listed in Section 5 of the RFP.

Attachments:

1. Operating Site Menu Rules and Regulations
2. Portion Sizes for Food Served
3. Food Safety Procedures
4. Registered Dietitian Role
5. Menu Substitution Form
6. GCDHS Senior Meal Program Holiday Closures
7. Locally Grown and Sourced Produce Form

Operating Site Menu Rules and Regulations for
GCDHS Senior Meal Program

Helpful Tips for Food Pro Recipe Reading

Look for ALL Components & methods of direction:

Components:

- Title
- Yield
- Ingredients

Directions/ Method/ Instructions:

- Cooking Methods
- Nutrition Analysis
- Serving Size

Rules for reading a recipe:

- #1 READ THE ENTIRE RECIPE AHEAD OF TIME FOR A GLOBAL VIEW
- #2 READ THE RECIPE FOR DETAIL-INGREDIENTS AND TIMING - PUT YOUR ORDER IN AHEAD OF TIME
- #3 MAKE NOTES ON THE RECIPES - SUBSTITUTIONS, SCALING ADJUSTMENTS
- #4 DEVELOP A PLAN - WHAT COMES FIRST, WHO DOES WHAT?

On Food Pro Recipe serving sizes may be inconsistent. How do you convert a recipe?

Rules for Converting a Recipe:

A COUPLE HINTS FOR YOU... Recipe conversion Tips:

Just say "NO", New Yield/Old Yield = CF (Conversion Factor)

Example:

#1 10 Gal (New Yield) / 3-Gal Old Yield = 3.33 CF

#2 4 lbs. (new)/ 9 lbs. (old) = 0. 44 CF

3 50 servings (new)/ 400 servings (old) = 0.13 CF

Old Recipe	New Recipe
#1 ½ lb. of butter (0.5 X 3.5)	#1 1 ¾ lbs. of butter
#2 2 cups of salsa (2 X 0.5)	#2 1 cup of salsa
#3 88 lbs. Of broccoli(88 * 0.15)	#3 13 lbs. of Broccoli

- Always round up...for ex 3.33=3.5 or 0.44= 0.50

- When cooking, do not multiply ingredients like spices or fats and oils by the RCF (recipe conversion factor) for sautéing because you do not want to add too much.

On Food Pro recipe serving sizes are in grams.

How do I convert grams to ounces to figure out serving size or scoop size?

Serving Sizes: Please pay close attention to this for Quantity control-

Converting Serving Sizes:

Grams ➡ Ounces

1 gram= 0.035274 ounces, so, ounces = g *0.035274

For Example -

240 grams *0.035274=8 ounces

Quantity Control:

Scoop Size	Measure	Ounces
6	2/3 cup	5
8	½ cup	4
10	3/8 cup	3 ¾
12	1/3 cup	2 ¾
16	¼ cup	2
20	3 1/5 T	1 ½
24	2 2/3 T	1 1/3

***Shortcut to determine the number of ounces in a scoop, divide the scoop number into 32.

For Example:

Scoop # 12 - 32/12=2.67 ounces

Portion Sizes for Foods Used in GCDHS Senior Meal Program

Vegetable Portions:

- Non- Starchy Cooked Vegetables - 2/3 Cup, #6 scoop
- Mixed Vegetable (use a variety, at least 3 different colors- may be fresh, frozen, or canned depending on availability) 2/3 Cup #6 scoop or as indicated in menu analysis report.
- Starchy Cooked Vegetables - ½ cup, #8 scoop
- Mashed Potatoes - 1/3 level cup, #12 scoop
- Baked Sweet/Reg Potato w/skin - 1/2 medium
- Brussel Sprouts - 4 medium
- Tossed Side Salad, 1 cup loosely packed
- Slaws, 1/3 cup, #12 scoop
- Main entrée Salad - 1 ½ cup loosely packed

Grain Portions:

- Noodles, Rice, Spaghetti (analysis will indicate grain status) etc. - 1/3 cup, #12 scoop
- 1 muffin per serving
- 1 roll per serving (2 grams or greater dietary fiber, 1st ingredient whole wheat)
- 1 slice of bread per serving or as reported in analysis (2 grams or greater dietary fiber, 1st ingredient whole wheat)

Soups:

- Bowl - 1 cup,
- Cup of soup - ½ cup #8
- Gravies and Sauces - ¼ cup #16

Meat/Fish/Poultry:

- All meat 3 oz. servings unless, stated otherwise in analysis
- Chicken parts - 1 leg/1 wing, 1 medium breast, 1 large thigh
- Meatballs, 1 oz. each, 3 each

Casseroles:

- Pot Pies - 1 cup
- Enchiladas - 2 small
- Stroganoff, Tuna and Noodles etc., - 1 cup
- Lasagna - 1 cup

Fruit:

- Fresh Mixed Fruit (use a variety, at least 3 different colors- may be fresh, frozen, or canned depending on availability) ½ cup, #8 scoop

- Whole Fruit (i.e., Oranges, apples, pears-medium size)
- ***If using canned for cost purposes please add fresh to canned to increase quality and appearance.

Dessert:

- Cookies- (1) 2 1/2 inch in diameter
- Cakes or brownies 1 2" X 2" square (approximately)
- Pie- 1 slice per 9-inch pie round
- Ice cream/Sherbet 1/2 cup
- Pudding 1/2 cup

Condiments:

- Low-fat Sour Cream 1 T
- Unsalted Butter-1/3 "square by 1/3 "
- Low-Sodium, Low Fat Homemade Dressings 1

*** Other details stated in individual analysis reports.

Guidelines for low-fat meal preparation:

- Bake, broil, or steam foods rather than frying and/or as indicated in the given analysis report provided month-to-month.
- Remove visible fat from meat and poultry before cooking.
- Remove all skin from meat.
- Skim the fat off the gravies and soup after they have been refrigerated.
- Please prepare homemade dressing as indicated in the given analysis report provided month-to-month.
- Purchase leaner cuts of meat, thus cheaper cuts for cost reduction and fat reduction when preparing food items such as stews, stroganoffs, roasts, etc.
- Use low-fat dairy products such as skim milk or 1% and lower fat cheese when preparing meals and/or as indicated in the given analysis report provided month-to-month.
- Limit the use of tropical oils such as palm and coconut oils in food preparation.
- Only use oil as indicated in the given analysis report provided month-to-month.

Guidelines for NAS (no-added-salt) meal preparation:

- Limit the use of highly processed foods, which may include commercially prepared frozen entrees, and condiments that are high in sodium.
- Make gravies and soups using low sodium soup base (always indicate the type of base using to meal attendees).

- Do not add extra salt in cooking, unless already indicated in recipe from given analysis report.
- Always use lower sodium cheeses, cottage cheese, deli meat, ham, and cured beef in meal preparation.
- Substitute herbs, spices, and lemon to enhance flavors rather than salt.
- Do not provide dressings other than homemade indicated dressings in given analysis report (may request low sodium, low fat homemade recipes from Dietitian for more variety).
- Do not add high sodium condiments such as pickles, relish, cheese, sauerkraut, and ketchup unless already indicated in analysis.

Food Safety Procedures

Hot holding: Hold hot food at 135 degrees F or higher. This will prevent pathogens such as Bacillus cereus from growing in unsafe levels.

Cold holding: Hold cold food at 41 degrees F or lower. This will prevent pathogens such as Staphylococcus aureus from growing to unsafe levels.

Reheating: Always reheat food 165 degrees F.

Methods of Thawing:

Refrigeration - keep its temperature at 41 degrees F or lower.

Running water - Submerge under running water at 70 degrees or lower. ALWAYS USE A CLEAN AND SANITIZED FOOD PREP SINK.

Microwave - must be cooked immediately after thawing.

Cooking - Thaw food as part of the cooking process

Cooling:

Stainless steel and shallow pans will transfer heat away from the food faster than plastic and deeper pans.

NEVER COOL LARGE AMOUNTS OF FOOD IN A COOLER. Most coolers are not designed to cool large amounts of hot food quickly. It will raise the temperature of the cooler to an unsafe temperature zone.

First, cool food from 135 degrees F to 70 degrees F within two hours.

Then, cool it from 70 degrees F to 41 degrees F or lower in the next four hours.

Total cooling time CANNOT BE LONGER THAN SIX HOURS!

* If food has not reached 70 degrees within two hours reheat and cool again.

Preferred methods of cooling:

- Ice bath
- Blast chiller

- Ice Paddle
- **Clean** – Wash hands and surfaces often.
- **Separate** – Separate raw meat from other foods.
- **Cook** – Cook to the right temperature.
- **Chill** – Refrigerate food promptly.

Cook all food to these minimum internal temperatures as measured with an instant read food thermometer before removing food from the heat source. For reasons of personal preference, consumers may choose to cook food to higher temperatures.

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Ground meats	160 °F (71.1 °C)
Ham, fresh or smoked. (uncooked)	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C) and all others to 165 °F (73.9 °C)

Product	Minimum Internal Temperature
All Poultry (breasts, whole bird, legs, thighs, and wings, ground poultry, and stuffing)	165 °F (73.9 °C)
Eggs	160 °F (71.1 °C)
Fish & Shellfish	145 °F (62.8 °C)
Leftovers	165 °F (73.9 °C)
Casseroles	165 °F (73.9 °C)

What does the Registered Dietitian do for the
GCDHS Senior Meal Program?

Uses Food Pro, shared by the state to plan menus that meet regulations for:

- B12
- B6
- Dietary Fiber
- Calcium
- Vitamin C
- Sodium

Conduct periodic site visits to ensure menus are following protocol and menus are meeting the wants and needs of meal site attendees within state regulations. Our policy is to always aim for the 'middle of the road' to try to please all attendees from Parachute to Carbondale.

Nutrition monitoring and consults for high-risk seniors.

Nutrition education and presentations related to newsletter topic and/or monthly themes, quarterly.

Why are certain nutrients highlighted on the Nutrition Analysis for each Menu?

For each menu, the nutrients that are regulated are highlighted.

***DRI values for one meal for the nutrients are listed below:

Vitamin C > 30 mg	Calcium >400mg
Fiber >9.5 g	Vitamin B6>0.56 mg
Sodium < 1200	Vitamin B12 >0.8ug

Why are these 6 nutrients analyzed?

Special nutrient needs for Older Adults.

B12 Many older people do not get enough vitamin B12. As we age stomach acid production slows which reduces your ability to absorb B12. Fortified cereal, lean meat and some fish/seafood are great sources of vitamin B12. Ask your doctor or a registered dietitian/nutritionist if you need a vitamin B12 supplement.

Fiber	As we age, seniors experience slowed intestinal motility because the intestines lose muscular strength. In other words, it is harder to get things through. Fiber requirements increase at 65. Fiber also can help lower your risk for heart disease, control your weight and prevent Type 2 diabetes. Rich fiber sources include fruits, vegetables, whole grains, and nuts/seeds.
Sodium	Decreasing your intake of sodium might decrease your risk of high blood pressure. Choose prepared foods with no added salt. Try Mrs. Dash®, herbs, and spices as salt substitutes.
Calcium	Older adults need more calcium and to help maintain bone health. Having your servings of vitamin D-fortified low-fat or fat-free milk or yogurt each day can help promote good health and longevity. Other calcium-rich foods include fortified cereals and fruit juices, dark green leafy vegetables, and canned fish with soft bones. If you take a calcium supplement or multivitamin, choose one that contains vitamin D.
B6	This vitamin participates in more than 100 essential reactions in your body. It plays role in immune function and hormone activity and contributes to regulation of blood sugar. Significant sources include spinach, potatoes, animal protein, bananas.
Vitamin C	This vitamin plays an important role in the maintenance of collagen in our body which is responsible for forming all the connective tissue in our bones, teeth, skin, and tendons. It is also an antioxidant which protects from cancer and supports your immune system. Sources include fruits and vegetables.

MENU SUBSTITUTION FORM

All menus are served as planned unless the Registered Dietitian approves an appropriate substitution in advance of the meal. A completed menu moved from one day to another day does not constitute a substitution. When a substitution is needed, please call Stephanie Nick, R.D. at (970) 625-5200, extension 2036 or via email at snick@garfield-county.com and please let her know what item you are requesting to substitute, on what menu and the substitution menu item. If approved, please fill out this form and submit to Judy Martin, Senior Programs Manager, 195 West 14th Street, Rifle, CO 81650 or via email jumartin@garfield-county.com or via fax at (970) 928-0465 for our records to be submitted to the State Unit on Aging (SUA) and the Northwest Colorado Area Agency on Aging (AAA).

1. Date of Substitution: _____

2. Original menu item: _____

3. Substitution menu item: _____

4. Reason for Substitution: _____

Completed by: _____

**All menus must meet the nutritional analysis required by our
AAA and SUA Funding.**

Updated March 2021

Western Portion of Garfield County Senior Meals
2021-2022

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GCDHS Senior Meal Program – July 1, 2021 to June 30, 2022
Holiday Closures

July 5th - Independence Day
Monday, September 6th – Labor Day
Wednesday, November 11th – Veteran’s Day
Thursday, November 25th – Thanksgiving Day
Friday, November 26th – Post Thanksgiving Day
Thursday, December 23rd – Pre Christmas-Eve Day
Friday, December 24th – Christmas Eve Day
Friday, December 31st – Pre-New Year’s Day
Monday, February 21st – President’s Day
Monday, May 30th – Memorial Day

LOCALLY GROWN AND SOURCED PRODUCE

All **donated** locally grown produce shall not have undergone any processing prior to donation.

When utilizing donated produce, the CONTRACTOR shall document the following:

1. Item being donated _____
2. Date of donation _____
3. Amount of donation (# of pounds) _____
4. Agency, supplier, or grower making the donation and contact information: _____

Name _____

Address _____

City _____

Phone _____

5. Menu item donated produce was used in _____

6. Date donation was served to clients _____

Form Completed by _____ Date: _____

Please complete this form for each donation or garden produce and provide it to:

Judy Martin
GCDHS Senior Meal Program
194 West 14th Street
Rifle, CO 81650
or via email at jumartin@garfield-county.com



REQUEST FOR PROPOSALS

RFP-GC-DHS-02-21

SENIOR MEAL SERVICES

In accordance with Section 5.3 of the Garfield County Procurement Code ("GCPC"), Garfield County, by and through the Procurement Department will receive proposals from qualified individuals or organizations for Senior Meal Services for Garfield County's Department of Human Services.

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SECTION 1

INTRODUCTION AND INSTRUCTIONS TO OFFERORS

A. DOCUMENTS. READ THIS REQUEST FOR PROPOSALS ("RFP") AND ALL ATTACHMENTS TO THIS RFP TOGETHER IN ORDER TO UNDERSTAND YOUR RIGHTS, DUTIES AND OBLIGATIONS UNDER THIS RFP.

B. TERM OF CONTRACT. It is intended that this RFP will result in the award of a contract to one provider for both portions of the county or two providers for each portion of the county. The proposed initial term of that contract is July 1, 2021 through June 30, 2022 . Unless otherwise limited by an applicable statutory provision or the specific terms of the Scope of Work or Services, any Purchase Order or Contract awarded as a result of this RFP may be renewed at the option of the parties for two (2) additional terms of one (1) year each.

C. QUALIFICATION OF OFFERORS. Each offeror must have been primarily engaged in a business that delivers goods or provides services similar to those requested in this RFP for at least 24 months prior to the date this RFP is issued. Each Proposal must establish that the offeror is "responsible" and the Proposal is "responsive" to the terms and conditions of this RFP. As defined



in the GCPC, “responsible” are potential vendors who have submitted bids or proposals and who have the capability to fully perform all contract requirements as well as the experience, integrity, reliability, capacity, facilities, equipment and credit assuring good faith performance. Past performance, financial capabilities, and business management may be included as criteria for determination of a bidder’s ability to satisfy contract requirements.”, and “non-responsive” is to mean a Proposal that does not conform in all material respects to the requirements set forth in the RFP.

D. FORM OF PROPOSALS. All Proposals must state the proposed amount for the delivery of the requested services both in words and figures and be signed by an individual who has actual authority to sign the Contract. If a “Price Schedule” is submitted as part of a Proposal, then it must be signed by an individual who has actual authority to sign the Contract. If a “Delivery Schedule” or “Work Schedule” is submitted as part of a Proposal, then it must also be signed by an individual who has actual authority to sign the Contract. A “Delivery Schedule” or “Work Schedule” must also state the delivery date for all goods or the commencement date for all services that are the subject of this RFP. The Delivery Schedule or Work Schedule must conform to the commencement and completion dates of the Contract. The proposal must be marked **“SENIOR MEAL SERVICES RFP-GC-DHS-02-21.”**

E. DELIVERY OF PROPOSALS. *Garfield County will only accept electronic proposals during the Covid19 crisis.*

All proposals must be submitted via the Rocky Mountain E-Purchasing System (RMEPS) at www.bidnetdirect.com/colorado. It is the responsibility of the vendor to ensure that electronic proposals are submitted prior to proposal closing time. The Procurement Department does not have access to or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve the issue prior to the response deadline at 800-835-4603. Electronic proposals shall be uploaded as a single PDF file.

F. OPENING OF PROPOSALS. In accordance with Section 5.3, GCPC, Proposals will not be publicly opened but will be electronically opened after the proposal closing time of **3:00 P.M. on May 19, 2021** in the presence of one or more witnesses in the **Garfield County Procurement Department, 810 Pitkin Avenue, Glenwood Springs, CO 81601**. The name of each offeror, and other relevant information, as deemed appropriate by the Procurement Department, shall be recorded at the proposal opening. In accordance with Rule 5.3, GCPC, each timely submitted Proposal that was received and opened in response to this RFP are not public records as contemplated by §24-72-201, *et seq.* C.R.S., as amended, and shall not be available for public inspection until a contract award is made.

G. ACCEPTANCE OF PROPOSALS. Pursuant to Section 5.3, GCPC, all Proposal information is subject to analysis, legal review, and other required approvals prior to the award of any contract. Therefore, all timely received Proposals shall be unconditionally accepted without alteration or correction, except as may otherwise be authorized by applicable provisions of the GCPC. An offeror may not alter or change any price or other information in a Proposal after it has been opened if the



Procurement and Contracts Director deems that alteration or change is prejudicial to Garfield County or fair competition.

H. EVALUATION OF PROPOSALS. In accordance with Section 5.3 Paragraph 10, GCPC, Proposals shall be evaluated based on the requirements set forth in this RFP, which may include, but is not necessarily limited to, the consideration of such factors or criteria as: inspection, testing, references, quality, price, workmanship, delivery, functionality, and suitability for a particular purpose. Prior to the award of a contract, the Procurement Department may contact an offeror to: clarify any patent or latent ambiguities in a Proposal; or, to clarify that an offeror clearly understands the requirements of this RFP and that a submitted Proposal conforms to the requirements of this RFP. Proposals may, but are not required to, be judged on the basis of: (a) the offeror's qualifications, (b) the total amount of the Proposal (including any unit prices set forth in that Proposal), (c) warranties, (d) experience, (e) past performance, (f) delivery times, dates, charges, and location, (g) any long-range cost(s), and, (h) any other information that may be requested in this RFP. If a conflict exists between unit prices and total prices in a Proposal, then unit prices shall govern. Garfield County may make such investigations, as it deems necessary, to determine the ability of any offeror to timely and satisfactorily perform the work described in this RFP. An offeror shall furnish to Garfield County all information and data that it may request.

Garfield County reserves the right to reject any Proposal if the information submitted by, or the investigation of, an offeror fails to satisfy Garfield County that an offeror is properly qualified to deliver the requested goods or, timely and satisfactorily complete the work described in this RFP within the budget provided by that offeror. Garfield County may reject any or all Proposals it receives for any bona fide reason, including but not limited to: submitting a "conditional" or "qualified" Proposal. Garfield County specifically reserves the right to reject any Proposal that is not submitted by a responsible offeror and/or is not otherwise responsive to the terms and conditions of this RFP.

I. BINDING EFFECT OF SUBMITTED PROPOSALS. Unless otherwise specified by applicable provisions of the GCPC or the Procurement Department, all timely submitted Proposals shall be binding upon the submitting offeror for a period of not less than sixty (60) calendar days following the Proposal opening date. The Procurement Department may request an offeror to extend this period of time if necessary, to complete the solicitation and contract award process.

J. WAIVER OF MINOR INFORMALITIES OR IRREGULARITIES IN PROPOSALS. Garfield County reserves the right to waive any minor informalities or irregularities in a timely submitted Proposal if it is in the best interests of Garfield County or fair competition.

K. ERRORS IN PROPOSALS. Any error in a Proposal that is not withdrawn prior to the award of a contract shall not relieve the submitting offeror from any obligation to provide the goods or services to be acquired through this RFP at the prices stated in that Proposal.



- L. WITHDRAWAL OF PROPOSALS.** In accordance with Section 5.3 Paragraph 7, GCPC, an offeror may request in writing to withdraw a Proposal it has submitted at any time prior to the date a contract award is made. If an offeror claims that it has made an error in its Proposal, then clear and convincing written proof of that error must be submitted to the Procurement Department before that Proposal may be withdrawn.
- M. REJECTION OF PROPOSALS OR CANCELLATION OF REQUEST FOR PROPOSALS.** Pursuant to Section 5.3 Paragraph 8, GCPC, Garfield County reserves the right to reject, in whole or in part, any timely submitted Proposal that fails to comply with the material terms and conditions of this RFP; or, is otherwise not in the best interests of Garfield County or fair competition. Garfield County reserves the right to cancel this RFP, in whole or in part, at any time, if it is in the best interests of Garfield County or fair competition.
- N. RESIDENT PREFERENCE.** This acquisition is eligible under **Section 5.1 BID PREFERENCE – GARFIELD COUNTY RESIDENT BUSINESS.** A seven and one-half percent (75%) scoring advantage during the establishment of any competitive range (Section 5.3 Paragraph 13) shall be applied to all local bidders. Firms interested in receiving a Local Vendor Designation may contact this office to receive an Affidavit that **must be returned to this office not later than ten (10) days prior to the due date for proposals.**
- O. DETERMINATION OF NON-RESPONSIBILITY.** As required by Section 5.3 Paragraph 11, GCPC, if an offeror who otherwise would have been awarded a contract is found to be “not responsible” by the Procurement and Contracts Director, then the Procurement and Contracts Director shall make a written determination of its findings and promptly send a copy of those findings to the non-responsible offeror. The written determination shall be part of the permanent contract file and is a public record available for inspection pursuant to §24-72-201, *et seq.*, C.R.S., as amended.
- P. AWARD.** Pursuant to Section 5.13 Paragraph 15, GCPC, and subject to any other applicable provisions of the GCPC, all purchase orders or contracts shall be awarded with reasonable promptness by written notice to the most responsive offeror whose Proposal is the best value (i.e., most advantageous) for Garfield County. If all Proposals timely submitted in response to this RFP exceed the amount of funds available to Garfield County, as certified by the Finance Director, then the Procurement Department may negotiate an adjustment in the original scope of work and price with the lowest responsible and responsive offeror if time or economic considerations preclude re-solicitation.
- Q. PROTESTS.** In accordance with Section 7.6 Paragraph 4, GCPC, an aggrieved offeror may file a written protest of this solicitation or any resulting contract award with the Procurement and Contracts Director, the County Manager, or the Board of County Commissioners (BOCC) within seven (7) calendar days of the date the aggrieved offeror knew, or should have known, of the facts giving rise to the claim.



R. RESERVATION OF RIGHTS: The Board of County Commissioners reserves the right to make its selection decision after consideration of any other relevant factors it deems appropriate to that decision. The Board of County Commissioners reserves all other rights, whether express, implied, or inherent, that it may have as a political subdivision of the State of Colorado.

SECTION 2 STANDARD TERMS OF THE RFP

A. SCOPE OF WORK. The Scope of Work ("SoW") is attached hereto as "Attachment A-1" for the Western portion of Garfield County and "Attachment A-2" for the Eastern portion of Garfield County, is made a part hereof and is incorporated herein by this reference.

B. EXAMINATION OF DOCUMENTS. Each offeror should thoroughly examine, and be familiar with, the specifications and any Scope of Work attached to this RFP. The failure or omission of an offeror to receive or examine any addendum, blueprint, document, drawing, form, instrument, plan, specification, statement of work, or any other document shall not relieve that offeror from any performance obligation contained in this RFP.

C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION.

1. By submitting a Proposal, an offeror certifies and, in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this procurement:
 - a. the prices in the Proposal were arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other competitor;
 - b. unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the offeror and will not be knowingly be disclosed by the offeror prior to award, either directly or indirectly, to any other offeror or to any other competitor; and
 - c. no attempt has been made by the offeror to induce any other person or firm to submit, or not to submit, a Proposal for the purpose of restricting competition.
2. The person signing the cover page of a Proposal certifies that:
 - a. that person is responsible for that organization's decision as to the prices being offered in the Proposal and that he/she has not participated, and will not participate, in any action contrary to C.1.a. through C.1.c. above; or
 - b. that person is not responsible for that organization's decision as to the prices being offered in the Proposal but that the person has been authorized in writing to act as the agent with actual authority for the persons responsible for that decision, by certifying that such persons have not participated, and will not participate, in any action contrary to C.1.a. through C.1.c. above, and as the agent does hereby so certify; and that the agent has not participated, and will not participate, in any action contrary to C.1.a. through C.1.c. above.



3. A Proposal may be deemed non-responsive and not considered for a contract award if C.1.a., C.1.c., or 2. above have been deleted or modified. If C.1.b. has been deleted or modified, the Proposal may be deemed non-responsive and not considered for a contract award unless the offeror furnishes with its Proposal a signed statement that sets forth in detail the circumstances of the disclosure; and, the Procurement Department determines that such disclosure was not made for the purpose of restricting competition.

D. QUESTIONS REGARDING THIS RFP. Any questions about the terms and conditions of this RFP, or any addendum or attachment hereto, shall be submitted in writing to the Procurement Department by 10:00 A.M. MST on May 3, 2021 . Questions can be emailed to mhaflinger@garfield-county.com.

E. INTERPRETATIONS AND ADDENDA. If it becomes necessary to revise any part of this RFP, then a written "Addendum" shall be issued. Garfield County is not bound by any oral changes, clarifications, or representations made by Garfield County employees, unless those oral changes, clarifications, or representations are provided in a written Addendum to this RFP.

F. REGISTRATION. Offerors are requested to register with the Rocky Mountain E-Purchasing System (<http://www.govbids.com/scripts/co1/public/home1.asp>) on or before the deadline to submit a Proposal in response to this RFP. Offeror registration status is based on an Offeror's Federal Employer Tax Identification Number ("FEIN"). A Proposal may be rejected by the Procurement Department if the offeror has not registered with the Rocky Mountain E-Purchasing System by the deadline to submit Proposals.

G. PROPRIETARY OR CONFIDENTIAL INFORMATION. All materials submitted in response to this RFP will become a public record and subject to inspection following final selection of an offeror and the award of a contract. Any offeror who requests that material be treated as "proprietary" or "confidential" must clearly identify that material and it must be easily separable from the rest of its Proposal. A written statement must be submitted with the Proposal that clearly states the offeror's asserted justification(s) for the request. It is not acceptable to label an entire Proposal as "proprietary" or "confidential".

1. Request for Confidential/Proprietary Classification. Garfield County neither requests nor encourages the submission of "proprietary" or "confidential" information in response to this RFP. Information submitted will be open for public inspection upon completion of the RFP process and the award of a contract based on this RFP. If an offeror wants Garfield County to treat certain information as "proprietary" or "confidential", then that offeror shall submit a written statement, as part of its RFP package, to the Procurement Department.

The written statement must comply in all respects with the procedures listed below. Adherence to these procedures remains the SOLE RESPONSIBILITY of an offeror. The written request for classification of certain materials as either "proprietary" or "confidential" will be reviewed and



either approved or denied by the Procurement Department. If denied, an offeror will have the opportunity to withdraw its entire Proposal, or to remove the “proprietary” or “confidential” materials from its Proposal.

2. Procedures For Submission Of “Proprietary” Or “Confidential” Information

- a. A written request for classification of certain materials as either “proprietary” or “confidential” shall be submitted by the offeror with its Proposal documents.
- b. The written request will be enclosed in an envelope marked “REQUEST FOR PROPRIETARY/CONFIDENTIAL CLASSIFICATION”, and attached to the cover of the original Proposal with the offeror’s original signature.
- c. The written request must specifically state and identify by page number, what elements of the Proposal are to remain proprietary or confidential. The request must also identify the basis for the claim that the information is proprietary or confidential. If necessary the offeror shall include a citation to any applicable federal or state statute the offeror believes grants the offeror the right to have such information classified as either proprietary or confidential.
- d. Proprietary or Confidential information must be readily identified, marked, separated, and packaged from the rest of the Proposal. Co-mingling of proprietary or confidential information and other information is NOT acceptable.
- e. The Procurement Department will make a written determination as to the apparent validity of any request by an offeror to classify certain information as either proprietary or confidential. This written determination will be sent to the offeror.

Proposals not following this procedure may be declared non-responsive by the Procurement Department and given no further consideration.

NEITHER COST NOR PRICING INFORMATION, NOR A TOTAL PROPOSAL WILL BE DEEMED “PROPRIETARY” OR “CONFIDENTIAL” BY THE PROCUREMENT DEPARTMENT.

H. CONTRACT PRODUCTS - OWNERSHIP RIGHTS. All products, written or otherwise, produced as a result of any contract awarded under this RFP shall be the sole property of Garfield County unless otherwise agreed to in writing by the parties. Any exceptions must be outlined in detail. Unsupported exceptions to this requirement may serve as cause to reject a Proposal. Products shall include, but are not necessarily limited to: original materials, including any applications, data, data spreadsheets, designs, documents, electronically or magnetically recorded or stored media of any kind, drawings, hardware, licenses, maps, meeting minutes, notes, reports, software, specifications, or studies that are expressly developed or created by the successful offeror for Garfield County pursuant to this RFP and any resulting contract.

The purchase of licenses for use of an offeror’s software shall not be interpreted to mean the purchase of the actual application or software. Ownership of the specific application and software selected under this RFP shall remain with the selected offeror. Unless expressly authorized in



writing by Garfield County, the successful offeror shall not be allowed use of any materials furnished by, or produced for Garfield County for any purpose other than for the completion of the works described herein.

I. ASSIGNMENT AND DELEGATION. Except for the assignment of accounts receivable or antitrust claims, the successful offeror may not assign any right or delegate any duty without the prior express written consent of Garfield County.

J. AUDITS. Garfield County reserves the right to require the successful offeror to have an audit conducted of its program at least once every three (3) years. If the successful offeror has not had an audit conducted in the three (3) years prior to the award of any contract hereunder, and Garfield County believes in good faith that one is required, then the successful offeror must begin an audit within six (6) months of the date a contract is awarded to that offeror. Garfield County reserves the right to approve the selected auditing firm. A complete copy of the audit must be provided to Garfield County within five (5) working days of its completion. Garfield County will negotiate directly with the successful offeror regarding any exceptions or findings from that audit.

K. LEGISLATIVE CHANGES. Garfield County reserves the right to amend any contract awarded pursuant to this RFP in response to any legislative changes which affect that contract.

L. STANDARD CONTRACT. This RFP may result in the award of a contract. In that event, Garfield County's standard Purchase of Services Agreement ("Agreement") will be used. That Agreement is attached to this RFP, made a part hereof, and incorporated herein by this reference. Additionally, this RFP and the winning Proposal will become attachments to that Agreement. If the selected offeror makes exception or requests changes to this RFP or the standard Agreement *after* the deadline to submit Proposals has passed, and that request results in protracted contract negotiations and probable delay in the commencement of work, then Garfield County reserves the right to cease contract negotiations and exercise its right to offer the contract to the next highest ranked offeror.

M. USE OF THE TERMS "ATTACHMENT" AND "APPENDIX"

For the convenience of prospective offerors and members of the evaluation committee, the term "**Attachment**" will be used exclusively for any Garfield County provided attachments, and the term "**Appendix**" will be used exclusively for any offeror submitted materials.

N. CHOICE OF LAW AND VENUE. The laws of the state of Colorado shall govern the enforcement, execution, formation, interpretation, performance, and validity of this RFP and any contract that results from this RFP. The exclusive venue for any action related to this RFP or any resulting contract is the district court for the Ninth Judicial District of the State of Colorado.

O. EXCEPTIONS TO RFP. EACH PROPOSAL SUBMITTED IN RESPONSE TO THIS RFP SHALL LIST ANY DEVIATION(S), EXCEPTION(S), OR VARIATION(S) TO OR FROM: THE TERMS AND CONDITIONS OF



THIS RFP, THE TERMS AND CONDITIONS OF ANY ATTACHMENT(S) TO THIS RFP, THE TERMS AND CONDITIONS OF ANY ADDENDUM TO THIS RFP, AND, THE TERMS AND CONDITIONS OF THE PROPOSED CONTRACT. THE SECTION OF A PROPOSAL CONTAINING ANY SUCH DEVIATION(S), EXCEPTION(S), OR VARIATION(S) SHALL BE CLEARLY LABELED "EXCEPTIONS TO RFP". THE FAILURE OF AN OFFEROR TO NOTE A DEVIATION, MAKE AN EXCEPTION, OR LIST A VARIATION TO THE TERMS AND CONDITIONS OF THIS RFP, ANY ATTACHMENT(S) OR ADDENDA TO THIS RFP, OR THE TERMS AND CONDITIONS OF THE PROPOSED CONTRACT SHALL BE DEEMED AN EXPRESS WAIVER BY THAT OFFEROR OF ANY SUCH DEVIATION, EXCEPTION, OR VARIATION. If exceptions are noted, the offeror may or may not be deemed eligible for award.

SECTION 3 STANDARD REQUIREMENTS OF THE RFP

A. CERTIFICATION REGARDING ILLEGAL ALIENS. In accordance with §8-17.5-101 *et seq.* and §24-76.5-101 *et seq.* C.R.S., as amended, each offeror must sign and return the attached "Certification Regarding Illegal Aliens". This Certificate **must** be signed by the same individual who signs the Proposal. Garfield County may deem any Proposal that does not include a properly executed Certification Regarding Illegal Aliens as non-responsive.

1. Each offeror shall execute the certification attached hereto as Attachment B in conformance with the provisions of §8-17.5-102(1) and §24-76.5-101, C.R.S., as amended.

2. Each offeror shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services; or enter into a contract with a subcontractor that fails to certify that the subcontractor shall not knowingly employ or contract with an illegal alien who will perform work under this public contract for services.

3. Each offeror shall confirm the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

4. Each offeror shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

5. If an offeror obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall:

- a. Notify the subcontractor and the BOCC within three days that the offeror has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to subparagraph (1), above, the



subcontractor does not stop employing or contracting with the illegal alien; except that the offeror shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

6. Each offeror shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to its authority.

7. Notwithstanding any other provision of this public contract for services, if an offeror violates any provision of this paragraph, the BOCC may terminate this public contract for services and that offeror shall be liable for all actual and consequential damages resulting from that termination.

8. Except where exempted by federal law and except as provided in §24-76.5-103(3), C.R.S., as amended, any offeror receiving Garfield County funds under this public contract for services must confirm that any individual natural person eighteen (18) years of age or older is lawfully present in the United States pursuant to §24-76.5-103(4), C.R.S., as amended, if such individual applies for public benefits provided under this public contract for services. If an offeror has verified that the County has accomplished such confirmation prior to the effective date of this public contract for services, the offeror is relieved of responsibility under this paragraph.

B. AFFIDAVIT REGARDING NON-COLLUSION. Each offeror must sign and return the attached “Non-Collusion Affidavit”, Attachment C. This Affidavit **must** be signed by the same individual who signs the Proposal. This Affidavit must be signed in front of a notary public. Garfield County reserves the right to reject any Proposal if evidence of collusion exists between offerors. Pursuant to Section 7.10, GCPC, the Procurement and Contracts Director is required to transmit a written notice of the facts giving rise to its suspicion of collusion or other anti-competitive practices to the Office of the District Attorney for the Ninth Judicial District and the Office of the Garfield County Attorney. Garfield County may decline to accept future Proposals from any offeror determined to have engaged in collusive activities for a period of time not to exceed five (5) years. By submitting a Proposal in response to this RFP, each offeror certifies that it is not a party to any collusive action or any action that may be in violation of the federal Sherman Antitrust Act. Garfield County may deem any Proposal that does not include a properly executed Non-Collusion Affidavit as non-responsive.

C. COMPLIANCE WITH APPLICABLE FEDERAL, STATE, COUNTY, AND MUNICIPAL LAWS. All offerors must comply with all federal, state, county, and municipal laws applicable to this RFP, including but not limited to: health, labor, and licensing laws. The laws of the state of Colorado shall govern as to the effect, enforcement, interpretation, and validity of this RFP, its award, and any contract that results from this RFP.



D. INSPECTION AND ACCEPTANCE. Garfield County reserves the right to inspect all goods and services provided pursuant to this RFP prior to accepting those goods or services. Garfield County reserves the right to withhold any payment for any goods delivered or services performed that do not conform to this RFP. Garfield County may require the delivery of substitute goods or the performance of substitute services if it concludes, in good faith, that the original goods or services are defective. Re-delivery or re-performance shall be at no cost to Garfield County. Garfield County may withhold all, or any part, of any payment because of defective tender or performance. Repeated violations of this provision may result in the unilateral termination of the purchase order or contract by Garfield County for cause.

E. NON-DELEGATION AND NON-ASSIGNMENT. The successful offeror shall not delegate any duties or obligations of this RFP and any resulting purchase order or contract without the prior, express, written consent of Garfield County. Except for accounts receivable, the successful offeror shall not assign any rights of this RFP or any resulting purchase order or contract without the prior, express, written consent of Garfield County.

F. SAFETY WARRANTY: All offerors expressly warrant that all services that may be performed pursuant to this RFP shall conform to all applicable rules or regulations of the United States Department of Labor as codified in the Occupational Safety and Health Act of 1970 (OSHA). Failure, without good cause, to comply with any applicable OSHA regulation by a contractor may constitute grounds for termination for cause of that contractor.

G. INSURANCE. The following provisions shall apply to each offeror who submits a Proposal in response to this RFP. In order to commence work and receive compensation pursuant to an awarded purchase order or contract, the terms of this paragraph must be satisfied prior to the commencement of work. Each offeror shall procure and maintain, until all of its obligations under any awarded purchase order or contract have been fully discharged, including all applicable warranty periods, all insurance required under this paragraph. The insurance requirements set forth herein are minimum requirements for any awarded purchase order or contract and in no way limit the indemnity covenants contained in any awarded purchase order or contract. The BOCC in no way warrants that the minimum limits contained herein are sufficient to protect an offeror from liabilities that might arise out of the performance of the work under any awarded purchase order or contract by that offeror, its agents, directors, employees, officers, representatives, or subcontractor(s) and the offeror is free to purchase additional insurance as it may deem necessary.

Minimum Types and Limits of Insurance: Each offeror shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

Commercial General Liability- Occurrence Form



The policy shall be endorsed to include the following “Additional Insured” language: “Public Entity, its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers shall be named as ‘Additional Insureds’ with respect to liability arising out of the activities performed by, or on behalf of [name of offeror].”

Minimum Limits:

General Aggregate	\$2,000,000
Products/ Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000

Automobile Liability (This insurance may be waived if the awarded purchase order or contract does not involve the use of any motor vehicle to perform any of the work under that awarded purchase order or contract)

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of any awarded purchase order or contract.

Minimum Limits:

Bodily Injury/Property Damage (Each Accident)	\$1,000,000
---	-------------

Worker’s Compensation and Employers’ Liability

Minimum Limits:

Coverage A (Workers’ Compensation)	Statutory
Coverage B (Employers Liability)	\$100,000
	\$100,000
	\$500,000

Professional Liability (Errors and Omissions Liability)

(This section applies only if the awarded purchase order or contract is for a licensed professional service.)

The policy shall cover professional misconduct or lack of ordinary skill for professional services required by any awarded purchase order or contract.

In the event that the professional liability insurance required by any awarded purchase order or contract is written on a claims-made basis, each offeror warrants that: any retroactive date under that policy shall precede the effective date of any awarded purchase order or



contract; and, either continuous coverage shall be maintained or an extended discovery period shall be exercised for a period of two (2) years beginning at the time work under any purchase order or contract is completed.

Minimum Limits:

Each Loss	\$1,000,000
Aggregate	\$2,000,000

Additional Insurance Requirements: The policies shall include, or be endorsed to include, the following provisions:

On insurance policies where the Public Entity is named as an “Additional Insured”, the Public Entity shall be an “Additional Insured” to the full limits of liability purchased by that offeror even if those limits of liability are in excess of those required by any awarded purchase order or contract.

Each offeror’s insurance coverage shall be primary insurance and non-contributory with respect to all other available sources of insurance.
For the provisions of **Commercial General Liability** and **Automobile Liability** set forth above, the insurance policy must include contractual liability coverage.

All insurance required by this paragraph shall be issued by companies authorized to do business in the state of Colorado and written on forms satisfactory to, filed with, and approved by the Colorado Division of Insurance within the Colorado Department of Regulatory Agencies.

Notice of Cancellation: Each insurance policy required by the insurance provisions of this paragraph shall provide the required coverage and shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the BOCC. If cancellation is due to the nonpayment of premiums, then ten (10) days prior written notice may be given. Such notice shall be sent directly to: Garfield County Procurement Department, 810 Pitkin Avenue, Glenwood Springs, Colorado 81601.

Verification of Coverage: Each offeror shall furnish the BOCC with certification of insurance (ACORD form or equivalent approved by the BOCC as required by this paragraph).

The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the BOCC before work commences. Each insurance policy required by this paragraph must be in effect at or prior to the commencement of work under any awarded purchase order or contract and remain in effect for the duration of that purchase order or contract and for two (2) years after the



completion date of that purchase order or contract, or any extension or renewal thereof. Failure to maintain the insurance policies as required by this paragraph, or to provide evidence of renewal, is a material breach of this paragraph.

Any certificate(s) and any required endorsement(s) shall be sent directly to: **Garfield County Procurement Department, 810 Pitkin Avenue, Glenwood Springs, Colorado 81601.** The BOCC reserves the right to require complete, certified copies of all insurance policies required by any awarded purchase order or contract any time.

Approval: Any modification or variation from the insurance requirements in this paragraph shall be made by the Procurement Department, after consultation with the Risk Manager or County Attorney's Office. Such action shall not require a formal written bilateral amendment, but may be made by administrative action.

H. TAXES: Garfield County is a political subdivision of the State of Colorado. Accordingly Garfield County is exempt from federal excise taxes and state retail taxes. Therefore, each Proposal price must be net, exclusive of any calculations for such taxes.

I. TERMINATION DUE TO LACK OF FUNDS. Garfield County may terminate any contract that results from this RFP, in whole or in part, if Garfield County determines in good faith sufficient funds will not be available to complete the work. Termination due to lack of funds shall be effected by the delivery of a written notice of termination at least thirty (30) calendar days before the effective date of termination. The written notice shall specify the extent to which delivery or performance is terminated and the date upon which such termination shall be effective.

SECTION 4 PROPOSAL FORMAT

A. PROPOSAL. A "Proposal" is a responsive, conforming, unconditional, complete, legible and properly executed offer from a qualified responsible party interested in providing the services outlined in this RFP. It shall be the sole responsibility of the offeror to ensure that its Proposal is in the proper form and in Garfield County's possession at the designated location on or before the scheduled time on the due date for receipt of Proposals. Proposals will not be returned unless the RFP is cancelled prior to the submittal due date. If this RFP is canceled, then Proposals will be returned unopened, or opened for identification purposes only. Any Proposal received AFTER the submittal due date and time will be returned unopened, or opened only for identification purposes to return that Proposal to that offeror.



B. PROPOSAL FORMAT. Each Proposal shall contain a table of contents to assist in the evaluation and review of that Proposal. A Proposal may provide additional materials in appendices attached to that Proposal. Proposals must be thorough; however, Proposals shall not contain redundant information. Proposals shall contain the parts listed below.

All proposals must be submitted via the Rocky Mountain E-Purchasing System (RMEPS) at www.bidnetdirect.com/colorado. It is the responsibility of the vendor to ensure that electronic proposals are submitted prior to proposal closing time. The Procurement Department does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve issue prior to the response deadline at 800-835-4603. Electronic proposals shall be uploaded as a single PDF file.

PART I – MAIN PROPOSAL DOCUMENT

1. Introductory Letter. The Introductory letter shall be printed on the offeror's letterhead and addressed to:

Mary Lou Haflinger, Contracts Manager
Garfield County Procurement Department
810 Pitkin Avenue
Glenwood Springs, CO 81601
Phone: (970) 945-1377 ext. 4104
Email: mhaflinger@garfield-county.com

The Introductory Letter shall contain the following information: a. a listing of all firms involved in preparing and submitting the Proposal; b. a certification that the information and data submitted in the Proposal is true and complete to the best knowledge, information, and belief of the authorized signatory for that Proposal; c. the name, telephone number and e-mail address of a single contact person representing the offeror regarding the Proposal; d. the title, printed name and signature of the person authorized to commit the offeror for this procurement; e. an express statement by the offeror that it consents to the incorporation of its Proposal into any resulting contract; f. an express acknowledgement that the Proposal meets all terms and conditions detailed in this RFP; g. an express acknowledgement that the offeror has received and reviewed all addenda that may be issued as part of this RFP.

2. Proposal. A signed Proposal with a table of contents must be placed immediately behind the Introductory Letter.

3. Appendices. Supporting visuals, diagrams or other documentation or information must be appropriately referenced in the offeror's Proposal and appear at the end of that Proposal. The last appendix may contain offeror provided information not contained in other sections of the Proposal.



4. Affidavits, Certificate of Good Standing, Licenses, and Certificate of Insurance. A signed Certification Regarding Illegal Aliens, a signed and notarized Non-Collusion Affidavit, a “Certificate of Good Standing” from the Colorado Secretary of State’s Office, if the offeror is a domestic or foreign corporation or limited liability company, current licenses for any professional(s) licensed by the state of Colorado who will perform work if a contract were awarded, and a current Certificate of Insurance (ACORD 25 or equivalent) shall be placed at the end of this Part.

PART II – COST AND PRICE

Part II of the Proposal shall contain the cost and pricing information for that Proposal. In accordance with paragraph C. of Section 2 of this RFP, this part of the Proposal shall include a complete description of all costs associated with the provision of the services described in this RFP.

SECTION 5 EVALUATION OF PROPOSALS

A. EVALUATION COMMITTEE. An evaluation of each timely submitted Proposal will be made by an appointed, impartial evaluation committee utilizing the evaluation criteria defined in this RFP. The objective of the evaluation committee is to select the Proposal that clearly demonstrates that the offeror is responsible and responsive to the terms and conditions of this RFP; and, is the “most advantageous”, i.e., “best value” to Garfield County taking into consideration experience, past performance, cost and price, and any other relevant evaluation factors. Numeric scoring of Proposals may be used in some aspects of the evaluation process to identify the strengths and weaknesses in a Proposal. During the evaluation phase, each evaluation committee member will independently review each Proposal and assign a score for each evaluation factor. The evaluation of each Proposal will be based upon a comparison between the information submitted by an offeror and the specific evaluation criteria outlined below. The evaluation committee will then meet to discuss the Proposals and select the Proposal which is the most advantageous to Garfield County. The evaluation committee may modify scores if necessary based on those discussions. The scores of each evaluation committee member will then be averaged for each Proposal. The final decision of the evaluation committee will be a business decision.

B. EVALUATION CRITERIA. In making its contract award recommendation to the Board of County Commissioners of Garfield County, Colorado, the evaluation committee will utilize various evaluation criteria. These evaluation criteria may, but are not required to include: delivery schedules, times, and locations, inspection, testing, quality, workmanship, functionality, suitability for a particular purpose, warranties, an offeror’s qualifications, experience, and past performance, as well as the total amount of the Proposal (including any unit prices in that Proposal), any long-range cost(s), and, any other information that may be requested in this RFP.



C. PROPOSAL SCORING. The factors listed below are designed to incorporate the specific evaluation criteria. Proposals should be submitted in the format requested in this RFP providing sufficient detail to allow the evaluation committee to determine whether the submitted Proposal evidences: an understanding of Garfield County's needs, requirements and contract terms and conditions; an ability to meet Garfield County's needs; requirements, and contract terms and conditions; the experience and resources necessary to carry out the contracted work in a timely and satisfactory manner; and all costs that are reasonable and consistent with the offered services to meet Garfield County's needs and requirements.

PROPOSAL CONTENT AND SCORING CRITERIA

The County discourages overly lengthy and costly proposals; however, in order for the County to evaluate proposals fairly and completely, proposers should follow the format set forth herein and provide all of the information requested.

Introductory Letter- No Points

- a. A listing of all the firms involved in preparing and submitting the proposal.
- b. A certification that the information and data submitted in the Proposal is true and complete to the best knowledge, information, and belief of the authorized signatory for that Proposal.
- c. Full contact information, name, phone number, and email address of a single contact person representing the offeror regarding the proposal.
- d. The title, printed name, and signature of the authorized person to commit the offeror for this procurement.
- e. An express statement by the offeror that consents to the incorporation of its proposal into any resulting contract.
- f. An express acknowledgment that the proposal meets all the terms and conditions detailed in the RFP.
- g. An express acknowledgment that the offeror has received and reviews all addendums that may be issued as part of this RFP.
- h. Evidence that offeror has not been suspended or disbarred from receiving federal funds (sam.gov.)

Experience and Qualifications- Maximum 30 Points

- a. Provide current or prior experience providing similar services to those requested in this RFP
- b. Provide the contact information for three (3) current references including name, phone number, and email address for which you are currently furnishing or have in the past furnished services on

Food Preparation and Sanitation Procedures – Maximum 20 Points

- a. Provide your food establishment license or equivalent
- b. Provide a detailed response on your ability to meet the requirements listed herein including but not limited to quality assurance, food preparation procedures, sanitation procedures, etc.

Work Plan and Approach- Maximum 30 Points

- a. Describe your ability to meet all the required delivery requirements
- b. Describe contingency plans for delivery of meals during emergencies



- c. Describe your plan and/or limitations you may face due to possible disruptions in service such as the Covid-19 pandemic or conditions limiting or prohibiting deliveries
- d. Describe your ability to start a service contract on July 1, 2021

Price- Maximum 20 Points

- a. Provide a Total Not to Exceed (NTE) rate for all services requested. This must include all expenses for the preparation and packaging for shipping meals to each meal site. NTE to be provided on a unit cost basis.
- b. Billing must meet the County requirements including documentation of NSIP raw food items per meal.

D. DISCUSSIONS. After all Proposals have been evaluated, the evaluation committee may elect to hold discussions with those offerors the evaluation committee has determined are most reasonably likely to be selected for a contract award. The decision to hold discussions with offerors rests in the sole discretion of the evaluation committee. Offerors with whom the evaluation committee desires to hold discussions must come within the “competitive range” as that term is defined below. Offerors in the competitive range will be notified if the evaluation committee elects to hold discussions with selected offerors.

E. COMPETITIVE RANGE DETERMINATION. If the evaluation committee decides not to make a contract award based solely on a review of submitted Proposals, then those offerors whose Proposals are in the competitive range (those most responsive to the requirements of the RFP and reasonably susceptible of being selected for a contract award) will be provided an opportunity to enter into discussions with the evaluation committee. The same evaluation criteria will be employed and each evaluation committee member will be given the opportunity to modify the original Proposal scores of that evaluation committee member after discussions have concluded. To assist Garfield County in making its determination of offeror responsibility, offerors in the competitive range may be required to submit: an audited financial statement, a financial statement reviewed by a certified public accountant, a financial statement prepared by a third-party, or another financial statement prepared in the routine course of that offeror's business for the previous three years.

F. OPTIONAL ORAL PRESENTATION. After evaluating the Proposals, the evaluation committee, in its sole discretion, may request oral presentations from offerors in the competitive range. The purpose of oral presentations and/or system demonstrations is to: 1. allow an offeror the opportunity to present its Proposal to the evaluation committee in person; 2. allow an offeror the opportunity to demonstrate its proposed business solution; 3. allow Garfield County the opportunity to obtain further clarification of various aspects of a Proposal and to resolve any uncertainties in a Proposal; 4. resolve possible mistakes in a Proposal by calling such perceived errors to the attention of an offeror without disclosing information concerning other offerors' Proposals; and, 5. allow Garfield County the opportunity to ask specific questions of an offeror regarding its Proposal. An offeror should not, however, prepare its Proposal with the assumption that an opportunity for an oral presentation or revisions will be allowed. Rather, the offeror's most favorable Proposal should be submitted as its initial



written submission. The oral presentation may include (a) discussion(s) for the purpose of clarification and to ensure full understanding of, and responsiveness to, the solicitation requirements. After all oral presentations have been made; the evaluation committee will again discuss their individual comments and scores.

G. BEST AND FINAL OFFERS. After discussions have been held and any optional oral presentations made, the evaluation committee may request all offerors in the competitive range to make a “Best and Final Offer” (“BAFO”). If BAFOs are requested by the evaluation committee, then a date will be set in writing by Garfield County for their submission of BAFOs. Offerors in the competitive range will not, however, be allowed to make comprehensive Proposal revisions (i.e. a complete rewrite will not be allowed).

SECTION 6 SPECIAL TERMS AND CONDITIONS OF THIS RFP

SUBMISSION OF WRITTEN QUESTIONS. Written questions regarding the RFP or its attachments may be submitted to the Garfield County Procurement Department through **10:00 A.M. on May 3, 2021**. Questions must be submitted by e-mail and should be sent to mhaflinger@garfield-county.com.

Do not contact any other County Department for information about this Request for Proposal.

Offerors are cautioned that in no event shall failure to familiarize themselves with the requirements of this solicitation or to resolve ambiguous or inconsistent terms or conditions of this solicitation or proposed contract constitute grounds for a claim of any kind after contract award.

SECTION 7 ATTACHMENTS TO THE RFP

ATTACHMENTS. The following documents are attached to this RFP:

ATTACHMENT A-1	Scope of Work for the Western Portion of Garfield County
ATTACHMENT A-2	Scope of Work for the Eastern Portion of Garfield County
ATTACHMENT B	Immigration Certification
ATTACHMENT C	Non-Collusion Affidavit
ATTACHMENT D	Statement of Qualifications
ATTACHMENT E	Sample Agreement

These documents are incorporated into and made a part of this RFP and any resulting purchase order or contract.



ATTACHMENT B - IMMIGRATION

CERTIFICATION REGARDING ILLEGAL ALIENS

The Contractor, whose name and signature appears below, certifies and agrees as follows:

1. The Contractor shall comply with the provisions of C.R.S. 8-17.5-101 *et seq.* The Contractor shall not knowingly employ or contract with an illegal alien to perform work for the Board of County Commissioners of Garfield County, Colorado ("BOCC") or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.

2. The Contractor represents, warrants, and agrees that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program and otherwise shall comply with the requirements of C.R.S. 8-17.5-102(2)(b).

3. The Contractor shall comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or C.R.S. 8-17.5-101 *et seq.*, the BOCC may terminate work for breach and the Contractor shall be liable for actual and consequential damages to the State.

4. If the Contractor is a sole proprietor, the undersigned hereby affirms under penalty of perjury under the laws of the State of Colorado that (check one):

☐ I am a United States citizen, or

☐ I am a Permanent Resident of the United States, or

☐ I am lawfully present in the United States pursuant to Federal law.

I understand that this statement is required by law because I am entering into a contract to perform work for the BOCC. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the BOCC. I further acknowledge that I will comply with the requirements of C.R.S. 24-76.5-101 *et seq.* and will produce the required form of identification prior to starting work.



5. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this certification is punishable under the criminal laws of Colorado as perjury in the second degree under C.R.S. 18-8-503.

CERTIFIED and AGREED to this ____ day of _____, 2021.

CONTRACTOR:

(Contractor Full Legal Name)

By: _____
Signature of Authorized Rep

Title



ATTACHMENT C - NON-COLLUSION AFFIDAVIT

RFP-GC-OG-01-21

I hereby attest that I am the person responsible for the final decision as to the price(s) and amount of my firm's bid for this project, or the person with this responsibility has given me written authorization, attached hereto, to make the following statements on his/her behalf and on behalf of my firm:

I further attest that:

1. In arriving at the price(s) and amount of my firm's bid, my firm and I acted independently and did not engage in any consultation, communication or agreement having the purpose or effect of restricting competition in the bidding for this project.

2A. My firm and I have not disclosed any price(s) or amount(s) of my firm's bid to any other prime bidder or potential prime bidder, and my firm and I will not make any such disclosure prior to the bid opening.

2B. No other prime bidder or potential prime bidder has disclosed any price(s) or amount(s) of its bid to my firm or me.

3A. My firm and I have not attempted and will not attempt to solicit, cause or induce any other prime bidder or potential prime bidder to refrain from bidding for this project, to bid higher than my firm's bid, to bid lower than my firm's bid, or to submit any high, low or other form of a noncompetitive or complementary bid for this project.

3B. No prime bidder or potential prime bidder has solicited my firm or me to refrain from bidding for this project. No prime bidder or potential prime bidder has solicited my firm or me to bid higher than another prime bid, to bid lower than another prime bid, or to submit any high, low or other form of a noncompetitive or complementary bid for this project.

4. My firm and I have not reached any understanding, made any agreement, or engaged in any consultation, communication or discussion concerning my firm's bidding higher than another prime bid, my firm's bidding lower than another prime bid, or my firm submitting any high, low, or other form of a noncompetitive or complementary bid for this project. My firm and I are submitting my firm's bid in good faith and not pursuant to any such understanding, agreement, consultation, communication or discussion.

5. My firm has not afforded to award a subcontract, has not offered to award any other agreement pertaining to the purchase or sale of services or materials, and has not offered to pay money or anything else of value in consideration of a promise from another prime bidder or potential prime bidder to refrain from bidding, to bid higher than my firm, to bid lower than my firm, or to submit any high, low or other form of a noncompetitive or complementary bid for this project.

6. No prime bidder or potential prime bidder has offered to award my firm a subcontract, to



award my firm any other agreement pertaining to the purchase or sale of services or materials, or to pay my firm money or anything else of value in consideration of a promise from my firm to refrain from bidding, to bid higher than another prime bid, to bid lower than another prime bid, or to submit any high, low or other form of a noncompetitive or complementary bid for this project.

7. I have made a diligent inquiry of all the members, officers, employees and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid for this project. I have been advised by each of them that he/she has not engaged in any communication, meeting, discussion, agreement, understanding or other conduct inconsistent with any of the statements and representations made in this affidavit.

8. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from Garfield County, of the true facts relating to the submission of bids for this project.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS AND ATTESTATIONS ARE TRUE, ACCURATE AND COMPLETE.

(Please Type Contractor's Firm or Company Name)

DATE: _____

By: _____
Name: _____
Title: _____

(Please type name of 2nd Contractor's Firm or Company Name, if Joint Venture)

DATE: _____

By: _____
Name: _____
Title: _____

SUBSCRIBED AND SWORN TO before me in the County of _____,
State of Colorado, this _____ day of _____, 20____.

My commission expires on: _____.

Notary Public

Note: This document must be signed in ink.



Attachment D – Statement of Qualifications
Economic Impact Assessment
RFP-GC-OG-01-21

COMPANY INFORMATION

Legal Name of Company: _____

Trade Name, if any, of Company: _____

Street Address: _____

City, State & Zip Code: _____

Principal Owner/Officer Name: _____

Title: _____

Federal Employer Identification Number: _____

Telephone Number: _____

Facsimile Number: _____

Company E-mail Address: _____

Contact: _____

Contact E-mail Address: _____

COMPANY HISTORY

If a Colorado corporation or limited liability company, is the company in “good standing” with the Colorado Secretary of State? _____ yes _____ no

If a foreign corporation or limited liability company, is the foreign corporation or limited liability company registered to do business in Colorado and in “good standing” with the Colorado Secretary of State? _____ yes _____ no

How long has the company been in business in Colorado? _____ years.



How long has the company been in business in Garfield County? _____ years.

Has the company, or any officer or director acting in an official capacity, ever been successfully sued? _____ yes _____ no
If yes, complete the chart below, and any additional pages if necessary:

Court	Case Number	Year	Judgment	Amount

Has the company, or any of its officers or directors, ever been disbarred, suspended, or disqualified from any public procurement? _____ yes _____ no.
If yes, complete the chart below, and any additional pages if necessary:

Agency	Agency Number	Year	Length of Disqualification

Has the company, or any of its officers or directors, ever been involved in a voluntary or involuntary bankruptcy proceeding? _____ yes _____ no
If yes, complete the chart below, and any additional pages if necessary:

Court	Case Number	Year	Judgment	Amount

(Attach additional sheets if needed to fully respond to the above questions.)

PREVIOUS WORK EXPERIENCE

Has your company ever provided goods similar to the goods that are the subject of this solicitation for Garfield County? _____ yes _____ no

If yes, what was the total dollar amount of that contract? \$_____.



REFERENCES

Name	Telephone Number	Company Name	Relationship
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Name	Telephone Number	Company Name	Relationship
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Name	Telephone Number	Company Name	Relationship
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CERTIFICATION

The undersigned, as an authorized officer/owner of the company, states that the undersigned has actual authority to sign this Statement of Qualifications; and, to the best of my knowledge, information, and belief, the information submitted in this Statement of Qualifications is true and accurate as of the date of this Statement of Qualifications is submitted.

By: _____
Printed Name: _____
Legal Title: _____
Date: _____

STANDARD PURCHASE CONTRACT FOR SERVICES

This STANDARD PURCHASE CONTRACT FOR SERVICES (the “Contract”) is entered into by and between GARFIELD COUNTY, COLORADO (the “County”), a political subdivision of the State of Colorado, through an authorized representative of the BOARD OF COUNTY COMMISSIONERS (the “BOCC”), and [Click here to enter text.](#) (the “Contractor”), whose principal place of business is [Click here to enter text.](#), in accordance with the applicable provisions of the Garfield County Procurement Code.

RECITALS

- A. Contractor has been selected to provide the services defined in this Contract to or on behalf of the BOCC in accordance with the Garfield County Procurement Code.
- B. The BOCC wishes to retain Contractor as an independent contractor to provide, and Contractor wishes to provide to the BOCC, the services defined in this Contract on the terms stated in this Contract.
- C. The BOCC is authorized to acquire and contract for these services by Colorado Revised Statutes §30-11-101, *et seq.*
- D. This Contract is subject to the requirements of 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NOW, THEREFORE, in consideration of the following mutual covenants and agreements, the BOCC and the Contractor agree:

AGREEMENT

1. Purpose. The purpose of this Contract is to define the terms and conditions by which Contractor will provide [Click here to enter text.](#) to Garfield County as more specifically defined in **Attachment A** (the “Scope of Services”).
2. Term and Renewal. The initial term of this Contract is from [Click here to enter a date.](#) to [Click here to enter a date.](#). At the expiration of the initial term, the Contract may be extended for up to two additional one-year terms upon the express written consent of the parties.
3. Authorized County Representative. The BOCC shall be represented by [Click here to enter text.](#) (the “County Representative”), who is designated and authorized to act on behalf of the BOCC for all purposes relating to the budget, performance, administration, payment, and successful completion of this Contract.
4. Compensation. Contractor shall be compensated for services as earned in a total annual amount, including reimbursed expenses if allowed, not to exceed [Click here to enter text.](#). The BOCC has lawfully appropriated an amount sufficient to pay this amount and is under no obligation to make any future appropriation or allocation to this Contract. Any amount appropriated but not earned by December 31 in any year in which this Contract is in effect shall automatically expire on December 31 of that year.

- a. Invoicing Procedures. Payment(s) will be made to the Contractor upon receipt and approval of an invoice by the County Representative, who shall be the sole judge of the acceptability of the services and reasonableness of expenses. Contractor and the County Representative shall agree upon a mutually acceptable invoicing schedule. The County reserves the right to require additional information to support payments to the Contractor. Payments will be made to the Contractor within forty-five (45) days of receipt of invoice or other mutually agreed upon period.
- b. Mailing Address. All invoices and notices related to this Contract shall be sent to the County Representative at the following address: .

5. Scope of Contract. This Contract shall include all terms and conditions specified in Contractor's successful proposal or offer upon which this Contract was awarded, which is incorporated herein for all purposes. The following order of priority shall control: (a) this Contract; (b) Attachment A, Scope of Services; (c) Attachment B, Contractor's Additional Terms, if any; (d) Attachment C, Insurance Requirements, and (e) Attachment D, Appendix II to Part 200 (Uniform Guidance).

6. Contractor Responsibilities. By entering into this Contract, Contractor agrees to diligently and professionally perform the services described in the Scope of Services and to meet all agreed upon delivery deadlines and dates of service.

7. County Responsibilities. The County shall provide information as necessary or requested by the Contractor to enable Contractor to perform under this Contract.

8. Quality and Performance. All products delivered pursuant to this Contract shall be newly manufactured and the current model, unless otherwise agreed. The County Representative shall be the sole judge in determining brand name equals with regard to quality, price, or performance. Any services shall be performed strictly in accordance with this Contract.

9. Insurance. Contract shall maintain insurance coverage sufficient to meet the requirements set forth in **Attachment C**, which is incorporated by this reference. Contractor shall provide evidence that such requirements have been met and shall provide updated information to the County Representative in the event any changes are made during the term of this Contract.

10. Certification Regarding Illegal Aliens. This Contract is a public contract for services as defined by C.R.S. § 8-17.5-101(6)(a); therefore, by executing this Contract Contractor hereby:

- a. certifies that it does not and will not knowingly employ or contract with an illegal alien to perform work under this Contract;
- b. certifies that it has not and will not enter into a contract with a subcontractor that fails to certify that it will not knowingly employ or contract with an illegal alien to perform work under this Contract;
- c. certifies that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Contract through participation in either

the electronic employment verification program created in Public Law 104-208, as amended, and expanded in Public Law 108-156, as amended, and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program (the "E-Verify Program") or the employment verification program established by the Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)(c) (the "Department Program");

- d. agrees that it will not use either the E-Verify Program or the Department Program procedures to conduct pre-employment screening of job applicants while this Contract is in effect;
- e. acknowledges that if it obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, Contractor is required to: (i) notify the subcontractor and the BOCC within 3 days that the Contractor has such actual knowledge; and (ii) terminate the subcontract if within 3 days of such notice the subcontractor does not stop employing or contracting with the illegal alien or provide information to establish that the subcontractor did not knowingly employ or contract with an illegal alien;
- f. agrees to comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation undertaken pursuant to its authority under C.R.S. § 8-17.5-102(5)(a); and
- g. acknowledges that if Contractor violates any provision of this ¶9, the BOCC may terminate this Contract and Contractor shall be liable for all actual and consequential damages to the BOCC as required by law.

11. Ethics. Contractor shall not engage in unethical conduct in its performance of this Contract and shall comply with and abide by any applicable laws, regulations, rules or codes relevant to or governing its performance.

12. Inspection, Acceptance, Remedies, and Breach. The County Representative shall have the right to judge performance and inspect the products of all services provided under this Contract. If any service performance does not conform to this Contract, the BOCC, through the County Representative, may require the Contractor to perform the service again without additional compensation. For defects in the quality or quantity of service that cannot be corrected by re-performance, the BOCC may (a) require Contractor to take necessary action to ensure future performance conforms to the Contract requirements and (b) equitably reduce the payment due to the Contractor to reflect the reduced value of the service performed, or (c) elect to terminate this Contract under the provisions of ¶21.

13. Records, Reports and Information. At such times and in such forms as the BOCC and the federal and state departments may require, the Contractor shall furnish statements, records, reports, data and other information pertaining to matters covered by this Contract. The Contractor shall maintain its records in accordance with any requirements prescribed by the BOCC. Except as otherwise authorized by the BOCC, Contractor shall maintain such records for a period of three (3) years after receipt of final payment under this Contract.

14. Audits and Inspections. At any time during normal business hours and as often as the BOCC or representatives of the state and federal funding sources for the services may deem necessary, the Contractor shall make its records with respect to matters covered by this Contract available for examination. The Contractor shall permit the BOCC or such representatives to audit, examine and make excerpts from such records and audit all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to this Contract. The BOCC may call for a certified, independent audit to be performed, at the Contractor's expense, by a mutually agreed upon auditor.

15. Independent Contractor. Contractor is an independent contractor and is free to perform services for other clients. Neither Contractor nor any agent or employee of Contractor shall be deemed an agent or employee of the County or the BOCC for any purpose. AS AN INDEPENDENT CONTRACTOR, CONTRACTOR IS NOT ENTITLED TO UNEMPLOYMENT INSURANCE OR WORKERS COMPENSATION BENEFITS THROUGH THE COUNTY AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THIS CONTRACTUAL RELATIONSHIP. Contractor has no authority, express or implied, to bind the BOCC to any contract, liability, or understanding except as expressly set forth herein.

16. Sole Proprietor. If Contractor is a sole proprietor, by executing this Contract Contractor hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that Contractor is a United States citizen, a permanent resident of the United States, or is lawfully present in the United States pursuant to federal law and agrees to provide proof of lawful presence in the United States with valid identification as defined in C.R.S. § 24-76.5-103(4)(a) prior to starting work for the BOCC. Contractor further acknowledges that making a false, fictitious, or fraudulent sworn statement is punishable as perjury in the second degree under C.R.S. § 18-8-503.

17. No Conflict of Interest. During the term of this Contract, the Contractor shall not perform similar services for persons, firms, or entities, including governmental entities, which have the potential to create a conflict of interest, unless the potential conflict is disclosed to and approved by the BOCC. Contractor represents that it is not aware of any transaction, activity, or conduct that would affect Contractor's judgment, actions or work by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement, in conflict with those of the County. Contractor agrees that no official, officer or employee of the County has any personal or beneficial interest whatsoever in the services provided by this Contract. Contractor also agrees not to hire, pay or contract for the services of any official, officer or employee of the County during the term of this Contract.

18. No Assignment and No Third-Party Beneficiaries. Contractor shall not assign any rights, delegate any duties or subcontract any part of the performance required by this Contract without the express written consent of the County. Enforcement of the terms and conditions of this Contract and all rights of action relating thereto are strictly reserved to the County and the Contractor and nothing contained in this Contract shall give or allow any such right of action to any third party.

19. Indemnification. The County cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Contractor or any other person or entity for any purpose. Contractor shall defend, indemnify and hold harmless the County, its commissioners, officials, officers, directors, agents, and employees from all claims, demands, suits, actions or proceedings, including workers' compensation claims, in any way resulting from or arising from this Contract, including those for

professional negligence, except for those damages resulting from the sole negligence of the County's commissioners, officials, officers, directors, agents and employees.

20. No Waiver of Governmental Immunity. The parties acknowledge that the County, its commissioners, officials, officers, directors, agents and employees are relying upon and do not waive the immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et. seq.

21. Termination.

a. Termination Prior to Shipment. If Contractor has not accepted this Contract in writing, the BOCC may cancel this Contract by written or oral notice to Contractor prior to any shipment of goods.

b. Termination Prior to Performance. If the Contractor is providing services as part of its obligations under this Contract, the BOCC may cancel this Contract by written or oral notice to the Contractor prior to commencement of any work.

c. Termination for Cause. (i) If Contractor refuses or fails to timely and properly perform any of its obligations under this Contract with such diligence as will ensure its completion within the promised timeframe, the BOCC may notify Contractor, in writing, of non-performance and, if not corrected within the time specified in the notice, terminate Contractor's right to proceed with performance or such part thereof as to which there has been delay or a failure. Contractor shall continue performance of this Contract to the extent not terminated and be liable for excess costs incurred by the BOCC to procure similar goods or services from another source. Payment for completed services performed and accepted shall be at the price set forth in this Contract. The BOCC shall not be responsible for payment for any services terminated under this provision. (ii) The BOCC may withhold amounts due to Contractor as the BOCC deems necessary to reimburse the BOCC for excess costs and damages incurred in completing or procuring similar goods and services. (iii) If, after rejection, revocation, or other termination of Contractor's right to perform, the BOCC determines that Contractor was not in default or the delay was excusable, the rights and obligations of the BOCC and Contractor shall be the same as if the notice of termination had been issued pursuant to ¶21(d) below.

d. Termination in Public Interest. The BOCC, through the County Representative, is entering into this Contract for the purpose of carrying out the public policy of the BOCC. If this Contract ceases to further such public policy, the BOCC, in its sole discretion, may terminate this Contract in whole or in part and such termination shall not be deemed to be a breach of BOCC's obligations hereunder. This section shall not apply to a termination for Contractor's breach, which shall be governed by sections set forth above. The BOCC shall give written notice of termination to Contractor specifying the part of the Contract terminated and when termination becomes effective. Upon receipt of notice of termination, Contractor shall not incur further obligations except as necessary to mitigate costs of performance. For services or specially manufactured goods, the BOCC shall pay (i) reasonable settlement expenses; (ii) the Contract price or rate for supplies and services delivered and accepted; (iii) reasonable costs of performance on unanticipated supplies and services; and (iv) reasonable costs incurred in preparation for delivery of the undelivered goods.

For existing goods, the BOCC shall pay (v) reasonable settlement expenses; (vi) the Contract price for goods delivered and accepted; and (vii) reasonable costs incurred in preparation for delivery of the undelivered goods.

22. Compliance with Laws and Regulations. The Contractor shall comply with all laws, ordinances, codes and regulations of the federal, state, and local governments applicable to this Contract, in its performance under this Contract, and agrees to utilize funds available under this Contract to supplement rather than supplant funds herwise available. Without limiting the generality of this Section, Contractor shall not discriminate against any person on the basis of race, color, national origin, religion, sex, age, political beliefs or handicap. The Contractor acknowledges that applicable law includes, without limitation, Appendix II to Part 200 attached hereto and incorporated herein as **Attachment D**. Any fines paid or expenses incurred by the BOCC, due to Contractor's violation of applicable law or regulation, shall be reimbursed to the BOCC by the Contractor.

23. Notices. Notices to be provided under this Contract shall be given in writing either by hand delivery or by certified mail, return receipt requested United States mail, to the following:

To the County: _____

AND Procurement and Contracts Director
810 Pitkin Avenue
Glenwood Springs, CO 81601
970-384-5018

To the Contractor: _____

24. County Ownership - Works Made for Hire. Any and all deliverable items prepared under this Contract shall belong exclusively to the BOCC and shall be deemed to be "works made for hire" under the copyright laws of the United States. To the extent any of the deliverable items may not, by operation of law or otherwise, be works made for hire, the Contractor hereby assigns to the BOCC the ownership of the copyright in the deliverable items, and the BOCC shall have the right to obtain and hold in its own name, copyrights, registrations, and similar protections. The Contractor agrees to give the BOCC or its designee all assistance reasonably required to perfect such rights. To the extent that any pre-existing materials are contained in the deliverable items, the Contractor grants to the BOCC an irrevocable, non-exclusive, worldwide, royalty-free license to use, execute, publish, reproduce, display, perform, distribute copies of, and prepare derivative works based upon such pre-existing materials and derivative works thereof and to authorize others to do any, some, or all of the foregoing.

25. Fund Availability and Annual Appropriation. If this Contract is funded in whole or in part with state or federal funds, it is subject to and contingent upon the continuing availability of those funds for the purposes hereof. Financial obligations of the BOCC, payable after the current fiscal year, are contingent not only upon a mutual agreement to renew this Contract as stated in ¶2 but also the budgeting, appropriation and other acts as necessary to make funds available for such renewal. The BOCC represents that it has

properly budgeted and appropriated sufficient funds for the performance anticipated during the initial term of this Contract. To the extent this Contract requires performance or actions by the BOCC subsequent to the initial term, such performance or actions are specifically contingent on appropriation of funds to support those activities. If the subject of this Contract is for the design or construction of a public works project, as contemplated by C.R.S. §24-91-103.6, as amended, this section shall constitute notice of phased construction with initial appropriation for the current fiscal and calendar year. The BOCC may consider subsequent appropriations necessary for performance by the Contractor in any following calendar and fiscal years if the BOCC desires such performance.

26. Contract Integration and Interpretation. This Contract represents the entire agreement between the parties and supersedes all prior negotiations and representations, whether written or oral. This Contract and any attachments referenced constitute the entire agreement between the parties. The headings contained in this Contract are for reference and convenience only.

27. Modifications. This Contract may not be modified, amended or otherwise altered, unless mutually agreed upon in a writing executed by the BOCC and the Contractor.

28. Choice of Law. This Contract shall be governed by the laws of the State of Colorado. Venue for all actions relating to the terms of this Contract shall lie in the District Court for Garfield County, State of Colorado.

29. Counterparts and Electronic Signatures. This Contract may be executed in counterparts, each of which shall be deemed an original. Electronic signatures of, or on behalf of, the BOCC or the Contractor on this Contract and any modification thereof shall be effective for all purposes.

30. Severability. Should any provision of this Contract be determined by a court of competent jurisdiction to be unconstitutional or otherwise null and void, the remaining provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed and effective as set forth above.

**BOARD OF COUNTY COMMISSIONERS
GARFIELD COUNTY, COLORADO**

CONTRACTOR: _____

By: _____
Authorized County Representative
Name: _____
Title: _____
Date: _____

By: _____
Authorized Representative
Name: _____
Title: _____
Date: _____
Address: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

On this day, _____ appeared before me and averred that he/she has read the foregoing Contract, is an Authorized Representative of the Contractor, and is duly authorized to execute this Contract on Contractor's behalf.

Subscribed and sworn to before me this _____ day of _____, 2021.

My commission expires on: _____.

SEAL

Notary Public

Attachments:

- A – Scope of Services (Required)
- B – Contractor's Additional Terms (Optional)
- C – Insurance Requirements
- D – Appendix II to Part 200 (Uniform Guidance)

Attachment A

Scope of Services

Attachment B

Contractor's agreed upon Additional Terms

Attachment C

Insurance Requirements

To commence work and receive compensation pursuant to the Contract, Contractor shall demonstrate that it has in effect insurance sufficient to satisfy, at a minimum, the requirements stated below and shall maintain such insurance until its obligations under the Contract have been discharged. These insurance requirements are not intended to limit the indemnity provisions of this Contract and the BOCC does not warrant that these minimum limits are sufficient to protect Contractor from liabilities that might arise out of the performance of this Contract. All insurance required by this Attachment C shall be issued by companies authorized to do business in the state of Colorado and written on forms satisfactory to, filed with and approved by the Colorado Department of Insurance.

Commercial General Liability- Occurrence Form

The policy shall be endorsed to include the following additional insured language: "Garfield County, Colorado, its elected officials, trustees, employees, agents, and volunteers" shall be named as an "Additional Insured" with respect to liability arising out of the activities performed by, or on behalf of the Contractor."

Minimum Limits:

General Aggregate	\$2,000,000
Products/ Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000

Automobile Liability *(can be waived if the Contract does not involve use of motor vehicle)*

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Minimum Limits:

Bodily Injury/Property Damage (Each Accident)	\$1,000,000
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Worker's Compensation and Employers' Liability

Minimum Limits:

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability)	
\$100,000/\$100,000/\$500,000	

Professional Liability (Errors and Omissions Liability) *(applies only if Contract requires the services of a licensed professional).*

The policy shall cover professional misconduct or lack of ordinary skill for professional services required by this Contract. If the professional liability insurance is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

Minimum Limits:

Per Loss	\$1,000,000
Aggregate	\$2,000,000

Additional Requirements: Where Garfield County is named as an additional insured, it shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits exceed those required by the Contract. Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources. For the provisions of Commercial General Liability and Automobile Liability, the insurance policy must include contractual liability coverage.

Notice of Cancellation: Each policy shall provide the required coverage and shall not be suspended, voided or canceled during the term of this Contract unless 30 days prior written notice has been given to the BOCC; if cancellation is for nonpayment of premium, then 10 days prior notice must be given. Notice shall be sent to: Garfield County Procurement Department, 810 Pitkin Ave., Glenwood Springs, CO 81601.

Verification of Coverage: Contractor shall furnish a certification of insurance (ACORD form or equivalent) signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved before work commences. Each required insurance policy must be in effect at or prior to commencement of work under and remain in effect for the duration of the project and for two (2) years after completion of the project. Failure to maintain coverage required by this Contract or to provide evidence of renewal is a material breach of the Contract.

Approval: Any request for modification or variation from the insurance requirements in this Contract shall be directed to the Contracts Manager at 970-945-1377 Ext. 4104. Such action will not require a formal contract amendment but may be made by administrative action.

Attachment D

Appendix II to 2 CFR Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the

compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of

Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(K) Domestic preferences for procurements--As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

(L) Prohibition on certain telecommunications and video surveillance services or equipment. Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.



Agenda Item #7.c.

Agenda Item Name:

Consider Paradise Island Purchase

Presenter:

James S. Neu, City Attorney

Item Description:

Consider Paradise Island Purchase

Recommended Action:

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Notification Requirements:

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. 20210505-Paradise Island Purchase Memo
2. Paradise Island Survey
3. Paradise Island-Draft River Vision Concept Map

Glenwood Springs – Main Office

201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen

323 W. Main Street
Suite 301
Aspen, CO 81611

Montrose

1544 Oxbow Drive
Suite 224
Montrose, CO 81402

James S. Neu
Partner/Shareholder

jsn@mountainlawfirm.com

Direct: 970.928.2121

Office: 970.945.2261

Fax: 970.945.7336

**Direct Mail to Glenwood Springs*

TO: Rifle City Council

FROM: Karp Neu Hanlon, P.C.

RE: Paradise Island Purchase

DATE: April 28, 2021

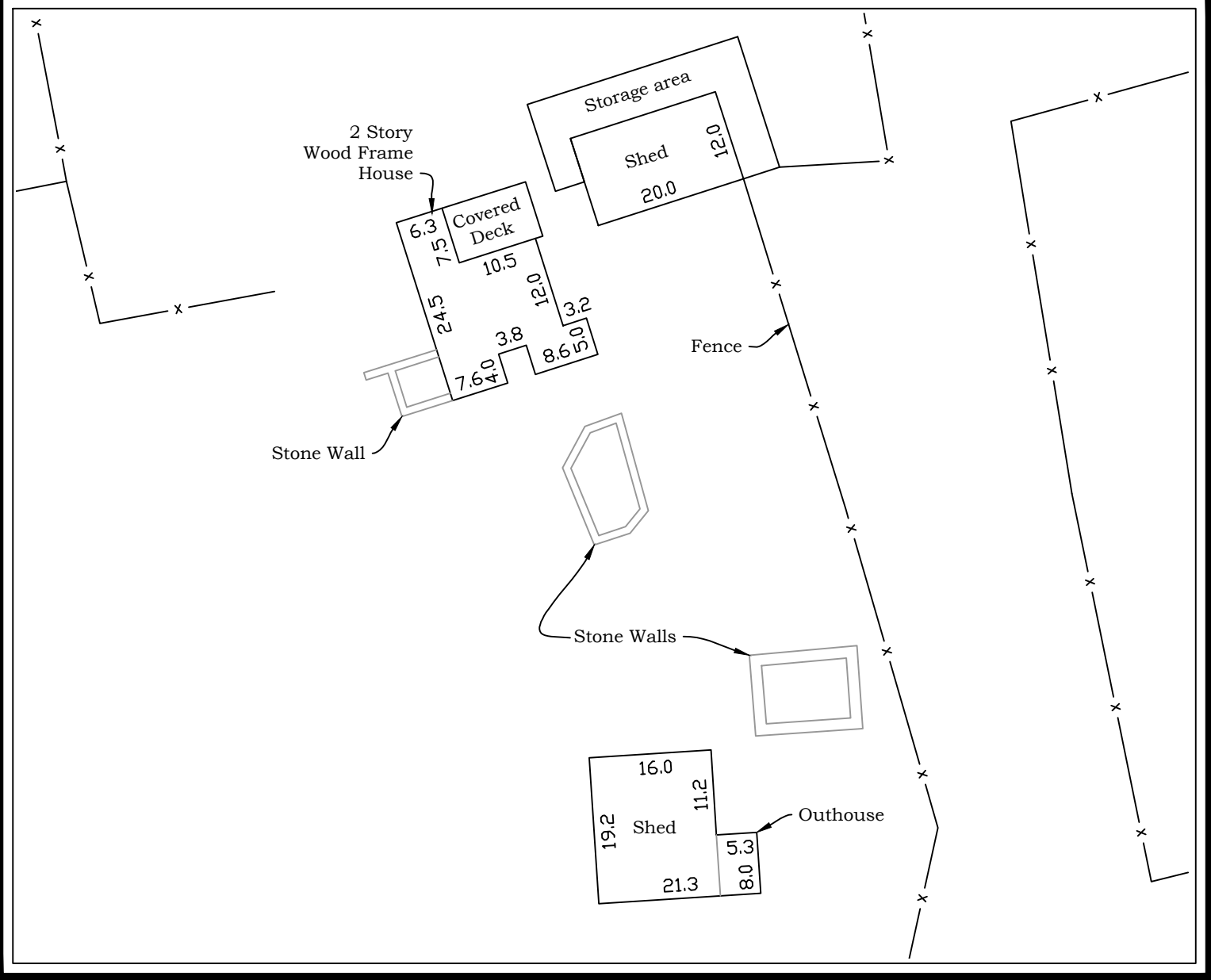
At your last two meetings we discussed the purchase of two parcels of land that collectively encompass what is known as Paradise Island located in the middle of the Colorado River north of the Rifle Rest Area. Enclosed is a survey of the Property and draft River Vision Concept Map.

The City had applied for a GoCo grant last year and was not awarded any funds. The City wanted to submit another application in the next round of GoCo grants but the program is being restructured and the application and award dates are currently unknown. The only information GoCo provided staff is that it will be after July 1, 2021. Therefore, we structured the real estate contract with an option for the City to extend the Closing date until the end of 2021 to provide the City an opportunity to apply for a future grant.

I mentioned to Council that the Sellers wanted to dispose of the Property as soon as possible. When I contacted the realtor after the last Council meeting, he advised me the Sellers had changed their mind on the option to extend Closing until the end of the year. They want a Closing by the end of August.

Before the City Council tonight is the decision to purchase the Property with the new Closing date with no option to extend. Resolution No. 3, Series of 2021 approved by Council authorizes the purchase of the Property and allows the City Manager to perform all administrative duties to Close, but we need approval of these new terms.

The Purchase Price remains a total of \$400,000 and the City has provided \$10,000 in Earnest Money which is currently refundable. The City has ordered an appraisal on the Property that will be completed in May and the Contract will contain an Appraisal Objection Deadline of June 1, 2021 in the event the Appraisal does not meet the Purchase Price. Closing would be scheduled for August 31, 2021 and that date could be accelerated, which the Sellers prefer.



PROPERTY DESCRIPTIONS

WEST PARADISE ISLAND

A TRACT OF LAND SITUATED IN THE E1/2 OF SEC. 17, AND THE NW1/4SW1/4 AND SW1/4NW1/4 OF SEC. 16, ALL IN TOWNSHIP 6 SOUTH, RANGE 93 WEST OF THE 6TH P. M., COUNTY OF GARFIELD, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE APPROXIMATE CENTERLINE OF THE COLORADO RIVER WHENCE THE N1/4 CORNER OF SECTION 17 A BRASS COUNTY SURVEYOR CAP FOUND IN PLACE AND PROPERLY MARKED, BEARS N16°41'54"W 4502.57 FEET; THENCE ALONG SAID CENTERLINE THE FOLLOWING FOURTEEN (14) COURSES:

- 1) N48°32'54"W 30.93 FEET;
- 2) N57°15'09"W 473.80 FEET;
- 3) N58°43'33"W 210.21 FEET;
- 4) N80°22'12"E 200.66 FEET;
- 5) N87°01'13"E 123.26 FEET;
- 6) N60°44'55"E 114.44 FEET;
- 7) N24°50'37"E 410.70 FEET;
- 8) N33°56'02"E 316.46 FEET;
- 9) N00°58'34"W 92.89 FEET;
- 10) N06°15'22"E 533.71 FEET;
- 11) N29°23'05"E 147.87 FEET;
- 12) N41°02'16"E 135.95 FEET;
- 13) N68°30'54"E 307.80 FEET;
- 14) N83°54'28"E 96.47 FEET;

THENCE LEAVING SAID CENTERLINE S00°44'00"E 1206.80 FEET; THENCE S58°47'14"E 658.47 FEET TO A POINT ON THE SOUTHERLY BANK OF THE COLORADO RIVER (AS SURVEYED DECEMBER 1980); THENCE ALONG THE SOUTHERLY BANK THE FOLLOWING FIVE (5) COURSES:

- 1) S24°59'55"W 399.34 FEET;
 - 2) S48°26'21"W 266.50 FEET;
 - 3) S45°22'20"W 444.64 FEET;
 - 4) N81°02'43"W 396.02 FEET;
 - 5) N68°15'28"W 227.99 FEET;
- THENCE LEAVING SAID SOUTHERLY BANK N57°27'41"E 453.05 FEET; THENCE N58°06'19"W 169.00 FEET; THENCE S51°27'41"W 344.64 FEET TO THE POINT OF BEGINNING.

COUNTY OF GARFIELD,
STATE OF COLORADO

EAST PARADISE ISLAND

A TRACT OF LAND SITUATED IN THE E1/2 OF SECTION 17 AND THE NW1/4SW1/4 AND SW1/4NW1/4 OF SECTION 16, ALL IN TOWNSHIP 6 SOUTH, RANGE 93 WEST OF THE 6TH P. M., COUNTY OF GARFIELD STATE OF COLORADO; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 17, A COUNTY SURVEYOR BRASS CAP FOUND IN PLACE AND PROPERLY MARKED; THENCE N 55 DEGREES 52' 50" W 1605.66 FEET TO THE INTERSECTION OF THE EAST LINE OF LOT 8 OF SECTION 17 WITH THE EXISTING CENTERLINE OF THE COLORADO RIVER, THE TRUE POINT OF BEGINNING;

- THENCE LEAVING SAID EAST LINE OF LOT 8, N 67 DEGREES 31' 18" W ALONG THE SAID CENTERLINE OF RIVER 18.75 FEET; THENCE THE FOLLOWING FOURTEEN (14) COURSES ALONG SAID CENTERLINE:
- 1) N 48 DEGREES 50' 35" W 83.09 FEET;
 - 2) N 57 DEGREES 32' 50" W 473.80 FEET;
 - 3) N 59 DEGREES 01' 14" W 210.21 FEET;
 - 4) N 80 DEGREES 14' 31" E 200.66 FEET;
 - 5) N 86 DEGREES 43' 32" E 123.26 FEET;
 - 6) N 60 DEGREES 27' 14" E 114.44 FEET;
 - 7) N 24 DEGREES 32' 56" E 410.70 FEET;
 - 8) N 33 DEGREES 38' 21" E 316.46 FEET;
 - 9) N 01 DEGREES 16' 15" W 92.89 FEET;
 - 10) N 05 DEGREES 57' 41" E 533.71 FEET;
 - 11) N 29 DEGREES 02' 24" E 147.87 FEET;
 - 12) N 40 DEGREES 44' 35" E 135.95 FEET;
 - 13) N 68 DEGREES 13' 13" E 307.80 FEET;
 - 14) N 83 DEGREES 36' 47" E 96.47 FEET;

THENCE LEAVING SAID CENTERLINE N 00 DEGREES 08' 07" W 201.09 FEET TO THE INTERSECTION OF AN EXISTING FENCE LINE EXTENDED WITH THE NORTH BANK OF THE COLORADO RIVER.

THENCE ALONG SAID FENCE LINE EXTENDED AND EXISTING FENCE N 25 DEGREES 10' 42" W 111.42 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF THE DENVER AND RIO GRANDE WESTERN RAILROAD;

THENCE LEAVING SAID FENCE LINE N 87 DEGREES 55' 22" E ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE 1519.55 FEET TO THE EASTERLY LINE OF LOT 4 OF SECTION 16;

THENCE LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE S 00 DEGREES 59' 00" E ALONG SAID EASTERLY LINE OF LOT 4, 439.98 FEET TO A POINT ON THE SOUTHERLY BANK OF THE COLORADO RIVER (AS SURVEYED DECEMBER 1980);

THENCE THE FOLLOWING TEN (10) COURSES ALONG SAID SOUTHERLY BANK:

- 1) S 74 DEGREES 07' 17" W 34.65 FEET;
- 2) S 58 DEGREES 37' 38" W 412.27 FEET;
- 3) S 17 DEGREES 41' 59" W 455.26 FEET;
- 4) S 35 DEGREES 47' 31" W 292.77 FEET;
- 5) S 45 DEGREES 43' 51" W 881.57 FEET;
- 6) S 24 DEGREES 42' 14" W 399.34 FEET;
- 7) S 48 DEGREES 08' 40" W 266.50 FEET;
- 8) S 45 DEGREES 24' 39" W 444.64 FEET;
- 9) N 81 DEGREES 20' 24" W 396.02 FEET;
- 10) N 68 DEGREES 33' 09" W 229.38 FEET; TO A POINT ON THE EASTERLY LINE OF LOT 8 OF SECTION 17.

THENCE LEAVING SAID SOUTHERLY BANK N 00 DEGREES 48' 04" W ALONG SAID EASTERLY LINE 114.54 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE TOWN OF RIFLE BY DOCUMENT RECORDED SEPTEMBER 12, 1939 IN BOOK 199 AT PAGE 21 AS RECEPTION NO. 136965.

ALSO EXCEPTING THEREFROM:

THOSE PARCELS OF LAND CONVEYED TO SCOTT W. BRYNILDSON AND LINDA SUE BRYNILDSON BY DEEDS RECORDED AUGUST 1, 1979 IN BOOK 532 AT PAGE 313 AS RECEPTION NO. 296136 AND IN BOOK 532 AT PAGE 314 AS RECEPTION NO. 296137, AS THE SAME MAY CONFLICT WITH THE ABOVE DESCRIBED TRACT II, AND ALL SUBSEQUENT CONVEYANCES OF ALL OR PARTS OF THE SAME.

AND EXCEPTING THOSE PARCELS TAKEN BY CIVIL ACTION NO. 7548 IN RULE AND ORDER RECORDED FEBRUARY 20, 1975 IN BOOK 469 AT PAGE 236 AS RECEPTION NO. RULE AND ORDER RECORDED IN BOOK 469 AT PAGE 289 AS RECEPTION NO. 266400, ON FEBRUARY 24, 1975, AND RULE AND ORDER RECORDED IN BOOK 481 AT PAGE 348 AS RECEPTION NO. 270616 ON DECEMBER 17, 1975.

EXCEPTING THOSE PARCELS DESCRIBED IN A DEED FROM F. D. SQUIRE TO THE DENVER AND RIO GRANDE RAILROAD COMPANY (A PREDECESSOR OF THE DENVER AND RIO GRANDE WESTERN RAILROAD COMPANY) DATED MAY 4, 1889, RECORDED IN THE GARFIELD COUNTY, COLORADO RECORDS ON DECEMBER 2, 1889, IN BOOK 19 AT PAGE 512; AND IN A DECREE OF THE COUNTY COURT OF GARFIELD COUNTY, STATE OF COLORADO, DATED OCTOBER 1, 1889, CONTAINED IN THE RECORDS OF SAID COURT AT PAGE 13 IN JOURNAL NO. 2, AND RECORDED IN THE GARFIELD COUNTY, COLORADO RECORDS ON JUNE 5, 1890, IN BOOK 25 AT PAGE 54.

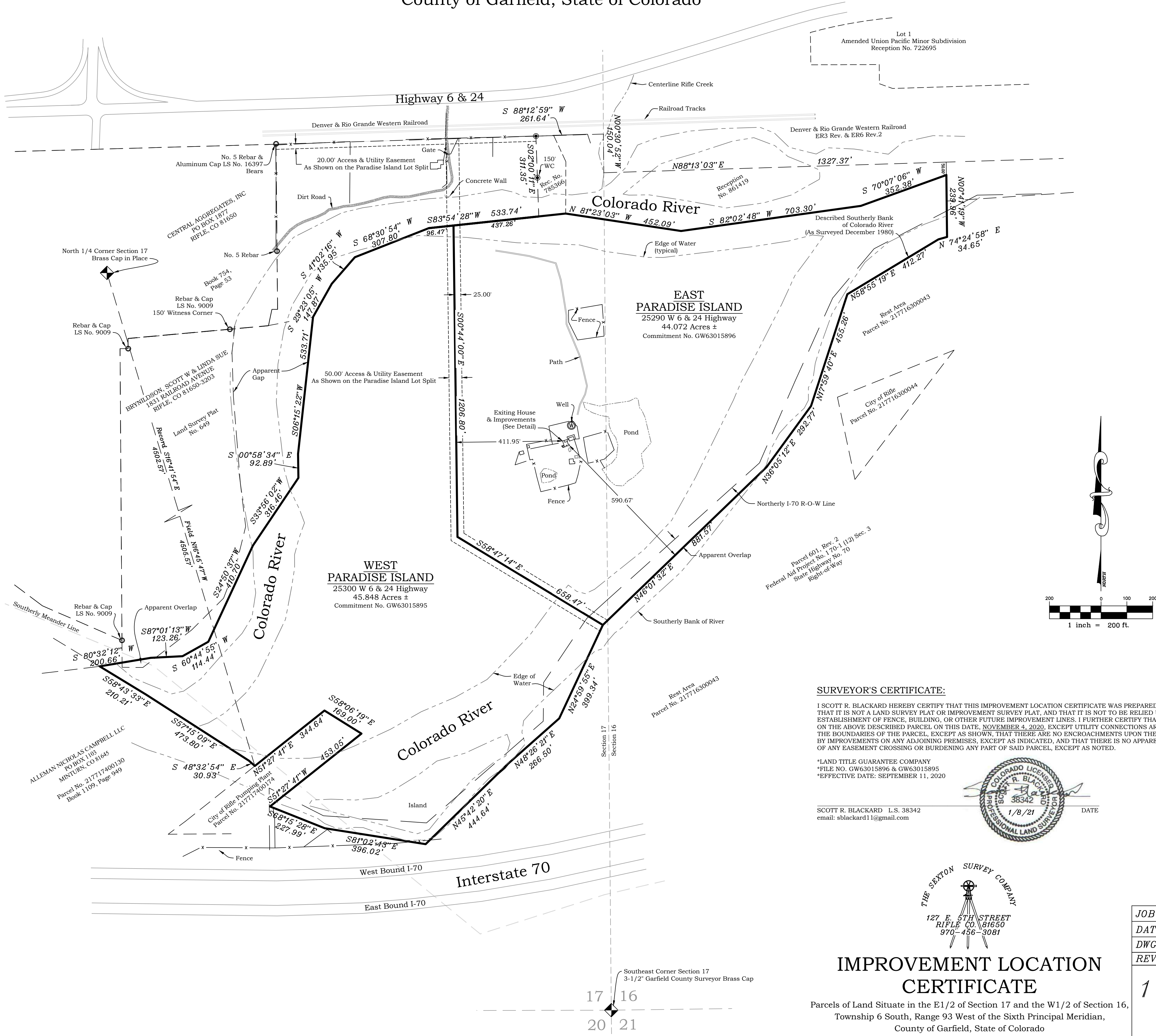
ALSO EXCEPTING THEREFROM THE PORTION CONVEYED TO CHARLES L. CARON AND LORA L. CARON BY DEED RECORDED APRIL 14, 2015 UNDER RECEPTION NO. 861419.

COUNTY OF GARFIELD
STATE OF COLORADO

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED SUCH DEFECT. IN NO EVENT, MAY AN ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

IMPROVEMENT LOCATION CERTIFICATE

Parcels of Land Situate in the E1/2 of Section 17 and the W1/2 of Section 16,
Township 6 South, Range 93 West of the Sixth Principal Meridian,
County of Garfield, State of Colorado



SURVEYOR'S CERTIFICATE:

I SCOTT R. BLACKARD HEREBY CERTIFY THAT THIS IMPROVEMENT LOCATION CERTIFICATE WAS PREPARED FOR "SEE BELOW" THAT IT IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT, AND THAT IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES. I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON THIS DATE, NOVEMBER 4, 2020, EXCEPT UTILITY CONNECTIONS ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJOINING PREMISES, EXCEPT AS INDICATED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED.

*LAND TITLE GUARANTEE COMPANY
*FILE NO. GW63015896 & GW63015895
*EFFECTIVE DATE: SEPTEMBER 11, 2020

SCOTT R. BLACKARD L.S. 38342
email: sblackard11@gmail.com



IMPROVEMENT LOCATION CERTIFICATE

Parcels of Land Situate in the E1/2 of Section 17 and the W1/2 of Section 16,
Township 6 South, Range 93 West of the Sixth Principal Meridian,
County of Garfield, State of Colorado

JOB NO:13109 ILC
DATE: 1/8/21
DWG. BY: SRB
REV:

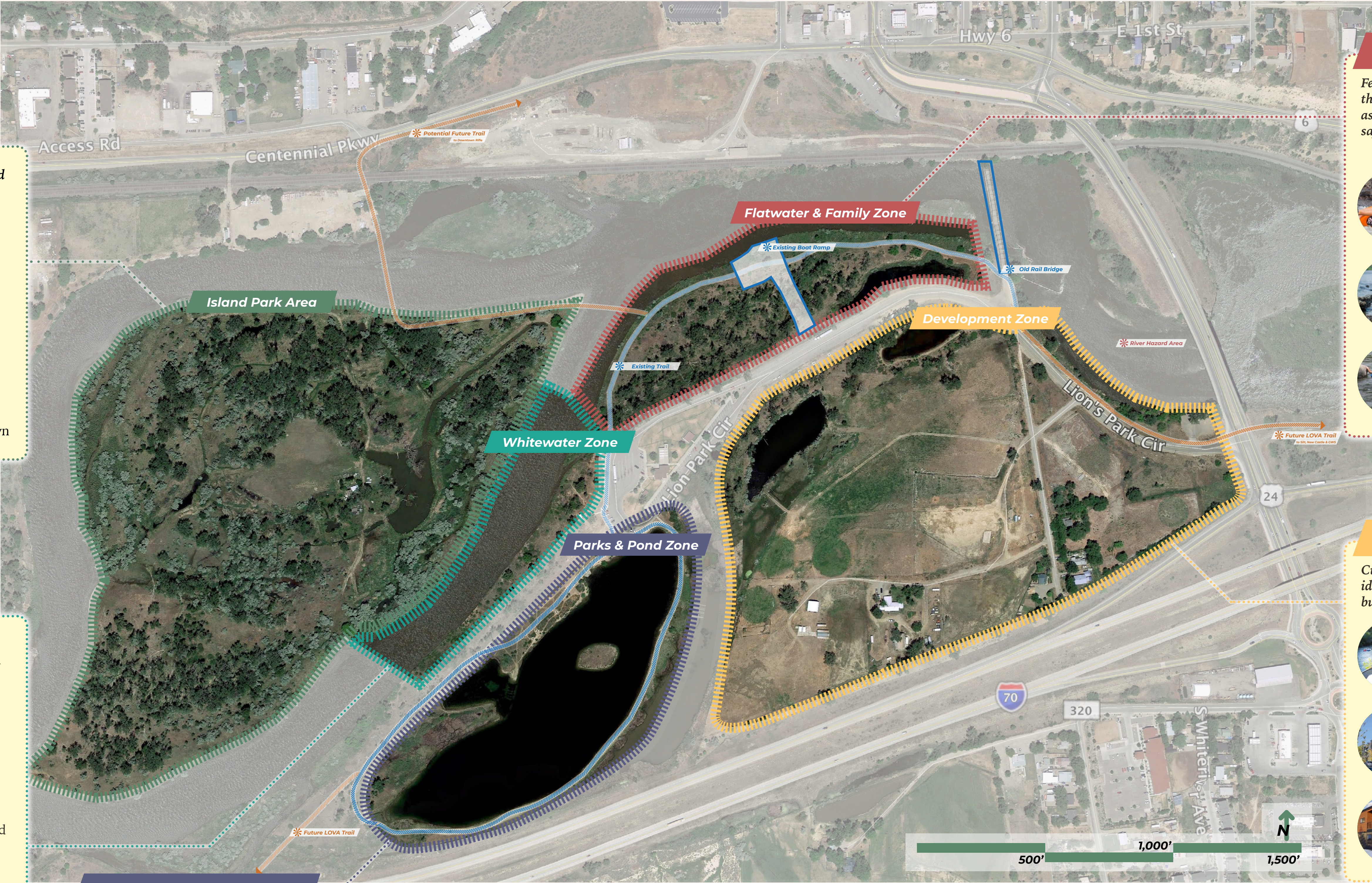
1 of 1

Rifle River Park: Concepts Map

January, 2020

Project Background: While the City of Rifle has made many impactful investments in the downtown area over the years, the downtown and community at large have never been meaningfully connected to one of the community’s most substantial assets--the river. Located between the river and the 170 corridor, the Rifle River Park area presents the City with a prime opportunity to better connect the community with the river and its surrounding natural assets.

Developed through a series of interactive stakeholder worksessions, this concept map highlights key concepts for possible future improvements. As opportunities to better connect to and improve the Rifle River Park area arise in the future, this concept map is meant to help guide conversations around how this area supports the needs and interests of all members of the community



Island Park Area

With no current bridges or connections, the Island Park area has been identified as an important natural resource to preserve as open space and wildlife habitat.

Concepts & Ideas:

- Preserved natural open space
- Wildlife habitat and riparian area restoration
- Primitive trails for walking, hiking, birding
- Fishing access
- Potential area for trail connection and foot bridge to connect river park to downtown

Whitewater Zone

The Whitewater Zone has been identified as a prime location for a recreational whitewater park with man-made river features.

Concepts & Ideas:

- Whitewater park
- Installation of man-made waves, holes, eddies, other whitewater features
- Kayak slalom course
- Walking path with benches and water access
- Viewing areas & gathering spaces

Parks & Pond Zone

The Pond Zone currently features a well-loved fishing pond that may be improved and restored.

Concepts & Ideas:

- Fishing piers & access
- Improved ADA access for tail and fishing
- Improved walking trail with connection to future LOVA trail

- Benches, shade structures, & community gathering spaces
- Family & kid friendly play space with natural features
- Habitat restoration & improved water, soil, and bank health

Flatwater & Family Zone

Featuring a newer boat ramp, beaches, and trails, the Flatwater and Family Zone has been identified as a prime location for trails, picnic spaces, and safe, comfortable river access for people of all ages.

Concepts & Ideas:

- Beaches, picnic areas, and spaces for family-friendly gathering
- Calm eddies for swimming & safe river play
- Access for tubing, paddle boarding, & flat water floating
- Trails and walking path
- Restoration and preservation of forested and natural areas
- Play areas for kids including natural features
- Dog walking / dog park
- Fishing access

Development Zone

Current privately owned parcels have been identified as a prime area for future development, business growth, and housing.

Concepts & Ideas:

- Future space for housing & businesses
- Possible dining & active space near the river & bridge
- Balance future development with park & open space
- Community & gathering space
- Swap truck parking to be closer to I-70



Agenda Item #8.a.

Agenda Item Name:

Report to City Manager

Presenter:

Scott Hahn, City Manager

Item Description:

Staff report on notable tasks completed within the individual departments.

Recommended Action:

No action necessary

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Work Report to City Manager

04/30/2021

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Report to City Manager 04.30.2021

WORK REPORT TO CITY MANAGER

04.30.2021

PIO

- Attended Garfield County Health/Municipality PIO weekly meetings. We may be moving these to every other week as the need for COVID information begins to wind down.
- Attended Garfield County PIO Group meeting.
- Assisted with the City Manager update videos with Scott and Carlos.
- Kept social media outlets updated with the latest status decisions and updates from the state and county. Answered citizen questions.
- The revamped procedure for communications regarding the downtown project seems to be successful. Citizens may also be included in an update email chain by simply sending an email to rifledowntown@gmail.com and using the subject line EMAIL ME or calling the hotline at 970-987-7293 and requesting to be added.
- Spoke with a reporter from the Post Independent regarding hiking trails in Rifle. She is working on an upcoming story.
- Planning to attend Rifle Community Listening meeting on April 28th to address racial concerns from citizens.

COURT

- Handled 37 adult cases and held one bench trial on April 21st court day.
- Continued hiring process for a Deputy Court Clerk. Interviewed 6 candidates on April 20th and 21st. An offer was made on April 23rd.
- The April 16th jury trial went smoothly and the April 22nd jury trial pled out the day before trial.
- Continuing to watch legislation which may affect municipal courts and the criminal justice system as a whole.
- Attended BATT (Battlement to the Bells Anti-trafficking task force) meeting.

POLICE

- Sergeant Kuper will be promoted to lieutenant on 5/2.
- Planning for the Garfield County Fair is underway – first meeting on 4/27.
- We have 2 vacancies. One recruit recently left our agency.
- Haley Walker graduates from the academy on May 7.
- Kyle Green began working with the PD on 4/19. He will need to attend the academy, but for now he is training and helping the staff with tasks including traffic direction.
- County and District Courts have resumed trials. There is a significant backlog of cases in the system.

- The Sheriff is not accepting municipal arrest warrants at the jail. Most counties are not taking subjects with misdemeanor warrants. For example, Mesa County may have a warrant for the arrest of a person we have detained, but they will refuse to take custody.

UTILITIES

- Appraiser has visited all 3 old treatment sites – valuations expected sometime in May.
- Contractor is in the process of procuring equipment for the dewatering press.
- CDPHE has agreed to let Utility staff write the basis of design report for an upcoming project at the old Beaver Creek plant site – this could have not just large financial savings but could demonstrate that small scale projects can be designed by certified operators without the need for professional engineering.
- A trash panda (raccoon) has found her way into one of our abandoned remote sites and gave birth to 4 young. We will be keeping a distant eye on them to ensure they make it until adulthood.

PLANNING & DEVELOPMENT

- Rifle Arch Mountain Bike Trail Update – The parking lot is open and the official winter closure ended on April 19 which has allowed trail crews to finish-up work connecting trails. Phase 1 (about 7 miles of trails) is on track to be completed and open before Memorial Day Weekend. The project is on budget and original timeline.
- Remington Square Commercial Building Update – The applicant has submitted a site plan for review and is working with Staff to address any comments prior to the issuance of the Building Permit. Staff anticipates issuing the Building Permit soon.
- CDOT Park and Ride Update - Staff is having ongoing conversations with CDOT and the property owner to identify the correct CDOT process to begin to outline the potential land swap.

FINANCE

- Sales tax results for March sales continue to show an increase over 2020. Bars/Restaurants sales showed an increase even over 2019 sales, but Lodging taxes are still below 2019. Thanks to citizens for shopping local and supporting local businesses!
- The initial draft of the City's 2020 Financial Statements is currently being reviewed.

CITY CLERK

- Began processing the first group of Special Event Liquor License permits of 2021
- 52nd Anniversary of Municipal Clerks Week – May 2nd through May 8th

PUBLIC WORKS

The following are engineering projects currently in progress, to include inspection and administration, design, and/or planning:

- Additional Airport Water Tank: in CDPHE approval phase.
- Utility Rate Study: preparing for a May Council presentation.
- I-70 Exit 90 Beautification: assembly of Bid Package.
- Geotech investigation of road conditions and subgrade of Cemetery; evaluation of Tripp Dr., Whiteriver Ave., and Morrow Dr. road failure conditions with proposals for repair.
- Evaluation of demolition project for the Graham Mesa WTP facility.

The following are projects currently under construction:

- Centennial Parkway Bridge Rehabilitation: painting of bridge girders.
- Downtown 3rd Street and Railroad Avenue Rehabilitation project working in W. 3rd Street and the 200 block of Railroad Ave: paving parking areas of W. 3rd Street.
- Spring Clean-up.
- Xcel Energy is performing system upgrades; some in conjunction with Downtown Rehabilitation and some safety and operational improvements to gas system.

Fleet

- Vacuum truck is operational, but ongoing maintenance is needed of Emergency Shutdown system.
- Continued development of Fleet Administration and Management.
- F-350 & Police Interceptor at Aftermarket Equipment Vendors; F-250 at dealer, but not ready
- Ordered Dodge 5500 Med. Duty snowplow truck.
- Completed re-order of Ford Manufacturing F-250 pickups
- Preparation for auction of vehicles for removal from City Fleet.

Two weeks look-ahead

- Completion of the lining of the liner repair for W. 3rd St. Storm Water Culvert.
- Bid Package Review and Comment period and with costs for Ayers Associates design for the I-70 Exit 90 Gateway Beautification project.
- Railroad Ave. & 3rd Street/Downtown Rehabilitation Project: completion of water service connections, undergrounding of power in the alley north of W. 3rd. St.; testing and service connections of waterline in 200 Block of Railroad Avenue; paving of the west half of the 100 block of W. 3rd St.
- Review and comment of final product of the Utility Rate Study project with JVA/Raftelis; preparation of final Rate Study & Maintenance for Council action.
- Willow Ranch, Ph. II Construction – street repair and Government Creek re-vegetation.
- Continued Street Patch work and concrete curb/gutter rehabilitation.
- Completion of geotech investigations and work to prepare reports for June; coordination of work with Parks & Rec for surveying of Cemetery roadways for development of scope of work package.
- Completion of Centennial Bridge with opening scheduled for May 7th.

JULY 3RD INDEPENDENCE DAY WEEKEND CELEBRATION

As far as the **July 3rd Independence Day Weekend Celebration**, at this moment, everything is good to go as far as Covid-19 orders. I spoke with staff with GCDPHE this morning (4/28/21). Currently there are no outdoor restrictions related to Covid-19. Communications with authorities regarding fire restrictions will be ongoing. Though we haven't set exact times, the plan is to have vendors in Centennial Park by 5:00. This may include, for example, face-painters, food vendors, entertainment like Jammin Jim the Juggler, a bubble tower, etc.

Symphony in the Valley would start around 7:00 or 7:30. (We are working to have a simulcast radio broadcast on KMTS) Fireworks would start at about 9:45 if circumstances allow. (I have asked the SITV Director, Kelly Thompson, about possibly having the symphony play a second set if fireworks can't go)

I have spoken to the Re-2 Facilities manager and we are good to continue with plans, as in the past, at RMS.

Ute staff, and associates, will provide enhanced sound with multiple remote speakers placed around the Great Bowl to more appropriately include more of the crowd. We have done this in the past and it is very much appreciated by patrons.

The Centennial Spray Pad will operate as normal this year. During the July 3rd event, spray park hours will be extended, but water features will be shut off at approximately 8:30pm.

Chief Klein will be working on an event management plan. Volunteers will be solicited to assist with event set-up, trash collection, and event take-down afterwards.

We need to have a common message as we communicate and promote the July 3 event.

Because there is no mandate for outdoors events, there can be no enforcement of masks or distancing.

I am proposing this type of language to the public:

"We always expect a large crowd at this event, but this year we are expecting a larger than usual crowd. Because of this, and because Covid-19 is still a concern, we are asking those of you who attend in-person to consider wearing a mask as much as possible during the event."

Currently there is no outdoor mask mandate, so please respect everyone's choice as to whether they wear a mask or not. Please wear a mask when in vendor lines and as you ingress and egress through the park and maintain spacing as much as possible. For those of you that are not comfortable with this environment, consider parking a car somewhere with a good vantage point and observing fireworks from there. Tune in to the KMTS live broadcast of the event in your car or at home. (We can announce KMTS broadcast of Symphony, etc. once that plan is confirmed)

This is an important and special event for all of us, but unfortunately the event may be canceled at the last minute due to weather, fire concerns, tasking of local firefighters to fires elsewhere, or changes in Covid-19 restrictions.

Please monitor the City's web page, and the City and Rifle Parks and Recreation's Facebook pages, and KMTS Radio for updates.

Because of Garfield County Fire Restrictions, the City of Rifle, Rifle GRIT Board, West Garfield County Chamber of Commerce, and Colorado River Fire Protection District asks that you please plan to enjoy the fireworks experience with us, and don't launch illegal private fireworks at your home."

PARKS AND RECREATION

- Rifle Metro Pool is on track with preparations to open on May 29th. We are still accepting applications for lifeguards.
- The Centennial Park Spray Pad will be operating as normal this summer. Open hours will commence the same date as the pool.
- Parks and Recreation and Grounds and Facilities staff is happy to be nearing the end of City-Wide Clean-up and getting caught up on regular duties.
- Acacia Trail and Centennial Park have been vandalized with graffiti and the markings are difficult to remove. Now that City-Wide Clean-up is nearly complete, staff will focus on graffiti removal with in-house labor and sandblasting contractors to better erase the damage. Some of the graffiti is on Centennial Park Plaza stage and sundial where clean-up will adversely affect the patina on the sun dial.

UTE THEATER

- Currently, there are Covid-19 restrictions on indoor events. Now, probably until about May 15th, the Ute is operating with 100 patron limit & masks required.
- May 6 will be the first of the May Patio Music Series hosted by New Ute Theater Society and the Ute Theater. This will be first come, first serve. The Ute is expecting 50 to 100 persons. The events will occur on May 6, 13, 20, and 27th from 5 to 9 pm.
- May 15th the Ute will host a private party.
- May 21-23 is Full Throttle Dance Company recitals.
- During downtime Wayne has been working on grant applications. One grant is the (SVOG) Shuttered Venue Operators Grant. We are in the process of applying for an \$80,000+ cash grant that may be used for building operations, repairs, and programming. Two equipment grants have been applied for, one is for ETC (Electronic Theater Controls) for \$50k in additional lighting equipment—this supplements a budgeted lighting improvement upgrade, and a Meyers Sound grant for \$75,000 of sound equipment (partial speaker replacement, and amplification improvements). Thanks to the finance department in providing critical information that is required for the grants.
- Wayne is planning a front act for July 3rd event at Centennial Park, and a ticketed concert at the Ute following the Centennial Park festivities.



Agenda Item #10.a.

Agenda Item Name:

Executive Session for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees (City Manager Review).

Presenter:

Item Description:

Executive Session

Recommended Action:

Not applicable

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Notification Requirements:

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

None