



TOWN OF PAONIA
214 GRAND AVENUE
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, FEBRUARY 11, 2025 6:30 PM
[HTTPS://US02WEB.ZOOM.US/J/86414765270](https://us02web.zoom.us/j/86414765270)
MEETING ID: 864 1476 5270

Public Participation: Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

Roll Call

Approval of Agenda

Announcements

Appreciations - Trustee Swartz

The Town is accepting applications for the available seat on the Tree Board. The Tree Board meets at least once a month and is an advisory board for the Board of Trustees and the Town Administrator. Applications and a letter of interest are due to the Town Clerk by February 19, 2025 at 12:30 PM.

The Town is still seeking a new member to fill a seat on the Zoning Board of Adjustments. The ZBoA only meets when public hearings are scheduled for it. Applications and a letter of interest are due to the Town Clerk by February 19, 2025 at 12:30 PM.

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

[January](#) 28, 2025 Regular Meeting Minutes

[LL](#) 25-103 Good Love LLC Liquor License Renewal

[Disbursements](#)

Staff Reports

[Town](#) Administrator

[Police](#) Chief

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Executive Session

An Executive Session per C.R.S. 24-6-402(4)(b) for the purpose of a conference with an attorney for the Town of Paonia for the purpose of receiving legal advice on specific legal question pertaining to Gilbertson v. Town of Paonia.

[Item](#) #1 -Consideration of Ad-Hoc Committee for Updating Policy on Special Event Process and Applications - Ad-hoc policy committee of Trustees (who would also introduce an ordinance), staff, and special event organizers for policy development.

[Item](#) #2 - Consideration of Forming a Citizen's Watch Group

[Item](#) #3 - Consideration of an Employment Agreement with Clayton Buchner

[Item](#) # 4 - Consideration of a New Facilities Agreement between the Town of Paonia and Delta County School District for the Apple Valley Tennis Courts.

[Item](#) #5 - Consideration of Laserfiche Service Agreement

[Item](#) #6 - Consideration of Approval for Final Water and Sewer Construction and Engineering Design Standards

[Item](#) #7 - Consideration of Change Orders for Earthworx Excavation for Line Extension and Removal of Old Backflow Tank

[Item](#) #8 - Consideration of RFP for Janitorial Services at Town Hall

[Item](#) # 9 - Consideration of RFP for Water Attorney

[Item](#) #10 - Consideration of RFP for ADA Transition Plan Consultant

Mayor & Trustee Reports

Adjournment

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
January 28, 2025

Meeting Video Link: https://www.youtube.com/watch?v=pojg8z7I_2A

RECORD OF PROCEEDINGS

The Meeting is called to order at 6:30pm

Roll Call

PRESENT

Mayor Paige Smith

Mayor Pro-Tem Kathy Swartz

Trustee John Valentine (Zoom)

Trustee Walter Czech

Trustee Lucy Hunter

Trustee Mike Heck

ABSENT

Trustee Rick Stelter (Excused)

Approval of Agenda

Trustee Hunter makes a motion, seconded by Mayor Pro-Tem Swartz, to add the Disbursements to the Consent Agenda.

The motion carries unanimously

Mayor Pro-Tem Swartz makes a motion, seconded by Trustee Hunter to approve the agenda as amended.

The motion carries unanimously.

Announcements

Appreciations - Trustee Swartz

The Town is accepting applications for the available seat on the Tree Board. The Tree Board meets at least once a month and is an advisory board for the Board of Trustees and the Town Administrator. Applications and a letter of interest are due to the Town Clerk by February 5 at 4:30 PM.

The Town is still seeking a new member to fill a seat on the Zoning Board of Adjustments. The ZBoA only meets when public hearings are scheduled for it. Applications and a letter of interest are due to the Town Clerk by February 5 at 4:30 PM

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

J. Yeamans: asks question about the FAQ for Short Term Rental's

Consent Agenda

Trustee Hunter makes a motion, seconded by Mayor Pro-Tem Swartz to add Trustee Valentine's vote in the minutes before they are finalized.

The motion carries unanimously.

Trustee Hunter makes a motion, seconded by Mayor Pro-Tem Swartz, to approve the consent agenda as amended.

The motion carries unanimously.

Staff Reports

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Item #1 - Consideration of Resolution 06-2025, Adopting the Hazard Mitigation Plan - Stefen Wynn presenting for Kris Stewart

Town Administrator Wynn goes over the proposed Hazard Mitigation Plan and highlights things important to Paonia in particular: radios, generators, flood plains, update requirements for grants, action plans for Paonia and prioritizing actions.

Public Comment:

S. Watson: comments on tree canopies and microbursts

Mayor Pro-Tem Swartz makes a motion, seconded by Trustee Hunter to adopt Resolution 06-2025, Adopting the Hazard Mitigation Plan.

The motion carries unanimously.

Item #2: Consideration of Resolution 2025-05 Submitting a Ballot Question on Publishing by Title Only

Public Comment:

J. Yeaman: comments on procedure

S. Watson: comment on requirements

J. Park: comments on ballot language

Trustee Hunter makes a motion, seconded by Trustee Czech to approve Resolution 05-2025 Submitting a Ballot Question on Publishing by Title Only.

The motion carries unanimously.

Item #3 - Appointing a Staff Member and a Trustee to the Planning Commission

Public Comment:

S. Watson: comments on exact language in the statute

Trustee Hunter makes a motion, seconded by Trustee Heck, to appoint Trustee Stelter to the Planning Commission.

The motion carries unanimously.

Mayor Smith appoints Town Administrator Wynn, as the administrative official on the Planning Commission.

Appointing a Planning Commission Member to the Zoning Board of Adjustments

Trustee Hunter makes a motion, seconded by Trustee Heck to appoint Commissioner Bachran to the Zoning Board of Adjustments as it's Planning Commission member.

The motion carries unanimously.

Item #4: Consideration of Restroom Improvements at Town Park

Deputy Public Works Director Gisoldi presents the proposal and offers to answer questions.

Questions and discussion are had about a variety of topics, materials, insulation, ADA access, budgeting, additions, lighting and budget amendments.

Public Comment:

S. Watson: comments on materials and costs.

Trustee Hunter makes a motion, seconded by Trustee Czech to approve Dependable Lumber as the supplier of materials for the restroom improvements in an amount not to exceed \$35,000.

The motion carries unanimously.

Mayor & Trustee Reports

None

Adjournment

The meeting adjourns at 8:11 pm.

Samira M Vetter, Town Clerk

Paige Smith, Mayor

DRAFT



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consent Agenda • Good Love LLC Liquor License Renewal
SUBMITTED BY:	Ruben Santiago – Deputy Clerk
DATE:	02/07/2025
BACKGROUND:	Finding of Facts: • License Renewal Paperwork is in the possession of the Town Clerk • Local fees have been paid, and the Colorado Dept. of Revenue's fee check is in the custody of the Town Clerk. • The Administrative Offices have no issues or concerns with the license renewal. • The Police Department has no issues or concerns with the license renewal. • The Public Works department has no issues or concerns with the renewal.
BUDGET:	\$250.00 to – 10-32-01 – Liquor Licenses.
RECOMMENDATION:	All legal requirements have been met for the renewal of this license.
ATTACHMENT:	GoodLoveLLC-2025LiquorLicenseRenewal_Redacted.pdf

DR 8400 (09/13/23)
COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 125
Renewal Fee	500
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$ 75
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 700.00

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 License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

* Note that the Division will not accept cash

☐ Paid by check

☒ Paid online

Uploaded to
Movelt on

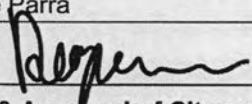
Date

Licensee Name Abreaze Parra		Doing Business As Name (DBA) Good Love	
Liquor License # 03-20609	License Type Hotel and Restraunt (city)		
Sales Tax License Number 95979141-0000	Expiration Date 12-31-2025	Due Date 2-27-2025	
Business Address 208 3rd street Paonia, CO. 81428			Phone Number 9704156989
Mailing Address [REDACTED]			Email goodlovechef@gmail.com
Operating Manager Oakley Moore	Date of Birth [REDACTED]	Home Address [REDACTED]	Phone Number [REDACTED]
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 1-31-2026			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in the upper right hand corner and include all fees due. ☒ Yes ☐ No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) ☐ Yes ☒ No			
3b. If so, which are you renewing? ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery			
4a. 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			
4b. 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			
5. 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			

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 convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No
7. 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
8. 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
Abreaze Parra	Ms.
Signature 	Date
	02-04-2025

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, Abreaze Parra am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of _____ (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) Abreaze Parra		Social Security Number/Tax Identification Number	
Address [REDACTED]			
City Paonia		State CO	Zip 81428
Home Phone Number [REDACTED]		Business/Work Phone Number 9704156989	
Printed name of person signing on behalf of the Applicant/Licensee Abreaze Parra			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed 2/6/2025

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).

Town of Paonia
PO Box 460
214 Grand Avenue
Paonia CO 81428-0460 (970) 527-4101

Receipt No: 6.004362 Feb 6, 2025

Good Love LLC

Previous Balance:	.00
App. Fees, Licenses & Permits - Liquor License renewal for 2025	250.00
Total:	250.00
Cash	260.00
Total Applied:	250.00
Change Tendered:	10.00

PAID
FEB 06 2025
TOWN OF PAONIA
214 GRAND AVENUE
CASH

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	681483595	ADMIN PAYROLL	01/24/2025	37.38		10-41-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681483595	WATER PAYROLL	01/24/2025	37.38		60-50-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681483595	WW PAYROLL	01/24/2025	37.38		70-51-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681483595	SANITATION PAYROLL	01/24/2025	37.38		80-52-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681483595	PD PAYROLL	01/24/2025	37.40		10-42-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681485236	ADMIN PAYROLL	01/24/2025	16.53		10-41-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681485236	WATER PAYROLL	01/24/2025	16.53		60-50-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681485236	WW PAYROLL	01/24/2025	16.53		70-51-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681485236	SANITATION PAYROLL	01/24/2025	16.53		80-52-20 LEGAL, ENGINEERING & PR	02/28/2025
1352	ADP, INC	681485236	PD PAYROLL	01/24/2025	16.53		10-42-20 LEGAL, ENGINEERING & PR	02/28/2025
Total ADP, INC:					269.57			
AFLAC								
749	AFLAC	806127	AFLAC ACH 012025	01/26/2025	97.08		10-0225 AFLAC COVERAGE	02/28/2025
Total AFLAC:					97.08			
Archuleta, Benny								
1245	Archuleta, Benny	ARCH1-1-2025	ORC FEES FOR JAN 2025	02/01/2025	750.00		60-50-42 CONTRACT SERVICES	02/28/2025
1245	Archuleta, Benny	ARCH1-1-2025	ORC FEES FOR JAN 2025	02/01/2025	750.00		70-51-42 CONTRACT SERVICES	02/28/2025
Total Archuleta, Benny:					1,500.00			
AXON Enterprise Inc								
1021	AXON Enterprise Inc	INUS314741	PRO LICENSE BUNDLE	01/15/2025	390.00		10-42-42 CONTRACT SERVICES	02/28/2025
Total AXON Enterprise Inc:					390.00			
Badger Meter, Inc.								
654	Badger Meter, Inc.	80183304	Beacon Hosting Service 01-2025	01/29/2025	80.48		60-50-31 DUES & SUBSCRIPTIONS	02/28/2025
Total Badger Meter, Inc.:					80.48			
Black Hills Energy								
987	Black Hills Energy	0878832035-0	GAS UTILITES - 600 FOURTH S	01/21/2025	450.38		10-46-28 UTILITIES	02/28/2025
987	Black Hills Energy	5058039592-0	GAS UTILITIES - 403 SECOND S	01/21/2025	343.62		10-45-28 UTILITIES	02/28/2025
987	Black Hills Energy	5058039592-0	GAS UTILITIES - 403 SECOND S	01/21/2025	343.62		60-50-28 UTILITIES	02/28/2025
987	Black Hills Energy	5058039592-0	GAS UTILITIES - 403 SECOND S	01/21/2025	343.63		70-51-28 UTILITIES	02/28/2025
987	Black Hills Energy	5058039592-0	GAS UTILITIES - 403 SECOND S	01/21/2025	343.63		80-52-28 UTILITIES	02/28/2025
987	Black Hills Energy	5315712897-0	GAS UTILITES - 214 GRAND AV	01/21/2025	244.31		10-41-28 UTILITIES	02/28/2025
987	Black Hills Energy	5315712897-0	GAS UTILITES - 214 GRAND AV	01/21/2025	244.31		10-42-28 UTILITIES	02/28/2025
987	Black Hills Energy	9843021504-0	GAS UTILITIES - 41576 LAMBOR	01/21/2025	326.90		60-50-28 UTILITIES	02/28/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Black Hills Energy:					2,640.40			
CEBT								
1320	CEBT	INV0073240	BENEFITS PERIOD 2025-02	01/30/2025	25,134.00		10-0223 HEALTH/LIFE INSURANCE	02/28/2025
Total CEBT:					25,134.00			
CLOW VALVE COMPANY								
1339	CLOW VALVE COMPANY	IHY-000378	PRESSURE/TEMP FEES 2025	01/29/2025	1,200.00		60-50-31 DUES & SUBSCRIPTIONS	02/28/2025
Total CLOW VALVE COMPANY:					1,200.00			
Colorado Ember Sout Mission								
1435	Colorado Ember Sout Mission	10934024-0114	FINAL BILL CREDIT REIMBURS	01/14/2025	69.51		09-0107 UTILITY CASH CLEARING AC	02/28/2025
Total Colorado Ember Sout Mission:					69.51			
Delta County Accounting								
1415	Delta County Accounting	IGA-2025.005	ONE DELTA-MUINI COST SHARI	01/29/2025	666.75		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1415	Delta County Accounting	IGA-2025.005	ONE DELTA-MUINI COST SHARI	01/29/2025	666.75		60-50-31 DUES & SUBSCRIPTIONS	02/28/2025
1415	Delta County Accounting	IGA-2025.005	ONE DELTA-MUINI COST SHARI	01/29/2025	666.75		70-51-31 DUES & SUBSCRIPTIONS	02/28/2025
1415	Delta County Accounting	IGA-2025.005	ONE DELTA-MUINI COST SHARI	01/29/2025	666.75		80-52-31 DUES & SUBSCRIPTIONS	02/28/2025
Total Delta County Accounting:					2,667.00			
Delta Montrose Electric Assn.								
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	1,685.65		60-50-28 UTILITIES	02/28/2025
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	381.87		10-46-28 UTILITIES	02/28/2025
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	767.08		10-45-28 UTILITIES	02/28/2025
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	134.04		10-41-28 UTILITIES	02/28/2025
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	134.04		10-42-28 UTILITIES	02/28/2025
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	3,130.94		70-51-28 UTILITIES	02/28/2025
43	Delta Montrose Electric Assn.	DMEA-MULTIP	DMEA-MULTIPLE-ACH-01312025	01/06/2025	34.18		80-52-28 UTILITIES	02/28/2025
Total Delta Montrose Electric Assn.:					6,267.80			
Dependable Lumber, Inc.								
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	1.90		10-45-22 REPAIRS & MAINTENANCE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	.98		10-45-23 VEHICLE EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	48.17		10-45-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	68.04		10-46-22 REPAIRS & MAINTENANCE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	71.16		10-46-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	146.22		10-46-23 VEHICLE EXPENSE	02/28/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	388.02		60-50-22 REPAIRS & MAINTENANCE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	42.52		60-50-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	130.49		70-51-16 OPERATING SUPPLIES	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	18.99		70-51-22 REPAIRS & MAINTENANCE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	42.47		70-51-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	95.46		80-52-16 OPERATING SUPPLIES	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	10.28		80-52-22 REPAIRS & MAINTENANCE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	32.41		80-52-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	3.05-		70-51-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	3.05-		10-46-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	3.05-		10-45-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	3.05-		80-52-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469071	Dependable Jan 2025 Statement	01/31/2025	3.06-		60-50-25 SHOP EXPENSE	02/28/2025
46	Dependable Lumber, Inc.	2502-469072	Dependable Jan 2025 Statement -	01/31/2025	1,421.71		10-46-73 BUILDING IMPROVEMENTS	02/28/2025
Total Dependable Lumber, Inc.:					2,503.56			
Earthworx Excavation, LLC								
1431	Earthworx Excavation, LLC	EARTHWORX	Earthworx Excavation Payment N	02/06/2025	159,770.61		60-50-72 CAP OUTLAY-Water Tank Reli	02/28/2025
Total Earthworx Excavation, LLC:					159,770.61			
Elevate Fiber								
986	Elevate Fiber	MULTIPLE-013	Internet 66210	01/08/2025	40.00		10-41-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 66210	01/08/2025	40.00		10-42-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 66210	01/08/2025	79.99		60-50-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 66210	01/08/2025	79.98		70-51-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 66210	01/08/2025	79.98		80-52-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 271710	01/08/2025	129.94		60-50-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 1198710	01/08/2025	10.00		10-45-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 1198710	01/08/2025	10.00		10-46-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 1198710	01/08/2025	19.99		60-50-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 1198710	01/08/2025	19.98		70-51-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 1198710	01/08/2025	19.98		80-52-29 TELEPHONE & INTERNET	02/28/2025
986	Elevate Fiber	MULTIPLE-013	Internet 1277710	01/08/2025	79.95		70-51-29 TELEPHONE & INTERNET	02/28/2025
Total Elevate Fiber:					609.79			
ENVIRO-CHEM ANALYTICAL INC								
1221	ENVIRO-CHEM ANALYTICAL IN	14171038	JANUARY 2025 NO2, NO3, Se, P	01/27/2025	65.30		70-51-20 LEGAL, ENGINEERING & PR	02/28/2025
Total ENVIRO-CHEM ANALYTICAL INC:					65.30			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Lasting Impressions								
98	Lasting Impressions	29432	NEW NAME PLATES & HOLDER	12/28/2024	84.00		10-41-16 OPERATING SUPPLIES	12/31/2024
Total Lasting Impressions:					84.00			
NAPA - Paonia Auto Parts								
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	13.29		10-42-23 VEHICLE EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	303.00		10-45-22 REPAIRS & MAINTENANCE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	298.96		10-45-23 VEHICLE EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	19.04		10-45-25 SHOP EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	301.28		10-46-22 REPAIRS & MAINTENANCE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	478.39		10-46-23 VEHICLE EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	19.04		10-46-25 SHOP EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	42.05		60-50-22 REPAIRS & MAINTENANCE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	72.93		60-50-23 VEHICLE EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	19.04		60-50-25 SHOP EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	42.04		70-51-22 REPAIRS & MAINTENANCE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	72.95		70-51-23 VEHICLE EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	19.06		70-51-25 SHOP EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	235.79		80-52-22 REPAIRS & MAINTENANCE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	213.00		80-52-23 VEHICLE EXPENSE	02/28/2025
122	NAPA - Paonia Auto Parts	1-31-2025 STA	Napa Jan 2025 Statement	01/31/2025	19.04		80-52-25 SHOP EXPENSE	02/28/2025
Total NAPA - Paonia Auto Parts:					2,168.90			
Norris, Mary								
991	Norris, Mary	NORRIS-02-20	WATER NORRIS RETIREMENT	02/03/2025	560.00		60-50-44 NORRIS RETIREMENT	02/28/2025
991	Norris, Mary	NORRIS-02-20	WASTE WATER NORRIS RETIR	02/03/2025	560.00		70-51-44 NORRIS RETIREMENT	02/28/2025
Total Norris, Mary:					1,120.00			
North Fork Service (Reedy's)								
141	North Fork Service (Reedy's)	PUBLIC WORK	WATER FUEL	02/01/2025	220.64		60-50-23 VEHICLE EXPENSE	12/31/2024
141	North Fork Service (Reedy's)	PUBLIC WORK	STREETS FUEL	02/01/2025	220.64		10-45-23 VEHICLE EXPENSE	12/31/2024
141	North Fork Service (Reedy's)	PUBLIC WORK	PARKS FUEL	02/01/2025	220.64		10-46-23 VEHICLE EXPENSE	12/31/2024
141	North Fork Service (Reedy's)	PUBLIC WORK	SANITATION FUEL	02/01/2025	220.64		80-52-23 VEHICLE EXPENSE	12/31/2024
141	North Fork Service (Reedy's)	PUBLIC WORK	WASTEWATER FUEL	02/01/2025	220.65		70-51-23 VEHICLE EXPENSE	12/31/2024
141	North Fork Service (Reedy's)	REEDY'S PD D	Reedy's PD Dec 2024 Statement	02/01/2025	945.33		10-42-23 VEHICLE EXPENSE	12/31/2024
Total North Fork Service (Reedy's):					2,048.54			
Paonia Farm & Home Supply Inc								
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	12.99		10-41-74 MACHINERY & EQUIPMENT	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	2.79		10-41-15 OFFICE SUPPLIES	02/28/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	29.99		10-42-23 VEHICLE EXPENSE	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	13.00		10-43-74 MACHINERY & EQUIPMENT	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	10.99		10-45-16 OPERATING SUPPLIES	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	14.01		10-45-22 REPAIRS & MAINTENANCE	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	25.47		10-46-16 OPERATING SUPPLIES	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	17.52		10-46-22 REPAIRS & MAINTENANCE	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	23.98		60-50-16 OPERATING SUPPLIES	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	111.42		60-50-22 REPAIRS & MAINTENANCE	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	5.50		70-51-22 REPAIRS & MAINTENANCE	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	32.99		80-52-16 OPERATING SUPPLIES	02/28/2025
125	Paonia Farm & Home Supply Inc	FARM&HOME	Farm&Home Jan 2025 Statement	01/31/2025	5.50		80-52-22 REPAIRS & MAINTENANCE	02/28/2025
Total Paonia Farm & Home Supply Inc:					306.15			
POPLAR CONDOMINIUMS								
1426	POPLAR CONDOMINIUMS	20307000B-12	DIFFERENCE DUE FOR ACCOU	12/31/2024	461.12		09-0107 UTILITY CASH CLEARING AC	12/31/2024
Total POPLAR CONDOMINIUMS:					461.12			
PRECISION CONCRETE CUTTING, INC.								
1417	PRECISION CONCRETE CUTTI	CO62342WH	SIDEWALK TRIP HAZARD WOR	12/27/2024	41,079.38		10-45-70 CAPITAL OUTLAY	12/31/2024
Total PRECISION CONCRETE CUTTING, INC.:					41,079.38			
PROTECH DIESEL REPAIR								
1381	PROTECH DIESEL REPAIR	767	CDOT certified mechanic for Tras	01/23/2025	573.89		80-52-22 REPAIRS & MAINTENANCE	02/28/2025
Total PROTECH DIESEL REPAIR:					573.89			
Recia Metals LLLP								
140	Recia Metals LLLP	1-31-2025 STA	Recia Metal Jan 2025 Statement	01/31/2025	165.12		10-46-73 BUILDING IMPROVEMENTS	02/28/2025
140	Recia Metals LLLP	1-31-2025 STA	Recia Metal Jan 2025 Statement	01/31/2025	91.90		10-45-16 OPERATING SUPPLIES	02/28/2025
140	Recia Metals LLLP	1-31-2025 STA	Recia Metal Jan 2025 Statement	01/31/2025	91.90		10-46-16 OPERATING SUPPLIES	02/28/2025
Total Recia Metals LLLP:					348.92			
Rhinehart Oil Co.								
1224	Rhinehart Oil Co.	IN-539557-25	Fuel	01/21/2025	127.05		80-52-23 VEHICLE EXPENSE	02/28/2025
1224	Rhinehart Oil Co.	IN-541995-25	FLEET FUEL	02/03/2025	.00		80-52-23 VEHICLE EXPENSE	02/28/2025
1224	Rhinehart Oil Co.	IN-541995-25	FLEET FUEL	02/03/2025	230.88		10-46-23 VEHICLE EXPENSE	02/28/2025
1224	Rhinehart Oil Co.	IN-541995-25	FLEET FUEL	02/03/2025	230.88		10-45-23 VEHICLE EXPENSE	02/28/2025
1224	Rhinehart Oil Co.	IN-541995-25	FLEET FUEL	02/03/2025	538.72		70-51-23 VEHICLE EXPENSE	02/28/2025
1224	Rhinehart Oil Co.	IN-541995-25	FLEET FUEL	02/03/2025	538.72		60-50-23 VEHICLE EXPENSE	02/28/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Rhinehart Oil Co.:					1,666.25			
Salt Lake Wholesale Sports								
1285	Salt Lake Wholesale Sports	101768	9MM LUGER AVE	12/12/2024	717.00		10-42-16 OPERATING SUPPLIES	12/31/2024
1285	Salt Lake Wholesale Sports	102317	5.56MM AMMO	01/24/2025	1,349.70		10-42-16 OPERATING SUPPLIES	12/31/2024
Total Salt Lake Wholesale Sports:					2,066.70			
SGM, INC.								
1335	SGM, INC.	2013-471.013-	2MG TANK RE-COATING SVS. T	01/21/2025	3,229.79		60-50-20 LEGAL, ENGINEERING & PR	02/28/2025
1335	SGM, INC.	2013-471.014-	5TH/GRAND RE-ALIGNMENT SV	01/21/2025	2,227.50		10-45-20 LEGAL, ENGINEERING & PR	02/28/2025
Total SGM, INC.:					5,457.29			
Simmons Lock & Key Delta								
566	Simmons Lock & Key Delta	5660	KEYS	01/31/2025	15.00		60-50-16 OPERATING SUPPLIES	02/28/2025
566	Simmons Lock & Key Delta	5660	KEYS	01/31/2025	10.00		10-46-16 OPERATING SUPPLIES	02/28/2025
566	Simmons Lock & Key Delta	5660	KEYS	01/31/2025	10.00		10-45-16 OPERATING SUPPLIES	02/28/2025
Total Simmons Lock & Key Delta:					35.00			
THE HARTFORD								
1404	THE HARTFORD	857903050938	PREMIUM PAYMENT 2/1/2025-2/	02/01/2025	280.42		10-0226 THE HARTFORD	02/28/2025
Total THE HARTFORD:					280.42			
T-MOBILE								
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	446.13		10-42-29 TELEPHONE & INTERNET	02/28/2025
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	84.30		10-41-29 TELEPHONE & INTERNET	02/28/2025
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	200.90		10-45-29 TELEPHONE & INTERNET	02/28/2025
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	211.63		10-46-29 TELEPHONE & INTERNET	02/28/2025
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	451.57		60-50-29 TELEPHONE & INTERNET	02/28/2025
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	424.77		70-51-29 TELEPHONE & INTERNET	02/28/2025
1374	T-MOBILE	2024-01-144-0	T-Mobile 2024-01-144-012025	01/31/2025	222.04		80-52-29 TELEPHONE & INTERNET	02/28/2025
Total T-MOBILE:					2,041.34			
UNCC								
161	UNCC	225011024	RTL TRANSMISSION FEES	01/31/2025	17.91		70-51-32 FEES & PERMITS	02/28/2025
161	UNCC	225011024	RTL TRANSMISSION FEES	01/31/2025	17.91		60-50-32 FEES & PERMITS	02/28/2025
Total UNCC:					35.82			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
United Merchants Bank								
1371	United Merchants Bank	UMB JAN 2025	One-Tds Telecom	02/01/2025	230.25		60-50-29 TELEPHONE & INTERNET	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	One-Usps Po 0769660541	02/01/2025	18.25		10-41-17 POSTAGE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	One-Usps Po 0769660541	02/01/2025	18.25		60-50-17 POSTAGE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	One-Usps Po 0769660541	02/01/2025	18.25		70-51-17 POSTAGE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	One-Usps Po 0769660541	02/01/2025	18.25		80-52-17 POSTAGE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Heiniger-Conoco - Stop N Save 9	02/01/2025	59.62		10-45-22 REPAIRS & MAINTENANCE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Police Dept-Usps Po 0769660541	02/01/2025	10.94		10-42-17 POSTAGE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Police Dept-Usps Po 0769660541	02/01/2025	9.35		10-42-17 POSTAGE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Santiago-Paypal	02/01/2025	75.00		10-41-26 TRAVEL, MEETINGS & TRAI	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Santiago-irmc	02/01/2025	160.00		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Cooleys Heating Cooli	02/01/2025	7.49		10-41-22 REPAIRS & MAINTENANCE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Cooleys Heating Cooli	02/01/2025	7.48		10-42-22 REPAIRS & MAINTENANCE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Cooleys Heating Cooli	02/01/2025	14.96		60-50-22 REPAIRS & MAINTENANCE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Cooleys Heating Cooli	02/01/2025	14.96		70-51-22 REPAIRS & MAINTENANCE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Cooleys Heating Cooli	02/01/2025	14.96		80-52-22 REPAIRS & MAINTENANCE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-icma Online	02/01/2025	149.75		10-41-26 TRAVEL, MEETINGS & TRAI	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-icma Online	02/01/2025	149.75		60-50-26 TRAVEL, MEETINGS & TRAI	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-icma Online	02/01/2025	149.75		70-51-26 TRAVEL, MEETINGS & TRAI	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-icma Online	02/01/2025	149.75		80-52-26 TRAVEL, MEETINGS & TRAI	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Nametagcountry.Com	02/01/2025	24.80		10-41-16 OPERATING SUPPLIES	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Wm Supercenter #5458	02/01/2025	49.25		60-50-16 OPERATING SUPPLIES	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Wm Supercenter #5458	02/01/2025	49.25		70-51-16 OPERATING SUPPLIES	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Wm Supercenter #5458	02/01/2025	49.26		80-52-16 OPERATING SUPPLIES	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Government Finance Office	02/01/2025	86.25		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Government Finance Office	02/01/2025	86.25		60-50-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Government Finance Office	02/01/2025	86.25		70-51-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Government Finance Office	02/01/2025	86.25		80-52-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-American Society For P	02/01/2025	501.50		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Wynn-Cocma	02/01/2025	220.00		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Laiminger-Wm Supercenter #105	02/01/2025	327.54		10-42-23 VEHICLE EXPENSE	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Vetter-linc	02/01/2025	195.00		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Vetter-Delta County Clerk	02/01/2025	13.00		10-41-40 MISCELLANEOUS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Vetter-Govpros Srv Fee	02/01/2025	1.00		10-41-40 MISCELLANEOUS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Vetter-Govpros Srv Fee	02/01/2025	1.95		10-41-40 MISCELLANEOUS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Vetter-Delta County Clerk	02/01/2025	78.00		10-41-40 MISCELLANEOUS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Public Works-The Home Depot #1	02/01/2025	711.38		10-46-73 BUILDING IMPROVEMENTS	02/28/2025
1371	United Merchants Bank	UMB JAN 2025	Public Works-Colorado Cwp	02/01/2025	50.00		60-50-26 TRAVEL, MEETINGS & TRAI	02/28/2025

Total United Merchants Bank:

3,893.94

US BANK

1343	US BANK	D14A212-0102	LOAN D14A212 01022025 INVOI	01/02/2025	87,396.95		60-50-50 Water Power Authority Loan	01/31/2025
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total US BANK:					87,396.95			
WRIGHT WATER ENGINEERS, INC.								
1385	WRIGHT WATER ENGINEERS, I	71858	HYDROGEOLOGICAL STUDY S	01/28/2025	2,132.75		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
Total WRIGHT WATER ENGINEERS, INC.:					2,132.75			
Xpress Bill Pay								
1436	Xpress Bill Pay	INV-XPR02110	MERCHANT FEES + SETUP/TRA	01/31/2025	106.83		10-41-31 DUES & SUBSCRIPTIONS	02/28/2025
1436	Xpress Bill Pay	INV-XPR02110	MERCHANT FEES + SETUP/TRA	01/31/2025	122.10		10-42-31 DUES & SUBSCRIPTIONS	02/28/2025
1436	Xpress Bill Pay	INV-XPR02110	MERCHANT FEES + SETUP/TRA	01/31/2025	152.64		10-43-31 DUES & SUBSCRITPIONS	02/28/2025
1436	Xpress Bill Pay	INV-XPR02110	MERCHANT FEES + SETUP/TRA	01/31/2025	381.56		60-50-31 DUES & SUBSCRIPTIONS	02/28/2025
1436	Xpress Bill Pay	INV-XPR02110	MERCHANT FEES + SETUP/TRA	01/31/2025	381.56		70-51-31 DUES & SUBSCRIPTIONS	02/28/2025
1436	Xpress Bill Pay	INV-XPR02110	MERCHANT FEES + SETUP/TRA	01/31/2025	381.56		80-52-31 DUES & SUBSCRIPTIONS	02/28/2025
Total Xpress Bill Pay:					1,526.25			
Grand Totals:					357,988.71			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

ACCOUNT	DESCRIPTION	2.1.2025 ACTUAL
UBB Accounts		
		CURRENT BALANCES
x3637	Business Money Market Account - 4.82% Interest Rate	\$ 5,478,321.17
x0857	Conservation Trust Fund - 0.1% Interest Rate	\$ 26,736.03
x3858	Grant Pass Through - 0.00% Interest Rate (May Close Account)	\$ 25,025.00
x0571	Internal Grants - 0.00% Interest Rate (Needed to Receive Grants from State)	\$ 40,912.00
x0733	Operating (Main Account) - 0.00% Interest Rate	\$ 843,466.51
x3629	Payroll - 0.00% Interest Rate	\$ 3,160.28
x2318	WWTP - 0.15% Interest Rate (Debt Reserves)	\$ 58,778.27
	Subgroup : Total UBB Accounts	\$ 6,476,399.26
ColoTrust Investment Accounts		
x8001	General Fund - 5.4156% 30-Day Yield	\$ 603,958.27
x8002	Sewer Restricted - 5.4156% 30-Day Yield	\$ 601,790.71
x8003	Debt Reserve - 5.4156% 30-Day Yield	\$ 121,258.46
x8004	Bridge Reserve - 5.4156% 30-Day Yield	\$ 667,839.13
x8005	Water - 5.4156% 30-Day Yield	\$ 500,710.00
	Subgroup : ColoTrust Investment Accounts	\$ 2,495,556.57
TOTAL BANK ACCOUNTS		\$6,476,399.26
TOTAL INVESTMENT ACCOUNTS		\$2,495,556.57
TOTAL CURRENT BALANCE ALL ACCOUNTS		\$8,971,955.83

Grant Description	Granting Agency	Total Award	Date Awarded	Amount Rec'd.	Contract Expiration	Revenue Account	Expenditure Account	Consultant/ Contractor	Total Contract Price	Remaining Balance of Grant
EIAF - A00278 Paonia Code Revision	DOLA	\$ 25,000.00	11/27/2023	\$ 9,801.85	11/27/2024	10-35-20	10-41-75	Sustainable Futures	\$ 38,000.00	\$ 15,198.15
EIAF - A00232 Paonia Comprehensive Plan Update	DOLA	\$ 25,000.00	2/1/2023	\$ 23,749.99	9/30/2024	10-35-20	10-41-75	Phoenix Rising Resources (w/ 1 CO)	\$ 68,275.00	\$ 1,250.01
EIAF - 09609 Paonia Dorris Ave. Sewer Line Replacement	DOLA	\$ 137,756.00	5/31/2023	\$ 137,756.00	7/31/2025	70-37-13	70-51-70	K&D Construction	\$ 373,992.00	\$ -
IHOP - PLN064 Housing Needs Assessment and Action Plan	DOLA	\$ 59,850.00	11/28/2022	\$ 52,612.50	4/30/2025	10-35-20	10-41-75	Urban Rural Continuum (w/ 2 CO)	\$ 86,147.50	\$ 7,237.50
EIAF (Tier II) - 9721 Paonia Water Tank Relining	DOLA	\$ 956,000.00	4/3/2024	\$ -	10/31/2025	60-36-30	60-50-70	TBD	TBD	\$ 956,000.00
RMS - M035-003 (25364) Safe Pathways for Paonia (5th & Grand)	CDOT	\$ 1,040,774.00	10/20/2023	\$ -	8/27/2033	10-35-20	10-45-70	TBD	TBD	\$ 1,040,774.00
Town Park & Apple Valley Park Restroom Renovations	Colorado Grand	\$ 17,000.00	2023	\$ 17,000.00	12/31/2024	10-35-20	10-46-73	TBD/Staff	Approx. \$50,000	\$ 15,730.48
HYDROGEOLOGICAL STUDY										
CFP - 2023-19 Paonia Hydrogeological Study	Col. River Water Conservation District	\$ 25,000.00	5/30/2023	\$ 12,500.00	6/1/2026	60-36-30	60-50-75	Wright Water Engineering		\$ 12,500.00
(CWCBC) WSRF Grant - POGG1 2024-2691 Hydrogeological Study of Paonia Spring Complexes	Col. Water Conservation Board	\$ 147,973.00	11/27/2023	\$ -	11/27/2028	60-36-30	60-50-70	Wright Water Engineering		\$ 147,973.00
	CWCBC Task 1	Engineering & Data Review	\$ 50,570.00							
	CWCBC Task 2	Subsurface Investigation	\$ 97,403.00							
	CWCBC Task 3	Metering	\$ -							
				\$ 12,500.00	60-36-30	60-50-70	Wright Water Engineering	\$ 197,974.00	\$ 160,473.00	
GRANT14002201 - Funding Opportunity No. R23AS00109 - Water SMART Planning & Project Design Grant - Paonia, "Watershed and Water System Strategy Plans for Resiliency in the Face of Change"										
	Bureau of Reclamation	\$ 250,000.00	4/23/2024	\$ -	TBD	60-36-30	60-50-70	TBD	TBD	\$ 250,000.00
SS4A - Safe Streets for All - Supplemental Planning and Demonstration Grant	USDOT (FHWA)	\$ 293,974.00	6/18/2024	\$ -	TBD	10-35-20	10-45-20	No Notice to Proceed as of 7.9.2024	TBD	\$ 293,974.00

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	February 1ST ACTUAL	PERCENT REALIZED
General Fund				
10-31-01	PROPERTY TAXES	\$ 160,000.00	\$ -	0%
10-31-02	S.O. AUTO TAXES	\$ 21,000.00	\$ 2,238.12	11%
10-31-03	SALES TAX - TOWN	\$ 530,000.00	\$ 40,760.06	8%
10-31-04	SALES TAX - COUNTY	\$ 130,000.00	\$ 14,500.23	11%
10-31-05	SALES TAX - STATE MARIJUANA	\$ 25,000.00	\$ 805.09	3%
10-31-06	CIGARETTE TAX	\$ 1,500.00	\$ 129.68	9%
10-31-07	FRANCHISE TAX	\$ 60,000.00	\$ 8,030.39	13%
10-31-08	PENALTY & INTEREST	\$ 500.00	\$ 2.40	0%
10-31-09	DELINQUENT TAX	\$ -	\$ -	
10-31-10	ABATEMENTS	\$ -	\$ -	
10-31-11 (22-31-06)	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 100,000.00	\$ 3,195.00	3%
	Subgroup : TAXES	\$ 1,028,000.00	\$ 69,660.97	7%
General Fund				
10-32-01	LIQUOR LICENSES	\$ 4,500.00	\$ 250.00	6%
10-32-02	MISCELLANEOUS PERMITS	\$ 10,000.00	\$ 70.00	1%
10-32-03	BUILDING PERMITS	\$ 45,000.00	\$ 1,747.00	4%
10-32-04	SPECIAL REVIEWS	\$ 4,500.00	\$ -	0%
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ 500.00	\$ 150.00	30%
10-32-06	VIN INSPECTIONS	\$ 1,500.00	\$ 70.00	5%
10-32-07	PRE-APPLICATION MEETINGS	\$ 1,000.00	\$ -	0%
10-32-08	Short-Term Rental Licenses	\$9,000.00		
10-32-09 (26-30-01)	SIDEWALK FEE	\$ 30,000.00	\$ 2,531.19	8%
10-32-10	MARIJUANA LICENSING FEE	\$ 4,500.00	\$ -	0%
	Subgroup : LICENSES, PERMITS & FEES	\$ 110,500.00	\$ 4,818.19	4%
General Fund				
10-33-01	HIGHWAY USER TAX	\$ 46,950.00	\$ 4,701.56	10%
10-33-02	MOTOR VEHICLE - \$1.50	\$ 1,500.00	\$ 131.44	9%
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,500.00	\$ 314.91	9%
10-33-07	SEVERANCE TAX	\$ 5,000.00	\$ -	0%
10-33-08	MINERAL LEASING	\$ 10,000.00	\$ -	0%
10-33-09 (40-38-01)	CONSERVATION TRUST FUND	\$ 3,500.00	\$ -	0%
10-33-10	ROAD & BRIDGE	\$ 7,500.00	\$ 0.11	0%
	Subgroup : INTERGOVERNMENTAL REVENUES	\$ 77,950.00	\$ 5,148.02	7%
General Fund				
10-34-01	COURT FINES	\$ 1,000.00	\$ 75.00	8%
10-34-02	POLICE FINES	\$ 7,500.00	\$ 1,010.00	13%
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 100.00	\$ 125.00	125%
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (B2B COUNTY)	\$ 200,000.00	\$ 20,451.16	40K%
10-34-05	DOG TAGS	\$ 400.00	\$ 120.00	30%
10-34-06	CODE ENFORCEMENT VIOLATIONS	\$ 2,500.00	\$ -	0%
10-34-10	LAW ENFORCEMENT COST ALLOCATION	\$ -	\$ -	
10-34-50	PD GRANT	\$ 4,000.00	\$ -	0%
	Subgroup : FINES AND FORFEITURES	\$ 215,500.00	\$ 21,781.16	10%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL	PERCENT REALIZED
General Fund				
10-35-01	RENTS & ROYALTIES	\$ 8,500.00	\$ 160.00	2%
10-35-02	MOTOR FUEL TAX REFUNDS	\$ -	\$ -	
10-35-04	INTEREST INCOME	\$ 145,000.00	\$ 15,355.27	11%
10-35-05	LATE CHARGES	\$ 5,000.00	\$ 550.00	2000%
10-35-06	OTHER INCOME	\$ 100.00	\$ -	0%

10-35-07	INSURANCE PROCEEDS (NEEDS ADDED)	\$	-	\$	-	
10-35-09	PARK DONATIONS	\$	-	\$	-	
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$	-	\$	-	
10-35-13	BRIDGE RESERVE	\$	-	\$	-	
10-35-15	REFUND OF EXPENDITURES	\$	1,000.00	\$	70.00	7%
10-35-16	RESTITUTION	\$	5,200.00	\$	139.38	3%
10-35-18	SALES OF ASSETS	\$	32,000.00	\$	-	
10-35-20	GRANT REVENUE	\$	1,260,592.00	\$	702.50	0%
	Subgroup : MISCELLANEOUS REVENUES	\$	1,457,392.00	\$	16,977.15	1%
General Fund						
10-39-99	TRANSFER REVENUE	\$	386,826.00	\$	-	
	Subgroup : TRANSFERS	\$	386,826.00	\$	-	
General Fund						
	TOTAL GENERAL FUND REVENUES	\$	3,276,168.00	\$	118,385.49	4%
General Fund						
	NET SURPLUS (DEFICIT) - General Fund	\$	(1,763,332.00)	\$	(39,871.21)	

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	February 1ST ACTUAL
ADMINISTRATION	PERSONNEL SERVICES		
10-41-01	MAYOR & TRUSTEES	\$ 2,400.00	\$ 1,400.00
10-41-02	TOWN ADMINISTRATOR/CONTRACT LABOR	\$ 39,000.00	\$ 3,577.13
10-41-03	SALARIES & WAGES	\$ 75,000.00	\$ 7,828.59
10-41-04	EMPLOYER FICA	\$ 7,500.00	\$ 781.19
10-41-05	EMPLOYER MEDICARE	\$ 1,800.00	\$ 182.70
10-41-06	UNEMPLOYMENT TAX	\$ 400.00	\$ 25.19
10-41-07	INSURANCE BENEFITS	\$ 26,000.00	\$ 4,145.83
10-41-08	RETIREMENT BENEFITS	\$ 5,500.00	\$ 513.44
10-41-09	LIFE/DISABILITY INSURANCE	\$ 1,500.00	\$ -
10-41-10	WORKMEN'S COMPENSATION	\$ 1,500.00	\$ 300.00
10-41-13	OVERTIME	\$ 2,900.00	\$ 380.35
	Subgroup : Personnel Services	\$ 163,500.00	\$ 19,134.42
		Percent Realized	12%
ADMINISTRATION	OPERATING		
10-41-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 50.03
10-41-16	OPERATING SUPPLIES	\$ 3,500.00	\$ 92.95
10-41-17	POSTAGE	\$ 500.00	\$ 2.31
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 70,100.00	\$ 115.35
10-41-21	AUDIT & BUDGET EXPENSE	\$ 5,500.00	\$ -
10-41-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 7.49
10-41-23	VEHICLE EXPENSE	\$ 2,000.00	\$ -
10-41-25	TOWN HALL EXPENSE	\$ 6,000.00	\$ 56.71
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 10,000.00	\$ 75.00
10-41-27	INSURANCE & BONDS	\$ 10,000.00	\$ 2,585.81
10-41-28	UTILITIES	\$ 5,000.00	\$ -
10-41-29	TELEPHONE & INTERNET	\$ 2,500.00	\$ -
10-41-30	PUBLISHING ADS	\$ 2,000.00	\$ 313.88
10-41-31	DUES & SUBSCRIPTIONS	\$ 35,000.00	\$ 12.50
10-41-33	DATA PROCESSING	\$ 8,000.00	\$ 220.38
10-41-40	MISCELLANEOUS	\$ 4,500.00	\$ 78.00
10-41-43	CULTURAL EVENTS	\$ 2,500.00	\$ -
10-41-44	HUMAN SERVICES	\$ 5,000.00	\$ -
10-41-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 175,600.00	\$ 3,610.41
		Percent Realized	2%
ADMINISTRATION	CAPITAL OUTLAY & TRANSFERS		
10-41-73	BUILDING IMPROVEMENTS	\$ 18,000.00	\$ -
10-41-74	MACHINERY & EQUIPMENT	\$ 18,000.00	\$ 743.80
10-41-75	GRANT PROJECTS	\$ 50,000.00	\$ -
10-41-90	TREASURER'S FEE	\$ 7,000.00	\$ 688.15
10-41-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 93,000.00	\$ 1,431.95
		Percent Realized	6%
TOTAL		\$ 432,100.00	\$ 24,176.78
		Percent Realized	6%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	FEBURARY 1ST ACTUAL
LAW ENFORCEMENT PERSONNEL SERVICES			
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,600.00	\$ 1,100.00
10-42-03	SALARIES & WAGES	\$ 465,000.00	\$ 56,717.75
10-42-04	EMPLOYER FICA	\$ 32,000.00	\$ 429.98
10-42-05	EMPLOYER MEDICARE	\$ 7,500.00	\$ 842.01
10-42-06	UNEMPLOYMENT TAX	\$ 1,100.00	\$ 116.13
10-42-07	INSURANCE BENEFITS	\$ 75,000.00	\$ 12,699.70
10-42-08	RETIREMENT BENEFITS	\$ 12,000.00	\$ 1,311.55
10-42-09	LIFE/DISABILITY INSURANCE	\$ 1,500.00	\$ -
10-42-10	WORKMEN'S COMPENSATION	\$ 14,400.00	\$ 3,250.00
10-42-11	FPPA PENSION	\$ 44,000.00	\$ 5,328.09
10-42-12	FPPA D&D	\$ 8,500.00	\$ 1,655.15
10-42-13	OVERTIME	\$ 20,000.00	\$ 1,989.90
	Subgroup : Personnel Services	\$ 687,600.00	\$ 85,440.26
		Percent Realized	12%
LAW ENFORCEMENT OPERATING			
10-42-15	OFFICE SUPPLIES	\$ 500.00	\$ 54.74
10-42-16	OPERATING SUPPLIES	\$ 7,500.00	\$ 4,595.12
10-42-17	POSTAGE	\$ 500.00	\$ -
10-42-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 115.37
10-42-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 7.48
10-42-23	VEHICLE EXPENSE	\$ 23,500.00	\$ 1,364.67
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 5,000.00	\$ -
10-42-27	INSURANCE & BONDS	\$ 56,000.00	\$ 13,454.91
10-42-28	UTILITIES	\$ 2,500.00	\$ -
10-42-29	TELEPHONE & INTERNET	\$ 3,500.00	\$ -
10-42-30	PUBLISHING ADS	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 7,000.00	\$ -
10-42-33	DATA PROCESSING	\$ 1,000.00	\$ 220.38
10-42-42	CONTRACT SERVICES	\$ 8,000.00	\$ -
10-42-44	HUMAN SERVICES	\$ 2,000.00	\$ -
	Subgroup : Operating Expenditures	\$ 124,000.00	\$ 19,812.67
		Percent Realized	16%
LAW ENFORCEMENT CAPITAL OUTLAY & TRANSFERS			
10-42-73	BUILDING IMPROVEMENTS	\$ 7,000.00	\$ 431.64
10-42-74	MACHINERY & EQUIPMENT	\$ 30,475.00	\$ 743.80
	Subgroup : CAPITAL OUTLAY	\$ 37,475.00	\$ 1,175.44
		TOTAL \$ 849,075.00	\$ 106,428.37
		Percent Realized	13%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	FEBURARY 1ST ACTUAL
BUILDING	PERSONNEL SERVICES		
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ -	\$ -
10-43-03	SALARIES & WAGES	\$ -	\$ -
10-43-04	EMPLOYER FICA	\$ -	\$ -
10-43-05	EMPLOYER MEDICARE	\$ -	\$ -
10-43-06	UNEMPLOYMENT TAX	\$ -	\$ -
10-43-07	INSURANCE BENEFITS	\$ -	\$ -
10-43-08	RETIREMENT BENEFITS	\$ -	\$ -
10-43-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -
10-43-10	WORKMEN'S COMPENSATION	\$ -	\$ -
10-43-13	OVERTIME	\$ -	\$ -
	Subgroup : Personnel Services	\$ -	\$ -
		Percent Realized	#DIV/0!
BUILDING	OPERATING		
10-43-15	OFFICE SUPPLIES	\$ -	\$ -
10-43-16	OPERATING SUPPLIES	\$ -	\$ -
10-43-17	POSTAGE	\$ -	\$ -
10-43-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 45,000.00	\$ -
10-43-22	REPAIRS & MAINTENANCE	\$ -	\$ -
10-43-23	VEHICLE EXPENSE	\$ -	\$ -
10-43-26	TRAVEL & MEETINGS	\$ -	\$ -
10-43-27	INSURANCE & BONDS	\$ -	\$ -
10-43-28	UTILITIES	\$ -	\$ -
10-43-29	TELEPHONE & INTERNET	\$ -	\$ -
10-43-30	PUBLISHING ADS	\$ -	\$ -
10-43-31	DUES & SUBSCRIPTIONS	\$ -	\$ -
10-43-33	DATA PROCESSING	\$ -	\$ -
10-43-40	MISCELLANEOUS	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 45,000.00	\$ -
		Percent Realized	0%
BUILDING	CAPITAL OUTLAY & TRANSFERS		
10-43-73	BUILDING IMPROVEMENTS	\$ 5,000.00	\$ 54.20
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 5,000.00	\$ 54.20
		Percent Realized	0%
TOTAL		\$ 50,000.00	\$ 54.20
		Percent Realized	0%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	FEBURARY 1ST ACTUAL
STREETS	PERSONNEL SERVICES		
10-45-02	CONTRACT LABOR	\$ -	\$ -
10-45-03	SALARIES & WAGES	\$ 105,000.00	\$ 8,290.00
10-45-04	EMPLOYER FICA	\$ 6,500.00	\$ 507.51
10-45-05	EMPLOYER MEDICARE	\$ 1,500.00	\$ 118.69
10-45-06	UNEMPLOYMENT TAX	\$ 300.00	\$ 16.37
10-45-07	INSURANCE BENEFITS	\$ 19,500.00	\$ 1,873.13
10-45-08	RETIREMENT BENEFITS	\$ 5,500.00	\$ 342.17
10-45-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-45-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 1,675.00
10-45-13	OVERTIME	\$ 3,500.00	\$ 141.60
	Subgroup : Personnel Services	\$ 147,800.00	\$ 12,964.47
		Percent Realized	9%
STREETS	OPERATING		
10-45-15	OFFICE SUPPLIES	\$ 200.00	\$ -
10-45-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 687.46
10-45-17	POSTAGE	\$ -	\$ -
10-45-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 25,000.00	\$ 2,333.33
10-45-21	AUDIT & BUDGET EXPENSE	\$ 1,500.00	\$ -
10-45-22	REPAIRS & MAINTENANCE	\$ 15,000.00	\$ 1,329.55
10-45-23	VEHICLE EXPENSE	\$ 5,500.00	\$ 77.50
10-45-24	RENTALS	\$ -	\$ -
10-45-25	SHOP EXPENSE	\$ 1,000.00	\$ 230.40
10-45-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,500.00	\$ -
10-45-27	INSURANCE & BONDS	\$ 3,800.00	\$ -
10-45-28	UTILITIES	\$ 15,000.00	\$ -
10-45-29	TELEPHONE & INTERNET	\$ 1,500.00	\$ -
10-45-30	PUBLISHING ADS	\$ 500.00	\$ -
10-45-31	DUES & SUBSCRIPTIONS	\$ 3,500.00	\$ -
10-45-33	DATA PROCESSING	\$ 1,250.00	\$ -
10-45-40	MISCELLANEOUS	\$ 1,000.00	\$ -
10-45-42	SNOW REMOVAL	\$ 15,000.00	\$ -
10-45-43	CULTURAL EVENTS	\$ -	\$ -
10-45-44	HUMAN SERVICES	\$ -	\$ -
10-45-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 95,750.00	\$ 4,658.24
		Percent Realized	5%
STREETS	CAPITAL OUTLAY & TRANSFERS		
10-45-70	CAPITAL OUTLAY	\$ -	\$ -
10-45-72	CAPITAL OUTLAY 5TH ST REALIGNMENT	\$ 2,827,675.00	\$ -
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-45-74	MACHINERY & EQUIPMENT	\$ 20,000.00	\$ -
10-45-75	GRANT PROJECTS	\$ 325,000.00	\$ -
10-45-90	TREASURER'S FEE	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 3,172,675.00	\$ -
		Percent Realized	1%
TOTAL		\$ 3,416,225.00	\$ 17,622.71
		Percent Realized	1%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	FEBURARY 1ST ACTUAL
PARKS	PERSONNEL SERVICES		
10-46-02	CONTRACT LABOR	\$ -	\$ -
10-46-03	SALARIES & WAGES	\$ 85,000.00	\$ 6,099.84
10-46-04	EMPLOYER FICA	\$ 5,500.00	\$ 373.55
10-46-05	EMPLOYER MEDICARE	\$ 1,500.00	\$ 87.37
10-46-06	UNEMPLOYMENT TAX	\$ 200.00	\$ 12.04
10-46-07	INSURANCE BENEFITS	\$ 16,500.00	\$ 1,428.87
10-46-08	RETIREMENT BENEFITS	\$ 4,800.00	\$ 238.09
10-46-09	LIFE/DISABILITY INSURANCE	\$ 400.00	\$ -
10-46-10	WORKMEN'S COMPENSATION	\$ 3,000.00	\$ 937.50
10-46-13	OVERTIME	\$ 3,000.00	\$ 138.38
	Subgroup : Personnel Services	\$ 119,900.00	\$ 9,315.64
		Percent Realized	8%
PARKS	OPERATING		
10-46-15	OFFICE SUPPLIES	\$ 200.00	\$ -
10-46-16	OPERATING SUPPLIES	\$ 4,500.00	\$ -
10-46-17	POSTAGE	\$ 100.00	\$ -
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 1,000.00	\$ -
10-46-21	AUDIT & BUDGET EXPENSE	\$ 2,500.00	\$ -
10-46-22	REPAIRS & MAINTENANCE	\$ 15,000.00	\$ 192.99
10-46-23	VEHICLE EXPENSE	\$ 4,500.00	\$ 16.52
10-46-24	RENTALS	\$ 3,000.00	\$ 262.50
10-46-25	SHOP EXPENSE	\$ 1,400.00	\$ 186.99
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ 500.00	\$ -
10-46-27	INSURANCE & BONDS	\$ 6,500.00	\$ -
10-46-28	UTILITIES	\$ 7,500.00	\$ -
10-46-29	TELEPHONE & INTERNET	\$ 500.00	\$ -
10-46-30	PUBLISHING ADS	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ 3,000.00	\$ -
10-46-32	FEES & PERMITS	\$ 500.00	\$ -
10-46-33	DATA PROCESSING	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 1,500.00	\$ -
10-46-42	CONTRACT SERVICES	\$ 7,500.00	\$ -
10-46-43	CULTURAL EVENTS	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ -
10-46-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 59,700.00	\$ 659.00
		Percent Realized	1%
PARKS	CAPITAL OUTLAY & TRANSFERS		
10-46-70	CAPITAL OUTLAY	\$ 15,000.00	\$ -
10-46-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-46-74	MACHINERY & EQUIPMENT	\$ 15,000.00	\$ -
10-46-75	GRANT PROJECTS	\$ 2,500.00	\$ -
10-46-90	TREASURER'S FEE	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 32,500.00	\$ -
		Percent Realized	0%
TOTAL		\$ 212,100.00	\$ 9,974.64
		Percent Realized	5%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	FEBURARY 1ST ACTUAL
WATER			
* Revenue is dependent upon utility rate increases			
WATER UTILITY REVENUE			
60-36-01*	WATER CHARGES	\$ 905,000.00	\$ 76,903.16
60-36-02*	WATER CHARGES - USAGE	\$ 368,000.00	\$ 20,000.71
60-36-03	SALES & SERVICES	\$ 500.00	\$ -
60-36-04	STANDBY TAP FEES	\$ 55,000.00	\$ 3,810.00
60-36-05	BULK WATER	\$ 15,000.00	\$ 1,412.00
60-36-06	RECONNECT FEES & PENALTIES	\$ -	\$ -
60-36-07	WATER TAPS	\$ -	\$ -
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 5,500.00	\$ 450.00
60-36-10	INTEREST	\$ 12,500.00	\$ -
60-36-12	RENTS	\$ 1,000.00	\$ -
60-36-13	MISCELLANEOUS REVENUE	\$ 500.00	\$ -
60-36-15	SALE/DISPOSAL OF ASSETS	\$ 2,500.00	\$ -
60-36-20	PASS THROUGH FUNDS	\$ -	\$ -
60-36-21	DOLA PASS THROUGH REVENUE	\$ -	\$ -
60-36-22	WPA PASS THROUGH REVENUE	\$ -	\$ -
60-36-23	DWRF GRANT (PRINCIPAL LOAN FORGIVENESS)	\$ -	\$ -
60-36-24	DOLA URS PASS THROUGH REVENUE	\$ -	\$ -
60-36-25	LOAN FUNDS	\$ 5,000,000.00	\$ -
60-36-28	WATERSMART GRANT REVENUE	\$ 250,000.00	\$ -
60-36-30	GRANT FUNDS	\$ 1,002,500.00	\$ 12,500.00
60-36-31	CAPITAL CONTRIBUTIONS	\$ -	\$ -
	Subgroup : Total Revenue¹	\$ 7,618,000.00	\$ 115,075.87
		Percent Realized	2%
WATER			
¹ Budget Revenues differ from 20-year cashflow analysis, budget is in whole numbers, cashflow is to the penny			
WATER UTILITY PERSONNEL SERVICES			
60-50-02	TRUSTEE/ADMIN SALARIES	\$ 40,500.00	\$ 5,007.99
60-50-03	SALARIES & WAGES	\$ 262,000.00	\$ 28,501.51
60-50-04	EMPLOYER FICA	\$ 20,000.00	\$ 2,052.50
60-50-05	EMPLOYER MEDICARE	\$ 4,750.00	\$ 480.02
60-50-06	UNEMPLOYMENT TAX	\$ 700.00	\$ 66.21
60-50-07	INSURANCE BENEFITS	\$ 60,000.00	\$ 8,990.52
60-50-08	RETIREMENT BENEFITS	\$ 15,500.00	\$ 1,498.19
60-50-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
60-50-10	WORKMEN'S COMPENSATION	\$ 5,750.00	\$ 409.10
60-50-13	OVERTIME	\$ 15,000.00	\$ 740.43
	Subgroup : Personnel Services	\$ 425,200.00	\$ 47,746.47
		Percent Realized	11%
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-14	CHEMICALS (New Line Item as of 7.1.2024)	\$ 25,000.00	\$ 1,798.40
60-50-15	OFFICE SUPPLIES	\$ 2,500.00	\$ 1,185.09
60-50-16	OPERATING SUPPLIES	\$ 20,000.00	\$ -
60-50-17	POSTAGE	\$ 4,000.00	\$ -
60-50-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 375,000.00	\$ 2,548.89
60-50-21	AUDIT & BUDGET EXPENSE	\$ 15,000.00	\$ -
60-50-22	REPAIRS & MAINTENANCE	\$ 50,000.00	\$ 871.94
60-50-23	VEHICLE EXPENSE	\$ 5,500.00	\$ 16.53
60-50-24	RENTALS	\$ 1,500.00	\$ 115.50
60-50-25	SHOP EXPENSE	\$ 6,500.00	\$ 177.64
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 3,000.00	\$ -
60-50-27	INSURANCE & BONDS	\$ 17,000.00	\$ 4,156.83
60-50-28	UTILITIES	\$ 27,000.00	\$ -

60-50-29	TELEPHONE & INTERNET	\$	8,000.00	\$	230.25
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ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	FEBURARY 1ST ACTUAL
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-30	PUBLISHING ADS	\$ 1,000.00	\$ -
60-50-31	DUES & SUBSCRIPTIONS	\$ 21,500.00	\$ 12.50
60-50-32	FEES & PERMITS	\$ 2,500.00	\$ -
60-50-33	DATA PROCESSING	\$ 10,500.00	\$ 440.75
60-50-40	MISCELLANEOUS	\$ 5,000.00	\$ -
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ 500.00	\$ -
60-50-42	CONTRACT SERVICES	\$ 15,000.00	\$ -
60-50-44	NORRIS RETIREMENT	\$ 7,500.00	\$ 560.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ 155,000.00	\$ -
60-50-51	DRINKING WATER REVOLVING FUND	\$ -	\$ -
60-50-52	FCNB INTERIM FINANCING	\$ -	\$ -
60-50-54	DEBT SERVICE	\$ -	\$ -
60-50-55	LOAN PRINCIPAL	\$ 12,500.00	\$ -
60-50-56	LOAN INTEREST	\$ 25,000.00	\$ -
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ 2,150.00
	Subgroup : Water Operating Expenditures	791,000.00	\$ 12,465.92
		Percent Realized	2%
WATER			
WATER UTILITY CAPITAL OUTLAY & TRANSFERS			
60-50-69	RAW WATER METERING	\$ 150,000.00	\$ -
60-50-70	CAPITAL OUTLAY	\$ 111,000.00	\$ -
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -
60-50-72	WATER TANK RELINNING	\$ 1,883,000.00	\$ 47,222.69
60-50-73	WEST LOOP IMPROVEMENT PROJECT	\$ 3,000,000.00	\$ -
60-50-74	WATERSMART GRANT	\$ 335,000.00	\$ -
60-50-75	GRANT PROJECTS	\$ 100,000.00	\$ -
60-50-76	BUILDING IMPROVEMENTS	\$ -	\$ -
60-50-77	MACHINERY & EQUIPMENT	\$ 20,000.00	\$ 743.81
60-50-99	TRANSFERS	\$ -	\$ -
	Subgroup : Water Capital Outlay & Transfers	\$ 5,449,000.00	\$ 47,966.50
		Percent Realized	1%
WATER			
WATER UTILITY DEPRECIATION			
60-59-99	DEPRECIATION	\$ 7,000.00	\$ -
	Subgroup : Water Depreciation	\$ 7,000.00	\$ -
		Percent Realized	0%
WATER FUND			
TOTAL REVENUES	\$	7,618,000.00	\$115,075.87
TOTAL EXPENDITURES	\$	6,672,200.00	\$108,178.89
		Percent Realized	2%
	NET INCOME (LOSS) - Water Utility	\$ 945,800.00	\$ 6,896.98

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	FEBURARY 1ST ACTUAL
WASTEWATER			
WASTEWATER UTILITY REVENUE			
70-37-01	SEWER BASE CHARGE	\$ 785,000.00	\$ 65,409.43
70-37-04	SEWER TAPS	\$ 5,000.00	\$ -
70-37-05	SEWER RENTAL PROPERTY	\$ -	\$ -
70-37-07	SALES & SERVICE	\$ -	\$ -
70-37-08	PASS THROUGH FUNDS	\$ -	\$ -
70-37-09	INTEREST INCOME	\$ 25,000.00	\$ 2,775.97
70-37-10	WWTP PAYBACK FUND	\$ -	\$ -
70-37-11	WWTP PAYBACK INTEREST	\$ -	\$ -
70-37-12	RENTS	\$ -	\$ -
70-37-13	GRANT REVENUE	\$ 10,000.00	\$ -
70-37-14	MISCELLANEOUS REVENUE	\$ 5,500.00	\$ -
	Subgroup : Total Revenue	\$ 830,500.00	\$ 68,185.40
		Percent Realized	8%
WASTEWATER			
WASTEWATER UTILITY PERSONNEL SERVICES			
70-51-02	TRUSTEE/ADMIN SALARIES	\$ 40,500.00	\$ 5,007.99
70-51-03	SALARIES & WAGES	\$ 256,000.00	\$ 27,082.86
70-51-04	EMPLOYER FICA	\$ 20,000.00	\$ 1,970.24
70-51-05	EMPLOYER MEDICARE	\$ 4,500.00	\$ 460.78
70-51-06	UNEMPLOYMENT TAX	\$ 750.00	\$ 63.56
70-51-07	INSURANCE BENEFITS	\$ 58,000.00	\$ 8,554.10
70-51-08	RETIREMENT BENEFITS	\$ 15,500.00	\$ 1,429.24
70-51-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
70-51-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 409.10
70-51-11	OVERTIME	\$ 15,000.00	\$ 740.82
	Subgroup : Personnel Services	\$ 416,750.00	\$ 45,718.69
		Percent Realized	11%
WASTEWATER			
WASTEWATER UTILITY OPERATING EXPENSES			
70-51-15	OFFICE SUPPLIES	\$ 1,000.00	\$ -
70-51-16	OPERATING SUPPLIES	\$ 12,000.00	\$ 3,678.12
70-51-17	POSTAGE	\$ 4,000.00	\$ -
70-51-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 57,500.00	\$ 2,423.88
70-51-21	AUDIT & BUDGET EXPENSE	\$ 15,000.00	\$ -
70-51-22	REPAIRS & MAINTENANCE	\$ 44,500.00	\$ 871.94
70-51-23	VEHICLE EXPENSE	\$ 6,500.00	\$ 16.52
70-51-24	RENTALS	\$ 1,500.00	\$ -
70-51-25	SHOP EXPENSE	\$ 5,500.00	\$ 177.65
70-51-26	TRAVEL, MEETINGS & TRAININGS	\$ 2,000.00	\$ -
70-51-27	INSURANCE & BONDS	\$ 7,500.00	\$ 4,156.82
70-51-28	UTILITIES	\$ 40,000.00	\$ -
70-51-29	TELEPHONE & INTERNET	\$ 10,000.00	\$ -
70-51-30	PUBLISHING ADS	\$ 500.00	\$ -
70-51-31	DUES & SUBSCRIPTIONS	\$ 15,750.00	\$ 12.50
70-51-32	FEES & PERMITS	\$ 3,500.00	\$ -
70-51-33	DATA PROCESSING	\$ 5,500.00	\$ 440.75
70-51-40	MISCELLANEOUS	\$ 5,000.00	\$ -
70-51-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
70-51-42	CONTRACT SERVICES	\$ 8,000.00	\$ -
70-51-43	GAUGING STATION	\$ 7,000.00	\$ -
70-51-44	NORRIS RETIREMENT	\$ 6,500.00	\$ 560.00
70-51-50	DOLA PRINCIPAL & INTEREST	\$ -	\$ -
70-51-51	RURAL DEVELOPMENT PRINCIPAL & INTEREST	\$ 100,000.00	\$ -
70-51-52	WWTP PAYBACK FUND EXPENDITURES	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 24,000.00	\$ -
	Subgroup : Operating Expenses	\$ 382,750.00	\$ 12,338.18
		Percent Realized	3%

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	FEBURARY 1ST ACTUAL
WASTEWATER			
WASTEWATER UTILITY CAPITAL OUTLAY & TRANSFERS			
70-51-70	CAPITAL OUTLAY	\$ 5,500.00	\$ -
70-51-71	PASS THROUGH FUNDS	\$ -	\$ -
70-51-72	ASSET REPLACEMENT RESERVE	\$ -	\$ -
70-51-73	PASS THROUGH OPERATING	\$ -	\$ -
70-51-75	GRANT PROJECTS	\$ 10,000.00	\$ -
70-51-76	BUILDING IMPROVEMENTS	\$ -	\$ -
70-51-77	MACHINERY & EQUIPMENT	\$ 132,000.00	\$ 743.81
70-51-99	TRANSFERS	\$ -	\$ -
	Subgroup : Wastewater Capital Outlay & Transfers	\$ 147,500.00	\$ 743.81
		Percent Realized	1%
WASTEWATER			
WASTEWATER UTILITY DEPRECIATION			
70-59-99	DEPRECIATION	\$ 150.00	\$ -
	Subgroup : Wastewater Depreciation	\$ 150.00	\$ -
WASTEWATER FUND			
TOTAL REVENUES	\$	830,500.00	\$68,185.40
TOTAL EXPENDITURES	\$	947,150.00	\$58,800.68
		Percent Realized	6%
NET INCOME (LOSS) - Wastewater Utility		\$ (116,650.00)	\$ 9,384.72

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	FEBURARY 1ST ACTUAL
SANITATION			
SANITATION REVENUE			
80-30-02	TRASH CHARGES	\$ 320,000.00	\$ 26,581.55
80-30-03	BULK TRASH CHARGE	\$ 2,500.00	\$ 150.00
80-30-04	TIRE PICK UP	\$ -	\$ -
	Subgroup : Total Revenue	\$ 322,500.00	\$ 26,731.55
		Percent Realized	8%
SANITATION			
SANITATION PERSONNEL SERVICES			
80-52-02	CONTRACT/ADMIN SALARIES	\$ 15,000.00	\$ 715.42
80-52-03	SALARIES & WAGES	\$ 135,000.00	\$ 16,570.10
80-52-04	EMPLOYER FICA	\$ 9,500.00	\$ 1,061.65
80-52-05	EMPLOYER MEDICARE	\$ 2,500.00	\$ 248.28
80-52-06	UNEMPLOYMENT TAX	\$ 400.00	\$ 34.25
80-52-07	INSURANCE BENEFITS	\$ 32,000.00	\$ 4,769.37
80-52-08	RETIREMENT BENEFITS	\$ 7,500.00	\$ 725.90
80-52-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
80-52-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 409.10
80-52-11	OVERTIME	\$ 5,000.00	\$ 457.00
	Subgroup : Personnel Services	\$ 212,900.00	\$ 24,991.07
		Percent Realized	12%
SANITATION			
SANITATION OPERATING EXPENSES			
80-52-15	OFFICE SUPPLIES	\$ 500.00	\$ -
80-52-16	OPERATING SUPPLIES	\$ 1,000.00	\$ -
80-52-17	POSTAGE	\$ 2,000.00	\$ -
80-52-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 12,000.00	\$ 150.55
80-52-21	AUDIT & BUDGET EXPENSE	\$ 8,000.00	\$ -
80-52-22	REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 411.43
80-52-23	VEHICLE EXPENSE	\$ 13,500.00	\$ 16.53
80-52-24	RENTALS	\$ 500.00	\$ -
80-52-25	SHOP EXPENSE	\$ 2,500.00	\$ 111.99
80-52-26	TRAVEL, MEETINGS & TRAININGS	\$ 2,000.00	\$ -
80-52-27	INSURANCE & BONDS	\$ 7,500.00	\$ 4,005.25
80-52-28	UTILITIES	\$ 2,000.00	\$ -
80-52-29	TELEPHONE & INTERNET	\$ 2,200.00	\$ -
80-52-30	PUBLISHING ADS	\$ 500.00	\$ -
80-52-31	DUES & SUBSCRIPTIONS	\$ 7,800.00	\$ 12.50
80-52-32	FEES & PERMITS	\$ 500.00	\$ -
80-52-33	DATA PROCESSING	\$ 2,500.00	\$ 440.74
80-52-40	MISCELLANEOUS	\$ 500.00	\$ -
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 39,000.00	\$ 1,772.00
80-52-43	CLEAN UP DAYS	\$ -	\$ -
	Subgroup : Operating Expenses	\$ 107,000.00	\$ 6,920.99
		Percent Realized	6%
SANITATION			
SANITATION CAPITAL OUTLAY & TRANSFERS			
80-52-70	CAPITAL OUTLAY	\$ -	\$ -
80-52-71	PASS THROUGH FUNDS	\$ -	\$ -
80-52-75	GRANT PROJECTS	\$ -	\$ -
80-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
80-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
80-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : Sanitation Capital Outlay & Transfers	\$ -	\$ -
		Percent Realized	0%
SANITATION			
SANITATION DEPRECIATION			
80-59-99	DEPRECIATION	\$ 57,800.00	\$ -
	Subgroup : Sanitation Depreciation	\$ 57,800.00	\$ -
		Percent Realized	0%
SANITATION FUND			
TOTAL REVENUES	\$ 322,500.00		\$26,731.55
TOTAL EXPENDITURES	\$ 377,700.00		\$31,912.06
		Percent Realized	8%
NET INCOME (LOSS) - Sanitation Utility		\$ (55,200.00)	\$ (5,180.51)

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	FEBURARY 1ST ACTUAL
NFV AIRPORT			
NFV AIRPORT REVENUE			
50-31-06	AIRPORT REVENUE	\$ 7,650.00	\$ 637.50
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ 72,350.00	\$ -
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -
	Subgroup : Total Revenue	\$ 80,000.00	\$ 637.50
		Percent Realized	1%
NFV AIRPORT			
NFV AIRPORT CAPITAL OUTLAY & TRANSFERS			
50-32-70	CAPITAL OUTLAY	\$ 80,000.00	\$ -
50-52-71	PASS THROUGH FUNDS	\$ -	\$ -
50-52-75	GRANT PROJECTS	\$ -	\$ -
50-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
50-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
50-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : NFV Capital Outlay & Transfers	\$ 80,000.00	\$ -
		Percent Realized	0%
NFV AIRPORT			
NFV AIRPORT DEPRECIATION			
50-59-99	DEPRECIATION	\$ -	\$ -
	Subgroup : NFV Depreciation	\$ -	\$ -
		Percent Realized	0%
NFV AIRPORT			
TOTAL REVENUES	\$ 80,000.00		\$637.50
TOTAL EXPENDITURES	\$ 80,000.00		\$0.00
		Percent Realized	0%
NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND			\$637.50



CLAYTON M. BUCHNER
Town Attorney
Paonia, Colorado

MEMORANDUM FOR: Paonia Board of Trustees (“BOT”)

SUBJECT: Planning Commission – Chapter 16 - Zoning, Paonia Municipal Code as it Applies to the BOT Adoption of Ordinance 2024-05 Short Term Rentals (“STR”)

1. This memorandum is regarding two questions:

Question a.: Does the BOT have authority to pass STR legislation which includes revising Chapter 16 Articles 1 and 3 and adding new article 9 to Chapter 16 of the Town of Paonia Municipal Code (“Code”) without a prior review from the Planning Commission (“PC”)?

Question b.: Does Article 16-16-10 requiring public notice apply to the adoption of revisions iterated in Question a. above as part of the STR regulations?

2. Answer to Question a.: **Yes. The BOT, acting in their legislative capacity, are not beholden to an advisory opinion from the PC for approval regarding the STR legislation.**

Law: The BOT is granted the authority to pass ordinances via statute, C.R.S. § 31-4-101. The fact that such ordinances may affect, enforce, or otherwise include land use issues within Chapter 16 does not necessitate review by the PC. There are certain applications and requests that do require PC review; however, the intent of such reviews is often to preserve the BOT’s appeal authority regarding specific amendments to the Code in the context of individual applicants seeking to amend a specific section within a zoning code, not to create a barrier to the BOT’s broad legislative authority.

The BOT’s and PC’s authority regarding planning and zoning stems from Colorado statute and the municipal code (C.R.S. § 31-23-201 et seq. and Municipal Code, Chapter 16). It has been asserted by a member of the PC that Code § 16-14-20 requires that all legislation affecting Chapter 16 must first be reviewed by the PC; but that conclusion is not consistent with statute and/or the Code’s intent. Code § 16-14-20 states in pertinent part that “Amendments to this Chapter shall be considered by the Board of Trustees only when the following requirements have been observed...(2) Each amendment shall be submitted to the Planning Commission for its recommendations. In this context, “amendments” is referring to (1) “Requests for amendment may only be presented by a legal title owner of real property within the area proposed for a change.” PC authority is limited to requests pertaining to real property only which are being made by authorized individuals or entities to amend specific sections of the zoning code, area of zoning maps, or other specific provisions of the Code to accommodate their real property interests.

3. Answer to Question b.: **No. The action of the BOT recently passing the STR Ordinance is clearly legislative and not subject to the public notice requirements contained in Chapter 16-16-10 of the Code.**

Law: Code §16-16-10. Required notice. specifically limits this requirement to four discrete actions - “Special review requests, variance requests, PUD hearings and rezoning requests.” The BOT legislative revisions made to Chapter 16 as part of Ordinance 2024-25 do not entail any of these very specific requests that are associated solely with real property.



CLAYTON M. BUCHNER
Town Attorney
Paonia, Colorado

The Colorado Supreme Court annotated in *State Farm Mutual Automobile Insurance Co. v. City of Lakewood*, 788 P.2d 808, 814 (Colo. 1990), that “when a municipal body is acting in a quasi-legislative rather than a quasi-judicial capacity, there is no constitutional requirement for notice and a hearing.”

4. Conclusion: Based on the foregoing and clear statutory authority to legislate land use matters, the BOT may enact STR legislation without first seeking the review of the PC. Further, such legislation is not subject to the notice or public hearing requirements contained in the Chapter 16 of the Code, as such would be “gratuitous, and not constitutionally required” according to the Colorado Supreme Court. See *State Farm Mutual Automobile Insurance Co. v. City of Lakewood*, 788 P.2d 808, 814 (Colo. 1990)
5. All said, it is highly advisable that the BOT give deference to the PC regarding advisory decisions of building code issues, violations, non-conformities, and other specific areas of PC concern. However, the current STR legislation is not one of those areas.
6. Please feel free to contact me with any questions/concerns or to clarify if any facts or assumptions in this memorandum are in error.

Very Respectfully,

Clayton M. Buchner, J.D.
Town Attorney
Paonia, Colorado



Paonia Police Department

DEPARTMENT BRIEFING: SUMMARY OF PROGRESS

02/01/2025

- ☐ The department completed annual state required POST* updates and roster verification. These updates require departments to verify POST status, identify possible disqualifying events, and verify driving status for each employed officer. *POST is the abbreviation for Peace Officer Standards and Training
- ☐ The department participated in the PK8 ALICE drill. This drill involved classroom evacuations and officer walkthroughs. The joint training is a benefit to both the department and school staff to familiarize ourselves with the procedures and operations of both groups.
- ☐ Department training was completed on new traffic laws effective January 1st, 2025. These new/updated laws include *Use of Mobile Electronic Devices* and *Child Restraint Systems Required*.
- ☐ January was busy with both calls for service and proactive contacts. The department wrote approximately 94 reports last month.

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 01/01/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
01:03:28	Traffic Stop	200 Block Grand Ave., Paonia, CO	PPD	PPD	VW
14:25:46	SUICIDE/ATTEMPT	2nd St., Paonia, CO	PPD	PPD	
16:56:17	DEATH INVESTGTN	ONARGA AVE, Paonia, CO	PPD	PPD	
22:02:50	HARASSMENT	1ST ST, Paonia, CO	PPD	PPD	
23:59:27	DUI	2ND ST, Paonia, CO	PPD	PPD	A
Total Incidents for this Date: 5					

Date Occurred: 01/02/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:10:47	CIVIL PROBLEM	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 01/03/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:19:48	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
16:52:03	Juvenile Prob	HIGHWAY 133, Paonia, CO	PPD	DIST3	
Total Incidents for this Date: 2					

Date Occurred: 01/04/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:15:31	ALARM	ORCHARD AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 01/05/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:22:27	Information	GRAND AVE, Paonia, CO	PPD	PPD	
16:37:15	Traffic Stop	NIAGARA AVE, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 2					

Date Occurred: 01/06/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:18:55	SUSPICIOUS	POPLAR AVE, Paonia, CO	PPD	PPD	
09:34:43	TRESPASS	GRAND AVE, Paonia, CO	PPD	PPD	CIT
11:35:34	VIN INSPECTION	VISTA DR, Paonia, CO	PPD	PPD	

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:01:03	Information	GRAND AVE, Paonia, CO	PPD	PPD	
17:22:56	Traffic Stop	ONARGA AVE, Paonia, CO	PPD	PPD	CIT
19:31:13	Traffic Stop	SAMUEL WADE RD & PRICE RD, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 6					

Date Occurred: 01/07/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:31:59	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD		
12:50:17	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
15:27:37	Traffic Stop	GRAND AVE, Paonia, CO	PPD	PPD	CIT
15:42:29	DUI	NORTH FORK AVE, Paonia, CO	PPD	PPD	A
23:30:04	Information	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 5					

Date Occurred: 01/08/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
20:32:23	Information	1ST ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 01/09/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:06:56	TrafficAccident	ONARGA AVE, Paonia, CO	PPD	PPD	CIT
20:28:08	Traffic Stop	2nd St., Paonia, CO	PPD	PPD	VW
20:50:08	Child Abuse/neg	OAK AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 01/10/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:01:30	Parking Problem	4th St., Paonia, CO	PPD	PPD	
17:51:57	WELFARE CHECK	DELTA AVE, Paonia, CO	PPD	PPD	
21:27:58	HARASSMENT	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 01/12/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
21:39:56	Traffic Stop	RIO GRANDE AVE , Paonia, CO	PPD	PPD	CIT
23:16:54	LOST/FOUND PROP	4th ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 01/13/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:06:57	CITIZEN ASSIST	MINNESOTA AVE, Paonia, CO	PPD	PPD	
18:05:18	Information	CLARK AVE, Paonia, CO	PPD	PPD	
21:59:59	Extra Patrol	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3**Date Occurred:** 01/14/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:29:41	AGENCY ASSIST	STEWART MESA RD, Paonia, CO	PPD	PPD	AA
14:01:56	Information	GRAND AVE, Paonia, CO	PPD	PPD	
15:36:45	Information	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	
18:35:22	Traffic Stop	4th St., Paonia, CO	PPD	PPD	VW
19:14:18	Traffic Stop	Samuel Wade Rd., Paonia, CO	PPD	PPD	VW
20:40:33	Traffic Stop	NIAGARA AVE, Paonia, CO	PPD	PPD	VW
22:43:41	Medical/transfe	CEDAR DR, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 7**Date Occurred:** 01/15/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:21:12	Elder Abuse	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	
16:48:22	Traffic Stop	5th St., Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 2**Date Occurred:** 01/16/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:51:11	Traffic Stop	5th St., Paonia, CO	PPD	PPD	CIT
15:55:30	Ped Contact	4th ST, Paonia, CO	PPD	PPD	
19:40:45	Medical/transfe	MAIN AVE, Paonia, CO		PPD	

Total Incidents for this Date: 3**Date Occurred:** 01/17/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:34:29	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
15:09:39	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 01/18/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:59:22	CIVIL PROBLEM	OAK AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 01/19/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:21:33	Extra Patrol	RIO GRANDE AVE, Paonia, CO	PPD	PPD	
15:38:28	Extra Patrol	MINNESOTA AVE, Paonia, CO	PPD	PPD	
19:21:18	Disturbance	OAK AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 01/21/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:36:15	Information	BONE MESA RD, Paonia, CO	PPD	DIST3	
12:47:28	Information	GRAND AVE, Paonia, CO	PPD	PPD	
13:25:51	BURGLARY	GRAND AVE, Paonia, CO	PPD	PPD	
15:17:04	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
16:40:02	Traffic Stop	5th St., Paonia, CO	PPD	PPD	CIT
16:58:55	Traffic Stop	5th St., Paonia, CO	PPD	PPD	CIT
18:39:48	Traffic Stop	2nd St., Paonia, CO	PPD	PPD	CIT
19:21:10	DUI	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 8

Date Occurred: 01/22/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
00:26:11	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	
11:25:39	AGENCY ASSIST	BONE MESA RD, Paonia, CO	PPD	DIST3	AA
15:53:17	SUSPICIOUS	2ND ST, Paonia, CO	PPD	PPD	
18:06:29	Information	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Date Occurred: 01/24/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:43:18	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
16:46:03	LOST/FOUND PROP	4th ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 01/26/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:08:29	SUSPICIOUS	ORCHARD AVE, Paonia, CO	PPD	PPD	
15:22:51	AGENCY ASSIST	CRAWFORD RD, Paonia, CO	PPD	DIST3	AA
15:56:20	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	
19:05:52	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
22:03:09	TRESPASS	MAIN AVE, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 5					

Date Occurred: 01/27/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:00:05	SUSPICIOUS	MAIN AVE, Paonia, CO	PPD	PPD	
12:31:11	Information	D RD, Crawford, CO	PPD	DCSO	
15:31:46	Traffic Stop	NORTH FORK AVE, Paonia, CO	PPD	PPD	CIT
23:21:00	Extra Patrol	ORCHARD AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 4					

Date Occurred: 01/28/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:45:21	Parking Problem	GRAND AVE, Paonia, CO	PPD	PPD	
13:13:45	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
13:33:47	SUSPICIOUS	NIAGARA AVE, Paonia, CO	PPD	PPD	
14:55:21	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
15:27:54	Traffic Stop	GRAND AVE, Paonia, CO	PPD	PPD	CIT
16:01:22	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD		VW
16:24:55	Traffic Stop	BOX ELDER AVE, Paonia, CO	PPD	PPD	CIT
16:47:25	Traffic Stop	5th St., Paonia, CO	PPD	PPD	CIT
21:34:51	SUSPICIOUS	2ND ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 9					

Date Occurred: 01/29/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:37:36	Traffic Stop	GRAND AVE, Paonia, CO	PPD	PPD	CIT
14:56:43	WELFARE CHECK	DELTA AVE, Paonia, CO	PPD	PPD	
16:36:13	SUSPICIOUS	RIO GRANDE AVE, Paonia, CO	PPD	PPD	
16:38:12	Information	MAIN AVE, Paonia, CO	PPD	PPD	
17:12:42	Information	ONARGA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 5					

Date Occurred: 01/30/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:53:48	Code Enforce	GRAND AVE, Paonia, CO	PPD	PPD	

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:03:49	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
11:57:41	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
13:47:41	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
15:20:00	Extra Patrol	GRAND AVE, Paonia, CO	PPD		

Total Incidents for this Date: 5

Total reported: 94

A-2, AA-3, CIT-24, VW-6

A=ARREST

AA=AGENCY ASSIST

CIT=CITATION

VW=VERBAL WARNING

Report Includes:

All dates between `00:00:01 01/01/25` and `00:00:01 01/31/25`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Ad-Hoc Committee for Updating Policy on Special Event Process and Applications
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	2.7.2025
BACKGROUND:	The Special Event Process has been described as burdensome. Establishing an Ad-hoc committee made up of two Trustees, Town Administration and support staff, and special event organizers will assist with developing policy changes and a better application process.
BUDGET:	
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve establishing an ad-hoc committee for the purpose of reviewing and updating the Special Event policies and process [add if necessary: with the following edits].
ATTACHMENT:	



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Ad-Hoc Committee for a Neighborhood Watch
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	2.7.2025
BACKGROUND:	During a previous meeting hosted by the Town to address an increase in calls for services within the downtown business district and surrounding residential neighborhoods, business owners and concerned residents discussed with Town officials including the police department about what could be done to assist with reducing criminal activity and nuisances during the Spring, Summer and Fall seasons. Town officials explained what they could and couldn't do, but also explained that the police department is reactive and that it's most beneficial if residents report suspicious activity - if you see something, say something. An item that came out of this discussion was establishing an ad-hoc committee for policy changes establishing a neighborhood watch, and a citizens academy. The committee ought to include two Trustees, representatives from the police department, town administration, business owners, and residents interested in shaping policy.
BUDGET:	
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve establishing an ad-hoc committee for the purpose of creating a neighborhood watch and citizens' academy [add if necessary: with the following edits].
ATTACHMENT:	



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of an Employment Agreement with Clayton Buchner
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	2.7.2025
BACKGROUND:	Consideration for amending the existing agreement with the Town Attorney. The agreement amendment increases the amount of hours worked per month and treats the Town Attorney as a part-time employee paid in bi-weekly installments for his work rather than as a separate 1099'd consultant. This will allow the Town Attorney to continue working for the Town as a municipal attorney and remain a District Attorney.
BUDGET:	
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve the Employment Agreement with Clayton Buchner [add if necessary: with the following edits].
ATTACHMENT:	Attachment A: Paonia_Buchner_2.6.25 Employment Agreement

EMPLOYMENT AGREEMENT

Paonia Town Attorney

THIS EMPLOYMENT AGREEMENT ("Agreement") is made this ____ day of February, 2025, by and between the TOWN OF PAONIA (the "Town"), a statutory municipal corporation organized pursuant to Article XX of the Colorado Constitution, and Clayton M. Buchner, PO Box 3855, Pagosa Springs, Colorado ("Employee") (collectively, the "Parties"). This Agreement supersedes any prior employment agreements, written or verbal.

WITNESSETH

WHEREAS, the Town was organized and exists pursuant to the laws of the State of Colorado to provide municipal services for the benefit of its inhabitants and taxpayers; and

WHEREAS, the Town is in need of a Town Attorney; and

WHEREAS, Clayton M. Buchner is a duly licensed attorney in the State of Colorado, and Clayton M. Buchner is willing and able to serve as Town Attorney;

WHEREAS, the Town Attorney shall be appointed by the Board of Trustees of the Town of Paonia subject to the Terms of this Agreement; and

WHEREAS, the Town desires to set forth the terms of Employee's employment as the Town Attorney through this Agreement, to make provisions for certain benefits, to establish certain conditions of employment and to set working conditions therefore; and

WHEREAS, the Employee desires to accept the appointment as Town Attorney pursuant to the terms of this Agreement.

THEREFORE, in consideration of the mutual undertakings contained in this Agreement, the Town and Employee agree as follows:

1. Job Responsibilities.

a. The Employee shall perform all duties of the Town Attorney for the Town required by Constitution, statute, or ordinance, and shall perform other legal services as requested by the Town Administrator, Mayor, Police Chief, Clerk or Town Board of Trustees through the Administrator or Mayor as established by Resolution 03-2024 (the "Legal Services" as specified herein and in **Exhibit A: Scope of Work/Duties**). The Legal Services include all necessary court appearances, legal research, investigation, correspondence, preparation of legal documents, trial preparation, appeals to Municipal and District Court, and all related work required to properly represent the Town.

b. This Agreement requires the Employee represent the Town with respect to the above subject matter only. Any other matters, except those incidental to and necessarily included with the Scope of Work, must be the subject of a separate agreement between the Employee and the Town.

c. The Employee will not provide any additional Legal Services on behalf of or to the Town other than those specified above without first consulting with the Town and obtaining authorization from the Town.

2. No Guaranteed Result. The Employee agrees to use their best efforts in representing the citizens of Paonia in this matter. However, the Town recognizes the Attorney cannot guarantee a particular outcome of any matter.

3. Term. Subject to the annual budget of the Town and the appropriation of funds related to this Agreement, the services to be performed by the Attorney shall begin upon full execution of this Contract and shall terminate upon resignation or removal of the Attorney. The terms of this Agreement will be reviewed no later than December 31, 2026, unless the Employee is sooner terminated as hereinafter provided. This Agreement may be extended at the end of the initial term for an additional term of two (2) years through Resolution, upon mutual agreement of the parties.

4. Outside Activities. Employment as the Town Attorney is not considered as Employee's sole and exclusive employment. Employee may engage in outside employment that does not create a conflict with Employee's position.

5. Compensation and Payments. As a base annual salary, the Town agrees to pay the Employee for the services herein described at \$165/hour for 20 hours/month at \$3,300/month or \$39,600/year per annum, payable in near-equal installments on a bi-weekly basis, less necessary or agreed upon withholding for state and federal taxes and other deductions as applicable.

6. Leave. Under the provisions of this Agreement, the Employee shall not receive Personal Time Off (PTO), Holiday benefits, or any other paid leave benefits.

7. Health and Life Insurance Benefits. The Employee is not eligible to participate in the Town's Health or Life Insurance plans

8. Retirement Benefits. The Employee is not eligible to participate in any of the Town's defined retirement contribution plans.

9. Deferred Compensation Plan. The Employee is not eligible to participate in the Town-sponsored 457 Deferred Compensation Plan, if any.

10. Mileage and Travel Costs. The Employee will receive reimbursement for mileage to and from Employee's home of record, Pagosa Springs, CO, to Paonia, CO, for official business at 90% of the prevailing IRS rate. Employee will be reimbursed for lodging, meals, and incidentals as set by Section 607, Business and Travel Expenses in the Town of Paonia Personnel Handbook .

11. Performance Evaluation. The Town may perform an annual performance review and evaluation of the Employee at the Town's first regular meeting in December. The evaluation process shall provide opportunity for the Trustees to prepare written evaluations of the Employee's performance, the Parties to meet

and discuss the evaluations and goals, and the Town to prepare a written summary of the evaluation results to be delivered to the Employee.

12. Termination. Either party has the right to terminate this agreement, with or without cause, immediately upon written notice to the other party. Such notice shall be delivered at least thirty (30) days prior to the termination date contained in said notice unless otherwise agreed in writing by the parties. Upon such termination, the Employee shall be paid for Legal Services rendered and costs and expenses incurred prior to the date of termination. Such payment shall be the Employee's sole right and remedy for such termination.

13. Resignation. The Employee may voluntarily resign his employment with the Town upon at least thirty (30) days advance written notice; provided, however, that the Town may require the Employee to discontinue his employment sooner than the full thirty days in the interest of the Town. Voluntary resignation shall be without entitlement to severance benefits, if any.

14. Miscellaneous.

a. Entire Agreement/Merger/Severability. This Agreement constitutes the entire agreement of the Parties and a complete merger of prior negotiations and agreements. If any court of competent jurisdiction declares any provision of this Agreement invalid or unenforceable, the remainder of the Agreement shall remain fully enforceable. The court shall also have the authority to reform such unenforceable or void provision(s) so as to render the provision enforceable.

b. Governing Law. This Agreement shall be governed by the laws of the State of Colorado. Neither Party shall have a right to assign this Agreement, or enforce any other change, deletion, or addition or amendment, except as such assignment, or change, or amendment is agreed to in writing by both Parties.

c. Date of Signatures not Effective Date. Notwithstanding the date this Agreement is actually signed by any Party this Agreement is intended to and shall be effective as of _____, __, 2025.

IN WITNESS WHEREOF, the TOWN OF PAONIA has caused this Agreement to be signed and executed on its behalf by the Mayor of the Board of Trustees and the Employee has signed and executed this Agreement, both in duplicate, as of the day and year first above written.

TOWN OF PAONIA

By: _____
Mayor

Attest:

Town Clerk

EMPLOYEE

By: _____
Clayton M. Buchner

EXHIBIT A

Summary

The Attorney shall perform all duties of the Town Attorney for PAONIA required by Constitution, statute, or ordinance, and shall perform other legal services as requested by the Town Board or by such Town officers or employees as designated by the Town Board. Without limiting the foregoing, the Attorney's duties shall include:

- Attend all regular Town Board meetings whenever possible, via Zoom or other live streaming service suffices, to provide counsel on legal issues and attend other meetings as assigned by the Town Administrator, Mayor or Board of Trustees. Three times a year or per request of the Board of Trustees, an in-person meeting is requested at the rate listed in Section 10 of this contract, and at other times as the Town Administrator, Mayor or Board of Trustees requests such meeting be attended in person.
- Ensure acknowledgement of receipt of correspondence from Town authorized representatives as prescribed in Resolution 03-2024 within 24 hours with confirmation of an estimated timeline of resolution of the issue.
- Act as legal advisor to and counsel for the Mayor, Board of Trustees, Town Boards/Commissions, and Town Administrator/Department Heads of the Town of PAONIA.
- Provide guidance on personnel matters, including employee disciplinary and grievance matters.
- Draft, review, or present agreements, bonds, contracts, ordinances, resolutions, and other written instruments pertinent to Town functions or that will be considered by the Town Board, Town Administrator, and Town Staff and provide a legal opinion as necessary as to the consequences of such documents.
- Provide counsel regarding land use rights and the ability to draft, review, and present legal documents relating to acquisitions, easements, variances, rights of way, and other land uses.
- Provide counsel for general municipal procedures and requirements, including without limitation counsel to the Board of Trustees, Town Boards/Commissions and staff on compliance with the Colorado Open Meetings Law, the Colorado Open Records Act, liquor licensing laws, and municipal election law.
- Enforce Town codes, zoning regulations, and building standards through administrative and judicial actions and municipal court prosecution services.



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of a New Facilities Agreement between the Town of Paonia and Delta County School District for the Apple Valley Tennis Courts
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	February 11, 2025
BACKGROUND:	It's that time of year again! North Fork High School's Tennis Team would like to use our fantastic tennis courts at the beautiful Apple Valley Park for their tennis season. February 26 March 5, 13, 18, 27 April 2, 3, 7,9, 16,24,30 and May 7 The facilities agreement is the same as was offered in 2024
BUDGET:	Fees: \$1200.00
RECOMMENDATION:	
ATTACHMENT:	2025 Facilities Agreement with Delta County School District 50J

**TOWN OF PAONIA
FACILITY USE AGREEMENT**

THIS AGREEMENT is made and entered into February 11, 2025 (the "Effective Date"), by and between the Town of Paonia, Colorado (the "Town"), and the Delta County School District 50J ("School District", and together with the Town, the "Parties"). It is mutually agreed as follows:

TERM: This Agreement will be in effect for the 2025 school season (the "Term"). This Agreement may be renewed by written agreement of the Parties for additional school seasons (each, a "Renewal Term"). If not renewed by the Parties prior to the commencement of any school season beyond 2024, then this Agreement shall terminate without further action of the Parties.

PREMISES: The premises includes the Apple Valley Tennis Courts (the "Premises").

DUTIES: The Town of Paonia agrees to provide:

- A. The School District the use of the Premises per the schedule agreed upon by the Parties hereto in writing; and
- B. Provide the necessary maintenance in the way of trash pick up, etc., as required in the maintenance plan submitted by the School District to, and approved in writing by, the Paonia Town Clerk.

The School District agrees to:

- A. Use Apple Valley Tennis Courts exclusively for practice and matches.
- B. Abide by and be subject to the rules and regulations relating to the Premises as amended from time to time by the managing agent of the facility.
- C. Submit an accurate practice and game schedule and maintenance plan to Town Clerk at least two weeks prior to the first day of practice. The schedule and maintenance plan shall include and cover all tournaments as well as practices and matches. Weekend tournaments and any changes to the schedule must be made at least two working days prior to the scheduled use to allow for proper maintenance.
- D. Be responsible for court preparation.
- E. Be responsible for any damage to the Premises or persons or property caused by negligence or intentional acts of the School District, its employees, officers, contractors, agents, students, participants, spectators, or clients.
- F. Be responsible for providing all necessary equipment for the program for which use is granted. (This may include racquets, balls, uniforms,

scoreboards, etc.)

- G. Pay the Town of Paonia a fee of \$1,200.00. This fee is payable as a lump sum by the School District no later than August 10th each calendar year of this Agreement. The Town may terminate the Agreement if in any calendar year School District fails to pay the required fee by such deadline.
- H. School District acknowledges and understands that the School District's use and occupancy of the Premises is subject to a lease agreement (affecting the Premises) by and between the Town and the North Fork Pool, Park and Recreation District (the "Recreation District"). The School District is responsible for coordinating all scheduling and maintenance activities directly with the Recreation District.

INSURANCE: The School District may not use the facility unless the School District carries a general or public liability policy covering personal injury, bodily injury, and property damage with minimum monetary limits sufficient to cover the School District's indemnification obligations hereunder, and not less than the limits of the Colorado Governmental Immunity Act.

The School District shall not cancel, materially change, or fail to renew insurance coverage during the Term or any Renewal. The School District shall notify the Town of Paonia, 214 Grand Avenue, POB 460, Paonia CO 81428, of any material reduction or exhaustion of aggregate limits. Nothing contained in these insurance requirements is to be construed as limiting the extent of the School District's responsibility for payment of damages resulting from the School District's operation under this Agreement. The School District's insurance shall be endorsed to include the Town, and its elected and appointed officers and employees, as additional insureds, unless the Town in its sole discretion waives such requirement. The School District's insurance shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory to that provided by the School District. Such insurance policy shall contain a severability of interests provision. The School District shall be solely responsible for any deductible losses under the insurance policy.

CERTIFICATE OF INSURANCE: As evidence of the liability insurance coverage required by this Agreement, the School District shall furnish a certificate of insurance to the Town of Paonia, 214 Grand Avenue, POB 460, Paonia CO 81428.

INDEMNITY: The School District agrees to indemnify and hold the Town of Paonia harmless from all actions, liability claims, demands, damages, and suits, arising out of or in connection with the School District's use and occupation of the Premises and/or any of its activities undertaken pursuant to this Agreement, except only for those Losses resulting solely from negligence of the Town of Paonia. The School District's use and occupation of the Premises and activities undertaken under this Agreement shall be deemed to include use, occupation, and activities by the School District's employees, officers, contractors, agents,

students, participants, spectators, clients, and any other person for whom the School District is responsible, Upon commencement of any such suit or action against the Town of Paonia, the School District, upon notice given by the Town of Paonia, shall defend the same at its own cost and expense, and in case judgment shall be rendered against the Town of Paonia in such an action or suit, shall fully satisfy the judgment within ninety (90) days after the same has been finally determined. The School District's indemnification obligation further includes the School District's obligation to pay the Town's court costs, expert witness fees, and attorneys' fees, if a court determines that such incurred costs and expenses arise from the School District's use and occupation of the Premises and/or any of its activities undertaken pursuant to this Agreement.

COMPLIANCE WITH ORDINANCES AND REGULATIONS: The School District shall perform all obligations under this Agreement in strict compliance with all federal, state, and Town, rules, statutes, charter provisions, ordinances, and regulations and specifically, shall not discriminate against any person based on sex, race, creed, national origin, sexuality, gender, veteran status, genetic information, disability, or otherwise as prohibited by law.

THIRD PARTY BENEFICIARY: Neither party intends to create any rights under this agreement in any third parties or to waive its immunity or other protection from liability to third parties otherwise given by the Colorado Governmental Immunity Act or other Statute, constitution, ordinance, resolution, or rule of Law. The School District is responsible for all its equipment. The Town of Paonia accepts no responsibility for the School District's equipment or personal property left on the Premises.

TERMINATION: This License gives the School District a permissive use of the Town of Paonia property for the Term and any Renewal Terms. The Town of Paonia reserves the right to terminate this Agreement at any time by giving at least thirty (30) days' written notice to the School District. Upon termination in accordance with this paragraph, the School District agrees to stop using the facility.

In witness whereof, the Parties have executed this Agreement to be effective on the Effective Date.

TOWN OF PAONIA

DELTA COUNTY SCHOOL DISTRICT

Paige Smith, Mayor

TITLE:

ATTEST:

ATTEST:

Samira M Vetter, Town Clerk

TITLE:



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of a Laserfiche Service Agreement
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	February 11, 2025
BACKGROUND:	Please see my attached report
BUDGET:	Fees: \$11,257.50 first year \$7,757.50 annual after
RECOMMENDATION:	
ATTACHMENT:	Clerks report Laserfiche agreement Laserfiche promotional package from Conference CivicPlus NextRequest



Office of the Town Clerk
Samira M Vetter, Town Clerk
214 Grand Ave.
P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

February 6, 2025

RE: Records Management, Archiving and Retention

Honorable Mayor and Board of Trustees,

As the Town office has finally become fully staffed, trained and so very productive, I and my Deputy Clerk are finally able to turn our full attention to sadly neglected Clerk duties, one of which is Records Management. I did reach out to multiple sources, though they are not apples to apples comparable. The other places I didn't get responses from also are affiliated with Laserfiche, so today I am bringing you a different type of comparison.

One of the companies I had a demo of, was archival in nature and that is all it focused on, automation wasn't really in play yet, though it was being developed, and it was more for the digital preservation of documents than the use I would use it for. There was no document management system but its cost (which I only got verbally) was between \$7000 and \$8000 a year.

CivicPlus Next Request specifically works with automating the Public Records Request Process and that workflow they have is amazing. It logs everything from the moment the records request is made, is interactive with other departments and once the documents are entered into the system it had multiple tools available to take away the need to manually search each document, the ability to redact and deliver all in one place. It automatically stored all requests and gave you the ability to make them public or not, helped keep you on task and would have been a dream for CORA request. Especially some of the larger ones I have had. CivicPlus is the Agenda Management Software we use and we are currently migrating all of our current Meeting processes to an upgraded Agenda Management Software also put out by CivicPlus which will meet all of the recently passed accessibility requirements and is much more user friendly than our current Agenda Management software. CivicPlus is a great company that I enjoy working with, they are user friendly, responsive to support requests and the workflow process they demonstrated to me would likely be in front of you for consideration now, except for Laserfiche. You can see from their quote in the packet that their price is \$10,498.00 for the first year and then \$8998.00 annually after

Currently our digital records are in a Sharepoint and we retain paper copies as well just in case, because it isn't an appropriate repository. They are sorted by folders and have a search function, but it isn't ideal. Everyone also has copies of documents stored everywhere, which I have discovered is a bit of a pet peeve for me, just like when you have the original copy of a document in the vault and in multiple other drawers and other folders you find six more 'original copies'. Having your own copies

CC:

of documents, isn't a problem...it is often convenient and stored in an easy to find place for whoever is using it. However, when all of those copies are in your official vault, it is not only clutter, but it makes records retention a nightmare. I am also tasked with creating an efficient records management policy, process and make sure that documents at the end of their retention are properly and legally destroyed and either need to make sure all documents are either in my keeping or appoint liaison's in each department and make sure they are trained through that process and something is not retained too long, not long enough or that nobody can find it.

Laserfiche is going to be a lot of work for my Deputy and I for the first year. We will start with current documents and work our way backwards. While we scan those documents into Laserfiche, along with the training we receive, those documents will be:

- Organized by department
- Named
- Given keyword tags for easy search and retrieval
- Given a security level
- Be scheduled notify the Clerks office when it is time for them to move to the archive as they become a record and when their retention cycle is done.

We would also like the Town to commit to going as paperless as possible sometime this year once our digital document repository is up and running and it is safer to only keep digital records. **NOTE** Some records are required to be retained in paper form *as well*, but moving to as digitally as possible will save the Town SIGNIFICANT money on office supplies.

So, we are building our digital vault which makes Ruben and I's life much easier and everyone else will love that we can find them the documents they need quickly and efficiently!

“According to Interact Source, 19.8% of business time – the equivalent of one day per working week – is wasted by employees searching for information to do their job effectively. IDC data shows that the knowledge worker spends about 2.5 hours per day or roughly 30% of the workday searching for information. By simplifying the ability to search, retrieve, process and archive documents from anywhere in the enterprise, content services and document management solutions can enhance employee collaboration and speed up the decision-making process.” **

<https://blogxenit.eu/blog/do-workers-still-waste-time-searching-for-information>

But wait, there is more! Every staff member will have their own license to search for their documents themselves, using keywords, document titles or even the old-fashioned way by Department. The security levels will ensure that confidential information, for example personnel files or legal briefs from our Town Attorney, will only be seen by the staff that has high enough permissions. Even better, documents that are saved into Laserfiche will go through an approval and assignment workflow with the Clerks office ensuring that nothing is deleted, duplicated or filed without being appropriately organized and documented.

Over the next year you will see your Board packets go to yet another level, because your Town Administrator has all the information you could possibly need for you to be the best policy and

decision makers you can be, at his fingertips. Even better, so will you! Every member of the Board of Trustees, Planning Commission and Tree Board will also have licenses. This license will grant you access to a Board portal where you can search for records yourself, all with specialized security levels to still keep confidential or non-public facing documents secure. Our Town Attorney will also have access to their own permissions and security levels making their job much easier too. Additionally, there will be a Public Records Search attached to the Town website so many Public Record seekers can find the information they are looking for, once again with keyword search.

This will cut down on the amount of CORA requests Ruben and I have to fulfill, limiting it to documents that either need PII redacted or are at a security level that it is best practice to have requested formally. This will still ensure we are safe-guarding protected information while being as transparent as we can be. The keyword search function will also log searches so we can improve the search function by adding new keywords to documents that get used over and over.

After we get those documents uploaded and organized to a high level then we can even use what professional hours we have left after implementation, training and set-up to begin setting up automated workflows within the system to help make staff more efficient and productive. We can set up an automated Public Records request system similar to what I loved so much about Next Request, set up workflows to move multi-department projects, such as permits or liquor and marijuana applications or renewals through an approval process, or an automated HR new hire onboarding process. I will be especially grateful for Ruben when we get to that phase because he is very familiar with automation and what it can and can not do, so his input will take us to levels I can not even imagine right now.

Here are the two cons:

1. It is going to be a lot of work to get it started, but Ruben and I are up to the task!
2. The police department will only be able to use it for normal records because it doesn't have CGIS standards. They have programs for their CGIS documents already and it would be very helpful for them in gathering information that they have to come to us for now.

Here is my favorite part, \$11, 257.50 for our first year and \$7, 757.50 annually after that because Peak Performance has a special license for municipalities under 10,000 population that gives us access to all the bells and whistles at no extra cost. That includes 20 professional Hours for support, workflow building and anything else we can think of separate from installation and training and those professional hours roll over if unused. Our annual cost covers a few more hours each year that will add to the total, Up to 2TB, encrypted storage, data security controlled in house, multi-factor authentication, survey creation, multi-level approval processes, form creation, watermarks, redaction capability, integrations with Microsoft 365 etc. I also have this in my budget already so we don't have to figure out where it is going to come out of.

I have heard many good things from my fellow clerks that use Laserfiche, it is effective, user friendly and their customer support is top notch. The State of Colorado also uses Laserfiche and it is compatible with the special rules and processes that local government needs instead of us trying to create what we need in multiple places.

CC:



Laserfiche
Authorized Reseller

PEAK PERFORMANCE IMAGING SOLUTIONS

135 WEST 11TH ST • P.O. BOX 1968 • SILVERTHORNE, CO 80498

PHONE: (970) 262-2555, (970) 949-9732 OR (800) 260-8806

FACSIMILE: (970) 262-6965

SOFTWARE SALES ORDER

BILL TO	Town of Paonia	CONTACT INFO	Samira M. Vetter
	PO Box 460		(970) 527-4101
	Paonia, Colorado 81428		SamiraV@townofpaonia.com

DATE	SALESPERSON	PAYMENT TERMS	SYSTEM	EXPIRATION DATE
01/14/2025	CHYNNA REDDIX	NET 15	CLOUD	01/29/2025

SOFTWARE

QUANTITY	ITEM#	DESCRIPTION	UNITS	TOTAL
1	CLXGOV10B	Municipality Site License 10k or less *Plus Tier	1	7,757.50

INSTALLATION + TRAINING + PRO HOURS

PROJECT DESCRIPTION			HOURS
Laserfiche Professional Hours for projects			20
Software Subtotal:			\$7,757.50
LSAP Agreement (Renewable Annually):			\$0.00
Installation + Training + Pro Hours:			\$3,500.00
Total Due:			\$11,257.50

SOFTWARE TERMS AND CONDITIONS

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GENERAL SCOPE OF COVERAGE

This software agreement allows customer access to hot line technical support. Basic technical support response times are within 8 hours and Priority technical support response times are within 4 hours. Please refer to front side of agreement for specific type of agreement. Routine updates and patches are available to customer for download. If necessary, on-site support is provided for current products including preventative maintenance and user training (see Sales order for number of hours included in sale.) In addition, customer is eligible for user workshops and training conferences.

SUPPORT TERMS AND CONDITIONS

Laserfiche Software Support Plans do not include support for installation, configuration, customizations, preventative maintenance, integrations, migration, deinstallation, support for other software applications, or relocation services to Laserfiche Software. Software Support Plans strictly excludes coverage for malfunctions, problems and related service requests that are caused by: (a) alterations, additions, deletions, adjustments, or repairs unless directly caused by Laserfiche, its employees, Solution Providers, or subcontractors approved by Laserfiche in writing, or (b) defects, malfunctions, or other problems in your hardware or non-Laserfiche software products, or your configurations, integrations, applications, or customizations. Software Support Plans will not cover the service or repair of any system or component that has been damaged as a result of: (i) accident, misuse, neglect, failure to follow instructions for proper use, care or cleaning of your hardware or Laserfiche Software Solution; (ii) a force majeure event including, but not limited to, lightning, flooding, tornados, earthquakes, hurricanes, strikes, civil disturbances, terrorism or war; (iii) failure due to external factors such as accidents, fires, failures or fluctuations of electrical power or air conditioning, criminal activity, hacking or malicious interference with Internet or telecommunications systems, and other acts or events beyond Laserfiche's control; (iv) abuse or excessive wear and tear; (v) third-party software, software configurations, applications, emails, downloads or any data files, worms or viruses that may corrupt your Laserfiche software or your other systems; or (vi) the moving of your system from one geographic location to another or from one purchaser or entity to another. Before requesting services from Laserfiche, it is your responsibility to back up the software and data on your servers and on any other storage device(s) in the system.

UPGRADES

All upgrades of software packages will be handled per specific guidelines provided by software vendor. Contact your PPIS representative for upgrade information.

SERVICE CALLS

Service calls under this agreement will be made during normal business hours at the installation address shown on the reverse side of this agreement. Travel and labor time for service calls after normal hours, on weekends and on holidays, if and when applicable, will be charged at overtime rate in effect at the time the service call is made.

TERM

This agreement shall become effective upon receipt by Peak Performance Imaging Solutions of the initial annual maintenance charge provided on the reverse side hereof and shall continue through the expiration date listed on the front of this agreement (or term listed in the exclusions, special instructions, or special terms section of this agreement). This contract shall be automatically renewed for successive similar periods subject to the receipt by Peak Performance Imaging Solutions of the maintenance charge in effect at the time of renewal, provided that the customer is not then in default.

BREACH OR DEFAULT

If the customer does not pay all charges for maintenance agreement provided thereunder, promptly when due: 1.) Peak Performance Imaging Solutions may refuse service or furnish service on a C.O.D. "Per Call" basis at published rates 2.) You, the customer, accept the term length of this agreement and accept that breach or default of this agreement will result in you, the customer, being responsible for full payment of said agreement. 3.) You, the customer, agree to pay Peak Performance Imaging Solution's costs and expenses of collection including the maximum attorney's fees and collection fees permitted by law.

WARRANTY

Other than the obligations set forth herein, Peak Performance Imaging Solutions disclaims all warranties, express or implied, including any implied warranties of merchant ability, fitness for use, or fitness for a particular purpose. Peak Performance Imaging Solutions shall not be responsible for direct, incidental or consequential damages including but not limited to, damages arising out of the use or performance of the equipment or the loss of use of the equipment.

SERVER/WORKSTATION CONDITION

The server/workstation equipment must be in good condition and meet the minimum requirements provided to the customer on the commencement date of the agreement. Peak Performance Imaging Solutions will not install any software on machines that do not meet the minimum requirements. PPIS will charge customer, and customer agrees to pay, for additional labor required to return to continue installation if inadequate machines were available at the initial installation. Peak Performance Imaging Solutions will invoice the customer and this will be in addition to the price set forth on the reverse side hereof.

PC CONNECTIVITY, SUPPORT, INTEGRATION

Customer accepts terms & conditions of Sales Order as well as Scope of Responsibility Listed on Reverse Side of Sales Order. Standard warranty(s) for PC peripherals such as hubs, print servers, etc. is with Manufacturer. PPIS assumes there is a network drop within close proximity to machine location. PPIS requests full access to network environment to install systems efficiently & quickly. Delays not caused by PPIS may be billed to customer at PPIS discretion. PPIS offers training on software sold to customer by PPIS. PPIS does not offer basic computer skills training. Additional installation requests for additional workstations is chargeable (not Supported by this maintenance agreement) at the current rate.

MISCELLANEOUS

The laws of the state of Colorado shall govern this agreement and is applicable to agreements wholly negotiated, executed and performed in such State. It constitutes the entire agreement between the parties and may not be modified except in writing by a duly authorized officer of Peak Performance Imaging Solutions.

(CUSTOMERS SIGNATURE ON THE FACE OF THIS AGREEMENT DESIGNATES ACCEPTANCE OF ALL OF THE TERMS & CONDITIONS OF THIS AGREEMENT)

All Invoices Are Due And Payable On Receipt

This customer guarantees payment within specified terms and agrees to reimburse seller for all expenses incurred in collecting the amount of this invoice. Overdue invoices are subject to late charges.

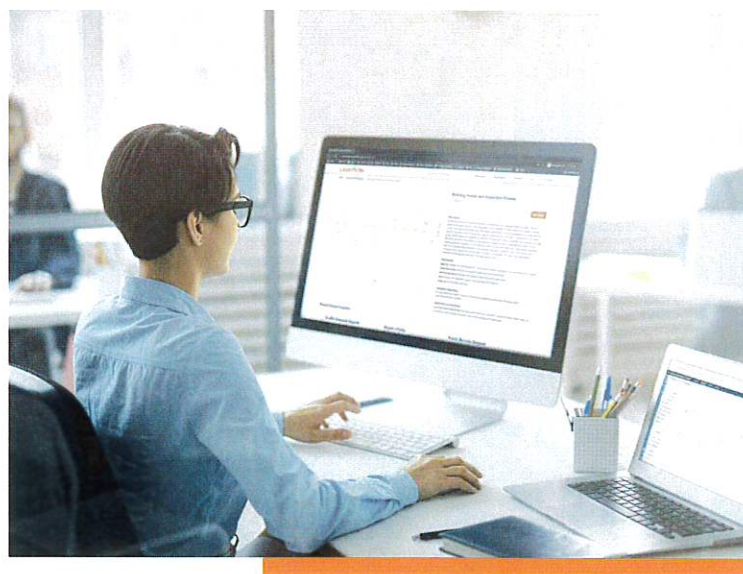
Customer Acceptance

Authorized Signature:	Date:
-----------------------	-------

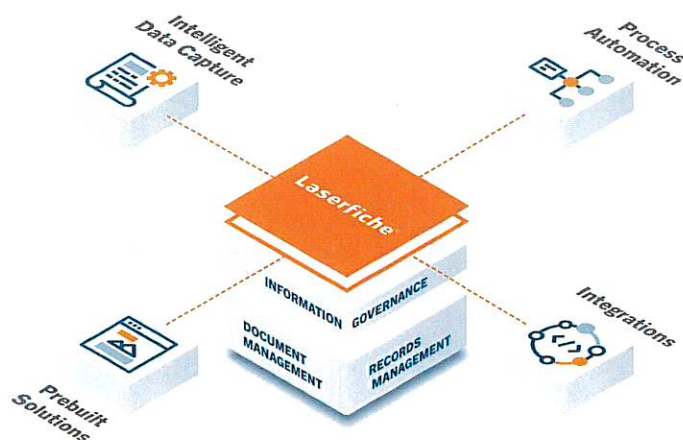
About Laserfiche

Modernize Your Enterprise

Laserfiche is the leading SaaS provider of enterprise content management (ECM) and process automation software. Through powerful workflows, electronic forms, intelligent analytics, and document/records management, Laserfiche helps thousands of organizations accelerate operations and drive business growth.



One Seamless Platform



Intelligent Data Capture

Unlock valuable information with capture tools that process high volumes of content, extract data and automatically organize files. Save time and reduce errors by capturing and classifying your data to make your content searchable from one centralized, organized location.

Integrations

Quickly integrate Laserfiche with your mission-critical enterprise applications with out-of-the-box integrations or iPaaS connectors, allowing Laserfiche to be the backbone for your enterprise content and data accuracy across hundreds of applications.

Solutions Marketplace

Prebuilt solution templates accelerate your return on investment without having to design a workflow from scratch. The Laserfiche Solution Marketplace is a free library of hundreds industry and department-specific templates, designed by fellow customers and Laserfiche experts, to help you get started today.

To learn more: visit [Laserfiche.com](https://laserfiche.com)

Process Automation

Simplify and modernize your business processes, allowing teams to focus on high priority initiatives versus burdensome administrative tasks. Reduce repetitive tasks, accelerate approvals, and deliver results faster throughout your entire organization.

Document and Records Management

Keep your enterprise data safe with innovative lifecycle management tools, custom retention rules and secure sensitive document sharing. Improve collaboration and process management while maintaining access security at whatever level employees need.

Cloud or On-Premises Deployment: Choosing the Right Fit

One of the biggest decisions when selecting new software is whether it will be hosted on the cloud or installed on-premises. While many software providers are moving exclusively to cloud or Software-as-a-Service (SaaS) offerings, Laserfiche offers customers the option to choose which deployment method is the right fit for their organization.

- | | |
|---|---|
| <ul style="list-style-type: none"> • You're looking for a low cost of ownership. Costs for cloud software are classified as an operating expense, eliminating the need to approve a large capital expenditure. • You don't want to invest in hardware for storage. With Cloud, adding storage comes at a lower cost and is more scalable than purchasing hardware assets. • You're looking for easy budgeting. With cloud, support and maintenance costs are included in your annual contract, making budgeting easier. • You'd like to limit the burden on your IT organization. Cloud requires less in-house technical involvement for deployment, updates, and changes. • You'd like to secure information and simplify compliance. Data is encrypted at rest and in-transit using industry standard encryption or TLS security network communication. • You're looking for simplified software upgrades. Cloud upgrades and releases are deployed frequently and efficiently. | <ul style="list-style-type: none"> • You'd prefer a lower long-term cost. Over the long term, one-time license fees and annual maintenance fees for on-premises licenses are generally lower than the cumulative recurring costs of SaaS software (not taking into account hardware and professional services). • You prefer to customize your IT environment. On-premises deployment offers complete control over infrastructure customization, enabling thoroughly planned and budgeted hardware technology purchases aimed to address specific expansion needs – be it security, speed, storage, etc. • You require in-house data security. Knowledge of your system and data reside solely in-house, which may be preferable for companies with security restrictions requiring total control over data, or who require restricting internet access to systems, databases or applications entirely. • You need to offer multiple access options to support your workforce, including ones that don't require internet access. On-premises licensing offers multiple options for system access, some of which don't require internet access. This is a plus for organizations that operate in areas where internet connectivity is not reliable or restrict internet access due to security. |
|---|---|

Full Feature Comparison Chart

Laserfiche Cloud Package Tiers

Laserfiche Cloud enables organizations to automate business-critical processes and properly secure content. With continuously enhanced platform capabilities that include workflow management, electronic forms, A.I.-powered document capture and more, the Laserfiche Cloud SaaS-based deployment allows you to generate value immediately and accelerate your return on investment.

For the most current pricing information, visit laserfiche.com/products/pricing/.

Key: - Not included | + Add-on | ✓ Included

	Description	Starter	Professional	Business
Document Management				
Advanced search	Perform and save granular searches across a wide set of search attributes for easy and quick content retrieval.	✓	✓	✓
Version history	Store previous versions of documents allowing you to revert back to prior versions if necessary.	✓	✓	✓
Annotations	Collaborate on and edit Microsoft 365 content at the same time with other users	✓	✓	✓
Simultaneous editing of Microsoft 365 content	Add searchable comments, callouts, highlights, stamps and more to images and text.	✓	✓	✓
Direct file sharing with external users	Share content via secure links within and outside of the organization with external constituents and other users.	✓	✓	✓
Customizable metadata templates	Define a metadata template that can be automatically populated to support keyword search, document classification and more.	✓	✓	✓
Mobile app with offline sync	Access and update files on-the-go, even without internet connection using offline mode.	✓	✓	✓
File publishing via public portal	Provide read-only web access to documents for a population outside of your organization with a user-friendly public portal site.	-	+	Unlimited views
Process Automation				
No-code workflow designer	Automate email alerts, document routing, approvals and much more with a drag-and-drop interface to automate and optimize virtually any process.	-	✓	✓
Process versioning	Reference and restore previous versions of process definitions.	-	✓	✓
Rules management	Centrally define repeatable decision logic, formulas, scripts and more that can be defined once and used across multiple processes as relevant.	-	✓	✓
Task management	View, manage, complete and report on individual and team tasks, which can be sorted by priority and deadlines in a central task inbox.	-	✓	✓
Custom scripting	Create custom scripts to include as part of automated solutions and integrate with third parties.	-	✓	✓
Process health reports	Identify process bottlenecks and inefficiencies using out-of-the-box insights reports that monitor process health metrics.	-	✓	✓
Custom reports	Create custom report visualizations on process data to gain business intelligence and inform strategic decisions.	-	✓	✓
Content Capture				
Bulk import	Automatically import electronic files from network drives and file shares in bulk or on a schedule.	✓	✓	✓
Email archiving	Archive emails automatically, using filing rules based on email properties such as "subject" or "from/to".	✓	✓	✓
Mobile app capture	Easily capture documents through your mobile device's camera and access offline documents via mobile app.	✓	✓	✓
Batch document scanning and image processing	Perform automated clean-up (e.g. page separation, image improvement, deskew, etc.) to improve OCR and indexing.	+	✓	✓
Auto-classification and auto-filing	Sort and classify documents as they are added to the repository, simplifying the process to search and retrieve content.	+	✓	✓
Smart Invoice Capture	Automatically capture information from any invoice, in any format with machine learning technology.	+	+	+
Electronic Forms				
Dynamic field rules	Dynamically show and hide certain form fields based on the values of other fields for more complex forms.	-	✓	✓
Form templates	Use pre-built forms and process templates to reduce development time and jumpstart automation efforts.	-	✓	✓
Approval automation	Automate approval tasks, document routing, reminders and more using a code-free business process designer to outline the activities after a form submission.	-	✓	✓
Surveys	Create surveys and view results as responses are submitted via visualized charts.	-	✓	✓

Custom themes	Set colors, font sizes, borders, logos and everything else to design the look of an electronic form.	-	✓	✓
CSS/JavaScript scripting	Allows advanced functionality to be added to an electronic form to customize how a form looks and feels beyond existing functionality by using CSS/JavaScript.	-	✓	✓
Mobile offline form submissions	Complete electronic forms on the go or through kiosk mode via mobile app, even when offline. Offline forms are submitted when connection is restored.	-	✓	✓
Public form submissions	Dynamically show and hide certain form fields based on the values of other fields for more complex forms.	-	+	Unlimited
Integrations & Integration Tools				
Microsoft 365 integration, including Outlook, Teams and Office	Work efficiently and securely with direct integrations for Microsoft Outlook, Teams, Word, PowerPoint, and Excel.	✓	✓	✓
Remote lookups	Access local databases to populate form fields, metadata, process logic and more via lookups.	-	✓	✓
Redtail CRM integration	Push and pull data between Laserfiche and Redtail to reduce data entry and optimize CRM process flows.	-	✓	✓
Microsoft Dynamics 365 integration	Push and pull data between Laserfiche and Dynamics 365 to reduce data entry and optimize CRM process flows.	-	✓	✓
Salesforce CRM integration	Push and pull data between Laserfiche and Salesforce to reduce data entry and optimize CRM process flows.	-	+	+
Workflow Bots	Use robotic process automation-powered software "bots" to automate manual, repetitive clicks and data entry that span across the user interfaces of websites and software applications that lack traditional integration access points, without the need to write any code.	-	1+	1+
Software development kit	Create custom applications that access Laserfiche with programming tools and documentation.	-	+	✓
DocuSign integration	Send documents from the Laserfiche repository via DocuSign to complete e-signatures.	+	+	✓
Ellucian Banner integration through Ethos	Seamless exchange of student personal information and course information between Laserfiche and Banner SIS to support the student registrar forms use case.	-	+	+
Certified integration with SAP ArchiveLink	Configure a Laserfiche repository as a content repository in SAP, where you can directly archive SAP content in Laserfiche as well as search, retrieve, update and delete content.	+	+	+
Integration with Laser App	Import filled out LaserApp forms into the Laserfiche repository and set Laserfiche metadata field values based on Laser App data.	+	+	+
Compliance				
Redactions	Redact images and/or text associated with a document to hide sensitive data from unauthorized users.	✓	✓	✓
Basic audit trail on user activity	Track successful user actions, such as create/delete/edit actions performed on documents and metadata.	✓	✓	✓
Advanced audit trail on user activity	Configure and track successful and unsuccessful changes to access rights, global and user settings, passwords and more.	-	+	✓
Watermarks	Place an administrator-defined watermark on content printed or exported by a user.	-	+	✓
Records lifecycle management	Manage records through creation, active use, and disposition based on compliance and organizational requirements. This includes classifying, securing, storing, tracking and destroying records as necessary.	-	+	✓
Legal holds	Apply a legal hold to specified content, preserving all forms of relevant information and halt retention policies to avoid evidence tampering or accidental removal when litigation is possible.	-	+	✓
Records retention and disposition reporting	Quickly locate and create a report on records based on their retention and disposition schedules.	-	+	✓
Automate records actions and events	Automatically set cutoff instructions, retention schedules, holds and more to reduce manual records-related actions.	-	+	✓
Strict compliance mode WORM (Write Once Read Many) storage – Laserfiche Vault	Automatically set cutoff instructions, retention schedules, holds and more to reduce manual records-related actions.	-	+	+
Administration				
Group and role-based fine-grained security access controls	Set access rights by individuals, roles or groups to limit and control access to documents and objects across the platform.	✓	✓	✓
Multi-factor authentication	Enable multi-factor authentication to strengthen user security.	✓	✓	✓
AD FS authentication for Windows users	Configure single-sign on via Active Directory Federation Services to use existing AD credentials.	-	✓	✓
SAML authentication	Configure SAML-based single sign-on with a variety of identity providers.	-	✓	✓
Group-based licensing rules for Active Directory users	Automatically assign user licenses to AD users via group-based rules.	-	-	✓

Just-in-time/on-demand provisioning for SAML and AD users	Create and assign user licenses upon initial user log in to eliminate the need to configure user accounts in advance.	-	-	✓
Security				
SOC 2 Type 2	This report details the controls for Laserfiche Cloud related to the criteria for the security, availability and confidentiality principles set forth in TSP section 100, 2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality and Privacy (AICPA, Trust Services Criteria).	✓	✓	✓
TLS encryption in transit and AES-256 encryption at rest	All data sent between Laserfiche customers and applications is encrypted in transit using Transport Layer Security (TLS) with Perfect Forward Secrecy (PFS). Data volumes on servers storing customer data and attachments in Laserfiche Cloud are encrypted at rest using industry-standard full-disk AES-256 encryption.	✓	✓	✓
Intrusion detection	Laserfiche Cloud utilizes host-based intrusion detection systems to reduce the risk of data theft by individuals or organizations attempting to gain unauthorized access.	✓	✓	✓
Penetration testing	Laserfiche engages third-party vendors to conduct external penetration testing of the Laserfiche Cloud system.	✓	✓	✓
Vulnerability scanning	Laserfiche performs a vulnerability scan of backend servers that run in the Laserfiche Cloud hosting environment.	✓	✓	✓
Cloud Platform Reliability				
High availability	Laserfiche Cloud SaaS services are hosted in multiple regions, consisting of multiple availability zones with multiple data centers. These data centers are housed in separate facilities with redundant power, networking and connectivity.	✓	✓	✓
Automated and encrypted backups	Customer data is backed up several times each day. The backups are encrypted, replicated and stored in geographically separate data centers.	✓	✓	✓
Support				
Automated feature and security updates and enhancements	Continue to drive innovation with the latest features and enhancements without requiring any manual updates.	✓	✓	✓
Online learning resources	Access a variety of training videos, certification courses, documentation and more to support smooth implementation and user adoption.	✓	✓	✓
Community forum	Engage with a vibrant user community, including Laserfiche staff, resellers and other customers, to share questions and find answers.	✓	✓	✓

Get a [personalized Laserfiche demo](#) or contact us today at 1-800-985-8533.



PAYPORT INTEGRATION

Features

Enhance your Laserfiche Forms to process secure payments with Payport. This Integration for Laserfiche serves as a portal; to facilitate transaction flow for items like licenses, permits, taxes, services, merchandise or etc.

The Integration creates a seamless way for organizations to collect payments via a website or public portal using Laserfiche Forms. The benefit of this Integration is that no credit card data is stored locally. Your customer can fill out your form and press submit. Customers will then be redirected to your Payport portal for payment. Once the transaction data is received, a Laserfiche Form will finalize the checkout with a transaction approval form.

First Name	Last Name
Billing Address	
Street Address	
Address Line 2	
City	State / Province / Region
Postal / Zip Code	Country
Phone Number	Email
Payment Method	
☐ Cash ☐ Credit Card/Banking	
Order Total *	
\$	

When you click the "Step 2: Payment Page" button below, you will be redirected to our payment portal to complete the transaction.

Specifications

Product Release Date: August 1, 2022

Product Version Number: 1.0

Languages Supported: English

Required Laserfiche Products: Laserfiche Forms 11 or higher, Workflow 11 or higher, Forms Public Portal, SQL, Payport API

Pricing

Payport Integration	PP1000	\$5,000.00
Payport Annual Maintenance	PP1000B	\$1,000.00

Payment Information

Complete all required fields [*]

Credit Card Number *

Credit Card Type



Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

NEXT >

Laserfiche®
Solution Provider

Call Now!
800-260-8806

Full Feature Comparison Chart

Laserfiche Self-Hosted Package Tiers

Laserfiche transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. The Laserfiche self-hosted deployment allows you to manage maintenance, upgrades and security on your own servers.

For the most current pricing information, visit laserfiche.com/products/pricing/.

Key: - Not included | + Add-on | ✓ Included

	Description	Starter	Professional	Business	Enterprise
Document Management					
Advanced search	Perform and save granular searches across a wide set of search attributes for easy and quick content retrieval.	✓	✓	✓	✓
Version history	Store previous versions of documents allowing you to revert back to prior versions if necessary.	✓	✓	✓	✓
Annotations	Collaborate on and edit Microsoft 365 content at the same time with other users	✓	✓	✓	✓
Simultaneous editing of Microsoft 365 content	Add searchable comments, callouts, highlights, stamps and more to images and text.	✓	✓	✓	✓
Customizable metadata templates	Define a metadata template that can be automatically populated to support keyword search, document classification and more.	✓	✓	✓	✓
Mobile offline file sync	Access and update files on-the-go, even without internet connection using offline mode.	✓	✓	✓	✓
Federated search	Perform searches across multiple repositories at the same time to locate content across the enterprise.	-	✓	✓	✓
Direct file sharing with external users	Share content via secure links within and outside of the organization with external constituents and other users.	+	+	+	+
File publishing via public portal	Provide read-only web access to documents for a population outside of your organization with a user-friendly public portal site.	-	+	Unlimited views	Unlimited views
Process Automation					
No-code workflow designer	Automate email alerts, document routing, approvals and much more with a drag-and-drop interface to automate and optimize virtually any process.	-	✓	✓	✓
Task management	View, manage, complete and report on individual and team tasks, which can be sorted by priority and deadlines in a central task inbox.	-	✓	✓	✓
Custom scripting	Create custom scripts to include as part of automated solutions and integrate with third parties.	-	✓	✓	✓
Process health reports	Identify process bottlenecks and inefficiencies using out-of-the-box insights reports that monitor process health metrics.	-	✓	✓	✓
Custom reports	Create custom report visualizations on process data to gain business intelligence and inform strategic decisions.	-	✓	✓	✓
Content Capture					
Bulk import	Automatically import electronic files from network drives and file shares in bulk or on a schedule.	✓	✓	✓	✓
Email archiving	Archive emails automatically, using filing rules based on email properties such as "subject" or "from/to".	✓	✓	✓	✓
Mobile app capture	Easily capture documents through your mobile device's camera and access offline documents via mobile app.	✓	✓	✓	✓
Batch document scanning and image processing	Perform automated clean-up (e.g. page separation, image improvement, deskew, etc.) to improve OCR and indexing.	+	✓	✓	✓
Auto-classification and auto-filing	Sort and classify documents as they are added to the repository, simplifying the process to search and retrieve content.	+	✓	✓	✓
Electronic Forms					
Dynamic field rules	Dynamically show and hide certain form fields based on the values of other fields for more complex forms.	-	✓	✓	✓
Form templates	Use pre-built forms and process templates to reduce development time and jumpstart automation efforts.	-	✓	✓	✓
Approval and task automation	Automate approval tasks, document routing, reminders and more using a code-free business process designer to outline the activities after a form submission.	-	✓	✓	✓
Surveys	Create surveys and view results as responses are submitted via visualized charts.	-	✓	✓	✓
Custom themes	Set colors, font sizes, borders, logos and everything else to design the look of an electronic form.	-	✓	✓	✓
CSS/JavaScript scripting	Allows advanced functionality to be added to an electronic form to customize how a form looks and feels beyond existing functionality by using CSS/JavaScript.	-	✓	✓	✓

Mobile offline form submissions	Complete electronic forms on the go or through kiosk mode via mobile app, even when offline. Offline forms are submitted when connection is restored.	-	✓	✓	✓
Payment gateways	Enable e-commerce and collect payment through direct integrations with Braintree and Authorize.Net.	-	✓	✓	✓
Public form submissions	Dynamically show and hide certain form fields based on the values of other fields for more complex forms.	-	+	Unlimited	Unlimited
Integrations & Integration Tools					
Microsoft 365 integration, including Outlook and Office	Work efficiently and securely with direct integrations for Microsoft Word, PowerPoint, Excel and Outlook.	✓	✓	✓	✓
Database lookups	Access local databases to populate form fields, metadata, process logic and more via lookups.	-	✓	✓	✓
Software development kit	Create custom applications that access Laserfiche with programming tools and documentation.	-	+	✓	✓
DocuSign integration	Send documents from the Laserfiche repository via DocuSign to complete e-signatures.	+	+	✓	✓
Certified integration with SAP ArchiveLink	Configure a Laserfiche repository as a content repository in SAP, where you can directly archive SAP content in Laserfiche as well as search, retrieve, update and delete content.	+	+	+	✓
Integration with Laser App	Import filled out LaserApp forms into the Laserfiche repository and set Laserfiche metadata field values based on Laser App data.	+	+	+	✓
Compliance					
Redactions	Redact images and/or text associated with a document to hide sensitive data from unauthorized users.	✓	✓	✓	✓
Basic audit trail on user activity	Track successful user actions, such as create/delete/edit actions performed on documents and metadata.	✓	✓	✓	✓
Advanced audit trail on user activity	Configure and track successful and unsuccessful changes to access rights, global and user settings, passwords and more.	-	+	✓	✓
Watermark tracking	Place an administrator-defined watermark on content printed or exported by a user.	-	+	✓	✓
Records lifecycle management	Manage records through creation, active use, and disposition based on compliance and organizational requirements. This includes classifying, securing, storing, tracking and destroying records as necessary.	-	+	✓	✓
Legal holds	Apply a legal hold to specified content, preserving all forms of relevant information and halt retention policies to avoid evidence tampering or accidental removal when litigation is possible.	-	+	✓	✓
Records retention and disposition reporting	Quickly locate and create a report on records based on their retention and disposition schedules.	-	+	✓	✓
Automate records actions and events	Automatically set cutoff instructions, retention schedules, holds and more to reduce manual records-related actions.	-	+	✓	✓
Administration					
Group and role-based fine-grained security access controls	Set access rights by individuals, roles or groups to limit and control access to documents and objects across the platform.	✓	✓	✓	✓
Multi-factor authentication	Enable multi-factor authentication to strengthen user security.	-	✓	✓	✓
AD FS authentication for Windows users	Configure single-sign on via Active Directory Federation Services to use existing AD credentials.	-	-	✓	✓
SAML authentication	Configure SAML-based single sign-on with a variety of identity providers.	-	-	✓	✓
Group-based licensing rules for Active Directory users	Automatically assign user licenses to AD users via group-based rules.	-	✓	✓	✓
Just-in-time/on-demand provisioning for SAML and AD users	Create and assign user licenses upon initial user log in to eliminate the need to configure user accounts in advance.	-	-	✓	✓
SCIM user management support	Automate the user provisioning and deprovisioning process for SAML users.	-	-	✓	✓
Development sandbox environments	Test solutions and experiment new innovations using sandbox environments.	+	+	3+	✓
Support					
Online learning resources	Access a variety of training videos, certification courses, documentation and more to support smooth implementation and user adoption.	✓	✓	✓	✓
Community forum	Engage with a vibrant user community, including Laserfiche staff, resellers and other customers, to share questions and find answers.	✓	✓	✓	✓

Get a [personalized Laserfiche demo](#) or contact us today at 1-800-985-8533.


CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work

Q-92347-1

2/6/2025 4:37 PM

3/1/2025

Client:

Town of Paonia, CO

Bill To:

PAONIA TOWN, COLORADO

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kristin Lussier		kristin.lussier@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	NextRequest Standard Implementation	NextRequest Standard Implementation (Virtual Only)	USD 1,500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan for local agencies; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features: Review & Redaction Features, Payments, IT & Compliance Features	USD 8,998.00

Total Investment - Initial Term	USD 10,498.00
Annual Recurring Services (Subject to Uplift)	USD 8,998.00

Initial Term	3/1/2025 - 2/28/2026, Renewal Term 3/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-92347-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

<u>Authorized Client Signature</u>	<u>CivicPlus</u>
By (please sign):	By (please sign):
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Organization Legal Name:	
Billing Contact:	
Title:	
Billing Phone Number:	
Billing Email:	
Billing Address:	
Mailing Address: (If different from above)	
PO Number: (Info needed on Invoice (PO or Job#) if required)	

3 TIMES

Municipalities Were Fined For Not Complying With Public Records Requests



As government entities funded by tax dollars, states, cities, counties, towns and commissions are all required to produce certain public records in a timely manner. Below are three examples of cities missing the mark by not providing records to their constituents. To avoid the same costly fate, consider implementing a NextRequest public records portal on your website to streamline the records request process and reduce the time and money your agency spends fulfilling these requests.

1 **The City of Jackson, Mississippi was fined \$170,397.50** to cover the legal fees of Gray Television after taking more than a year to fulfill a public records request. The decision comes more than two years after WLBT-TV made seven requests for public records to the Jackson Police Department, involving emails, memos, and crime statistics. State law requires a public body to provide records within seven business days of a request being filed. In the most egregious example, the city waited nearly 600 days to produce a portion of the phone and text logs of JPD Chief James Davis. The resulting fine was the largest fine levied against a public body by the Mississippi Ethics Commission.

Source:

<https://www.wlbt.com/2021/08/06/city-jackson-slapped-with-largest-fine-state-history-following-wlbt-ethics-complaint/>

2 **The Los Angeles County Board of Supervisors approved a \$185,000** settlement after a lawsuit alleging the LA County Sheriff's Department failed to adequately respond to a request for public records. The Brennan Center for Justice at New York University School of Law accused the Sheriff's Department of failing to respond properly to a request regarding the agency's use of "predictive policing" software. After responding to part of the request and claiming multiple deadline extensions, communication ceased, leading to the lawsuit. In addition to voting on the settlement agreement, the Board of Supervisors also adopted an ordinance that will require the sheriff's department to proactively post non-confidential peace officer (law enforcement officer) personnel records as part of SB 1421.

Source:

<https://www.dailynews.com/2022/03/01/la-county-oks-185000-settlement-in-lawsuit-over-sheriffs-department-records-dispute/>

3 **The City of Tacoma, Washington has agreed to a \$311,000** lawsuit settlement of public records violations regarding a cell phone surveillance device used by police. The settlement ended a five-year dispute over whether the city violated the state's Public Records Act by withholding or redacting documents requested by the residents. The device in question was called a Stingray and it prompted the Washington State Legislature to pass a law in 2015 requiring a warrant before use. After the law went into effect, a records request was filed to see if the department was complying. A Pierce County Superior Court Judge then found Tacoma violated public records laws by deliberately withholding 11 records.

Source:

<https://www.thenewstribune.com/news/local/article254788732.html>



FACT SHEET

Why Do We Need a Dedicated Solution?

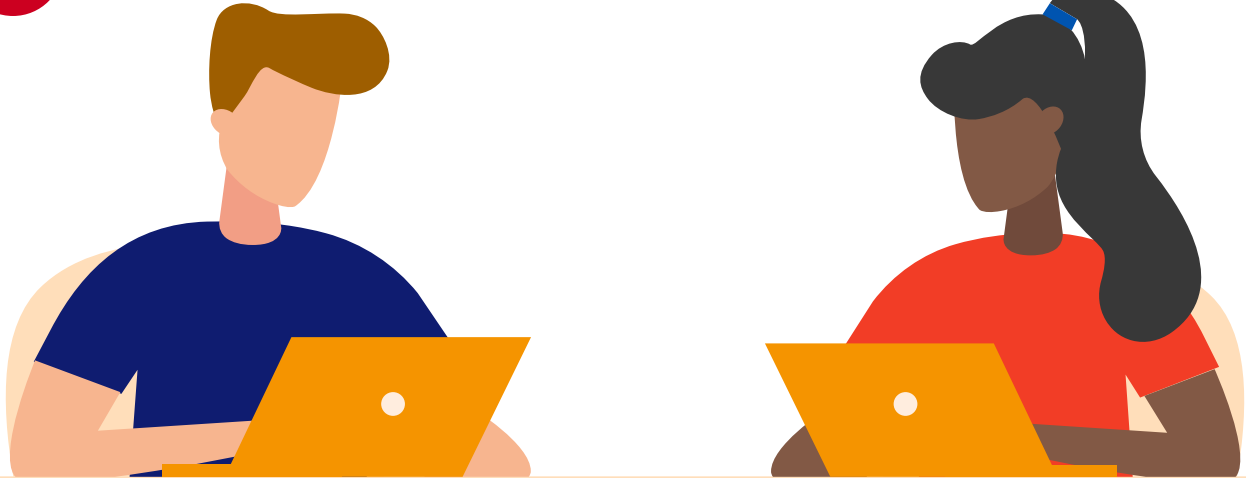
The challenges of managing record requests



Most agencies have managed public records requests the same way for a decade or more — with multiple manual steps (e.g., spreadsheet tracking, email communication, manual redactions) and a great degree of institutional knowledge. For the most part, while somewhat tedious, agencies have managed.

However, the landscape around requests has changed dramatically in recent years, so agencies are looking to improve their processes. Still, why should agencies invest in something new?

What follows are three critical areas of need:



1

Efficiencies and Workflows

There is a significant uptick in requests around the country. For example, Eastampton Township, NJ, has seen its requests grow from 16 in 2009, to 104 in 2019, to 185 in 2022. Agencies often wonder if such volume justifies a dedicated solution. The answer to this question relies on assessing something subjective; what feels like many requests to one agency may feel like a lighter load to another. Regardless of your staffing and size, however, what worked in the past likely won't work well in 2023 and beyond.

What are the primary challenges agencies are facing when it comes to managing their request workflows? Here are five top trends:

- Increased volume and complexity resulting in more steps and more hands in the pot
- Staying on top of departments and keeping up with due dates
- The decentralized use of multiple systems (e.g., spreadsheets, email threads, redaction software)
- Increased staff requests that require time-consuming manual reviews and redactions
- Keeping up with staff time and costs

Note: These trends are especially true if managing requests is just a part of someone's job.



2

Compliance

The public is becoming more aware of public records laws and keeping a closer eye on the process. Unfortunately, we're also seeing more individuals attempt to weaponize the request process to challenge agencies. With the uptick in request volume and complexity and increasing legal challenges, agencies are more open to liabilities. A more centralized and process-driven approach is vital. Without that, you're more open to risks such as:

- The release of sensitive information that should have been redacted, such as personally identifiable data or social security numbers
- Human error due to increased volume and complexity, or due to staff turnover or lack of expertise
- Missed due dates at busy times of the year, which could result in costly fines and damage to your reputation
- Legal challenges alleging non-compliance, which are particularly challenging when submitted by individuals who have made a career out of public records lawsuits
- Producing accurate audit trails in response to lawsuits to validate that you responded to requests in good faith

3

Transparency

Increased calls for transparency certainly track with the increased requests. Often, compliance challenges are issued because an individual doesn't feel an agency is being transparent. Anything an agency can do to provide more transparency is essential. Open data is becoming the bedrock of any agency's transparency. Transparency initiatives improve public trust and can result in fewer public records requests.

With NextRequest, part of the CivicPlus® Modern Civic Experience Platform, agencies can bolster transparency in several ways:

- Publish requests to keep the general public informed about requests and how you responded
- Automate updates to keep requesters informed about their requests
- Proactively publish records that would be of public interest

Clerks should also know that the commercial use of FOIA is on the rise, crowding out journalists and residents and creating costly expenses that taxpayers are footing on behalf of commercial interests. As published in the Duke Law Journal, an aggressive policy of proactive disclosure will enable agencies to reclaim the public records process and free up resources to serve better the democratic purpose.

Current Issues Affecting Public Records Request Management



As a public records management software company, we get to talk to folks from all types of agencies managing public records every day. We hear all kinds of use-cases, from PDs and sheriff departments to small rural town clerks and large state departments. We also hear all types of public records difficulties as well.

From the ever-growing overall number of requests to the increasing complexity of request fulfillment, we wanted to break down some of the most common public records issues and offer up ways to remedy them.

ISSUE #1: Backlogged Records Requests are on the Rise

It's simple logic--as the U.S. population grows, the number of requests for information will increase. The federal FOIA requests have been at an all-time high since 2016, receiving almost 800,000 federal FOIA requests received in America each year from 2016 to 2020.

But when the pandemic began, backlogged cases skyrocketed, increasing 17.7% from 2019, as seen in the chart on the right.▶

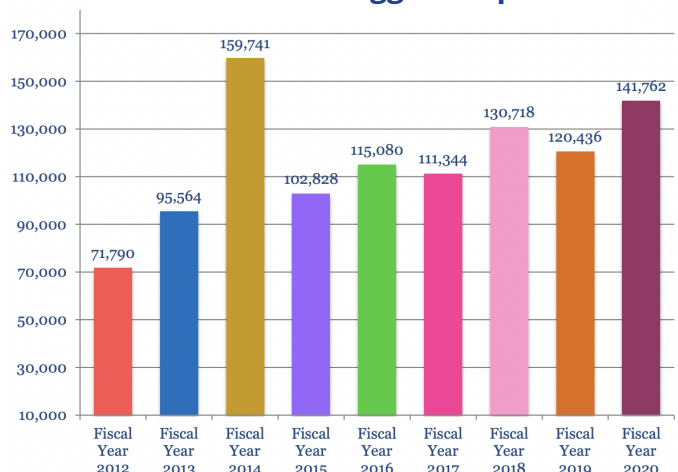
In FY 2020, the federal government received a total of 790,688 FOIA requests. The above data is just for federal requests, and it's easy to see increases in public records across cities like Tacoma, Washington, and Fairfax County, Virginia. But the sum of all public records requests numbers from every local and state municipality in the country are not tracked. What can be drawn from the federal numbers is that there's likely a similar increase in requests in state and local agencies throughout the country.

Backlogged requests can lead to public record lawsuits from watch groups, news organizations, or everyday citizens. Using a public records request management system can help save time and money by streamlining the requests response workflow.

Backlogged Requests

The total number of backlogged requests across the government at the end of FY 2020 was 141,762, which is a 17.7% increase from the number of backlogged requests reported at the end of FY 2019.¹

Number of Backlogged Requests



Source - Summary of Annual FOIA Reports for Fiscal Year 2020, Office of Information Policy, U.S. Department of Justice

ISSUE #2: Legal Threats and Repeat Requesters

Public records lawsuits have been around as long as public records themselves, and following the previously established logic of more people + more public agencies = more public records requests. If there are more records requests, there will also be more lawsuits.

For example, in 2018, over 800 public records lawsuits were filed at the federal level, equating to a 67% increase from 2017. From a local and municipal standpoint, our Customer Onboarding Specialist, Leah Jaggars, has noticed a rise in threats of legal action some of the clerks she works with have been receiving when requests aren't filled or simply aren't fulfilled as quickly as desired.

Another way some requesters respond to unanswered requests or requests that don't receive the attention they want right away is via a harassment tactic employed by resubmitting identical requests repeatedly.

In recent years, the term "vexatious requester" has become the go-to label in the U.S. for a citizen who repeatedly attempts to get information from their government through frequent or voluminous requests. It's no

secret that government agencies struggle to respond to requests on time. An onslaught of vexatious requests can take valuable resources away from proposals in keeping with the law's intent. Vexatious requesters have earned their name from the legal term "vexatious litigation," which happens when "an action or the bringer of an action that is brought without sufficient grounds for winning, purely to annoy the defendant." Other names for vexatious requesters are "frivolous requesters" and "recurrent requesters."

In short, vexatious requesters often accomplish the opposite of their intended goal by clogging up request management systems. Then both requester and requestee are left with a headache.

One example comes from the story of computer programmer Tim Clemans facing off with the Seattle Police Department by filing requests for all department's dispatch calls, police reports, and videos. While he eventually dropped the excessive number of requests, agencies still were forced to spend time and energy responding to them.

ISSUE #3: Increasing Job Complexity

The sheer number of types of data considered public records has mushroomed in the last two decades, with the acceleration of digital bringing more attention to social media and email.

Social media is considered a public record law in all 50 states. Most states' public records laws are that they define a record as content created "regardless of its physical form or characteristic." But the thing about social media is that it's very dynamic, meaning that people can edit, change, and delete their comments 24/7.

A recent ArchiveSocial study found that over one year, the likelihood of a social media record getting deleted was about one in 12. And for most public communicators, managing these platforms is only part of their role. Today, one in four records requests reference social media content, and three out of four agencies have received social media public records requests.





A **dedicated and secure archiving software** like Archive-Social, which captures and retains your records, in-context, and in near-real time, can help reduce your risk and better ensure compliance, so you can successfully communicate online. And with the email communications of public agency employees relevant to their work often considered public record, clerks now need to collect, redact, and sometimes string together tens to hundreds to even thousands of individual emails to a requester. We've come so far with technology, but with it, we've made the entire act of managing records requests so much more difficult.

You've no doubt seen news stories covering the implementation of **body cameras in police departments** across the nation. And in the realm of the public record, issues with body cameras have ranged from a discussion about what footage is considered public record to the complications behind video redaction and storage.

It's the latter issue here causing public records problems. Unlike a document or email, police-worn body cameras combined with their status as the public record can create a lot more redaction effort, like video and audio censorship, for those that have to fulfill the requests.

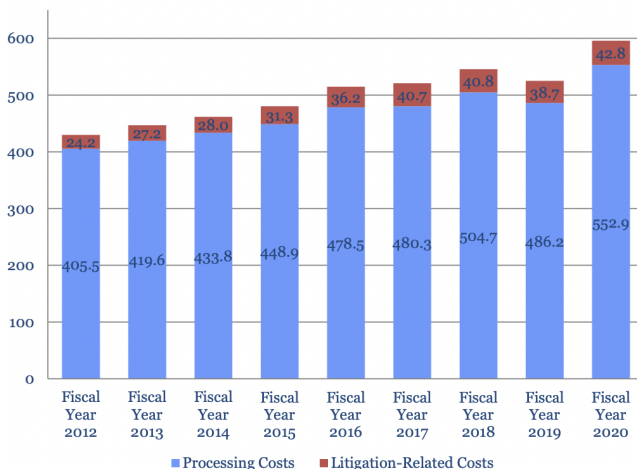


ISSUE #4: Budgets and Resources

The graph below displays an increasing overall cost for federal FOIA-related activities, including staffing, tools, overtime necessary for responding to requests, and litigation costs. If an agency tends to have fewer FOIA requests, they are less likely to account for the need for staff if more requests come in that year.

It can be difficult to get records requests responded to in time for already stretched thin teams, especially if there is no dedicated employee to respond to requests. Not including the budget for FOIA requests can also backfire. 7.2% of the amount spent in 2020 was on litigation, some of which likely resulted from backlogged requests.

Approximate Cost of All FOIA-Related Activities (in millions of dollars)



During FY 2020, 5559.37 "full-time FOIA staff" were devoted to the administration of the FOIA throughout the government.² The total estimated cost of all FOIA related activities across the government was \$595,825,929.10. Nearly 93% (\$552,944,675.00) of the total costs was attributed to the administrative processing of requests and appeals by agencies. Roughly 7.2% (\$42,881,254.00) was reported to have been spent on litigation-related activities. By the end of the fiscal year, agencies reported collecting a total of \$2,113,456.40 in FOIA fees. The FOIA fees collected in FY 2020 amounts to less than .4% of the total costs related to the government's FOIA activities.

ISSUE #5: COVID-19 and Working from Home

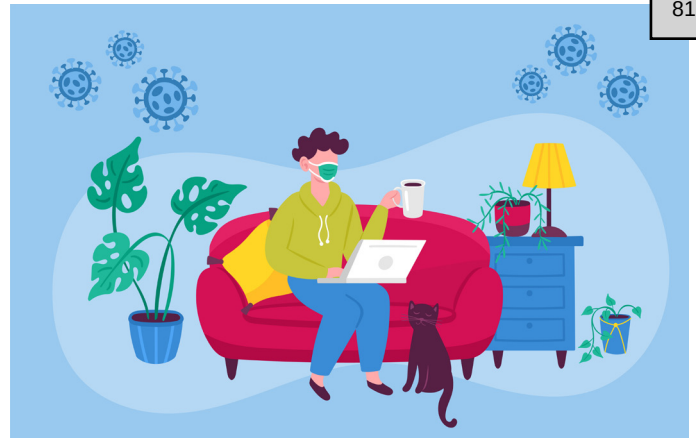
Between national controversies, protests, elections, and not to mention a global pandemic, there was no shortage of demand for public communicators in the past few years. The need to fulfill job functions remotely has been crucial for everyone, including those responsible for responding to FOIA requests.

When COVID-19 initially hit, ArchiveSocial saw a significant spike **(44%) in daily social media usage**, resulting in a substantial rise in the number of records archived. As public agencies continued to rely on social media to communicate to their audience, they reached new volumes of engagement, as well as trolling and misinformation. Citizens began to call for more accountability and transparency from their government, leading to a rise in social media-related lawsuits. Lawsuits involving First Amendment issues on social media **increased from around one per month to nearly one new lawsuit every week**.

The fact is, social media is our now and future. More than half the world now uses social media to seek answers to questions and get help. ArchiveSocial's recent State of Social Media Survey revealed that 70% of **public communicators increased attention to digital services in the last year, and 25% have become more concerned about compliance with records laws, a 16.4% YoY increase**.

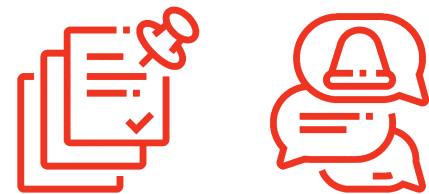
Aside from these possible costs for lawsuits, agencies also face the likely costs of simply processing public records requests.

-  **The Georgia Emergency Management Agency** estimated it would cost over \$22k to respond to records requests for correspondence regarding COVID-19.
-  **The City of Elgin, TX**, hired two additional staff members to try and handle the number of public records requests they're receiving, nearly 20-30 per week.
-  **Loudoun County, VA** recently fulfilled more than 500 FOIA requests, which cost them \$36k to fulfill.



NextRequest has offered agencies the option to work remotely when necessary, given the unprecedented times we are experiencing. Using our software, a COVID outbreak in the office meant that quarantining employees are still able to fulfill records requests from home. Additional features like automated reporting, custom invoicing, and redaction tools helps teams to efficiently manage tasks without letting any requests fall through the cracks.

Online communications have become part of the norm as communities seek more transparency and communication from their government, which has resulted in a steady uptick in public records requests. But the one thing that hasn't increased is staff support. The time frame to fulfill requests isn't going to change, nor is the budget or resources you have to accomplish this. So how can you simplify the process of maintaining and fulfilling requests while ensuring privacy and compliance? An archiving solution and FOIA software that can automate the process.



Remember, good archiving software should have near-real-time capture, active monitoring, advanced search, annotations, alerts, and more. And good FOIA software should be able to reduce risks, speed your response time, and minimize your costs.

The Takeaway

Most of the problems affecting people who work with public records are symptoms of outdated request management systems. Besides maybe the body camera example, backlogged requests and the legal threats and vexatious requesters that spawn from them are issues agencies can quickly alleviate with a modern software solution like NextRequest.

Our software has tools like request tracking and due date notifications to prevent respondents from missing deadlines that might provoke repeat requests. Other features like redaction, reporting, document workflow, and request diversion offer more efficient request management to prevent request backlogging in the first place.

Visit nextrequest.com to see why we're the best available solution for public records request management.

We've seen how vital social media usage has been in the past few years. Still, unfortunately, the networks just weren't built with compliance in mind -- this is why it's so important to have an archive in place so you CAN comply with the public records laws in your state.

Visit archivesocial.com to learn more about the most trusted social media archiving software for compliance and risk management.



- LINKS:
- <https://www.justice.gov/oip/page/file/1393381/download>
 - <https://www.thenewstribune.com/news/politics-government/article65673537.html>
 - <http://foiaproject.org/2018/11/12/annual-report-foia-lawsuits-reach-record-highs-in-fy-2018/>
 - <https://www.heraldnet.com/news/ag-rejects-seattle-mans-request-for-600-million-emails/>



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Introduction of Construction Standards
SUBMITTED BY:	Nicki Gisoldi Deputy Director Public Works
DATE:	02/11/2025
BACKGROUND:	The Town of Paonia current Construction Standards were established in 1995. Public Works has worked closely with Respec Engineering to create a 2025 Standard based off Paonia's specific needs as well as common standards and best practices. Public Work staff went through the standards document line by line with Respec Engineers. The standards were also peer reviewed by SMG Engineering. These standards may be amended or changed at anytime if changes or requirements change. Public Works will also implement a review schedule to ensure upkeep of the document.
BUDGET:	N/A
RECOMMENDATION:	Recommend that the Standards be implemented for all new construction within Town related projects
ATTACHMENT:	Attachment A- Final Combined Construction Standards

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- Appendix B – Town Signature Blocks*
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W-2	Fire Hydrant Installation
W-3	Fire Hydrant Specifications
W-4	Fire Hydrant Backflow and Meter Configuration
W-5	Valve Installation and Location
W-6	Valve Box Installation
W-7	Polyethylene Wrap
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WW-21	High Velocity Protection for Incoming Slopes 7% or Greater
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SECTION 1.0 – GENERAL STANDARDS

1.1 Purpose

These Town of Paonia Water and Wastewater System Standard Specifications (the "Specifications"), as they may be amended from time to time, are to provide guidance to Developers, Engineers, Contractors, Builders, and other interested parties with respect to the design and construction of Water and Wastewater System improvements within the Town 's Service Area. The current edition of these Specifications is available on the Town of Paonia website. These Specifications contain technical data for the design and installation of the Water and Wastewater Systems within the Town and its Service Area.

The purpose of these Specifications is to assure consistency in the design, as well as quality and uniformity in the installation of Water Mains, Wastewater Lines, and appurtenances within the Town and its Service Area.

1.2 Revisions, Amendments, or Additions

These Specifications may be revised, amended, or added to as deemed prudent, in the sole discretion of the Town. If a vendor or Engineer wishes to submit a product or method of installation not covered by these Specifications, he/she may do so by submitting it to the Town Administrator with the backup information required.

It is the goal of the Town to review and approve water system plans and materials in the light of community values. Value engineering that can be shown to benefit the Developer, the Town, ratepayers, and future users of the system will be considered.

1.3 Effect of Specifications

These Specifications including any revisions, amendments, or additions shall be binding and in effect immediately upon adoption by the Town Board of Trustees. All parties using this document are responsible for determining that they have the most recent changes by checking the Town's website. These Specifications are made a part of and incorporated into the Town's Municipal code.

1.4 Authority

These Specifications are implemented by the Town Administrator, Town Engineer, and Public Works Director under the authority of the Town 's Board of Trustees.

1.5 Interpretation of Specifications

These Specifications are composed of criteria for engineering design, Town procedures and policies, construction and material specifications, and standard drawings. The interpretation of any section or the contradiction between sections, when applicable, shall be made by the Town. Requests for interpretation shall be submitted in writing to the Town Administrator. The interpretation issued by the Town shall be binding and controlling in its application.

1.6 Definitions

The meaning of the terms used herein shall be as follows:

- A. Conditional Acceptance – Shall occur upon recommendation by the Town Engineer and concurrence by the respective Public Works Director for conditional acceptance of the Water Mains and/or Wastewater Lines, and upon provision to the Town of all appropriate easements for the maintenance and operation of such facilities, payment of all fees and charges due

- hereunder, submission of As-Built Drawings, statement of costs, completion of an appropriate bill of sale dated subsequent to the expiration of the 24-month warranty period, and compliance with any other applicable requirements contained herein, the Town shall conditionally accept the systems.
- B. Collection Main – Shall mean an eight-inch (8") or smaller diameter pipe and appurtenances receiving wastewater being a part of the Wastewater System.
 - C. Consulting Engineer – Shall mean the Developer's authorized utility Design Engineer.
 - D. Contractor – Shall mean any person, firm, or corporation authorized by the Town to perform work and to furnish materials within the Town.
 - E. Developer – Shall mean any person, corporation, partnership, joint venture, local governmental entity, or other entity.
 - F. Distribution Main – Shall mean a eight-inch (8") or smaller diameter pipe and appurtenances receiving potable water and conveying it to individual Service Lines.
 - G. Extensions – Shall mean Town Wastewater and Water System extensions within the Service Area of the Town. Shall further be defined as "Town Mains."
 - H. Inspector – Shall mean an authorized representative of the Town and/or Town's Engineer at the site of work and the person(s) duly authorized by the Town to enforce these Specifications.
 - I. Interceptor Main – Shall mean a Wastewater Pipeline larger than eight-inch (8") and appurtenances receiving wastewater being a part of the Wastewater System. Interceptor Mains are not allowed to be tapped with individual services unless permission is granted by the Town.
 - J. Service Lines (Water) – Shall mean the pipe, line, or conduit from the Water Main to an individual house or other structure. The Town shall own and maintain the service line from the main to the meter pit or the property line, whichever is closest to the main. Customer shall be responsible for the service line after the meter pit or property line.
 - K. Service Line (Sewer) – Shall mean the Wastewater Line extending from the premises up to and including the connection to the public Wastewater Main. The Customer shall own and maintain the entire service line.
 - L. Town Engineer- Shall mean the Town Engineer or his/her authorized representative acting on behalf of the town.
 - M. Transmission Main – Shall mean a Water Pipeline larger than an eight-inch (8") diameter pipe and appurtenances receiving potable water and conveying it to Distribution Mains. Transmission Mains are not allowed to be tapped with individual services unless permission is granted by the Town.
 - N. Water Main or Main – Shall mean any water pipe, line, or portion thereof, owned, or to be transferred for ownership by the Town.
 - O. Water System – Shall mean all Mains, together with all appurtenances, materials, equipment, and property including services, taps, pump stations, meters, and valves for distributing potable water to individual consumers.
 - P. Wastewater System – Shall mean Mains, together with all appurtenances, materials, equipment, and property including manholes, services, taps, lift stations, for collecting wastewater from individual customers.

1.7 Abbreviations

- A. ANSI – American National Standards Institute
- B. ARV – Air-release vacuum breaker valve

- C. ASTM – American Society for Testing and Materials
- D. AWWA – American Water Works Association
- E. DIP – Ductile iron pipe
- F. GPM – Gallons per minute
- G. PRV – Pressure-reducing and regulating valve
- H. PSI – Pounds per square inch
- I. PSIG – Pounds per square inch gauge
- J. PVC – Polyvinyl chloride

1.8 Reference Specifications

These standard Specifications, listed below, shall be incorporated into these Specifications as it is bound herein. Should a conflict arise between these Specifications, a written request for clarification shall be made to the Town.

- A. Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, Colorado Department of Transportation, 2023.
- B. Manual of Uniform Traffic Control Devices for Streets and Highways, U.S. Department of Transportation, Latest Edition and Revisions Thereto.
- C. Delta County Roadway Design and Construction Standards, Delta County, Colorado, December 12, 2005.
- D. ASTM, American Society for Testing & Materials, 1916 Race St., Philadelphia, PA 19103.
- E. AWWA, American Water Works Association, 6666 West Quincy Ave., Denver, CO 80235.
- F. ANSI, American National Standards Institute, 1899 L Street, NW, 11th Floor, Washington, DC 20036.
- G. Site Application Process, The Code of Colorado Regulations 19CR6,6-96.

1.9 Requirements to Extend, Construct, or Modify System

1.9.1 Request for Development Information

- A. Development information may be obtained at the office of the Town of Paonia, located at 214 Grand Avenue, between the hours of 8:00 a.m. and 4:30 p.m. on weekdays (holidays excluded), excluding lunch from 12:30 p.m. to 1:30 p.m. Verify current times on the website.
- B. Questions concerning these Specifications may be directed to the Town via telephone, email or through a pre-arranged meeting, or by written request directed to the Town Administrator.

1.9.2 Preliminary Review for Large Projects

The Town shall establish, and may amend from time to time, procedures to be followed by applicants for extensions of Town Mains. These procedures shall include all requirements for paperwork, submittals, engineering design, construction, and acceptance.

Where a project is large in scale, a preliminary submittal shall be made by the applicant, including an overall or master plan showing the area to be developed and any other adjoining proposed developments by the Owner/Developer. Large or difficult areas may

require extensive study and analysis. The Town will return to the applicant its requirements for the following:

- A. Points of connection to existing facilities
- B. Off-site facilities required
- C. General locations of Mains to be installed
- D. Size of Mains required

1.9.3 Request for Recovery Contract

If, in the sole opinion of the Town, an increase in line size is necessary in order to provide an acceptable level of service to the Developer parcel or other customers within the Town, the Developer may be required to provide oversized pipelines and/or facilities. The cost for the "oversizing" of such pipelines and/or facilities shall be borne solely by the Developer. The basis for such costs shall be the difference in unit prices between the maximum line size which is the Developer's responsibility and the actual size to be constructed. The cost for the design and preparation of contract documents for these "oversized" pipelines shall be the sole responsibility of the Developer. If the Town determines that it will construct the facilities, the Developer shall submit payment for the cost. The Town will not issue a notice of award until such payment has been made. The Town may collect fees or charges in the sole discretion of the Board from other customers served by the "oversized" facilities and may, in the sole discretion of the Board, reimburse the Developer for all or a portion of the oversizing costs incurred by the Developer.

A request for recovery shall include the following:

- A. Contract holder's name and address
- B. Proof of payment to contractors, engineer, attorney, construction director, etc.
- C. Easements granted
- D. Permits issued
- E. Conditional acceptance
- F. Bill of sale
- G. Map of Service Area, and
- H. Detailed cost summary

For a complete list of the required items and policy details, refer to the recovery agreement policy and the Town Rules and Regulations.

1.9.4 Plan Format, Submission, Review, and As-Builts

- A. The Developer or the Consulting Engineer shall submit to the Town two (2) sets of design drawings for review. Construction of any portion of system improvements shall not begin until design drawings have been approved by the Town's Engineer. A set of approved drawings and a copy of these Specifications shall be available at the job site while system improvements are under construction. Subsequent to initial approval, any design changes shall also be submitted to the Town for review and approval.

Where any easements are required other than those being platted, legal descriptions should be submitted to the Town Engineer for review. Legal descriptions shall also include a sketch outlining the boundaries. The Developer/Owner shall provide an

updated commitment for title insurance, prepared by a title company approved by the Town, in accordance with the Town Rules and Regulations.

- B. Drawings shall be twenty-four inches by thirty-six inches (24" x 36") overall. North shall be to top or right of sheet. Scale shall be one inch equals fifty feet (1" = 50') horizontal, one inch equals five feet (1" = 5') vertical. The cover sheet shall show the location map and proposed system plan indicating street names, pipe sizes, valves, fire hydrants, manholes, and all appurtenances. System shall also indicate the development name, name and address of the Developer, and the Consulting Engineer with Colorado P.E. seal and an index of sheets. After approval by the Town, half-size reproductions may be used for general purposes or in the field.

Drawings must contain both plan and profile of all lines with the exception of water distribution lines (10" or less) where profiles are not necessary if the design includes street plans and grades. Drawings shall contain adequate design information to include all lowerings and adjacent facilities, (including but not limited to drainage facilities, grading, and other utility crossings). Drawings must include Town General Notes (included in the Appendix), Town signature blocks, manholes, crossings, and all appurtenances. A utility plan shall show the location of all services.

Other elements of drawings must include the following:

1. Proposed plat showing location and dimensions of dedicated streets, alleys, rights-of-way, and easements.
2. Lots and blocks.
3. All existing and proposed curb, gutter, and pedestrian ramps.
4. Sidewalk locations with respect to property lines.
5. All existing or proposed utilities which cross or may conflict with Town installations to include size, type, and horizontal and vertical location.
6. All existing or proposed obstructions such as vaults, catch basins, traffic islands, etc.
7. Drawings must be prepared from actual field surveys referenced to land corners or other survey control points and be of sufficient accuracy such that the facilities can be accurately staked for installation and can be readily located after installation for maintenance and operation. Plans shall reference the Delta County Local Coordinate System (DCLCS) for the horizontal coordinate system and the combined scale factor shall be recorded on the Plans. All elevations shall reference the NAVD '88 vertical coordinate system.
8. Sufficient adjacent area to give the relation of new facilities to existing facilities.
9. Proposed grading and drainage facility plans.
 - i. Two (2) complete sets of drawings and any special project conditions shall be submitted to the Town for review. Normal review time will be four (4) weeks. Drawings are reviewed by both engineering and operations. One (1) marked set of the submittals will be returned to the applicant. If desired, a review conference may be scheduled. When revisions are required, two (2) sets of revised drawings shall be resubmitted to the Town for subsequent review. When acceptable, the Town Engineer will approve drawings (said approval indicating conformity with the Specifications and the Town's Rules and Regulations) and return one approved set of the submittal. After approval and signature, four (4) sets of fully signed documents must be provided to the Town. The Consulting Engineer shall also

submit the design electronically in AutoCAD (or an AutoCAD-convertible format) as well as in PDF form.

- ii. Prior to any construction, the Contractor must schedule a preconstruction meeting with the Town's Public Works Director. The preconstruction meeting must occur a minimum of seventy-two (72) hours in advance of commencing work. See Section 1.9.5 herein regarding preconstruction meetings.
- iii. Upon completion of construction and prior to acceptance, one (1) complete set of project as-builts in electronic format of the same, in AutoCAD and PDF, indicating all changes from original approval, shall be submitted to the Town Engineer. If no changes have been made during construction, the sheet shall so indicate. The as-built drawings must contain the Consulting Engineer's as-built approval signature.
- iv. Unless construction commences within twelve (12) months from the date of plan approval, approval shall become null and void.

1.9.5 Preconstruction Meeting

Prior to beginning any work on the project, the Developer shall schedule a preconstruction meeting through the Public Works Director with at least seventy-two (72) hours' notice to the following:

- A. The Public Works Supervisor;
- B. The Contractor having on-site authority;
- C. A representative of the Owner or Construction Manager;
- D. The Consulting Design Engineer and Soils/Testing Engineer;
- E. All existing utilities that will be involved in the project;
- F. Delta County Department of Transportation, or the appropriate City and/or State agency having right-of-way jurisdiction;
- G. Town Engineer;
- H. Town Inspector;
- I. Any third-party easement holder (if applicable); and
- J. Any other parties required by the Town Engineer

1.10 Construction Matters

1.10.1 Conflicts Between Plans and Specifications

When a conflict occurs between or within standards, specifications, and drawings, a final interpretation shall be made by the Town Engineer pursuant to these Specifications, subject to the following criteria:

- A. Addenda and modifications to the drawings and specifications take precedence over the original documents.
- B. Should there be a conflict within the Specifications or on the drawings, the Town Engineer shall decide which stipulation will provide the best installation and this decision shall be final.
- C. In the drawings, calculated dimensions shall take precedence over scaled dimensions and noted material over graphic indication.

1.10.2 Construction Procedure

Following final approval of the plan(s), the applicant may proceed with construction. In addition to all construction requirements contained in other portions of these Specifications, the applicant and the Contractor shall observe the following:

- A. The applicant shall secure and pay for all licenses and permits required for the system extension;
- B. Materials needed to complete work shall be on hand so that the project may proceed without delay;
- C. Adequate provisions for notification of customers who may suffer outages must be developed.
- D. Outages shall be kept to a minimum; and,
- E. Mains and Service Stubs shall be tested to the satisfaction of the Inspector.
- F. The use of hydrant meter assemblies (provided by the Town of Paonia with a deposit from the Contractor) shall be installed per detail drawing contained herein.

1.10.3 Surveying

Line and grade for Mains and appurtenances shall be established by a professional Engineer or by a land surveyor licensed to practice in the State of Colorado. All work shall be done in a professional manner using the same degree of skill and knowledge customarily employed by other professionals performing the same or similar services in the State of Colorado. Correct alignment and grade-staked alignment and elevations by the Inspector do not relieve the Design Engineer in any manner from the responsibility for field errors. Sufficient lines must be staked to ensure continual work progress. Under no circumstances shall pipe be installed without line and grade stakes set by the Developer's Engineer or surveyor and approved by the Inspector.

When a Town Main is to be installed outside of the public street right-of-way, within an easement or right-of-way dedicated for utility Main installations, the limits of the easement or right-of-way shall be marked with permanent monuments placed by a licensed surveyor, and the pipeline route shall be marked with buried pipeline markers when required. The Owner/Developer shall be responsible to provide restoration and landscaping adequate to prevent erosion caused by surface runoff. Landscaping and restoration construction shall be designed in such a manner that minimum future maintenance will be required. A landscaping and restoration design plan shall be submitted with the plan for approval and will be subject to the same guarantee, as described in these Specifications.

1.10.4 Placing Survey Lines

Hubs and stakes shall be set on an offset line to mark the location of the centerline of the Main. Centerline hubs and stakes may be used in addition to the offset hubs and stakes; however, they may not be set in place of the offset hubs and stakes. Notations on field stakes shall match approved plan and profile sheets.

Survey points shall be set a maximum distance of twenty-five feet (25') apart. All appurtenances and manholes shall be staked for location and grade. Points of curvature, points of tangency of curves, and points on the curve shall be staked. Property corner stakes or monuments shall be placed prior to construction and shall include all changes in direction and not exceed 100 feet between on-line stakes. This will include all permanent easements as well as interior property lines. All stakes shall be flagged to increase their visibility. Survey staking may be modified with the agreement of the Design Engineer, Contractor, and the Town.

1.10.5 Inspection

- A. New installation, replacement, or relocation of existing facilities or any other work involving the Town System shall be inspected and approved by an Inspector.
- B. After receipt of plans approved by the Town, the Contractor shall give at least forty-eight (48) business hours' notice to the Town's Inspector at (970) 527-4101 prior to beginning construction. No construction shall commence sooner than forty-eight (48) hours after receipt of approved plans, nor shall construction begin prior to arrival of a Town Inspector at the project site. **All overtime work conducted before or after regular business hours or on Town holidays shall be at the expense of the Contractor and coordinated with the Inspector forty-eight (48) hours in advance.**
- C. All materials used shall be subject to the inspection and approval of the Inspector at all times. The Inspector has the right to perform any testing deemed necessary to ensure compliance of the materials with these Specifications. No materials shall be used before being inspected or approved by the Inspector. Failure or neglect on the part of the Inspector to condemn or reject inferior materials or work shall not be construed to imply their acceptance should their inferiority become evident at any time prior to completion of a twenty-four (24) month warranty period. Materials rejected by the Inspector shall be immediately removed from the project site.

1.10.6 Abandonments, Material Recovery, and Reuse of Installed Materials

- A. Abandonment/Material Recovery
 - 1. The Town owns all existing parts of the Water and Wastewater System and any removed pipe, equipment, and or other materials can be claimed as property of the Town.
 - 2. If and when materials and/or equipment must be removed from the existing system, the Inspector will determine if the Town wishes to maintain ownership.
 - 3. Generally, pipe materials are not maintained. However, valves, fittings, special equipment, manhole rings and covers will often be reclaimed by the Town. If and when so directed by the Inspector, such items removed shall be delivered to the Town shop at 401 2nd Street.
 - 4. If the Inspector elects not to claim any removed items, they may become the property of the Contractor who must remove the items from the site.
- B. Reuse of Installed Materials
 - 1. Used sewer pipe and manholes may not be reinstalled and/or reused.
 - 2. Water pipe that has been installed and used cannot generally be reused except in unusual circumstances and only by permission of the Inspector. If and when water pipe is allowed to be reused, the Inspector must review and approve each piece of pipe prior to reinstallation. Gaskets must be replaced with new gaskets.
 - 3. If an Inspector approves the reuse of any fitting, hydrant, and/or valve, that unit must be examined and approved by the Inspector as well. Again, all gaskets must be replaced with new gaskets.
 - 4. If an Inspector approves the reuse of any sewer ring and/or cover, that unit must be examined and approved by the Inspector as well. Any and all Ram-Nek or sealants must be removed and reapplied with new material.

1.10.7 Warranty and Acceptance

The Developer, or the Contractor on behalf of the Developer, shall warrant the constructed facilities for a period of twenty-four (24) months after conditional acceptance. Conditional Acceptance will be granted by the Town when the following conditions have been met by the Developer to the satisfaction of the Town:

- A. The entire Water System improvement has been constructed, pressure tested, disinfected, flushed, and the required number of negative standard bacteriological water tests results have been received from the laboratory.
- B. The entire Wastewater System improvement has been constructed, pressure tested, vacuum tested, jet cleaned, and TV'd. The Town can perform this work at an expense to the Contractor.
- C. All necessary approvals of design on construction, contracts, and agreements have been fully executed and delivered to the Town. It should be noted that if lines are in future rights-of-ways which are not yet recorded, the Owner/Developer must grant an easement to the Town for operation and maintenance prior to either conditional acceptance or final acceptance, in accordance with the Town's Rules and Regulations. Platting can occur over said easements.
- D. The project statement and certification of costs, and bill of sale, are submitted in tabular form listing pipe sizes, footage for different sizes, and appurtenances with quantity, and are presented to the Town.
- E. Record drawings have been presented to the Town, in printed hard copy and AutoCAD and PDF files.
- F. During the warranty period, the Developer, or Contractor on behalf of the Developer, shall repair or correct all deficiencies which become known in a timely manner when notified by the Town.
- G. Final acceptance by the Town will be by letter at the end of the warranty period, provided deficiencies have been corrected or repaired in a manner satisfactory to the Town.
- H. If a cost recovery or reimbursement agreement is applicable, it should be executed prior to final acceptance.

SECTION 2.0 – WATER SYSTEM DESIGN STANDARDS

2.1 General

2.1.1 Deviation from Standard

These design criteria shall be adhered to for all Water Main facilities to be installed within the Town insofar as practical. If any deviation from these criteria is desired, a request must be submitted to the Town in writing. See attached Deviation Request in Appendices.

The request will be evaluated and the decision of the Town shall be adhered to for the design of the project.

2.1.2 Easements

All public Water Mains and appurtenances not installed in public rights-of-way shall be installed in easements, in accordance with the Town's Rules and Regulations. The minimum width of an easement shall be twenty feet (20'). The Water Main shall not be closer than five feet (5') to the edge of the easement.

Depending on depth, size, and nature of water facilities, more easement width may be required.

Easements must be conveyed to the Town pursuant to the Town's form of easement.

2.1.3 Colorado Department of Health Regulations

It is not intended that any regulations promulgated by the Colorado Department of Health pertaining to public water systems be annulled by these design criteria. When the Department of Health regulations are more stringent, they shall take precedence.

2.2 Hydraulics

2.2.1 Sizing of Water Mains

All Water Mains shall be sized in accordance with the following:

- A. Flow velocity shall not exceed five feet (5') per second on a peak demand day.
- B. Flow velocity shall not exceed ten feet (10') per second on a peak demand day during fire flow conditions. Fire flow requirements shall be determined by the Fire Protection District and submitted to the Town in writing.
- C. Minimum design pressure shall be forty (40) PSI. Maximum design pressure shall be one hundred and fifty (150) PSI for all flow and static conditions.
- D. Minimum diameter of Water Mains is eight inches (8") wherever fire hydrants are connected. Smaller lines may be accepted only where no fire hydrants are located upon approval by the Town Engineer.

2.2.2 Sizing of Services

Service Lines, taps, and meters shall be sized in accordance with AWWA manual (M22), Sizing Water Service Lines and Meters. The standard size for a single-family residence is one-inch (1") polyethylene line with a 5/8-inch meter and meter setting. One-inch (1") HDPE is comparable to a 3/4-inch copper Service Line, although only CTS HDPE Blue Service Lines will be used. Tracer wire is required for HDPE service lines.

2.3 Water Mains

2.3.1 Locations

- A. Water Mains shall generally be installed ten feet (10') east of center line in north-south streets, and ten feet (10') north of center line in east-west streets. The foregoing shall be adhered to insofar as practical on curved streets. Where curbed medians are proposed, the Water Main shall be under the pavement, no closer than five feet (5') to the edge of concrete curb and/or gutter.
- B. Any request for deviation from the above shall be noted in the design request submittal to the Town Engineer, including where public Water Mains are proposed to be installed in easements.
- C. Water Mains shall be designed for a minimum of five feet and six inches (5'-6") and a maximum of six feet and six inches (6'-6") of cover, except where another utility causes a conflict, in which case the Water Main shall be lowered as necessary. For water distribution lines, lowerings of two feet (2') or less shall be accomplished by deflection if possible. Lowerings in excess of two feet (2') shall require a formal lowering with fittings.

2.3.2 Material

All water piping shall be C900 DR18 (unless otherwise noted). Certain instances, such as higher operating pressures, may call for the use of other DR ratings or ductile iron pipe.

2.3.3 Corrosion Protection

Whenever metal pipe is proposed, the pipe shall be double bonded, poly wrapped, and cathodically protected. The drawing notes must include the required anode sizing and spacing. Where PVC pipe is used with Ductile Iron Fittings, those fittings must be individually wrapped and cathodically protected. See Wastewater Standards section 7.10 for further corrosion protection requirements.

2.3.4 Profile

All proposed Water Main drawings shall include a profile view which also shows the proposed finished surface above the Water Main, and elevations and stations of all fittings shall be noted. Elevation of the top of pipe shall be noted. Storm sewer shall be shown on all plans.

2.3.5 Looping

Dead-end Mains are discouraged. Looping shall be designed in the project proposed and a provision will be made for looping as the Mains are extended for adjacent projects. A maximum length of 100 feet is permitted on dead-end Mains where looping cannot be accomplished. A blow-off or hydrant will be required at the end of a dead-end main.

2.4 Valves

2.4.1 Location

- A. Valves shall be placed at locations so as to least disrupt service should it be necessary to close a valve.
- B. In general, five hundred feet (500') shall be the maximum spacing on Transmission and Distribution Mains. However, in distribution areas, valves should be clustered at intersections and block lengths should be taken into account. "Pup" sections from fittings to valves shall be 36 inches long, minimum. All crosses shall have four (4) valves and all tees three (3) valves.

- C. A valve shall always be provided where a Main will be extended in the future to facilitate connecting to the existing Main without disrupting service. There shall be a minimum of five-foot (5') stub past the valve or at least five-feet (5') beyond paved areas to facilitate ease of connection.
- D. Additional valves may be required at major stream or roadway crossings to isolate the crossing.
- E. Wherever a Water Main is installed in an easement, a valve may be required at each right-of-way line that intersects the Water Main.

2.5 Appurtenances

2.5.1 Blow-off Valves

Blow-off valves shall be required at all dead ends that do not have a fire hydrant at the end of the Main. Blow-off valves may also be required at low points along transmission Mains.

2.5.2 Air-Release Valves

Air-release valves in manholes shall be required at all high points along transmission and distribution Mains where services aren't present.

2.5.3 Pressure-Reducing and Regulating Valves

Pressure-reducing and regulating valves in concrete vaults shall be required as necessary to control the pressure within the allowable range. Concrete vaults shall be sized as needed for maintenance and a by-pass line shall be required.

2.5.4 Fire Hydrants

The location of fire hydrants shall be as approved by the controlling fire protection agency. Fire authority signature is required on water plans. A fire hydrant may serve as a blow-off valve on a dead-end main if said main is 8 inches or greater.

2.6 Separation from Pollution Sources

In general, Water Mains shall be laid at least ten feet (10') horizontally from any existing or proposed sources of pollution. The distance shall be measured edge to edge, in cases where it is not practical to maintain a 10 foot (10') separation the Town may allow deviation on a case by case basis.

Water Mains crossing sanitary or storm sewers shall be laid to provide a minimum vertical distance of 18 inches (18") between the outside of the Water Main and the outside of the sewer. Additionally, the Water Main shall be constructed in twenty-foot (20') sections of pipe with no joints on the sewer pipe. The twenty-foot (20') section shall be centered above the sewer pipe with ten feet (10') to each joint. This shall be the case where the Water Main is either above or below the sewer with preference for the Water Main to be located above the sewer. When the minimum vertical separation cannot be achieved, a casing may be used upon written request to the Town Engineer for consideration.

The foregoing separation provision applies to fire hydrants as well as to Water Mains.

2.7 Casing

Where required by a railroad, highway authority or private utility, casing pipe for the Water Main shall be installed for the crossing as directed by the railroad, highway authority or private utility. Valves may be required near or on each side of the casing.

2.8 Fire Lines

Private fire lines and fire sprinkler system connections shall be provided with backflow preventers and check valves to preclude reverse flow into the distribution system, which could cause contamination of the system.

Fire lines and fire sprinkler systems containing antifreeze (propylene glycol) must be equipped with an approved reduced-pressure zone (RPZ) valve for cross-connection control (CCC).

2.9 Water Main Crossings

2.9.1 Asbestos Cement Water Main

In general, regarding any new excavation under an existing asbestos cement Water Main, the asbestos cement Main in question will be replaced with the same size, poly wrapped, class 52 DIP or PVC pipe coupled at each end with a Romac coupling or approved equal. The new replacement line will be installed from undisturbed bank to undisturbed bank and properly compacted. The same size valves will be installed on both ends, at the Town's discretion. The Contractor responsible for the excavation will supply all labor and materials and shall be responsible for the disposal of the asbestos cement pipe being replaced.

2.9.2 Irrigation Ditch Crossings

In general, any excavation through an existing irrigation ditch will require written permission from the ditch owner. Clay dams and/or other designs may be required to assure against leaking or "piping" within the ditch bank.

2.9.3 Final Inspection

The crossing will be given a final inspection by the Town before backfilling. Contractors will also give the Town a two (2) year written warranty for work performed in accordance with the Town's Rules and Regulations.

SECTION 3.0 – WATER SYSTEM INSTALLATION STANDARDS

3.1 General Construction

3.1.1 Start of Construction

Contractors shall not begin construction of public Mains without an approved plan and a preconstruction meeting. Construction of water services or extension shall not proceed without obtaining approval of the Public Works Director. Backfilling of water services shall not be initiated until the installation has been inspected and approved by the Town Inspector.

3.1.2 Protection of Existing Underground Facilities

It shall be the responsibility of the Contractor to verify the existence and location of all underground facilities along the route of work. The omission or the inclusion of facility locations on the plans is not to be considered as the nonexistence of or a definite location of existing underground facilities.

Whenever, in the opinion of the Town, it is necessary to explore and excavate to determine the location of underground utilities and structures which may interfere with construction, the Contractor shall make the exploration and excavations for such purpose.

The Contractor will take the necessary precautions to protect existing facilities from damage due to his operations. All damage to the facilities will be repaired at the Contractor's expense, and all claims for disruption will be settled by the Contractor at his expense.

3.1.3 Detours – Traffic Control

Traffic control, signing, detours, and utilization of existing streets require approval by the controlling right-of-way authority. Contractors and/or Developers must obtain adequate permitting and approvals from the controlling agency.

3.2 Excavation

3.2.1 Safety

The disturbed area due to construction shall be confined within the construction limits as required in the specifications or as shown on the plan. The length of trench to be opened at one time may be limited when, in the opinion of the Inspector, such limitation is necessary. The amount of open or unfilled trench shall not exceed three hundred linear feet (300'), unless otherwise approved by the Public Works Director. Failure to comply with this requirement shall be cause for shut down of the entire project until such backfilling is accomplished.

The sides of the trench shall be sloped or braced and the trench drained so that workmen can work safely and efficiently. All work must be done in a dry trench and no water will be permitted to discharge down the pipe previously laid. The discharge from groundwater pumps shall be laid to the approved natural drainage channel(s) or storm sewer and groundwater permitting must be acquired from CDPHE. All OSHA regulations pertaining to trenching must be followed.

In all cases where the Water Main alignment is located so that space and access is very limited with respect to the safety and welfare of adjoining buildings, such as property lines between houses, the Contractor shall discontinue open trench excavation and shall jack and/or auger a liner pipe in place for an adequate length to safeguard against settlement and damage to these adjacent structures. All jacking methods and materials must be approved by the Public Works

Director. Sheeting and bracing as later described may be approved by the Inspector as an alternative.

Pits of adequate size to accommodate necessary equipment shall be excavated, braced, and drained so that workers can work safely and efficiently.

3.2.2 Construction Stakes

All work shall be constructed in accordance with lines and grades shown on the approved drawings and as established by the Engineer. These lines and grades may be modified by the Consulting Engineer only after approval by the Public Works Director and/or Town Engineer. A change in alignment or grade will need a five (5) business day review period.

The Contractor shall give the Consulting Engineer sufficient notice of his need for the establishment of line and grade so that the Consulting Engineer may have time to provide the same. The Consulting Engineer shall set all vault and manhole rim stakes at the finished-street-grade elevation. After lines and grades for any part of the work have been given by the Consulting Engineer, the Contractor will be held responsible for the proper execution of the work to such lines and grades, and all stakes or other marks given shall be protected and preserved by him until he is authorized by the Inspector to remove them. The Contractor shall, at his own expense, correct any mistakes which may be caused by their unauthorized disturbance or removal. The Inspector may require that work be suspended at any time when, for any reason, such marks cannot be properly followed.

Line and grade stakes shall be set for each fitting and grade point shown on the drawings and at intervals necessary to maintain the pipe slope when so indicated on the drawings.

The method and equipment used to establish and check line and grade of the pipe shall be approved by the Inspector prior to the start of work.

3.2.3 Trench Width

The trench width at the top of the excavation may vary depending upon the depth of the trench and the nature of material encountered. However, the maximum allowable width of trench is defined in the attached detailed drawings.

For trench widths greater than specified above, the Contractor may propose alternate strength-of-pipe to depth-of-cover relationships other than those specified. Such proposals must be submitted to the Town Engineer for approval in writing and with pertinent pipe strength and soil weight data at least five (5) days prior to the desired construction date. The trench bottom shall be brought to grade to provide a uniform and continuous bearing, as well as support for the pipe on solid and undisturbed ground at every point between bell holes.

3.2.4 Over Excavation

Care must be taken to avoid over excavation. Should any over excavation exceeding two inches (2") be encountered, the material added shall be moistened and compacted to the satisfaction of the Inspector, or granular material placed with hand tools.

If, when dry, the bottom at subgrade is soft and, in the opinion of the Inspector, cannot support the pipe, a further depth shall be excavated as directed by the Inspector and refilled to pipe bedding grade as required under the above paragraphs, or other approved methods shall be adopted to ensure a firm foundation for the pipe. The class or type of material which is to be used for refilling up to pipe grade shall be foundation material consisting of squeegee or bedding material as defined herein. In the case of rock excavation, the excavation shall be carried to a minimum depth of six inches (6") below grade. This material will be removed and the trench backfilled with granular material to give a suitable subgrade.

All excavated material shall be piled within the construction limits or in a location obtained by the Contractor in a manner which will not endanger the work and will avoid obstructing sidewalks, driveways, and fire hydrants. Gutters shall be kept clear or other satisfactory provisions made for street drainage at all times.

3.2.5 Blasting

In general, blasting will be allowed in order to expedite the work if a permit by the local authority having jurisdiction is granted and a copy presented to the Town. All explosives and appurtenances shall be transported, handled, stored, and used in accordance with the laws of the local, state, and federal governments, as applicable.

The contractor shall comply with all laws, ordinances, applicable safe code requirements, and regulations relative to the handling, storage and use of explosives and protection of life and property. The Contractor shall be responsible for all damage caused by blasting operations. Suitable methods shall be employed to confine all materials lifted by blasting within the limits of the excavation or trench.”

Owners or occupants of nearby structures or facilities, within a minimum distance of five hundred feet (500'), must be notified in writing by the Contractor at least seventy-two (72) hours in advance of blasting. The notice shall state the date, the time of blasting, and who is responsible for the blasting. The Town shall be notified a minimum of seventy-two (72) hours in advance of any blasting.

3.2.6 Blasting shall be controlled to avoid making any excavation unduly large or irregular, and so as not to shatter the rock on the bottom or sides of any excavation or surface upon or against which concrete is to be placed. If, in the opinion of the Town, blasting is liable to damage rock foundations or supports, concrete, other utilities, or structures, all blasting shall be terminated and excavation shall be continued by jack-hammering, barring, wedging, or other methods.

Sheeting and Bracing
The Contractor, to confine his work within the construction limits and to prevent the disturbing or settlement of adjacent road surfaces, foundations, structures, utility lines, or railroad tracks, shall furnish and place all sheeting and bracing necessary for safe conditions and to prevent damage and delay to the work. The Contractor shall be responsible for the strength and sufficiency of all sheeting and bracing.

Any damage to the work or to adjacent structures or property caused by settlement water or earth pressures, slides, cave-ins, or other reasons due to failure or lack of sheeting and bracing or improper bracing, or through negligence or fault of the Contractor in any manner shall be repaired by the Contractor at his expense without delay.

If, in the opinion of the Inspector, the sheeting and bracing at any point is deemed to be inadequate or improperly constructed, he may require additional sheeting and bracing be placed at the Contractor's expense. This shall not be construed to relieve the Contractor of sole responsibility of jobsite supervision.

Bracing shall be arranged so as to provide ample working space so as not to interfere with the work, and so as not place any strain on the structures being constructed, until such structures are, in the opinion of the Inspector, of sufficient strength to withstand such strain. No sheeting and bracing shall be removed until the construction has proceeded far enough to provide ample strength for its safe removal.

Sheeting or bracing may be left in place in the trench at the discretion of the Contractor. Any sheeting or bracing left in place shall lie approximately ten feet (10') from the surface and the cutoff portion removed, unless the Inspector gives permission to leave it in place.

3.3 Pipe Bedding and Laying

It is expected that the trench excavation will provide suitable bedding and backfill material. Wet, soft, or frozen material; asphalt and concrete chunks; cinder ashes, refuse, vegetable, or organic material; or boulders, rocks, or other deleterious substances shall not be used for bedding or backfill.

If the excavated material is not suitable for bedding or backfill as determined by the Inspector, suitable material shall be hauled in and utilized, and the rejected material hauled away and disposed.

If native material is not suitable for bedding, six inches (6") of squeegee sand shall be placed on the trench bottom for support under the pipe and compacted. Bell holes shall be dug deep enough to provide a minimum of two inches (2") of clearance between the bell and bedding material.

All pipe shall be installed in such a manner as to ensure full support of the pipe barrel over its entire length. After the pipe is adjusted for line and grade and the joint is made, the bedding material (squeegee sand) shall be carefully placed and tamped under the haunches of the pipe and in the previously-dug bell holes.

"Tamping" is herein defined as the act of placing approved bedding material under the haunches of pipe, paying particular attention to voids, bell holes, and sling holes. The purpose of tamping is to ensure uniform support for the pipe.

A. Pipes

Unless select bedding material is required, all pipelines shall be bedded by hand, from the bottom of the trench to the centerline of the pipe with sand, gravel, or other approved material placed in layers of three inches (3") and compacted. Bedding material shall be deposited in the trench for its full width on each side of the pipe, fittings, and appurtenances simultaneously.

The pipe shall be bedded by approved mechanical methods from the centerline of the pipe, fittings, and appurtenances to a depth of twelve inches (12") above the top of the pipe. Special care shall be used in placing this portion of bedding so as to avoid disturbing the pipe.

PVC pipe shall be installed in accordance with ASTM D2321 and the Manufacturer's recommendations, unless otherwise specified herein.

DIP pipe shall be installed in accordance with AWWA C600 and the Manufacturer's recommendations, unless otherwise specified herein.

The trench shall be backfilled by approved mechanical methods from twelve inches (12") above the pipe to the grade shown on the plans or specified herein.

All main lines (PVC and ductile iron) shall be installed with coated #12 tracer wire with test stations at intervals no greater than five hundred feet (500').

Valve boxes can be used at intersections and Service Stubs.

Install split-bolt housing to protect split-bolt wire nut and tracer wire in buried applications. Housing shall be made of high-impact polypropylene and be filled with a dielectric silicone gel.

- Max. Voltage: 50V
- Wire Range: #14-10 Steel Core Tracer Wire
- Split-bolt size not to exceed 1.0" tall by 0.8" wide by 0.7" deep
- Wrap all tracer wire split-bolt connectors or exposed wire using *linerless rubber splicing tape*, making sure to seal all ends to prevent moisture penetration.

B. Structures

Backfill and fill within three feet (3') adjacent to all structures and for full height of the walls shall be selected non-swelling material. It shall be relatively impervious, well graded, and free

from stones larger than three inches (3"). Material may be job excavated, but selectivity will be required.

No backfilling will be allowed in freezing weather except by permission of the Town. No additional backfill will be allowed over any frozen material already in the trench.

3.3.1 Select Bedding Material

When indicated on the plans or drawings or when, in the opinion of the Inspector, select bedding material is required, preparation and installation shall be as follows:

A. Installation of Bedding and Pipe

After completion of the trench excavation and proper preparation of the foundation, six inches (6") of bedding material shall be placed on the trench bottom for support under the pipe and compacted. Bell holes shall be dug deep enough to provide a minimum of two inches (2") of clearance between the bell and bedding material.

All pipe shall be installed in such a manner as to ensure full support of the pipe barrel over its entire length. After the pipe is adjusted for line and grade, and the joint is made, the bedding material shall be carefully placed and tamped under the haunches of the pipe and in the previously-dug bell holes.

If approved by the Town, fines from the trench wall and soil pile may be used to provide uniform support for the pipe. No rock or stone larger than allowed by the sieve analysis, or any other detrimental substance, shall be placed closer to the pipe than six inches (6"). The Town reserves the right to require the use of select bedding material at any time.

For ductile iron and polyvinyl chloride pipe, the limits of bedding shall be from six inches (6") below the bottom of the pipe to twelve inches (12") above the top of the pipe.

B. Bedding Material

The bedding material shall be a clean squeegee sand, free of corrosive properties, and shall conform to the following gradation limits when tested by means of laboratory sieves:

Squeegee Sand

Sieve Size	Total Percent Passing by Weight
3/8 inch	100
No. 200	0 – 5

C. Foundation Material

Foundation material shall be uniformly graded, washed rock conforming to the following sieve analysis. A minimum of twelve inches (12") of foundation material shall be placed below the pipe to the trench bottom.

Foundation Material

Sieve Size	Total Percent Passing by Weight
2 inch	95 – 100
1/2 inch	10 – 30

#4	0 – 5
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D. Flowable Fill

At the Town’s option and on a case-by-case basis, utility trench backfill meeting the requirements in the table below may be used in lieu of native backfilling in any excavation regardless of width or depth. Concrete-slurry type, full-depth backfill will not be allowed within the public right-of-way. Compaction and testing of utility trench backfill will not be required if material meeting the following specification is used:

Flowable Fill

Ingredient	lbs/cubic yard
Cement	42 (0.47 sack)
Water	325 (43 gallons or as needed)
Coarse Aggregate (Size # 57)	1,700
Sand (ASTM C-33)	1,845

3.3.2 Laying of Pipe

Proper implements, tools, and facilities satisfactory to the Inspector shall be provided and used by the Contractor for the safe and convenient execution of the work.

Pipe materials shall be unloaded and distributed on the job in a manner approved by the Inspector. In no case shall materials be thrown or dumped from the truck.

Before lowering and while suspended, the pipe shall be inspected for defects to detect any cracks. Any defective, damaged, or unsound pipe shall be rejected and removed from the job site.

All foreign matter or dirt shall be removed from the inside of the pipe before it is lowered into its position in the trench, and it shall be kept clean by approved means, as determined by the Inspector, during and after laying. All openings along the line of Water Main shall be securely closed as directed, and in the suspension of work at any time, suitable plugs shall be placed to prevent earth or other substances from entering the pipe.

Pipes shall be laid to a true line and at uniform rates of grade between grade points as shown on the plans. Fine grading, to the bottom of the trench, shall proceed ahead of the pipe laying. Over excavation for a stable trench shall be six (6) inches with backfill consisting of pea gravel or select import bedding. Over excavation for a stable trench on long transmission lines shall be 12 inches with backfill consisting of pea gravel, select import bedding, or native soil if deemed acceptable by the geotechnical report. Caution tape shall be installed three (3) feet above pipe.

Bell holes shall be provided for the pipe bells. The pipe shall be supported along its bottom as required by these Specifications and throughout its length except for the minimum distance necessary at the bell holes. Bell holes shall be adequate to make the joint, but no larger than necessary so that maximum support will be provided for the pipe. The remainder of the pipe shall be surrounded as required by the appropriate bedding shovel placed and hand tamped, to fill completely all spaces under and adjacent to the pipe.

No pipe shall be laid in water or when trench conditions are unsuitable for such work.

When connecting to existing Water Mains, the Contractor shall take every precaution necessary to prevent dirt or debris from entering the existing lines. The Inspector may stop work if

adequate protection is not being provided from groundwater, or other debris which might enter the pipeline.

When the design of a waterline indicates laying the pipeline on a radius, it may be accomplished in only one of two ways.

- A. With smaller diameter PVC pipe, the line can actually be laid along a radius using the natural bending properties of the pipe, as long as the radius conforms to the Manufacturer’s recommendations.
- B. When laying DIP, the deflection in any bell/spigot cannot exceed the deflections allowed herein.

MJ straight couplings may be used by the Contractor to lay a pipeline to a certain radius using the deflections allowed herein.

Bend fittings should be used only where shown on the drawings or as approved by the Inspector.

High deflection PVC couplings are not allowed.

3.3.3 Length of Pipe

The length of pipes for curvilinear Water Mains shall be determined by the radius using joint deflection not exceeding the Manufacturer's recommendations. See also “Laying of Pipe.”

3.3.4 Fittings

Fittings shall be installed where shown on the plans. Pipes shall be cut as necessary to install fittings at the proper locations. Fittings shall be provided with restraint and/or thrust blocking as necessary per these Specifications. Fittings shall be supported by a minimum of six inches (6”) of granular bedding (which can be native sand if deemed suitable) extending to the spring line of the pipe, and a minimum of eighteen inches (18”) from the centerline of each fitting. Fittings may be supported by native sand, if suitable. Blocking is not permitted.

3.3.5 Service Connections

No Service Lines shall be installed until front property corners have been located. Service Lines for each property shall be a minimum of five feet (5’) off of the property pin and on the opposite side of the driveway.

Length of Service Line from the Main to the house will be limited as follows:

1"	125'
1-1/2"	175'

Lengths greater than one hundred and seventy-five feet (175') need an Engineer's design for sizing. The design must be submitted in writing to the Town Engineer for approval.

All service connections to Mains shall be made in the top one-half (1/2) of the pipe. Tapping of Mains for service connections shall only be accomplished with the use of an approved tapping machine and tapping saddle; **Romac 202 BS Tap saddle, or approved equal.**

3.4 Backfill and Compaction

No backfilling will be allowed until the pipe installed conforms to the specified requirements.

Accepted on-site bedding or granular material shall be deposited in the trench simultaneously on both sides of the pipe for the full width of the trench to a height of six inches (6") above the crown of the pipe. Accepted on-site bedding or granular material shall be shovel placed and hand tamped to fill completely all spaces under and adjacent to the pipe.

All backfill shall be compacted to a minimum of ninety-five percent (95%) of standard proctor density at optimum moisture, ASTM D-1557, by tamping or other means approved by the Inspector. If the controlling right-of-way authority requires a greater compaction requirement, the requirement of the controlling right-of-way authority shall control. Tests shall be conducted on compacted materials as directed by the Inspector and/or right-of-way authority. Jetting, puddling, or ponding will not be used except where approved by the Town. Sufficient cover over the pipeline will be hand tamped to prevent flotation of the pipe.

Backfill for Water Main trenches shall be suitable earth, free from rocks over three inches (3") in diameter, large roots, and excessive sod or other vegetation.

Backfilling and compacting shall be done as thoroughly as possible so as to prevent settlement. Depositing of the backfill shall be done so the impact of falling material will not injure the pipe or structures. Grading over and around all parts of the work shall be done as directed by the Inspector.

Backfilling shall be done in lifts of uniform layers not to exceed the depth shown in the compaction chart and each lift shall be completely compacted over the full width of the excavated area. Compacting shall continue until the specified relative compaction has been attained. Three feet (3') of material over the top of the pipe shall be required before a vibratory or sheepsfoot roller is operated over the pipe.

Compaction Chart

<u>Compaction Type</u>	<u>Maximum Loose Soil Lift Height (ft)</u>	
	<u>Sands</u>	<u>Plastic Soil</u>
Vibratory Roller (Vibro-Plus CK-10) or approved equal	4.0	Not allowed
Sheepsfoot (150 PSI Minimum)	Not allowed	2.0
Vibratory Sheepsfoot (Essick Vf-54T) or approved equal	4.0	2.0
Button Head Pneumatic	0.5	0.5
Plate Temper	1.0	1.0
Plate Vibrator	1.0	Not allowed

Succeeding layers of backfill may contain coarse materials but shall be free from large pieces of rock, frozen material, concrete, roots, stumps, tin cans, rubbish, and other similar articles whose presence in the backfill, in the opinion of the Inspector, would cause settlement of the trench or damage to the pipe. No stone larger than six inches (6") in diameter shall be placed within three feet (3') of the pipe.

Wherever select material exists in place in the upper four feet (4') of the finished grade of the paved or traveled portions of the street or roadway, is removed by the trench excavation, the Contractor shall replace said material (or material of equal quality) as backfill in the upper four feet (4') of the finished grade. Where select material does not exist in place as described above, the material available from other excavations on the project may be used.

Special compaction shall be done around all valve boxes and vaults, manholes, curb boxes, water services, other structures, and utilities by the use of pneumatic tampers, plate tampers, or plate vibrators with lifts not to exceed those shown in the compaction chart.

Water service trenches must be compacted in the same manner as Water Main trenches. All excavation in trenches shall be backfilled to the original ground surface or to such grades as specified or shown in the plans. Backfill shall begin as soon as practical after the pipe has been placed and shall thereafter be carried on as rapidly as the protection of the balance of the work shall permit.

Compaction tests at the expense of the Contractor shall be conducted by an independent testing laboratory to a depth not greater than two feet (2') above the pipe. One test shall be conducted for each run or every four hundred feet (400'), whichever is greater, or as required by the controlling authority. Copies of each compaction test report will be given to the Inspector and the Town prior to approval.

3.5 Valve Installation

3.5.1 Valves

Valves shall be handled in such a manner as to prevent any injury or damage. All joints shall be thoroughly cleaned before installation.

Valves shall be located at the points on the Mains as indicated on standard drawings, unless specified otherwise by the Town Engineer.

Valves shall be set and joined to the pipe in the same manner as laying and joining mechanical joint pipe.

Valves shall be set in such a manner that the valve stems are plumb. Valves shall be supported by a minimum of six inches (6") of granular bedding (which can be native sand if deemed suitable) extending to the spring line of the pipe, and a minimum of eighteen inches (18") from the centerline of each fitting. Valves may be supported by native sand, if suitable. Blocking is not permitted.

3.5.2 Valve Boxes

A valve box shall be provided for every valve. Valve boxes shall be 6850 heavy-duty valve box, slip-type, or approved equal. It shall not transmit shock or stress to the valve, and shall be centered and plumb over the operating nut of the valve, with the top of the box set to the required elevation. It will be the responsibility of the Developer or his Contractor to ensure that valve boxes are plumb and brought to the proper elevation. Tracer wire shall be ran along the outside of the valve box until the uppermost section where it will be run inside the valve box.

Paving of any street requires that all existing valve boxes be located and prepared for final raising to finish street surfaces as shown on the standard drawings. Prior to paving, a final inspection is required. Inspections should be requested twenty-four (24) hours in advance.

Mud plugs must be installed in all valve boxes.

3.6 Fire Hydrant Installation

3.6.1 Installation

All hydrants shall be staked for location and grade. Final location and grade shall be in accordance with the approved drawings. All hydrants shall stand plumb and be installed as indicated on standard drawing. Each hydrant shall be connected to the Main by a six-inch (6") branch line. An independent six-inch (6") gate valve shall be installed on each fire hydrant branch. No Service Line connections shall be installed between the fire hydrant and the fire hydrant control valve. Tracer wire shall be extended from the Main to the lateral.

3.6.2 Anchorage

The bowl of each hydrant shall be well braced against the unexcavated earth at the end of the trench with a concrete thrust block. The bottom of the hydrant bowl and the hydrant valve shall be supported with an eighteen by eighteen by four-inch (18" by 18" by 4") precast concrete blocking slabs. Anchor tees shall be used on all new installations, and stainless steel tapping saddles with valves shall be used to install hydrants on existing installations.

Whenever a fire hydrant is installed at the termination point of a Main extension (such as in a cul-de-sac), tie rods and concrete reverse anchors will be required for both the fire hydrant valve (which in this case is also a line valve on the Main) and the fire hydrant lateral or branch line connected to the fire hydrant. See standard drawing. Additional concrete anchors may be required at the direction of the Inspector.

If bends are needed to bring a hydrant to a desired horizontal or vertical position, special concrete reverse anchors, anchor pipe, and/or all-thread tie-back rods (or a combination of all of these) along with a riser may be required. In any case, a riser may be required which is no longer than two feet (2').

It will be the Contractor's responsibility to set the safety flange at the proper grade.

The hydrant valve will be fitted with a "Mega Lug" or "One Bolt" fitting. Reverse anchors and all-thread will no longer be used, except in such cases as the Inspector deems necessary.

3.6.3 Drainage

Wherever a hydrant is set, drainage shall be provided at the base of the hydrant by placing rock from the bottom of the trench to at least twelve inches (12") above the barrel flange of the hydrant, and to a minimum distance of twelve inches (12") around the elbow.

The minimum distance from the bottom of the trench to the bottom of the hydrant elbow shall be six inches (6"). The minimum amount of rock placed shall be one-third (1/3) of a cubic yard, and shall be a well-graded gravel cobble or crushed rock free of dirt. The rock shall be surrounded on all sides by a permeable Mirafi fabric to prevent the migration of soil into the drain rock area.

3.6.4 Hydrant Protection in Corrosive Soils

All ductile iron branch lines and hydrants shall be protected. All pipe, rods, and fittings, from finished ground level on the hydrant barrel up to and including the tee, shall be encased in poly wrap. The type of polyethylene and manner in which it is to be installed shall conform to these Specifications. Bedding material shall be as specified in these Specifications. All fire hydrants shall be cathodically protected with a 17-lb. anode.

3.7 Blow-off Installation

All dead ends on new Mains shall be closed with cast-iron plugs or caps. Such dead ends shall be equipped with suitable concrete anchors and blow-off facilities.

The Contractor shall furnish, install, or remove temporary blow-offs at locations shown on the drawings or designated by the Town. See standard drawing. The Contractor shall install permanent blow-offs where indicated on the drawings. A permanent blow-off is defined as one which will be left in place at the completion of all proposed installations. Refer to standard drawing.

3.8 Air-Release Valve Installation

Combination air-relief-vacuum breaker valves shall be installed at all high points on twelve-inch (12") and larger Water Mains. The valves shall be installed in forty-eight-inch (48") diameter concrete

manholes with manhole rings and covers as shown in the standard drawings. The valves shall be tapped into the top of the Water Main with a one-inch (1") tap.

The pipe stem between the Water Main and the air-release valve shall contain a gate valve to isolate the air-release valve for maintenance purposes. Pipe and fittings shall be threaded galvanized iron, standard weight; gate valve shall be bronze and have hand wheel.

3.9 Pressure-Reducing Valve Installation

Pressure-reducing and regulating valves shall be installed where directed by the Town Engineer. The valve, piping, and appurtenances shall be installed in reinforced concrete vaults with access cover in the roof. The access cover shall be set to proposed final surface elevation and shall be adjusted for paving, if necessary. All piping shall be supported within the vault to permit removal of components for servicing.

3.10 Disinfection

Pipe extensions shall be chlorinated in accordance with AWWA Standard C651, "Disinfecting Water Mains", prior to being put into service. The chlorination of the finished pipeline shall be done prior to installation of any service taps. Before filling the pipe with water, the pipe shall be clean and free of debris to the satisfaction of the Inspector. Disinfection by chlorination of the pipe shall be performed prior to the Town's acceptance. The chlorinating agent and method of application shall be approved by the Town Engineer in accordance with AWWA Standard C651. The Contractor shall provide material for disinfection of Water Mains. Granular calcium hypochlorite must be used for disinfection.

After the calcium hypochlorite has been placed in the pipeline by the Contractor, disinfection must be completed within ten (10) calendar days. Should disinfection not be completed within this period, the Town will void this method of chlorination and require that the Main be disinfected by mobile gas chlorinator, or slug method, at the expense of the Contractor.

After the pipe is filled with water and chlorine at less than one foot/second (1 FPS), and unless approved otherwise by the Inspector, the chlorinated water shall be held in contact with the pipe for twenty-four (24) hours. At the end of the twenty-four (24) hour period, the water in the pipeline shall be tested by the Inspector to ensure a residual chlorine content of not less than fifty (50) mg/l. The pipeline shall then be thoroughly flushed to remove the heavily chlorinated water. Care shall be taken in flushing the pipeline to prevent property damage and danger to the public. Samples of water shall be collected for bacteriological examination and residual chlorine content testing before the pipe is put into service. Testing of bacteriological evaluation and sampling shall be performed by a Town employee.

A new Main will be released for the tapping of services when disinfection has been completed, bacteriological testing has been done, it is acceptable to the Public Works Director, and the Main has been flushed and charged.

3.11 Hydrostatic Testing

3.11.1 General

No hydrostatic tests shall be made on any portion of the pipeline until field-placed concrete has had adequate curing time.

The Inspector shall be notified twenty-four (24) hours in advance of testing. **All testing shall be made in the presence of the Inspector.**

Only the following methods are acceptable for supplying potable water for hydrostatic testing:

- a. Water may be taken from a nearby pressurized water source which has been previously chlorinated, tested, and accepted, such as a fire hydrant.
- b. Water may be delivered to the site in a chlorinated water tank having a minimum capacity of three hundred (300) gallons. The water tank shall be used exclusively for the transportation of potable water.
- c. Any previously tested, chlorinated, and accepted Water Main which is pressurized and is to serve the new Main extension may be tapped on the pressurized side of the closed valve.

In any event, the method of supplying water as well as the source of water for hydrostatic testing shall be as approved by the Inspector. Use of barrels, sanitary or otherwise, to supply water for hydrostatic testing is strictly prohibited.

All Water Mains shall be hydrostatically tested in the field to a minimum pressure of two hundred (200) PSI **for no less than two (2) hours.**

3.11.2 Procedure

The pipeline shall be properly backfilled and shall be in a state of readiness for testing. All bulkheads, pumps, taps, and appurtenances necessary to fill the pipeline and maintain the required pressure shall be in place. The pipeline shall be filled with water and the test pressure shall be applied to the pipeline by means of a continuously-operating pump equipped with a bypass valve for regulating pressure. When filling the pipeline, it shall be filled at a rate which will not cause any surges, nor will it exceed the rate at which the air can be released.

All air in the line shall be properly purged. Fire hydrants are preferred for purging air in lines. Where blow-offs or hydrants are not available or are not effective in purging air from the line, the Inspector shall require a tap (at the Contractor's expense) to purge the line. The location and size of tap shall be at the Inspector's discretion.

Upon achieving test pressure, the pressurizing pump shall be turned off and disconnected from the pipeline.

While the test pressure is maintained, an examination shall be made of the pipeline in general, and any leaks shall be repaired. Any pipe or fitting found to be faulty shall be removed and replaced. No leakage is allowed through the bonnet of the line valve. Any valve leaking through the bonnet shall be repaired in place or removed and replaced. Cutting and replacing pavement, excavating, and backfilling may all be necessary parts of locating and repairing leaks discovered by pressure testing of pipe.

Tests shall be conducted with fire hydrant valves open and the hydrants shut off. After all visible leaks have been stopped, the full test pressure shall be maintained for two (2) continuous hours.

3.11.3 Allowable Leakage

At completion of the test, the pipeline shall be returned to exactly 200 PSI internal pressure and the amount of water metered into the pipeline. At the discretion of the Inspector, a leakage test is not required for water pipe sections less than twelve inches (12”) or less than 200 feet in length. The method of metering shall be a volumetric measurement taken from a tank no greater than fifty-five (55) gallons. Under no conditions shall an excess of five (5) PSI be lost during the two-hour test. Allowable leakage (that amount used to refill the pipeline) in gallons per hour per one thousand feet (1,000') of pipe for each section between line valves for mechanical joint or push-on joint pipe shall not exceed the following rates:

Avg. Test Pressure	Pipe Size – inches (Gallons)
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PSI	4	6	8	12	16	20	24
250	0.47	0.71	0.95	1.42	1.90	2.37	2.85
225	0.45	0.68	0.90	1.35	1.80	2.25	2.70
200	0.43	0.64	0.85	1.28	1.70	2.12	2.55
175	0.40	0.59	0.80	1.19	1.59	1.98	2.38
150	0.37	0.55	0.74	1.10	1.47	1.84	2.21

If testing indicates a leakage rate in excess of the rates above, the pipeline will not be accepted. The pipeline shall be repaired, re-chlorinated, and retested as described in this section until all test requirements are met.

3.12 Water Meter Installation

3.12.1 General

- A. The acceptable location for five-eighths-of-an-inch (5/8") through one-inch (1") water meters shall be limited to the inside of a building, unless otherwise approved. Locations for one-and-one-half inch (1-1/2") or larger water meters shall be approved by the Town prior to installation of the water meter loop.
- B. Water meter locations selected shall provide adequate protection against freezing.

3.12.2 Inside Water Meter Installations

- A. Inside residential water meter locations must be in the basement or other lowest level of the residence excluding the crawl space. A floor drain is to be located by the inside water meter unless otherwise approved by the Town.
- B. Inside five-eighths-of-an-inch (5/8") through one-inch (1") water meter locations shall be such that the water meter is unobstructed on one side; i.e., easily accessible for reading or servicing with a minimum of eight inches (8") clearance around the remainder of the meter. Meter locations shall not require stooping or crawling to gain access to the meter.
- C. Inside five-eighths-of-an-inch (5/8") thru one-inch (1") water meter loop installations shall include an inlet and outlet valve, as shown on standard drawings. Inlet and outlet valves shall be full port, handle-operated ball valves which shall be installed to close in the clockwise direction.
- D. Plans for inside water meter loop (to include support) installations for one-and-one-half inch (1-1/2") and larger water meters shall be submitted to the Town for approval prior to installation of the meter loop, and should be similar in design to the meter loop piping and support shown on standard drawings, except that the bypass piping may also be extended under or over the meter and that adequate meter loop support may require a different design.

3.12.3 Water Meter Pit Installations (Other than Residential)

- A. The location of the meter pit for three-quarters-of-an-inch (3/4") and one-inch (1") water meters will be located within an easement near the property line. If a problem arises on the location, the decision will be determined by the Town.
- B. The only pit acceptable to the Town for three-quarters-of-an-inch (3/4") meters is a PVC pit, or approved equal, twenty-four inches (24") inside diameter by approximately thirty-six inches (36") in height, with a composite lid, frost-proof cover. See standard drawing and the accompanying notes. For one-inch (1") meters, the acceptable pits are the standard size,

except twenty-four inches (24") in diameter, thirty-six inches (36") in height, with a frost-proof cover. See standard drawings and accompanying notes. Regulators or sprinkling system devices are not acceptable in either the twenty-inch (20") or the twenty-four-inch (24") pit.

- C. The meter loop in the pit (one-inch (1") water meters) must be with a copper setter with an inlet valve only; Ford Series V-82. The copper setter will be installed so that the loop is seventeen inches (17") below the top of the meter pit lid. See standard drawings and accompanying general notes.
- D. The location of the meter pit for one-and-one-half inch (1-1/2") or larger water meters shall be approved in the field by the Inspector.
- E. Meter pits for water meters one-and-one-half inch (1-1/2") or larger must be enough to accommodate meter, meter bypass, all valves, and piping. See standard drawings and accompanying general notes.
- F. All pits housing a meter one-and-one-half inch (1-1/2") or larger will have a twelve-inch (12") wide metal ladder installed in the pit. Wooden ladders will not be accepted.
- G. Meter pits must have an approved ring and cover of sufficient size (twenty-five-and-one-half inches (25-1/2") minimum) opening for installation and removal of the meter.
- H. Meter loop (one-and-one-half inch (1-1/2") and two inches (2")) must sit on the floor of the pit, not on the riser. The maximum depth of the meter pit shall be five feet and six inches (5'-6"). The minimum depth of the pit shall be four feet and six inches (4'-6"). See standard drawings and accompanying general notes.
- I. Water meter loops one-and-one-half inch (1-1/2") and larger must have both inlet and outlet valves.
- J. When a bypass is allowed with a meter installation, the pressure-regulator valve shall not be bypassed. Design must also be approved by the Town.
- K. Plastic pipe between the Water Main and the curb stop shall be one-inch (1") Crestline CE Blue HDPE, SDR 9, two hundred (200) PSI with stainless steel stiffeners.

3.12.4 Combined Domestic and Fire Line Water Meters

- A. Only meters approved by the National Board of Fire Underwriters shall be installed in water lines providing both domestic and fire demands. Requests to install a fire line and/or meter in a water line are handled in the same manner as a water line extension.
- B. Unless otherwise approved by the Town, combined domestic and fire line meters must be installed in a pit large enough to accommodate the meter, meter bypass, and all valves and piping, all in accordance with standard drawings and accompanying general notes.
- C. The location of the meter pit must be approved by the Town in advance of construction.
- D. Meter pits must have an approved aluminum frame and aluminum locking lid of sufficient size (twenty-five-and-one-half inches (25-1/2") minimum) opening for installation and removal of the meter.
- E. The meter loop (three inches (3") through six inches (6")) must sit on the floor of the pit, not on the riser. The maximum depth of the meter pit (inside dimension) shall be eight feet (8'). The minimum depth of the meter pit (inside dimension) shall be seven feet (7'). See standard drawing and accompanying general notes. For meter loops eight inches (8") through ten inches (10"), refer to standard drawing.
- F. Water meter loops for combined domestic and fire line water meters must have both inlet and outlet valves.

- G. Water meters must have a bypass around the meter of sufficient size to supply the property while the meter is being serviced. See standard drawings.

SECTION 4.0 – WATER SYSTEM MATERIAL STANDARDS

4.1 Material Specifications – General

All materials incorporated into the construction of the Water System shall be new and of first-class quality. Used, damaged, sunburned, or imperfect materials will not be permitted and shall be removed from the job site by the Contractor when so directed by the Public Works Director, Town Engineer, or Inspector.

The Contractor shall be responsible for storing material at the job site in a manner to prevent damage or contamination of the material. Security is the Contractor's responsibility. The Town is not responsible for loss of material from the job site.

4.2 Pipe

4.2.1 Polyvinyl Chloride (PVC) Pipe

- A. All Water Mains shall be either C-900 PVC, DR18, DR14, ductile iron pipe, or HDPE 4710 DR-13.5, DR-11, through DR-9. Material for pipelines in excess of twenty-four inches (24") in diameter must be approved by the Town Engineer.
- B. Coated #12 tracer wire must be used.

4.2.2 Ductile Iron Pipe

- A. DIP may be used for waterline through thirty inches (30").
- B. Shall meet requirements of AWWA Standard C151.
- C. Pipe class shall be a minimum of CI 350 for all sizes, unless otherwise specified on the approved drawings.
- D. Joints shall be "push-on single gasket" type meeting requirements of AWWA Standard C111.
- E. Cement-mortar lining shall be provided meeting the requirements of AWWA Standard C104.
- F. If not delineated on the approved plans, all ductile iron pipe shall have cathodic protection using double No. 6 wire bonding with seventeen pound (17 lb.) anodes every four hundred feet (400') and nine pound (9 lb.) anodes on each fitting.
- G. Pipe shall be poly wrapped with V-Bio Polyethylene Encasement or approved equal.

4.3 Fittings

Fittings for all pipe shall be cement-mortar-lined ductile meeting the requirements of AWWA Standards C104 and C110 and C153 for short body ductile iron and shall have nine pound (9 lb.) anodes on each fitting. **PVC fittings are not allowed.**

All fittings shall be restrained mechanical joint.

4.4 Valves

4.4.1 12-inch Diameter and Smaller – Gate Valves

- A. Valves shall conform to the latest revision of AWWA Standard C509/C515 covering resilient seated gate valves for water supply service.

- B. The sealing rubber shall be permanently bonded to the wedge per ASTM D429.
- C. Valves shall be supplied with O-ring seals at all pressure-retaining joints. No flat gaskets shall be allowed.
- D. The valves shall be non-rising stem (NRS) opening by turning left (counterclockwise) provided with a 2" square operating nut or handwheel with the word "open" and an arrow to indicate the direction to open.
- E. Stems shall be cast copper alloy with integral collars in full compliance with AWWA. All stems shall operate with copper alloy stem nuts independent of wedge and of stem (in NRS valves).
- F. Stems shall have two (2) O-rings located above the thrust collar and one O-ring below. Stem O-rings shall be replaceable with valve fully opened and subjected to full pressure. The stems shall also have two (2) low torque Delrin bearings located above and below the stem collar to reduce friction during operation.
- G. Valves 4" and larger shall accept a full-size tapping cutter.
- H. The body, bonnet and O-ring plate shall be fusion-bond epoxy coated, both interior and exterior on body and bonnet. Epoxy shall be applied in accordance with AWWA C550 and be NSF 61 Certified.
- I. Each valve shall have Manufacturer's name, pressure rating, and year in which it was manufactured cast in the body.
- J. Valve bonnet to body retaining bolts will be hexagonal head and nut conforming to ANSI B18.2.1. Metric size and/or socket head cap screws or bolts will not be allowed.
- K. Plastic disc or wedge guides will not be allowed.
- L. Upper bolt holes on MJ connection valves 4"-12" shall incorporate closed elliptical design, no open slots.
- M. 100% coated wedge with encapsulation of wedge completed by the Manufacturer.
- N. End connections shall conform to AWWA Standard C111.
- O. All valves shall be installed with a cast-iron valve box of the three (3) piece type to the finished grade. Tyler Slip-Type, six-inch (6") cast-iron valve box assembly series 6855, or approved equal.
- P. Valves shall open counterclockwise (Open Left) on potable and raw water lines.
- Q. If the dimension from final grade to the operating nut exceeds six (6) feet, a valve extension shall be installed.

4.4.2 16-inch Diameter and Larger – Butterfly Valves

- A. All butterfly valves shall be of the rubber-seated, tight-closing type. They shall meet or exceed AWWA Standard C504, latest edition, Class 150 or Class 250. All valves shall be M&H 4500/1450 butterfly valves.
- B. Both ends shall be AWWA C111 mechanical joint or per flanged ASME B16.1 (or as otherwise noted on plans and specs).
- C. Valve shafts shall be ASTM A276 Type 304 stainless steel for CI150 or ASTM A564 Type 630 stainless steel for CI250. Each valve shaft shall be of a one-piece design for valves 12 inches and smaller and a two-piece design for valves 14 inches and larger. Valve shafts shall have a minimum diameter extending through the valve bearings and into the valve disc as specified in AWWA C504. All valve shafts must meet or exceed the minimum connection torque requirement set forth in AWWA C504.

- D. Valve body and vane shall be high-strength Ductile Iron to ASTM A536 with ASTM A276 Type 316 stainless steel body seats.
- E. Rubber valve seats shall be a full-circle, 360-degree seat not penetrated by the valve shaft. Valve seat shall be EPDM.
- F. The valve seat will be attached to the valve vane by Type 304 stainless steel self-locking fasteners. The valve seat must be easily field adjustable and replaceable without any special tools or lengthy curing time.
- G. Valve shaft seals shall be of the chevron-type for 3"-24" and O-ring type for 30 inches and larger utilizing the same elastomer as specified for the valve seats and the intended service. All valve shaft seals must be easily field replaceable.
- H. Valve actuator shall be of the traveling nut type, sealed and lubricated for underground or in-plant service. Operator shall be capable of withstanding an overload input torque of 450 ft-lbs. at full-open or full closed position without damage to the valve operator. Operators for valves 14 inches and larger must have a 304 stainless steel external stop limiting device and travel adjustment. The travel adjustments must be able to be operated without removing the valve from the line. All valve actuators must be sized per AWWA C504. Certification of proof of design and torque requirements shall be submitted to the Owner upon request.
- I. Hand crank, hand wheel or chain wheel – All manual operators for service other than underground shall have a position indicator and shall be totally enclosed and permanently lubricated. Actuators shall be designed to produce the required operating torque with a maximum rim pull of 80 lb. on hand wheel or chain wheel and a maximum input of 150 ft. lb. on operating nuts.
- J. Cylinder – Cylinder operator shall be of the base mounted configuration. Cylinder barrel shall be of molybdenum disulfide-lined glass fiber reinforced epoxy tubing, to provide a corrosion-free, self-lubricated high-strength barrel. Rod seal shall be of urethane, molybdenum disulfide filled to provide a self-lubricated, long life seal.
- K. The valve interior and exterior surfaces shall be coated in accordance with the latest revisions of AWWA C504 and must be NSF 61 Certified.

4.5 Fire Hydrants

4.5.1 General

All fire hydrants shall be designed and manufactured in strict compliance with AWWA Standard C502 (latest edition) for *Dry Barrel Fire Hydrants*. All references made in this specification are to the above standard unless otherwise noted.

Fire hydrants shall be UL listed and FM approved.

Fire hydrants shall be tested in accordance with AWWA C – 502 and UL/FM requirements.

Fire hydrants shall be manufactured (cast, machined, assembled and tested) in the United States and in full compliance of the American Iron and Steel requirement.

4.5.2 Acceptable Brands

Kennedy Guardian (K81D, K81A and K81AM), AVK, or approved equal.

4.5.3 Size of Hydrant

Hydrants shall have a Main valve opening size of five-and-one-quarter inches (4-1/2") and shall have a five-and-one-half-foot (5-1/2') bury depth unless otherwise approved by the Town Engineer.

4.5.4 Type of Hydrant

All hydrants shall be the traffic model type. Hydrants shall be the three-way type with one (1) pumper nozzle and two (2) hose nozzles, all located on the same horizontal plane.

Fire hydrants shall be of the traffic model breakaway type, designed with the breaking rings mounted on the top of the lower barrel flange for ease of inspection and replacement and to include two (2) breaking ring straps for alignment.

Breakable stem coupling shall be designed to break cleanly, leaving the lower portion of the coupling in place to accept a short disassembly wrench. Pins for the coupling shall be stainless steel and of the one-piece spring-loaded design with no need for clevis pins, nuts or other retainers for ease of maintenance.

Fire hydrants must be compatible with existing pressure and temperature monitoring system.

4.5.5 Inlet Connection

Hydrant base shall be provided with a mechanical joint inlet to accommodate six-inch (6") diameter pipe, all in accordance with AWWA Standards. Incorporated into the base shall be two (2) lugs for rodding or strapping of pipe. Fire hydrant laterals shall be of the same material as the Main line.

4.5.6 Main Valve Assembly

Main valve of the hydrant shall be four-and-one-half-inch (4-1/2") diameter compression type which closes with water pressure.

Main valve shall be synthetic rubber reinforced with a steel insert and retained on the lower stem by a bottom plate utilizing a nylon lock design to eliminate the need for a lock washer.

The valve assembly shall include one (1) or more drain valves which work automatically with the Main valve and drain the barrel when the Main valve is in the closed position.

O-ring seal shall be provided between upper and lower barrels and provide full 360° adjustment of upper barrel and O-ring grooves shall be of a dove-tail design.

Fire hydrant shoe shall have two (2) bronze lined external drain holes located below the elbow nuts and bolts.

The seat shall be a bronze ring threaded to a bronze insert in the hydrant shoe, with O-ring seals.

Pressure activated drain valve assembly shall be aluminum bronze with a single drain valve facing which is retained by a pin for ease of replacement and automatically compensates for wear due to use.

All parts of the Main valve assembly shall be so designed that removal of the assembly from the barrel is accomplished without excavation.

4.5.7 Operating Shaft Nut

Operating nut shall be of a one-piece bronze construction, with a top loading method of introducing grease to the hydrant by way of a recessed zerk or grease fitting in the top of the operating nut. The operating nut shall have two (2) channels through the threads to provide lubrication between the threads of the stem and the operating nut. There shall be two (2) ports on the upper portion to provide lubrication for the thrust washer.

A thrust washer shall be supplied between the operating nut and the stem lock nut to facilitate operation.

The hydrant shall open by turning the operating nut to the left direction and shall have an arrow on top of the bonnet to designate the direction of opening.

4.5.8 Pumper Nozzle and Cap

The pumper nozzle shall be four-and-one-half-inch (4-1/2") nominal diameter with six (6) threads per inch. Threads shall be right hand. See standard drawing.

Nozzle caps shall be furnished with security chains with one end of each securely attached to the upper barrel section of the hydrant.

Hydrant cap/bonnet shall be of a one-piece design creating a water tight cavity without the use of gaskets.

A dirt shield shall be provided to protect the operating mechanism from dirt and moisture buildup.

Nozzles shall be of the tamper resistant type, insertion with O-ring seals and stainless steel retaining screws (clockwise 1/4-turn for removal).

4.5.9 Hose Nozzles and Caps

The two (2) hose nozzles shall be two-and-one-half-inch (2-1/2") nominal diameter with seven-and-one-half (7-1/2) threads per inch. Threads shall be right hand. See standard drawing.

Each hose nozzle shall include a nozzle cap with nut and security chain, and shall be removed by turning counterclockwise as described in Sections 4.5.7 and 4.5.8 above.

4.5.10 Color

Top of hydrant is color coded to a standard flow chart, per a flow test. The upper exposed section of the hydrant above ground shall be painted Rustoleum red (hexadecimal color code: #633a34) or approved equal. The buried portion of the hydrant shall be given a bituminous coating in accordance with Section 10-8.1 of AWWA Standard CI 10.

4.5.11 Location

Where possible, fire hydrants shall be located in the northeast quadrant of the intersection. See standard drawing for typical installation. The location of all fire hydrants shall have the written approval of the appropriate Fire Protection District.

4.5.12 Hydrant Pressure and Temperature Monitoring Specifications

Pressure and monitoring system shall be installed on at least one hydrant for each pressure zone, every 150 homes, 2,500 ft. of Water Main, or every twenty (20) hydrants - whichever comes first.

Device must include the following:

- Must have water resistant and hardwired information access point internally within the fire hydrant.
- Fire Hydrant must be completely, and fully operational once unit is installed and not require the need to shut water supply off, make modifications and then recharge to obtain normal operation.
- Dry Barrel Hydrant Version - Must receive electronic reading through the Main valve assembly utilizing a waterproof conduit (Poly Tubing) and compression fittings from which the wiring is run from sensors to the motherboard, battery and cellular antenna just beneath the hydrant bonnet which is above ground approximately 2'6" above grade.

- Must utilize an OEM spool piece to accomplish OEM installation requirements and maintain the robust integrity of the hydrant as required to meet UL and ULFM approval.
- Device and all components must meet UL and ULFM requirements and have proper documentation to prove such.
- Must be able to accept multiple layers of paint and maintain the OEM level of communication success.
- All power must be supplied to the motherboard from within the same housing as the motherboard via a Lithium-Ion battery utilizing an integrated Male x Female wire harness.
- Battery must have a minimum 5-year battery life when used with the factory default settings/parameters.
- Battery must be field replaceable utilizing the same connection as OEM without requiring any modifications.
- Must not require power supply below grade.
- Must not require WiFi or Bluetooth for communication or operation.
- Must have communication capability to allow for remote firmware upgrades and data uploads using cellular technology.
- Must have functionality across all platforms, desktop, laptop, tablet, mobile device or smart phone.
- Must have hosted software, which is user friendly and allows end user/client to migrate files directly from host to their water management software via CSV or Flat File to use with SCADA or similar utility infrastructure management software.
- Must be able to recognize and alert end user client via email or text utilizing cellular signal of thresholds (events) within the clients set parameters within one (1) minute. Time is based on adequate cellular reception.
- Must have minimum capabilities of reading every 5-seconds, 15-min averages and 12-hour uploads.
- Other capabilities: alarm threshold violation reads of 40 reads per second for 30 seconds for three (3) consecutive cycles before returning to its normal read cycle of 5 seconds, 15-minute averages, and 12-hour uploads.
- Must have the capability for future expansion within the device housing (2 shell components once assembled on hydrant) for future additional technologies currently in R&D for release.
- Must not interfere or utilize the nozzles or ports in any way.
- Must be available in both OEM preinstalled NEW hydrants and as retrofit kits utilizing ONLY OEM components for the hydrants listed herein.
- Must allow for normal operation of hydrant in hot or cold climate without flow restrictions or any other byproduct that would prohibit full operation. Hydrant must be fully functional in below freezing conditions.
- Must have water contacting the sensors under pressure while being utilized at the same time for fire or other utility applications.
- Manufacturer must have been in business for over 5-years, and manufacturing and marketing hydrant device for a minimum of 3-years.

4.6 Pressure-Reducing Valves

Pressure-reducing and regulating valves shall be of a type capable of maintaining pre-adjusted downstream pressures, varying rates of flow, and upstream pressure without causing water hammer or cavitation. Valves shall be installed in concrete valve vaults of sufficient size so as to provide adequate maintenance and operation. Valves shall have gate valves and pressure gauges on both upstream and downstream sides and shall have bypasses with smaller pressure-reducing and regulating valves to handle minimum flows as determined by the Town Engineer. Cla-Val 90-01BYKC or approved equal are acceptable.

4.7 Air-Release Valves

Valves shall be combination air-release and vacuum valves. These shall be installed at each high point on all eight-inch (8") and larger Water Mains and at all other locations as directed by the Town Engineer.

Air-release and vacuum breaker valves shall be located in precast concrete manholes in accordance with the standard drawings, and shall automatically release air from the lines when the lines are being filled with water, and shall admit air into the lines when water is being withdrawn in excess of the inflow.

Valves shall be American made and have an iron body with bronze trim. Floats shall be stainless steel. One and a half-inch (1.5") to two-inch (2") valves shall be installed. Oil the stem between the pipe and release valve, or as shown in the standard drawing.

Pipe and fittings used in the release valve system shall be galvanized steel, standard weight, and connections shall be threaded. Gate valves shall be bronze, threaded, and shall have hand wheels.

Acceptable manufacturers are Apco, Crispin, and Clow.

Four-inch (4") vents are required for ARVs less than two inches (2"), and six-inch (6") vents are required for two-inch (2") ARVs.

4.8 Thrust Blocks

Concrete thrust blocks may be installed on a case-by-case basis (in lieu of or in addition to pipe restraining per these Specifications) at all tees, plugs, bends, and fire hydrants in accordance with the standard drawings.

Where thrust blocks are used in conjunction with eight (8) mil thick polyethylene as a bond breaker, care shall be taken not to block weephole outlets, cover bolts, nuts, clamps, or other fittings or to make them inaccessible. Size of thrust block, type of concrete, and dimensions shall be in accordance with the details in standard drawings. Concrete shall be three thousand (3,000) PSI strength at twenty-eight (28) days.

4.9 Precast Concrete Vaults and Manholes

All butterfly valve and ARV manholes, pressure-reducing valve vaults, meter vaults, and other vaults shall be precast or poured-in-place concrete. Design of manholes and vaults shall be for H-20 traffic loading and shall include aluminum rungs, cast-iron rings, and covers of a pattern approved by the Town Engineer, with the word "WATER" cast thereon, and shall be in accordance with the details in standard drawings. Floors in concrete vaults shall have a minimum two percent (2%) slope toward the sump pit.

4.10 Services

4.10.1 General

Hydrostatic testing, approved bacteriological testing, and conditional acceptance of the Water Mains must be made prior to the installation of any water taps.

Water Service Line locations shall be shown on the utility plans submitted to the Town, and shall be located ten feet (10') up from the downhill lot line. Service Lines shall be installed in a continuous straight line. Service Lines shall be as close to ninety degrees (90°) from Main line as possible. Taps shall be performed by the Town or by the Town's subcontractor under the Town's supervision. Tap saddles will be required. Service Lines in driveways are not permitted. HDPE Service Lines shall be installed horizontally in a "snake-like" configuration to allow for both expansion and contraction of the line in the trench.

4.10.2 Service Lines

- A. All residential Service Lines shall consist of a corporation stop at the Main, continuous plastic pipe to a curb stop at the property line, continuous plastic pipe to the meter pit, and continuous plastic pipe up through the slab or floor of the structure in compliance with the latest building code. Residential Service Lines shall be a minimum of one-inch (1") diameter. Plastic pipe will be Crestline CE Blue HDPE pipe DR9, two hundred (200) PSI with stainless steel stiffeners. One-inch (1") HDPE is comparable to a three-quarter-inch (3/4") copper Service Line, although only HDPE Service Lines will be used.
- B. HDPE Service Lines shall be the same size from the corporation stop to the curb stop. Then, if necessary, the size of the Service Line may be increased or reduced only after the curb stop to the meter by one size. HDPE Service Lines shall be installed horizontally in a "snake-like" laying configuration, to allow for both expansion/contraction movement of the pipe in the trench. The HDPE Service Line shall consist of one (1) piece of continuous pipe from the corporation stop to the curb stop, no fittings or connections are allowed. The curb stop may not be placed under concrete or paved driveway areas. If the Service Line needs to be extended to accommodate moving the curb stop out of a concrete or paved area, only butt fusion may be used on HDPE pipe to extend the Service Line pipe to the new location of the curb stop.
- C. Water and sewer Service Lines may be installed as depicted in the drawings.
- D. Tracer wire, as specified herein, shall be extended from the Main to the foundation of the house/structure. Tracer wire shall be extended up the curb stop box per 4.10.2.L below.
- E. Service Lines other than residential shall have meters installed inside while new buildings shall have outside meter pits. They shall consist of a corporation stop at the Main, polyethylene to a curb stop, and polyethylene pipe to a point outside the foundation of the structure, in compliance with the latest building code. Meters in building are discouraged but may be approved on a case-by-case basis.
- F. The meter fitting and water meter are part of the service. Service Lines larger than two inches (2") shall be ductile iron or polyvinyl chloride and shall have a gate valve at the Water Main.
- G. No portion of the building electrical system and/or ground may be attached to the Service Line or internal plumbing such that current may be induced into or from the piping system.
- H. Meter vaults shall be concrete and shall have aluminum covers and rings. Meter shall sit in center of vault with same size gaskets with five-eighths-of-an-inch by (5/8") two-inch (2") stainless steel bolts and nuts. All lines shall have a minimum of five-and-one-half feet (5-1/2 ft) of cover, and shall be bedded and backfilled in accordance with these Specifications. Water Service Lines shall be a minimum of one-inch (1") diameter.

- I. No flares will be allowed on one-and-one-half-inch (1-1/2") to two-inch (2") installations. Ford pack joint fittings are permitted. Compression fittings either "Q" style or "-22" are acceptable. "Ay" compression fittings are allowed.
- J. Meter pits shall have MS 2024308 meter cans. Standard will be 30" although 36" and 48" are acceptable when situation permits. Meter domes shall be 20" standard aluminum with inner lid, and cast-iron top with two-inch (2") hole in center. All meters in a pit shall be placed twelve inches (12") from the bottom of the inner lid for frost protection.
- K. All water and sewer service locations shall be clearly stamped in the curb with an "S" for sewer and a "W" for water.
- L. Only 3/4" and 1" curb stop boxes shall have a one-and-one-half-inch (1-1/2") Schd. 40 PVC pipe telescoped inside with a bell end to fit over the top of the curb stop valve. Tracer wire shall be extended up the inside of curb stop box but outside the one-and-one-half-inch (1-1/2") Schd. 40 PVC pipe. Service Lines greater than 1" in diameter shall not incorporate 1-1/2" Schd. 40 PVC pipe inside of valve box.

4.10.3 Corporation Stops and Curb Stops (or Valves)

Corporation stops and curb stops shall meet the requirements of AWWA Standard C800. Curb stops shall include a curb box installed at the right-of-way line.

Corporation stops shall be Ford FB-1001 or Macdonald 4701B.

Curb stops shall be:

<u>Ford</u>	<u>A.Y. Mcdonald</u>
B46-333 – 3/4"	MCD 76100-(22 or Q) 3/4"
B46-444 – 1"	MCD 76100-(22 or Q) 1"
B46-666 – 1-1/2"	MCD 76100-(22 or Q) 1-1/2"
B46-777 – 2"	MCD 76100-(22 or Q) 2"

For lines larger than two inches (2"), curb stop valves shall be resilient seated and epoxy coated inside and out.

4.10.4 Meters

- A. General
 - 1. All water supplied by the Town to a property must be metered. The only exceptions are fire lines.
 - 2. All water meters shall be installed and furnished by the Town at the expense of the property owner and shall become the property of the Town.
 - 3. Water meters will be serviced and maintained by the Town.
 - 4. One-and-one-quarter-inch (1-1/4") meters are not permitted.
- B. Meters up to one-and-one-half inch (1-1/2"):
 - 1. Shall be 2" Badger M170.
 - 2. Shall be ¾" Badger RCDL Model 25.
 - 3. Shall be 1" Badger RCDL 70.
- C. Meters two inches (2") and larger:
 - 1. Shall be compound meters in cast-iron housing with a disc meter to record small flows and a turbine to record large flows.

2. Shall be calibrated and furnished to indicate gallons.

4.10.5 Backflow Preventers

All backflow prevention devices and installations will be per the Town's standard details (attached) and the Town's Rules and Regulations.

All commercial building shall have a testable backflow device. The devices shall be tested annually and results submitted to the Town.

SECTION 5.0 – WASTEWATER SYSTEM DESIGN STANDARDS

5.1 Quality of the Collection System

The purpose of these Specifications is to ensure that only proven, high-quality materials are installed using first-class workmanship. Determination of the best materials and construction methods are based upon lowest life-cycle costs. Sizing and layout of the system are parts of the total consideration of design, operation, and maintenance of a Wastewater Collection System that yields optimum quality service at the lowest total cost to the Customer.

5.2 Sizing of Collection Mains

The Town reserves the right to size Mains to provide service for projected future needs. All Mains shall be sized large enough to provide for sanitary sewer service for the entire basin area requesting service and shall meet the following requirements:

- A. No public sewer shall be less than eight inches (8") in diameter with the exception of small service areas of less than 5 residential taps where six-inch (6") sewers may be used with the approval of the Town.
- B. All sewer lines shall be sized to flow at seventy-five percent (75%) of the end area of the pipe or less during peak wet weather flow periods.
- C. No Service Line shall be less than four inches (4") in diameter.
- D. Residential service pumps will be reviewed and approved by the town on a case by case basis.

5.3 Layout of the Collection System

Width Requirements for Town Main Installations

All Town Mains shall be installed in dedicated public street rights-of-way. When the Town determines it is not possible or feasible for an installation to be made in a dedicated street, the installation shall be made in a right-of-way or easement. The conditions under which such an exception will be allowed will be determined for each individual case, and only rights-of-way and easements which conform to the requirements of the Town will be accepted. The minimum width right-of-way or easement which will be accepted by the Town is twenty feet (20'). Depending on size of Main and depth, additional width may be required.

Dedicated Streets

Pipe alignment shall be parallel to property lines. Normal practice is to lay the pipe on the center line of the street. In any case, pipe alignment shall always be within an established roadway, between the limits of the curb and gutter.

Installation of curvilinear pipelines in sizes eight inches (8") through eighteen inches (18") is acceptable and necessary to obtain the standard location of Sewer Mains. Curvilinear sewers must be designed and constructed using a uniform slope between manholes and shall have a center line radius of one hundred feet (100') or greater. The necessary curvature shall be attained by deflection at joints not to exceed the Manufacturer's recommendations or three-degree (3°) preformed joints or couplings. Field bending of pipe shall not be permitted.

When streets and subdivisions fall in hillside overlay zones or areas with unique characteristics as identified by the Developer and the Town, the Developer and his/her Engineer shall meet with the Town to address concerns of pipeline materials, pipe alignment, pipeline access, landscape restoration, and surface monumentation.

Sewer Main Alignments

Three-degree (3°) pre-manufactured fittings may be used to accomplish the curvature without exceeding individual deflections specified. The maximum deflection at any joint shall not exceed the Manufacturer's recommendation.

Molded three-degree (3°) fittings shall meet the pipe Manufacturer's recommendations and be composed of the same material and meet the same PVC standard as forth for the pipe material. Bends shall be plain end by bell and be laid in the same direction as the pipe-laying operation.

Sewer Collection Lines (sizes 8" thru 12") (Full laying length 13.5 feet)	8-inch Laying Radius (feet)	10-inch Laying Radius (feet)	12-inch Laying Radius (feet)
Without Fittings	875 min.	985 min.	1,150 min.
With 3-degree bend at every fourth joint	N/A	N/A	1,000 to 1,150
With 3-degree bend at every third joint	750 to 875	750 to 875	750 to 875
With 3-degree bend at every second joint	450 to 750	450 to 750	450 to 750

Sewer Service Lines shall be a minimum of four inches (4") in diameter and shall be placed approximately in the middle of the lot and extended into the lot per Detail WW-19. A minimum of one service line shall be installed per roofed structure.

5.4 Manholes

Manholes shall be installed at the end of each line, at all pipeline intersections, changes in grade, changes in size, alignment (except curvilinear sewers) and at distances of not greater than four hundred feet (400'). The town may authorize five hundred feet (500') of pipeline between manholes on a case by case basis. Manholes must also be located to allow unassisted access by Town maintenance vehicles. Lines and manholes located in areas where access (in the opinion of the Town) is not possible will be reviewed on a case-by-case basis.

Curvilinear sections with a reverse curve (i.e. an "S" curve) shall have a manhole located at the point of reverse curvature. If a straight section of pipe is located between curvilinear sections with a reverse curve, a manhole shall be located at some point along the straight section of pipe. A manhole is needed if a curvilinear section, or combination of curvilinear sections, changes the alignment of a Wastewater Main more than 90°.

5.4.1 Manhole Sizes

The inside diameter (I.D.) of the manhole shall not be less than the following:

<u>PIPE SIZE (in)</u>	<u>MANHOLE DEPTH (ft)</u>	<u>MANHOLE SIZE (I.D.)</u>
8" and 10"	0' to 12'	60"
12" to 18"	13' to 19'	60"
24" and larger	20' to 25'	72"

5.4.2 Changing Pipe Size

When sewers are changed in size at a manhole with no intersecting sewers, the manhole invert shall be designed with a one-tenth of one foot (0.1') drop through the manhole.

5.4.3 Intersections

Pipelines deflecting thirty degrees (30°) or less shall have one-tenth of one foot (0.1') drop in the invert through the manhole. Pipe deflections greater than (30°) and less than (90°) shall

have three-tenths of one foot (0.3') drop in the invert through the manhole. Changes in direction at intersections shall not be greater than ninety degrees (90°). Ninety-degree (90°) manholes are generally discouraged and should only be implemented when no other options are available. The slope of the invert through the manhole shall not be less than the shallowest pipe slope entering or exiting the manhole. Intersecting pipelines at manholes with greater than one (1) pipe size difference shall be designed to match crown elevations.

5.4.4 Manhole Channels

The flow channel shall be made to conform its slope and shape to that of the sewer pipe and wherever possible shall use the lower one-half (1/2) of the sewer pipe of the invert of the open channel. The completed channel shall be U-shaped, coming up as high as the top of the largest pipe. At intersections with other lines, channels shall be formed with a curve to minimize turbulence.

5.4.5 Manhole Rings and Covers

Manhole rings and covers shall conform to the attached detail sheets for ring and cover designs. All manholes located outside of dedicated street or alley rights-of-way will be designed and constructed with a locking-type cover and the ring bolted to the concrete cone. Depending on the manhole location, the Town may require "self-sealing" bolt-down lids.

Grade adjustment rings between the ring, cover, and the concrete cone cap shall not exceed eight inches (8") and shall be sealed with conceal mastic between each ring.

Manhole lids shall have hole inside the lid for removal. All manholes shall have an inflow protector insert (IPI) per Section 9.7.

5.4.6 Drop Manholes

Drop manholes with a minimum of five-feet (5') diameter will be permitted only in special conditions where Town approval has been granted.

5.5 Minimum Sewer Depth

In general, Main line sewers should be designed deep enough to drain basements and to prevent freezing. No public Mains shall be less than five-and-one-half feet (5-1/2') deep measured from the top of the pipe. Sewer lines less than five-and-one-half feet (5-1/2') and greater than fourteen feet (14') shall be given special consideration and reviewed by the Town on a case-by-case basis concerning pipe material and bedding requirements.

5.6 Slopes

All sewers should be designed to transport sewage flows at mean velocities of two feet per second (2 FPS) at seventy-five percent (75%) of the pipe end area based on a roughness coefficient of thirteen one-thousandths (0.013).

The slope between manholes shall be uniform. Due to practical constructability and construction tolerances, the minimum slope of a Wastewater Main shall be 1%. Slopes less than 1.04 % are not recommended and will be reviewed on a case-by-case basis with consideration given to topography, existing outfall elevation, velocity, and capacity.

Slopes less than 1.04% shall be built with DIP or SDR 26 PVC. SDR 26 PVC installed with slopes between 0.5% and 1.04% require select bedding and are subject to additional construction requirements.

The Town may require the use of restrained joint pipe on sections where the Wastewater Main is located outside of paved areas and slope stability is a concern.

Minimum allowable slopes per pipe size are as follows:

8"	0.50%
10"	0.35%
12"	0.29%
15"	0.23%
18"	0.17%
24"	0.13%
30"	0.11%
36"	0.10%

5.7 Construction Tolerances

Vertical construction tolerances for pipe installation shall be one-tenth of a foot (0.10') per one hundred feet (100') of pipe or per manhole run, whichever horizontal distance is greater. Vertical construction tolerances for pipe installation shall be such that no reduction of required flow rate below ultimate peak flow results, and that the pipe slope does not fall below the minimum slope for the size of pipe used.

In circumstances where it may not be feasible or practical to place pipe at the minimum slope, the Contractor may increase the pipe size to the nearest pipe size that will provide an equal flow quantity at an acceptable slope or have continuous on-site surveying for the setting of each joint of pipe. This option must be approved by the Town prior to start of construction.

Horizontal construction tolerances shall be one foot (1.0'), plus or minus, from the design centerline of the pipe.

5.8 High-Velocity Protection

In the case of sewers where the slopes are such that over seven percent (7%) grades are attained, special provisions shall be made to prevent displacement by erosion and shock per detail WW-21. Such high-velocity protection shall be shown on the detail drawings and approved by the Town Engineer.

5.9 Relation to Water Mains

Sewers shall be located a minimum of ten feet (10') horizontally from existing or proposed Water Mains, and the sewer pipe shall be a minimum of eighteen inches (18") clear distance vertically below the Water Main. If this clear distance is not feasible, the crossing must be designed and constructed so as to protect the Water Main. Such crossings shall meet Colorado Department of Public Health and Environment (CDPHE) requirements and shall be approved by the Town.

Minimum protection shall consist of the installation of an impervious and structural sewer as follows:

- A. One length of pipe at least fourteen feet (14') long centered over or under the Water Main. For repairs, joints between the existing sewer pipe and the new sewer pipe shall be made with a manufactured adapter approved by the Town and made specifically for such joining.
- B. Existing concrete or vitrified clay pipe shall be protected with a fully-reinforced concrete encasement. Encasement shall be at least six inches (6") thick and extend a distance of ten feet (10') on either side of the Water Main.
- C. Deviations from standards require specific Town approval of the crossing. If an approved waiver includes less than an eighteen inch (18") vertical separation, an annular space shall be provided between the two (2) pipelines.

In all cases, suitable backfill or other structural protection shall be provided to preclude settling or failure of the higher pipe. Depending on pipe material, pier supports may be used.

5.10 Stub-outs from Manholes

Stub-outs from manholes are currently not allowed. However, they may be considered on a case by case basis.

5.11 Inverted Siphons

Inverted siphons are typically not allowed and will be evaluated on a case by case basis.

5.12 Stream and Drainage Channel Crossings

All stream and drainage channel crossings shall be ductile iron pipe encased in reinforced concrete. Crossings of proposed channel bottoms shall be supported by reinforced concrete caissons drilled a minimum of five feet (5') into impervious soil or twenty feet (20'), whichever is less per detail WW-22. In the absence of impervious soils, caissons shall extend twenty feet (20') below the invert of the sewer Main. A fifteen-foot (15') splash pan consisting of eighteen-inch (18") to twenty-four-inch (24") grouted rip-rap shall be placed downstream tapering from six feet (6') deep at the crossing to three feet (3') deep at the end to prevent erosion per detail WW-23. All stream and channel crossings shall be reviewed and approved by the Town Engineer.

5.13 Crossings Under Railways and Highways

Crossings under railways and highways shall be permitted through the appropriate regulatory agency/agencies and shall meet the most restrictive criteria for each. At a minimum, crossings under railways and highways will consist of pipe laid inside steel pipe conduits, which are jacked or placed by an approved method underneath the track or roadway. The steel conduit pipe shall be placed horizontally through the ground at substantially the grade of the sewer, with due allowance for the bells of the carrier pipe. As the pipe is moved along, the earth shall be excavated from the face and removed so that it will not be necessary to force the pipe through solid ground. The conduit shall be of the sizes shown on the plans. In any case, the conduit diameter shall be a minimum of twelve inches (12") larger than the carrier pipe. After the conduit has been completed, the carrier pipe shall be placed inside and blocked in exact position and grade with approved insulating skids. Each end of the conduit shall then be plugged tight around the ductile iron or steel carrier pipe and the conduit pipe.

5.14 Aerial Crossings

All aerial crossings are not typically allowed and will be evaluated on a case by case basis.

5.15 Metering Vaults

Metering vaults for the purpose of metering wastewater flows shall be prepared and submitted to the Town Engineer for review and approval. All metering vaults shall include, but not necessarily be limited to, the following:

- A. The Parshall Flume shall be installed as per the flume's Manufacturer's recommendations with the following criteria and standard detail as minimum guidelines to ensure the proper functioning of the flume:
 - Upstream pipe sections equal to a minimum of twenty-five (25) pipe diameters shall have a slope not less than that required by Section 5.6 of the Specifications without bends, drops, or flow junctions to ensure subcritical flow.

- The downstream pipe sections shall have slope greater than the upstream pipe to ensure supercritical flow.
 - The flume itself shall be grouted into the block out at zero percent (0.0%) slope, as shown on the standard detail.
 - The flume shall be made of corrosion-resistant materials and supplied with a Manufacturer's rate curve. Shop drawings shall be submitted to the Town Engineer for review and approval prior to installation.
- B. Concrete vault is typically required. A minimum six feet (6') I.D. manhole will be considered on a case by case basis.
- C. Flow measurement, totalizing, and recording devices.
- D. The metering vault shall have a suitable and safe means of access.
- E. Flow level sensor and transmitter if required. The flow sensor shall be of a non-intrusive type and shop drawings for the level sensor and transmitter shall be submitted to the Town Engineer for review and approval prior to installation.
- F. Manhole ventilation: The Town Engineer may require that the control manhole be vented if it is determined that it is needed to protect the monitoring equipment and ensure proper function of said equipment.

5.16 Pumping Facilities

Pumping facilities may be allowed on Mains in the Town Collection System only where specifically authorized by the Town. The Town will prohibit the installation of pumping facilities where, in its opinion, such installations would be injurious to the operation, or future operation of the Town's Wastewater Collection System.

All proposed pumping facilities shall be considered as a special feature and will be dealt with on an individual case basis. All proposed pumping stations and force Mains shall be approved by the State of Colorado.

A basis for design for all wastewater pumping stations shall have the following features:

- A. Wastewater pumping stations shall not be subject to damage by flooding. A suitable superstructure, located off the right-of-way of streets and alleys shall be provided and be readily accessible.
- B. Wastewater pump stations shall be of the dry well type.
- C. Wet and dry wells, including their superstructure, shall be completely separated.
- D. At least two (2) pumps must be provided. If only two (2) pumps are provided, they shall have the same capacity. Each shall be able to handle flows in excess of the expected maximum flow.
- E. Adequate ventilation shall be provided for all pump stations to mechanically ventilate the dry well. Wet well vents shall be provided. There shall be no interconnection between the dry well and the wet well ventilating systems.
- F. Liquid level controllers shall be located so as not to be affected by flows entering the station. In small stations with duplicate units, provisions shall be made to alternate the pumps in use.
- G. Pumping stations shall be equipped with suitable devices for measuring, recording, and totalizing sewage flow and power consumption.
- H. Power supply shall be available from at least two (2) independent generating sources, or emergency power equipment shall be provided. Automatic starting of emergency power equipment shall be provided.

- I. Alarm systems shall be provided for all pumping stations. The alarm shall activate in cases of pump station malfunction.
- J. On-site retention for all wastewater pumping stations shall be provided. The size and capacity of on-site retention will be determined by pump station size, distance from Wastewater Treatment Plant, and location of pump station site, etc.

5.17 Force Mains

All proposed pumping stations and force Mains shall be approved by the State of Colorado. Force Mains and all their appurtenances shall be designed and tested to conform to potable water line criteria and the following minimum requirements:

- A. *Velocity.* A design average flow velocity of at least two feet per second (2 FPS) shall be maintained.
- B. *Air-relief valves.* An automatic air-relief valve shall be placed at high points in the force Main to prevent air locking.
- C. *Termination.* The force Main should enter the gravity sewer system at a point not more than two feet (2') above the flow line of the receiving manhole.
- D. *Design pressure.* The force Main and fittings, including reaction blocking, shall be designed to withstand normal pressure and pressure surges (water hammer).
- E. *Design Friction Losses.* Friction losses through force Mains shall be based on the Hazen-Williams formula or other acceptable method. When initially installed, force Mains will have a significantly higher "c" factor. The higher "c" factor should be considered.
- F. *Separation from Water Mains.* The separation from Water Mains shall be the same as gravity sanitary sewer lines.
- G. *Identification.* Where force Mains are constructed of material which might cause the force Main to be confused with potable Water Mains, the force Main shall be appropriately identified.

5.18 Underdrain System

The Town does not allow for the installation of any underdrains.

SECTION 6.0 – WASTEWATER SYSTEM EXCAVATION & SITE STANDARDS

6.1 Earthwork Defined

Earthwork shall include all clearing, grubbing, grading, excavation, fill, backfill, excess excavation, bedding material, on-site material, and surface restoration as may be required to complete the work.

6.2 Traffic Control

Traffic control, signing, detours, and utilization of existing streets require approval by the controlling right-of-way authority, and conforming to the Manual on Uniform Traffic Control Devices standards. Contractors and/or Developers must obtain adequate permitting and approvals from the controlling agency.

6.3 Caution in Excavation

The Contractor shall proceed with caution in the excavation and preparation of the trench so that the exact location of underground utilities and structures, both known and unknown, may be determined. Contractor shall be held responsible for the repair of such structures when broken or otherwise damaged because of carelessness on contractor's part.

The Town cannot guarantee the accuracy of underground utilities and structures as shown on plans and will not be responsible for any damage that may occur during construction.

Whenever, in the opinion of the Town, it is necessary to explore and excavate to determine the location of underground utilities and structures that may interfere with construction, the Contractor shall make the explorations and excavations for such purposes.

6.4 Excavation to Line and Grade

All excavations shall be made to the lines and grades as established by the approved drawings and these Specifications. Pipe trenches shall be excavated to the depth required to provide a uniform and continuous bearing and support for the pipe on solid undisturbed ground at every point between bell holes. Bell holes shall be provided at each pipe joint to permit the joint to be made properly. Any part of the bottom of the trench excavated below the specified grade shall be corrected with approved material and thoroughly compacted as directed by the Town. The finished grade of the trench shall be prepared accurately by means of hand tools. Deviation from line and grade may be allowed when approved by the Town Engineer, in accordance with these Specifications.

6.5 Trenching and Excavation Operations

The trench shall be excavated in a manner which will allow the pipe to be installed to the alignment and depth required. The trench shall be excavated only so far in advance of the pipe laying as is necessary to expedite the work.

- A. *Trench width.* All existing asphalt or concrete surfacing shall be cut vertically in a straight line and removed from the job site prior to starting the trench excavation. This material shall not be used in any fill or backfill.

The trench shall be excavated so that a minimum clearance of six inches (6") shall be maintained on each side of the pipe for proper placement and densification of the bedding or backfill material. Ledge rock, boulders, and large stones shall be removed to provide a clearance of at least six inches (6") below and on each side of all pipe and fittings. The specified minimum clearances are the minimum clear distances that will be permitted between any part of the pipe and appurtenances being installed and any part, projection, or point of such rock, boulder, or stone.

The maximum bottom of trench width, measured at the top of the pipe, shall at a minimum conform with the wastewater standard trench detail regardless of the type of pipe, type of soil, depth of excavation, or the method of densifying the bedding and backfill.

Trenches may be of such extra width, when required, to permit necessary supports, sheeting or bracing, and handling of specials.

- B. *Trench support.* The trench shall be adequately supported and the safety of workers provided for, as required by the most recent standards adopted by OSHA Standards Board. Sheeting and shoring shall be utilized where required to prevent any excessive widening or sloughing of the trench, which may be detrimental to human safety, the pipe, appurtenances being installed, existing utilities, existing structures, or to any other existing facility or item.

Trench support is the sole responsibility of the Contractor. The Town Inspector's presence in no way implies approval of trench support methods being utilized. However, Town staff is required to report OSHA violations and/or injuries that take place on Town projects.

- C. *Excavated material.* Excavated material shall not be placed closer than two feet (2') from the top edge of the trench. Heavy equipment should not be used or placed near the sides of the trench unless the trench is adequately braced.

All excavated material shall be piled in a manner that will not endanger the work and that will avoid obstructing traffic. Hydrants under pressure, valve lid covers, valve boxes, or other utility controls shall be left unobstructed and accessible until the work is completed.

- D. *Excavation for structures.* Except as otherwise dictated by construction conditions, the excavation shall be of such dimensions as to allow for the proper installation and removal of concrete forms or precast structures, and to permit the construction of the necessary pipe connections. Care shall be taken to ensure that the excavation does not extend below established grades. If excavation is made below such grades, the resulting excess shall be filled in with approved material deposited in horizontal layers not more than six inches (6") in thickness after being compacted, as directed by the Town.
- E. *Excavation in poor soil.* If the bottom of the excavation at subgrade is found to be soft or unstable, or to include ashes, cinders, refuse, vegetable or other organic material, or large pieces or fragments of inorganic material that, in the opinion of the Inspector, cannot satisfactorily support the pipe or structure, then the Contractor shall further excavate and remove such unsuitable material to the width and depth specified by the Inspector.
- F. *Protection of existing structures and utilities.* Adequate protection, temporary support, and maintenance of all underground and surface structures, utilities, and other obstructions encountered in the progress of the work shall be furnished by the Contractor at his expense and under the direction of the Town. All structures, utilities, or obstructions disturbed or damaged shall be restored or replaced by the Contractor immediately unless the Town Engineer gives approval for delays in repairs or replacements. If delays are approved, all repairs and/or replacements must be completed prior to the completion of the project.

6.6 **Blasting**

In general, blasting will be allowed in order to expedite the work if a permit by the local authority having jurisdiction is granted and a copy presented to the Town. All explosives and appurtenances shall be transported, handled, stored, and used in accordance with the laws of the local, state, and federal governments, as applicable.

The contractor shall comply with all laws, ordinances, applicable safe code requirements, and regulations relative to the handling, storage and use of explosives and protection of life and property. The Contractor shall be responsible for all damage caused by blasting operations. Suitable methods

shall be employed to confine all materials lifted by blasting within the limits of the excavation or trench.”

Owners or occupants of nearby structures or facilities, within a minimum distance of five hundred feet (500'), must be notified in writing by the Contractor at least seventy-two (72) hours in advance of blasting. The notice shall state the date, the time of blasting, and who is responsible for the blasting. The Town shall be notified a minimum of seventy-two (72) hours in advance of any blasting.

Blasting shall be controlled to avoid making any excavation unduly large or irregular, and so as not to shatter the rock on the bottom or sides of any excavation or surface upon or against which concrete is to be placed. If, in the opinion of the Town, blasting is liable to damage rock foundations or supports, concrete, other utilities, or structures, all blasting shall be terminated and excavation shall be continued by jack-hammering, barring, wedging, or other methods.

6.7 Dewatering

All pipe trenches or structure excavation shall be kept free from water during pipe laying and other related work. The method of dewatering shall provide for a completely dry foundation at the final lines and grades of the excavation.

Dewatering shall require a construction dewatering permit from the CDPHE.

Dewatering shall be accomplished by the use of well points, sump pumps, rock or gravel drains placed below subgrade foundations, or subsurface pipe drains. All water shall be disposed of in a suitable manner without being a menace to public health or causing public inconvenience. The dewatering operation shall continue until such time as it is safe to allow the water table to rise in the excavations. Pipe trenches shall contain enough backfill to prevent pipe flotation. When pipe is installed in a casing or tunnel longer than thirty (30) pipe diameters, the pipe inside and casing or tunnel shall be secured so flotation does not occur when the pipe is empty.

Water shall not be allowed to rise until any concrete has set and the forms have been removed. Water shall not be allowed to rise unequally against unsupported structural walls.

6.8 Pipe Bedding

It is expected that the trench excavation will provide suitable bedding and backfill material. Wet, soft, or frozen material, asphalt and concrete chunks, cinder ashes, refuse, vegetable or organic material, boulders, rocks, or other deleterious substances shall not be used for bedding or backfill.

If the excavated material is not suitable for bedding or backfill as determined by the Inspector, suitable material shall be hauled in and utilized, and the rejected material hauled away and disposed.

Six inches (6") of squeegee or ¾" crushed rock shall be placed on the trench bottom for support under the pipe and compacted. Squeegee or ¾" crushed rock are the only materials to be used for pipe bedding, no native is allowed for pipe bedding.

Bell holes shall be dug deep enough to provide a minimum of two inches (2") of clearance between bell and bedding material. All pipe shall be installed in such a manner as to ensure full support of the pipe barrel over its entire length. After the pipe is adjusted for line and grade and the joint is made, bedding material (squeegee sand) shall be carefully placed and tamped under the haunches of the pipe and in the previously-dug bell holes.

"Tamping" is herein defined as the act of placing approved bedding material under the haunches of pipe, paying particular attention to voids, bell holes, and sling holes. The purpose of tamping is to ensure uniform support for the pipe.

A. *Pipes.* Unless select bedding material is required, all pipelines shall be bedded by hand, from the bottom of the trench to the centerline of the pipe, with sand, gravel, or other approved material

placed in layers of three inches (3") and compacted. Bedding material shall be deposited in the trench for its full width on each side of the pipe, fittings, and appurtenances simultaneously.

The pipe shall be bedded by approved mechanical methods from the centerline of the pipe, fittings, and appurtenances to a depth of twelve inches (12") above the top of the pipe. Special care shall be used in placing this portion of bedding so as to avoid disturbing the pipe.

PVC pipe shall be installed in accordance with ASTM D2321 and the Manufacturer's recommendations, unless otherwise specified herein.

DIP pipe shall be installed in accordance with AWWA C600-23 and the Manufacturer's recommendations, unless otherwise specified herein.

The trench shall be backfilled by approved mechanical methods from twelve inches (12") above the pipe to the grade shown on the plans or specified herein.

- B. *Structures.* Backfill and fill within three feet (3') adjacent to all structures and for full height of the walls shall be selected, non-swelling material. It shall be relatively impervious, well graded, and free from stones larger than one and one half inches (1 1/2"). Material may be job excavated, but selectivity will be required. No backfilling will be allowed in freezing weather except by permission of the Town. No additional backfill will be allowed over any frozen material already in the trench.

6.9 **Select Bedding Material**

When indicated on the plans or drawings or when, in the opinion of the Inspector, select bedding material is required, preparation and installation shall be as follows:

- A. *Installation of bedding and pipe.* After completion of the trench excavation and proper preparation of the foundation, six inches (6") of bedding material shall be placed on the trench bottom for support under the pipe and compacted. Bell holes shall be dug deep enough to provide a minimum of two inches (2") of clearance between the bell and bedding material.

All pipe shall be installed in such a manner as to ensure full support of the pipe barrel over its entire length. After the pipe is adjusted for line and grade, and the joint is made, the bedding material shall be carefully placed and tamped under the haunches of the pipe and in the previously-dug bell holes.

If approved by the Town, fines from the trench wall and soil pile may be used to provide uniform support for the pipe. No rock or stone larger than allowed by the sieve analysis, or any other detrimental substance, shall be placed closer to the pipe than six inches (6"). The Town reserves the right to require the use of select bedding material at any time.

For ductile iron and polyvinyl chloride pipe, the limits of bedding shall be from six inches (6") below the bottom of the pipe to twelve inches (12") above the top of the pipe.

- B. *Bedding material.* Bedding material shall be a clean squeegee sand, free of corrosive properties, and shall conform to the following gradation limits when tested by means of laboratory sieves:

Squeegee Sand

Sieve Size	Total Percent Passing by Weight
3/8 inch	100
No. 200	– 5

- C. *Foundation material.* Foundation material shall be uniformly graded, washed rock conforming to the sieve analysis below. A minimum of twelve inches (12") of foundation material shall be placed below the pipe to the trench bottom.

Foundation Material

Sieve Size	Total Percent Passing by Weight
2 inch	95 – 100
1/2 inch	10 – 30
#4	0 – 5

D. *Flowable fill*. On a case-by-case basis and at the Town's option, utility trench backfill meeting the requirements in the table below may be used in lieu of native backfilling in any excavation, regardless of width or depth. Concrete-slurry type, full-depth backfill will not be allowed within the public right-of-way. Compaction and testing of utility trench backfill will not be required if material meeting the following specification is used:

Flowable Fill

Ingredient	lb./cubic yard
Cement	42 (0.47 sack)
Water	325 (43 gallons or as needed)
Coarse Aggregate (Size # 57)	1,700
Sand (ASTM C-33)	1,845

6.10 Backfill and Compaction

No section of Wastewater Main, Wastewater Main appurtenance, or Wastewater Main structure shall be backfilled until the Inspector has examined and approved that section of the installation. Backfill is defined as the material placed from twelve inches (12") above the pipe to grade. **All backfill and compaction within the public right-of-way shall be in conformance with the excavation permit granted by the Town Engineer or the controlling authority. All backfill and compaction must also be in compliance with the geotechnical report.**

Satisfactory compaction reports shall be submitted to the controlling authority prior to the completion of the project. The controlling authority (city, county, state) shall specify the exact number and locations of tests required. Railroad, airport, and other private or special situations will require investigation and research to determine exact requirements and regulations.

All water required for backfill and compaction operations can be furnished from a designated fire hydrant near the project. The Contractor will be charged in accordance with the current cost for construction water. However, the Contractor will be responsible for furnishing all required personnel, valving, hose and other equipment needed to deliver the water to the desired location on the project. The Town will designate the fire hydrant to be used and must be notified when water is required.

6.11 Cleanup

Upon completion of the work, all rubbish, unused materials, concrete forms, and other like materials shall be removed from the job site. All excess excavation shall be disposed of as specified and the areas shall be left in a state of order and cleanliness. Contractor shall be responsible for cleaning the streets after equipment is moved out of the job site.

6.12 Surface Restoration and Maintenance

- A. *Surfaced areas.* The Contractor shall obtain the necessary permits and remove pavement and road surfaces as part of the trench excavation. As a minimum, cuts in a public right-of-way shall be required to be restored per the conditions of the excavation permit issued by the Town Engineer or the controlling authority. The Contractor shall restore all pavement, sidewalks, curbing, gutters, or other surface structures removed or disturbed as part of the work to a condition meeting the standards of the governing authority, and shall furnish all incidental labor and materials.
- B. *Unsurfaced areas.* All surface areas' cuts shall be restored to a condition equal to that prior to construction.
- C. *Damaged surfaces and property.* If any pavement, street, shrubbery, sod, rock, fences, poles, or other property and surface structures have been damaged, removed, or disturbed by the Contractor (whether deliberately or through failure to carry out the requirements of the controlling agency or the specific directions of the Town, or through failure to employ usual and reasonable safeguards), such property and surface structures shall be replaced or repaired, to the original condition, at the expense of the Contractor.

SECTION 7.0 – WASTEWATER SYSTEM PIPE-LAYING STANDARDS

7.1 Handling of Materials

Pipe and fittings shall be loaded and unloaded by lifting so as to avoid shock or damage. Under no circumstances shall such material be dropped. If, however, any part of the coating or lining is damaged, the replacement or repair of the damaged pipe shall be done to the satisfaction of the Town at the expense of the Contractor. Any pipe or fittings that are not acceptable to the Town shall be removed from the job site immediately. All pipe-handling equipment and pipe-handling methods shall be approved by the Town in conjunction with the methods and equipment recommended by the Manufacturer.

7.2 Inspection and Preparation of Pipe and Fittings

Before placing pipe in the trench, each pipe or fitting shall be thoroughly cleaned of all foreign material, kept clean at all times thereafter, and carefully examined for cracks and other defects before installation. Bell ends and spigot ends are to be examined with particular care. Defective pipe or fittings shall be laid aside for inspection by the Inspector who will prescribe corrective repairs or rejection.

All lumps, blisters, and excess coatings shall be removed from the bell-and-spigot end of each pipe and fitting, and the outside of the spigot and the inside of the bell shall be wire brushed and wiped clean, dry, and free from oil and grease before the pipe or fitting is installed. Dirt and any other material must be removed from the barrel of the pipe before installation.

7.3 Cutting and Fitting of Pipe

Pipe shall be cut, whenever necessary, to conform to location of fittings, line, or grade. All cuts shall be straight and true, and in a workmanlike manner so as to leave a smooth end without damaging the pipe or its cement lining. All burrs shall be removed from the ends of cut pipe, and the end lightly rasped or filed. All tools used in cutting pipe shall be approved by the Town.

7.3.1 Pipe Joint Lubrication

Joint lubricant shall be supplied by the pipe Manufacturer and approved by the Town. Joint lubricant shall be non-toxic and water soluble.

7.3.2 Pipe Alignment and Grade

In laying pipe, the intent is to lay to set line and grade. Fittings and manholes shall be installed at staked locations and elevations.

When laying pipe on curves, the intent is to lay to the staked alignment. The pipe shall be kept in alignment by placing all deflecting joints or bends on the curve. Short lengths shall be used as necessary to accomplish the curvature without exceeding individual deflections specified. The maximum deflection at any joint shall not exceed one-half (1/2) of the Manufacturer's recommendation.

The Engineer may use eleven-and-one-fourth-degree (11.25°) bends on a case-by-case basis as approved by the Town. These bends shall be shown on the design plans and staked in the field. At no time shall eleven-and-one-fourth-degree (11.25°) bends be used to reduce the radius below the minimum of one hundred feet (100').

Any changes in alignment and grade must be authorized by the Inspector and shall be approved by the Town. Pipe shall be laid up grade with the bell ends facing in the direction of laying, unless directed otherwise by the Town. Where pipe is to be installed on a grade of ten percent

(10%) or greater, the laying shall start at the bottom and shall proceed upward with the bell ends of the pipe up grade.

7.3.3 Temporary Bulkheads

Whenever the pipe is left unattended, temporary plugs shall be installed at all openings to isolate existing pipelines from new construction until accepted by the Town. Temporary plugs shall be of such design as to prevent water, debris, children, and animals from entering the pipe. All temporary plugs shall be provided by the Contractor and approved by the Inspector.

7.3.4 Frost

No pipe or appurtenant structure shall be installed upon a foundation into which frost has penetrated, or at any time when the Inspector deems there is danger of ice formation or frost penetration at the bottom of the excavation. No pipe or appurtenant structure shall be installed unless backfilling can be completed before the formation of ice and frost.

7.3.5 Lowering of Material into the Trench

Proper implements, tools, and facilities satisfactory to the Town shall be provided and used by the Contractor for the safe and convenient performance of the work. All pipe, fittings, and manholes shall be carefully lowered into the trench piece by piece, by means of a derrick, ropes, or other suitable tools or equipment, in such a manner as to prevent damage to Wastewater Main materials and their protective coatings and linings. Under no circumstances shall Wastewater Main materials be dropped or dumped into the trench.

If damage occurs to any pipe, fitting, manhole, or Wastewater Main accessories in handling, the damage shall be immediately brought to the attention of the Inspector. The Inspector shall prescribe corrective repairs or rejection of the damaged items at the Contractor's expense.

7.4 Laying of Pipe

All pipe-laying methods shall conform to the Manufacturer's recommendations for laying pipe. Every precaution shall be taken to prevent foreign material from entering the pipe while it is being placed in the line. If the pipe-laying crew cannot put the pipe into the trench and in place without getting earth into it, the Inspector may require that, before lowering the pipe into the trench, the pipe be sealed on both ends to prevent dirt and debris from entering. .

As each length of pipe is placed in the trench, the spigot end shall be centered in the bell and the pipe forced home with a slow, steady pressure, without jerking or jolting movements, and brought to correct line and grade. The pipe shall be secured in place with approved backfill material tamped under it except at the bells. Precautions shall be taken to prevent dirt from entering the joint space. No wooden blocking shall be left at any point under the pipeline.

No pipe shall be laid when, in the opinion of the Town, trench conditions are unsuitable.

7.5 Ductile Iron Pipe

- A. DIP may be used for wastewater lines through thirty inches (30").
- B. Shall meet requirements of AWWA Standard C151.
- C. Pipe class shall be a minimum of CI 350 for all sizes, unless otherwise specified on the approved drawings.
- D. Joints shall be "push-on single gasket" type meeting requirements of AWWA Standard C111.

- E. Cement-mortar lining shall be provided meeting the requirements of AWWA Standard C104.
- F. If not delineated on the approved plans, all ductile iron pipe shall have cathodic protection using double No. 6 wire bonding with seventeen pound (17 lb.) anodes every four hundred feet (400') and nine pound (9 lb.) anodes on each fitting.
- G. Pipe shall be poly wrapped with V-Bio Polyethylene Encasement or approved equal.

Push-on joint. Immediately before two (2) lengths of ductile iron pipe, the inside of the bell, outside of the spigot end, and the rubber gasket shall be thoroughly cleaned to remove oil, grit, excess coating, and other foreign mater. The rubber shall be flexed inward and inserted in the gasket recess of the bell socket. Since different manufactured brands of pipe require different types of gaskets, the Contractor shall exercise caution to ensure that the correct type of gasket is used.

A thin film of approved gasket lubricant shall be applied to either the inside face of the gasket, the spigot end of the pipe, or both.

The spigot end of the pipe shall be placed in the bell end with care to prevent the joint from contacting the ground. Pipe furnished without a depth mark on the spigot end shall be marked before assembly to ensure insertion to fill depth of the joint. The pipe shall be kept in straight alignment and the joint shall be completed by pushing the pipe home with slow, steady pressure without jerking or jolting movements, by using a forked tool, jack-type tool, or other device approved by the Town Engineer. If pipe is pushed home with a backhoe bucket, a wooden shield must be placed between the backhoe bucket and the end of the pipe. The spigot end of field-cut pipe lengths shall be filed or ground to resemble the spigot end of such pipe as manufactured.

<u>Bolt Size</u>	<u>Ft. Lbs.</u>
5/8"	40-60
3/4"	75-90
1"	85-100
1-1/4"	105-120

Nuts spaced one hundred and eighty degrees (180°) apart shall be tightened alternately in order to produce equal pressure on all parts of the gland.

7.6 Polyvinyl Chloride Pipe

Upon completion of joining push-on joint pipe, an inspection shall be made to assure that the gasket is correctly aligned in the gasket recess of the bell socket and not twisted or turned.

When laying pipe on curves, the intent is to lay to the staked alignment. The pipe shall be kept in alignment by placing all deflecting joints or bends on the curve. Short lengths shall be used as necessary to accomplish the curvature without exceeding individual deflections specified. The maximum deflection at any joint shall not exceed one-half (1/2) of the Manufacturer's recommendation.

- A. *Elastomeric gasket joint.* Immediately before joining two (2) lengths of PVC pipe, the inside of the bell or coupling, the outside of the spigot, and the elastomeric gasket shall be thoroughly cleaned to remove all foreign material.

Lubrication of the joint and rubber gasket shall be done in accordance with the pipe Manufacturer's specifications.

Care shall be taken that only the correct elastomeric gasket, compatible with tile annular groove of the bell, is used. Insertion of the elastomeric gasket in the annular groove of the bell or coupling must be in accordance with the Manufacturer's recommendations. Pipe that is not furnished with a depth mark shall be marked before assembly to ensure that the spigot end is inserted to the full depth of the joint.

The spigot and bell or coupling shall be aligned and pushed until the reference line of the spigot is flush with the end of the bell or coupling. Pushing shall be done in a smooth, steady motion. Upon completion of joining the pipe, an inspection shall be made to ensure that the gasket is correctly aligned in the gasket recess of the bell socket and not twisted or turned.

- B. *Pipe storage.* Pipe stored outside and exposed to sunlight for more than thirty (30) days shall be covered with an opaque material such as canvas. Clear plastic sheets shall not be used to cover pipe. Air circulation shall be provided under the covering.
- C. *Handling of pipe in cold weather.* PVC pipe has reduced flexibility and impact resistance as temperatures approach and drop below freezing. Extra care should be used in handling and installing PVC pipe during cold weather.

7.7 Manholes

Manholes shall be precast and shall be constructed in accordance with these Specifications. Precast manholes shall be made **watertight** after installation or construction by use of approved methods. All manholes are to be eccentric. Manhole steps shall PFS-1-DF double face straight leg, and meet OSHA ratings for clear width, rung spacing, toe clearance. All dimensions, locations, and elevations shall be determined by the Engineer or the Developer's Engineer and meet the requirements of the Town.

All manholes shall be constructed to meet H.S. 20-44 traffic loading conditions and three hundred pounds per square foot (300 PSF) surcharge load.

Tracer wire coming into manholes shall have a two-foot (2') hanging length inside the manhole.

The Town may require installation of a precast manhole base when weather or field conditions warrant.

For cast-in-place manhole bases on existing pipe, a gasket must be installed on all existing pipe penetrations within the outside extents of the cast-in-place base.

The base shall be placed on compacted or undisturbed earth.

Eight-inch (8") adjustment rings are to be set on top of eccentric cone as required to reach final grade and shall be grouted.

All joints, manhole rings, adjustment rings, and cones shall be made watertight by installation of Ram-Nek or approved equal material in the joint. Grouting shall be applied to any voids or gaps prior to placing manhole into service.

Barrels shall be wrapped with RU116 - RUBR-NEK External Joint Wrap (or approved equal) and coated.

The manhole ring shall be set on the cone on a full ring of Ram-Nek.

7.8 Bridging and Encasement of Pipe

Under certain conditions, when the Wastewater Main is to be installed over or under an existing or proposed utility or structure, the Town may require bridging or encasement of the proposed wastewater pipe.

If, in the opinion of the Town Engineer, there exists the possibility of settlement of the pipe being installed over an existing utility or structure, then bridging of the pipe shall become necessary. This condition shall also apply to other underground utilities or structures being installed over existing Wastewater Mains. The Town Engineer shall determine the size and location of the concrete bridging.

Under certain conditions, the Town may require complete encasement of Wastewater Mains with concrete. The Town Engineer shall determine the size, length, and location of these encasements.

7.9 Encasement or Sleeve Pipe

Wherever it is necessary to provide an encasement or sleeve for the Wastewater Main, the Wastewater Main shall not be inserted into the encasement or sleeve pipe without providing insulating skids for each joint of the Wastewater Main. Insulating skids shall be of a type such as the "PSI custom pull on (Model C)" or approved equal. Skids shall ensure that the pipe does not move in high groundwater conditions due to buoyancy.

Encasement pipes shall be protected both inside and out with corrosion-resistant materials having a bituminous base and/or shall include cathodic protection. Encasement or sleeve pipe size, length, type, and sidewall thickness will be determined by the Town.

7.10 Corrosion Protection Systems

The determination of the corrosiveness of the soil through which a Wastewater Main passes and the need for protection will be made and determined by the Town. If metal pipe is required to be used, it must be protected against corrosion. All required corrosion protection shall be provided by the Contractor and the material shall be made up of all or part of the following:

- A. *Polyethylene encasement material.* The pipe, fittings, and appurtenances shall be wrapped in polyethylene, in accordance with Standard Drawing WW-12 Polyethylene material, and shall conform to page MS-04 of the materials specifications.
- B. *Coatings.* Metal pipe and other appurtenances may require protective, corrosion-resistant coating. The following are approved for exterior use only:
 - Roskote A-51 Mastic
 - American Blackline Product #101 – Non-Fibrous Roof Coat
 - Asphaltic Base Roofing Tar

Coatings must be of a consistency that is applicable by brush and cannot contain asbestos fiber. In all cases, the Contractor must provide the Inspector an MSDS on the product to be used prior to application.

- C. *Bonding joints.* All pipelines that require protection will be bonded at every joint and/or coupling. Bonding shall be accomplished by thermo-welding straps or wire across each joint or coupling. The Contractor shall furnish all material required for bonding.
- D. *Anodes.* Installation of seventeen pound (17 lb) magnesium anodes may be required for additional protection to the pipeline. All anodes shall be furnished and installed by the Contractor in conformance with these Specifications.
- E. *Test stations.* Required electrolysis test stations will be provided and it shall be the Contractor's responsibility to install the test station.
- F. *Dissimilar materials.* Cathodic protection and insulation shall be installed as required by the Town. Particular care shall be taken to insulate between dissimilar materials.

G. *Insulating joints.* Whenever it is necessary to join pipe of dissimilar metal, or when designated by the Town, a method of insulating against the passage of electrical current, approved by the Town Engineer, shall be provided. Special care shall be exercised during the installation of these joints to prevent electrical conductivity across the joints.

H. *Polyethylene encasement material.* Whenever designated by the Town, the metallic pipe and all appurtenances shall be wrapped in polyethylene. The polyethylene encasement shall prevent contact between the pipe and bedding material, but is not intended to be a completely air-tight and watertight enclosure.

Prolonged exposure to sunlight will eventually deteriorate polyethylene film. Exposure to sunlight shall be kept to a minimum.

The polyethylene shall have a minimum thickness of eight (8) mils and conform to the Materials Specification in MS-13 from AWWA C105.

A two-inch (2") wide, ten (10) mil thickness polyethylene pressure-sensitive tape shall be used to close seams, secure to pipe, or hold overlaps.

Damage to polyethylene-wrapped pipe in the trench prior to and during backfill shall be repaired to the satisfaction of the Town.

I. *Insulating from concrete.* Areas of metal pipe and appurtenances which are to be in contact with concrete-bridging blocks or encasement shall be protected against corrosion prior to installing concrete. The following types of protection systems are acceptable:

1. Application of a cold-applied coating.
2. Application of a cold-applied primer and corrosion-resistant pipe wrap with a minimum fifty percent (50%) overlap similar to the primer and pipe wrap manufactured by the Protecto Wrap Company (or approved equal).

Other proposed protection systems may be accepted following review and approval of the Town and the Town Engineer.

7.11 Cleaning

Prior to acceptance of each section of sewer Main (from manhole to manhole), the Contractor shall, at Contractor's expense, jet rod and/or vac each section. Larger sewers shall be cleaned by other appropriate methods approved by the Inspector. All dirt and debris shall be prevented from entering the active sewer system by means of watertight plugs or other methods approved by the Inspector. Each section of sewer Main shall be video inspected prior to acceptance by the Town.

7.12 Compaction Tests

Compaction tests at the expense of the Contractor shall be conducted by an independent testing laboratory, see Section 5 of these Specifications. One test shall be conducted for each manhole run, each manhole or structure, or every four hundred feet (400'), whichever is greater, or as required by the controlling agency. Copies of each compaction test report will be given to the Inspector prior to approval.

7.13 Infiltration and Exfiltration Tests

Infiltration and exfiltration tests conducted by and at the expense of the Contractor shall be performed on 100% of the project.

The allowable infiltration or exfiltration rate shall not exceed fifty (50) gallons per inch of diameter per mile of pipe, per day **to include manholes.**

Air Tests. The Contractor shall perform these tests with suitable equipment specifically designed for air testing sewers. A suitable gauge shall be used for readings not to exceed 15 PSI maximum reading. The gauge shall be located at the surface.

The air test shall be made when the sewer is clean. The pipe, or section of pipe to be tested, may be wetted before the air test. The line shall be plugged at each manhole with pneumatic balls. Low-pressure air shall be introduced into the plugged line until the internal air pressure reaches four (2.0) PSIG greater than the average back pressure of any ground water pressure that may submerge the pipe. At least two (2) minutes shall be allowed for the air temperature to stabilize before readings are taken and the tuning is started.

The portion of Main (including stubs) being tested shall pass if it does not lose air at a rate to cause the pressure to drop from three and six-tenths (3.6) to three (3.0) PSIG (greater than the average back pressure of ground water that may submerge the pipe) in less time than listed below:

PIPE DIAMETER (inches)	MINIMUM ALLOWABLE TIME
	(Minutes & Seconds) 3.6 – 3.0 PSIG Pressure
4	0-50
6	1-10
8	1-40
10	2-00
12	2-20
15	3-00
18	3-40
21	4-10
24	4-50

If the installation fails this test, the testing equipment shall be used to determine the location of the pipe leak. All service plugs shall be secured in place to prevent displacement during testing operations.

If results of these tests are not satisfactory, the Contractor, at his expense, will make the necessary repairs or pipe replacement until the Inspector is satisfied that the leakage requirements are being met.

7.14 Deflection Test

Flexible conduits shall be tested by the Inspector. Representative samples will be tested to ensure initial deflection does not exceed pipe manufacturer’s recommendations.

Failure of representative sections to pass the deflection limits will result in additional sections being tested at the discretion of the Inspector.

If the results of this test are not satisfactory, the Contractor at his expense will make the necessary repairs or pipe replacement until the Inspector is satisfied that the deflection requirements are being met.

7.15 TV Inspection

At the expense of the Contractor, the Town Inspector shall inspect by closed circuit television, all new public Mains for deficiencies prior to any service connections being made.

The Town Inspector may require that the Contractor add water to the pipeline prior to TV inspection to help identify deficiencies.

All deficiencies found during the TV inspection shall be promptly corrected by the Contractor in accordance with these rules.

An electronic copy of the CCTV inspection shall be made available to the Town upon completion.

7.16 Vacuum Testing for Concrete Sewer Manholes

All manholes shall be vacuum tested, at the expense of the contractor, with Town staff present prior to CCTV inspection.

This test method covers procedures for testing precast concrete manhole sections (and other manholes, existing or in-situ) when using the vacuum test method to demonstrate the integrity of the installed materials and the construction procedures.

This test method is used for testing concrete manhole sections utilizing mortar, mastic, or gasketed joints. This test method is intended to be used as a preliminary test to enable the installer to demonstrate the condition of the concrete manhole.

Contractor must follow OSHA requirements for confined spaces.

Contractor must use his own equipment, or subcontract, for vacuum testing.

Each manhole shall be vacuum tested after backfilling.

- A. All lift holes and any pipes entering the manhole are to be plugged and sealed. A vacuum will be drawn and the vacuum drop over a specified time period is used to determine the acceptability of the manhole (reference D and E below).
- B. The values recorded are applicable only to the manhole being tested and at the time of testing, and the recorded information, reported on the *Vacuum Testing Result* form, at the end of this section.
- C. Preparation of the Manhole
 - 1. Care shall be taken to affect a seal between the vacuum base and the manhole rim. Pipe plugs shall be secured to prevent movement while the vacuum is drawn.
 - 2. All pipes entering the manhole shall be temporally plugged, taking care to securely brace the pipes and plugs to prevent them from being drawn into the manhole.
- D. Typical Field Test Procedure
 - 1. The test head gauge shall be placed at the top of the manhole or in accordance with the Manufacturer’s recommendations.
 - 2. A vacuum of ten (10) in. of mercury shall be drawn on the manhole, the valve on the vacuum line of the test head closed, and the vacuum pump shut off. The time shall be measured for the vacuum to drop to nine (9) in. of mercury.
 - 3. The manhole shall pass if the time for the vacuum reading to drop from ten (10) in. of mercury to nine (9) in. of mercury meets or exceeds the values indicated in the table below.
 - 4. If the manhole fails the initial test, necessary repairs shall be made by a submitted, approved method to the Town Inspector. The manhole shall then be retested until a satisfactory test is obtained.

Town of Paonia
Manhole Vacuum Test Log 2025

Inspected By: _____ Location: _____
Date: _____ Contractor: _____

5-Foot I.D.	➤ 75 Seconds
-------------	--------------

6-Foot I.D.	➤ 90 Seconds
7-Foot I.D.	➤ 105 Seconds
8-Foot I.D.	➤ 120 Seconds
10-Foot I.D.	➤ 150 Seconds

- E. Minimum test time for all manholes is 60 seconds. Greater lengths of time shall be at the discretion of the Inspector.

7.17 Manhole Rim Elevations

All manholes constructed shall have rim elevations set at final street, trail, or sidewalk grades, except in non-traffic areas where the rims shall be set at six inches (6") above the existing ground. Following the construction of curb and gutter in new streets or completion of manholes in streets with existing curb and gutter, the Engineer will measure and certify all manhole rim elevations for proper grade. At no time shall the total of grade adjustment rings exceed eight inches (8"). Any manhole rims that do not meet the following policy for manhole adjustment will be promptly adjusted, except within state and federal jurisdiction or rights-of-way.

- A. *Responsibility.* The applicant requesting approval for extension of Wastewater Collection Lines shall be responsible for assuring sanitary sewer manholes are adjusted to final paving grade and are cleaned of dirt and construction debris. The applicant shall also ensure that:
 1. Such work is completed within the time periods noted below.
 2. All work is completed in compliance with these Specifications and all Town requirements.
 3. Such work has been inspected by the Town.
 4. Such work will be free of mechanics liens, judgment liens, or other valid and enforceable liens.
- B. *Required adjustments.* Manhole adjustments and cleaning must be completed within sixty (60) days following placement of paving. If street paving is not completed or manholes are not adjusted within one (1) year of the preliminary acceptance date, the Town will extend the warranty period for one (1) additional year during which manhole adjustments must be completed as indicated above.
- C. *Location of manholes to be adjusted.* The Town will attempt to provide surface location of manholes requiring adjustment within two (2) working days of request for location.
- D. *Opening and entry permit and inspection.* The person, contractor, or corporation performing the adjustment work must apply for a manhole opening and entry permit two (2) working days prior to beginning work and must notify the Inspector designated on the permit when the work is ready for inspection. The designated Inspector will perform the inspection within two (2) working days of the request for inspection and will provide the permittee a notice of acceptance or rejection of the work. Correction of rejected terms must be completed within the time frame noted by the Inspector.
- E. *Failure to perform adjustments.* Failure of the applicant for Wastewater Collection extension to adjust the manholes in accordance with the requirements of this policy will result in the Town exercising any combination of the following rights:
 - i. Withholding approval of additional connection permits within the project area
 - ii. Extension of the warranty period until adjustments are completed
 - iii. Performing the necessary manhole adjustments and cleaning work by contract or with Town personnel and billing the expense plus administration, legal, overhead and other applicable expenses to the applicant

7.18 Service Line Inspection

Service stubs and building sewer lines shall not be backfilled until approval is given by the Town Inspector. Any deficiencies noted by the Inspector shall be corrected by the Contractor prior to calling for reinspection. The Contractor and builder or Developer will be notified in writing by the Inspector of all deficiencies requiring correction.

After approval is given for Service Stubs or building sewers, the Contractor shall commence backfilling in accordance with these Specifications, as soon as practical.

SECTION 8.0 – WASTEWATER SERVICE STANDARDS

8.1 Wastewater Taps

Single saddle tap allowed on existing Mains. Multiple saddle taps on existing Mains are discouraged and must be reviewed and approved by the Town on a case by case basis. No wastewater taps shall be made unless property corners are clearly marked so measurements of taps can be made at the time of tapping. All four-inch (4") Wastewater Service Lines must be connected to Main and are not allowed to tie into manholes. Taps shall enter the existing main at the 12 O'clock position. Services larger than four inches (4") must be reviewed and approved by the Town's Engineer.

8.2 Excavations

Excavation of the tapping hole is the responsibility of the plumber or pipeline Contractor. Installations and excavations must be performed by the Town or supervised or approved by Town staff.

8.3 Abandoning Existing Connections

Where an existing Wastewater Service is to be abandoned, the owner of the property shall be totally responsible for expenses. The Contractor shall expose the connection to be abandoned two feet (2') inside the property line unless otherwise specified by the Town. Services found to be unacceptable shall be capped at the public Main. The Town shall inspect the work prior to backfilling of the excavation. If a service stub-out is over five (5) years old, the Town can elect to have it removed and abandoned in place at the expense of the landowner.

8.4 Individual Service Pumps

Where conditions require external installation of individual pumps to service a structure, the Contractor shall submit a set of shop drawings detailing the installation for review and approval by the Town, and shall include:

- A. A site map showing the location of all the facilities to be installed including the location of the tap to the public Wastewater Main.
- B. Equipment to be installed, including the number and type of pumps, controls, alarms, and valves.

8.5 Wastewater Service Line Ditches

Wastewater Service Line ditches must enter lots as close to ninety degrees (90°) to the street as is practical and not at an extreme angle unless otherwise approved. Standard location for the Service Line is center of lot unless in a hillside overlay zone and/or approved by the Town.

8.6 Inline Wye

Wastewater Service Lines shall be constructed with an approved Wastewater Service inline wye.

8.7 Installation Method

All Wastewater Service Lines shall be installed using the same methods as the public Main.

8.8 Slope

Wastewater Service Lines shall be installed at the following minimum slopes:

4" PVC	2.08% or 1/4" per foot
4" Ductile Iron	1.04% or 1/8" per foot
6" Pipe	1.04% or 1/8" per foot

8.9 Alignment

Changes in alignment for Service Lines shall be accomplished with preformed bends not to exceed forty-five degrees (45°). When changes in direction exceed forty-five degrees (45°), a two-foot (2') section of pipe shall separate the fittings necessary to make the needed change of direction. All services shall be extended ten feet (10') inside the property line or easement line, and be marked with a two-by-four (2 x 4) post.

8.10 Cleanouts

All Wastewater Service Lines shall have dual cleanouts at each bend, five feet (5') away from the foundation and every one hundred feet (100'). All cleanouts shall be constructed with standard fittings and have a screw cap located at the ground or paving surface.

8.11 Connecting Clamps

All Wastewater Service Line-connecting clamps shall have the "UPC" designation and be made for the pipeline materials used.

8.12 Repair and Replacement of Existing Service Lines

8.12.1 Responsibility

The property owner is responsible for the repair and maintenance of the Wastewater Service Line from the house or other building to the public main.

Plumbing or pipeline Contractor's responsibility. The plumbing or pipeline Contractor shall make the necessary excavations, barricade all excavations in accordance with the barricading instructions of the governing body, make the necessary repairs, and contact the Town for inspection.

8.12.2 Surface Restoration and Maintenance

- A. *Surfaced areas.* The Contractor shall obtain the necessary permits and remove pavement and road surfaces as part of the trench excavation. **At a minimum, cuts in a public right-of-way shall be required to be restored per the conditions of the excavation permit issued by the controlling authority.**

The Contractor shall restore all pavement, sidewalks, curbing, gutters, or other surface structures removed or disturbed as part of the work to a condition meeting the standards of the governing authority, and shall furnish all incidental labor and materials.
- B. *Unsurfaced areas.* All surface cuts shall be restored to a condition equal to that prior to construction and meet vegetation requirements per the Stormwater Management Plan.
- C. *Damaged surfaces and property.* If any pavement, street, shrubbery, sod, rock, fences, poles, or other property and surface structures have been damaged, removed, or disturbed by the Contractor (whether deliberately or through failure to carry out the requirements of the controlling agency or the specific directions of the Town, or through failure to employ usual and reasonable safeguards), such property and surface structures shall be replaced or repaired to the original condition, at the expense of the Contractor.

SECTION 9.0 – WASTEWATER SYSTEM MATERIALS STANDARDS

9.1 Polyvinyl Chloride Pipe and HDPE Pipe – 4-inch Through 24-inch Diameter

General. All polyvinyl pipe shall be manufactured in accordance with ASTM Standard D3034, *Polyvinyl Chloride (PVC) Sewer Pipe and Fittings*, and ASTM Standard F679 *Polyvinyl Chloride (PVC) Large-Diameter Plastic Gravity Sewer Pipe and Fittings* with the following additional requirements or exceptions:

- A. *Size of pipe.* This specification shall cover polyvinyl chloride pipe in four-inch (4"), six-inch (6"), eight-inch (8"), ten-inch (10"), twelve-inch (12"), fifteen-inch (15"), and eighteen-inch (18") nominal diameters. Pipe larger than eighteen-inch (18") diameter shall be reviewed and approved on a case-by-case basis.
- B. *Joint type.* Pipe joints shall be made using an integral bell with an elastomeric gasket push-on type joint or using machined couplings of a sleeve type with rubber ring gaskets and machined pipe ends to form a push-on type joint.
- C. *Class and type.* All sizes of pipe shall be SDR35 or PS 46.
- D. *Pipe length.* Each length of pipe will be a standard laying length of twelve-and-one-half feet (12.5').
- E. PVC materials shall be made from class I2364C, 12454C, or 12454B virgin compounds as defined in ASTM F679 or ASTM D3034.
- F. Elastomeric gaskets shall conform to ASTM D32 or ASTM F477.
- G. Force Main pipe shall be either C-900 PVC, DR14, ductile iron pipe, or HDPE 4710 DR-11 through DR-9.

9.2 Ductile Iron Pipe

General. All ductile iron pipe shall be manufactured in accordance with AWWA Standard C151, *Ductile Iron Pipe, Centrifugally Cast in Metal Molds or Sand-Line Molds, for Water or Other Liquids*, with the following additional requirements or exceptions:

- A. *Size of Pipe.* This specification shall cover ductile iron pipe in four-inch (4"), six-inch (6"), eight-inch (8"), twelve-inch (12"), sixteen-inch (16"), twenty-inch (20"), twenty-four inch (24"), thirty-inch (30"), and thirty-six-inch (36") nominal diameters.
- B. *Joint Type.* "Push-on Single Gasket" type conforming with applicable requirements of AWWA Standard C111 *Rubber-Gasket Joints for Cast-Iron and Ductile Iron Pressure Pipe and Fittings*.
- C. *Class and Type.* Pipe furnished under this specification shall conform to the following pressure classes as shown in AWWA Standard C-150, at a minimum:

Size	Pressure Class (PSI)	Equivalent Thickness (In.)
4" Diameter	Class 350	0.25
6" Diameter	Class 350	0.25
8" Diameter	Class 350	0.25
12" Diameter	Class 350	0.28
26" Diameter	Class 330	0.34
20" Diameter	Class 300	0.36
24" Diameter	Class 250	0.37
30" Diameter	Class 200	0.38
36" Diameter	Class 200	0.42

Higher pressure class pipe will be required when the Town determines that excessive dead-load or other conditions warrant increased wall thickness.

- D. *Pipe Length.* Pipe furnished under this specification will have normal laying lengths of either eighteen feet (18') or twenty feet (20').
- E. *Material Strength.* Iron used in the manufacture of pipe furnished under this specification shall have 60/42/10 physicals.
- F. *Cement-Mortar Lining.* Pipe furnished under this specification shall have standard thickness cement-mortar linings in accordance with AWWA Standard C 104/A21/4, *Cement-Mortar Lining for Ductile Iron and Gray Iron Pipe and Fittings for Water.*

9.3 Polyethylene Encasement Material

General. A polyethylene encasement material shall be manufactured in accordance with AWWA Standard C105, *Polyethylene Encasement for Gray and Ductile Case Iron Piping for Water and Other Liquids*, with the following additional requirements or exceptions:

- A. *Materials.* The raw material used to manufacture polyethylene film shall be Type 1, Class A Grade E-I, in accordance with ASTM Standard Designation D-1248.
- B. *Physicals.* The polyethylene film shall meet the following test requirements:

Tensile Strength	1200 PSI minimum
Elongation	300% minimum
Dielectric Strength	800 V/Mil Thickness minimum
Thickness 0.008" (Nominal with minus tolerance. Not exceeding ten percent (10%) of nominal.)	(8) mils minimum
Melt Index	0.4 maximum

9.4 Concrete

- A. *Materials.* Cement. All cement used shall be Portland Cement acceptable under the "Standard Specifications and Tests for Portland Cement," ASTM Designation C-150 of the ASTM and conform to the latest ACI 318 building code requirements. Cement used shall be Type II.
- B. *Aggregates.* All the fine and coarse aggregates shall meet soundness requirements, deleterious substance limits, and grading limits as set forth in the latest edition of "Standard Specifications for Concrete Aggregates," ASTM Designation C-33. The limits for deleterious substances and physical property requirements of the coarse aggregates shall be selected for the applicable class designation from those listed under severe weathering regions, Table 3, ASTM Designation C-33. The maximum size aggregate that is practical for the structure design and placing conditions shall be used in the concrete.
- C. *Water.* The water used in all concrete shall be free from objectionable quantities of silt, organic matter, alkali, salts, and other impurities.
- D. *Admixtures.* An air-entraining agent shall be used in all concrete. The agent used shall conform to "Standard Specification for Air-Entraining Admixtures for Concrete," ASTM Designation C-260. The amount of air-entraining agent shall be such as will affect the entrainment of five percent (5%) plus or minus one percent (+ or – 1%) of volume of the concrete.

A water reducing admixture (WRA) may be used unless otherwise noted by the Town. The admixture shall conform to ASTM Designation C-494 for Type A, or Type D chemical

admixture, shall contain no calcium chloride, and shall be compatible with the cement being used.

- E. The Contractor shall be responsible for any difficulties arising or damages occurring as a result of the selection and use of any admixture such as a delay, difficulty in concrete placing, or damage to concrete during form removal.
- F. *Concrete quality.*
 - 1. All cast-in-place concrete shall have a minimum twenty-eight (28) day compressive strength of three thousand (3,000) PSI and maximum slump of four inches (4").
 - 2. All precast concrete shall have a minimum compressive strength of four thousand (4,000) PSI.
 - 3. Unless otherwise directed, the concrete shall be consolidated with suitable mechanical vibrators operating within the concrete. Vibrators shall be so manipulated as to work the concrete thoroughly around the reinforcement and imbedded fixtures, and into corners and angles of the forms. The vibration at any point shall be sufficient to accomplish consolidation, but not prolonged to the point where segregation occurs.
 - 4. Testing. When determined necessary by the Town, field control tests consisting of aggregate gradation tests, slump tests, air content tests, and making compression test cylinders shall be performed by qualified personnel in the presence of the Inspector.

9.5 Concrete Reinforcement

- A. *General.* Reinforcements shall be accurately formed and shall be free from loose rust, scale, and contaminants which reduce bond.

Unless otherwise shown on the drawings or specified herein, all requirements shall conform to the latest ACI Standard 318 and the Uniform Plumbing Code.

Reinforcements shall be accurately positioned on supports, spacers, hangers, or other reinforcements and shall be secured in place with wire ties or suitable clips.

- B. *Material.* All deformed reinforcing bars shall conform to ASTM Standard A-615, minimum grade 60.

9.6 Precast Reinforced Concrete Manhole Sections

General. All precast, reinforced manhole sections shall be manufactured in accordance with ASTM Standard C478, *Precast Reinforced Concrete Manhole Sections*, with the following additional requirements or exceptions:

- A. *Size.* This specification shall cover precast, reinforced manhole sections in five-foot (5') and six-foot (6') nominal inside diameters.
- B. *Joint type.* Manhole joints shall be made using male and female ends so that, when assembled, they make a continuous and uniform manhole.
- C. *Joint sealant.* Manhole joints shall be watertight using "Ram-Nek," or approved equal, and installed on each 'bench' of grooved joint, resulting in two (2) parallel layers of sealant.
- D. *Manhole Base.* Manhole base shall be 8" thick concrete for 5' and 6' diameter manholes. Manhole base is to be pre-cast or cast in place and shall conform to standard detail WW-2.

9.7 24-inch Diameter Manhole Ring and Cover

- A. *General.* All twenty-four-inch (24") manhole ring and covers shall be manufactured to meet H-20 traffic load conditions and have a minimum inside ring clearance of twenty-two-and-one-eighths inches (22-1/8").
- B. *Material.* All rings and covers shall be cast-iron, manufactured in accordance to ASTM Designation A48, Class 30, or better.
- C. The manhole lid shall be drilled with a one-half-inch (1/2") hole, six inches (6") off center to the right of the word "SEWER."
- D. Depending on the location of the manhole, the Town will require "self-sealing" lids or "self-sealing," bolt-down lids. Deater Foundry 1257B or approved equal.
- E. *Manufacturer.* All manhole assemblies shall be stamped with the name and model identification of the approved Manufacturer.
- F. The *IPI* when and where requested by the Town and components shall be manufactured from corrosion-proof material suitable for atmospheres containing hydrogen sulfide and dilute sulfuric acid, as well as other gases associated with wastewater collection systems.

The insert body shall be manufactured to the dimensions as shown on the contract drawings to allow easy installation in the manhole frame.

Relief Valve. The gas relief valve shall be designed to relieve at a pressure of one (1) PSI or less. The venting tube shall be capable of sealing out dirt and small debris. The valve shall be recessed into the bottom center of the insert so that it is protected and will not be broken by any movement of the cover over the valve. This valve configuration will allow the shallowest practicable insert design, eliminating unnecessary water retention or weight accumulation. The valve shall be easily removed for water drainage should inspection be required immediately after or during rainstorm.

Lift Strap. The insert shall have a lift strap attached to the body. Attachment of the lift strap to the insert body shall be in a recess to prevent contact with manhole cover during removal and replacement of the manhole cover.

Sizing. The IPI shall be manufactured to fit the manhole frame rim from which it hangs. Specific field measurements may be required prior to production of the insert.

Installation. The manhole frame rim shall be cleaned of all dirt or debris before placing the insert upon the rim. The insert shall be fully seated around the manhole frame rim to retard water from seeping between the insert and the manhole frame rim.

Appendix A

REQUEST FOR DEVIATION
WATER AND WASTEWATER SYSTEM STANDARD SPECIFICATIONS

PRODUCT NAME: _____

PRODUCT DESCRIPTION: _____

DISTRIBUTOR'S NAME: _____

DISTRIBUTOR'S ADDRESS: _____

DISTRIBUTOR'S PHONE NUMBER: _____

MANUFACTURER'S NAME: _____

MANUFACTURER'S ADDRESS: _____

MANUFACTURER'S PHONE NUMBER: _____

- Give current standard that this product complies with (ASTM, AWWA, etc.).
- Attach any product information that the manufacturer wishes considered.
- Attach list of current users of this product that we can contact.
- Review of this product by the Town does not guarantee its acceptance or use in the water or wastewater system. A test section or project maybe required prior to general acceptance or use.

Appendix B

WATER AND SEWER MAIN EXTENSIONS

Any changes or alterations affecting the grade, alignment, elevation, and/or depth of cover of any water or sewer mains or other appurtenance shown on this drawing shall be the responsibility of the Owner/Developer. The Owner/Developer shall be responsible for all operational damages and defects in installation and material for mains and services from the date of approval until final acceptance is issued.

Signed _____ Date _____
Owner/Developer

Print Name _____

DBA _____

Address _____

FIRE AUTHORITY APPROVAL

The number of fire hydrants and hydrant locations shown on this water installation plan are correct and adequate to satisfy the fire protection requirements as specified by the Fire District serving the property noted on the plans.

Fire Protection District _____

Signed _____ Date _____
Fire Protection District

TOWN APPROVALS

The Town of Paonia recognizes the Design Engineer as having responsibility for the design and has limited its scope of review accordingly.

TOWN OF PAONIA WATER DESIGN APPROVAL

Date: _____ By: _____

PROJECT NO. _____

In case of errors or omissions with the water design as shown on this document, the standards as defined in the "Town of Paonia Water and Wastewater System Standard Specifications" shall rule.

Approval expires 180 days from Design Approval.

The Town of Paonia recognizes the design engineer as having responsibility for the design and has limited its scope of review accordingly.

TOWN OF PAONIA WASTEWATER DESIGN APPROVAL

Date: _____ **By:** _____

PROJECT NO. _____

In case of errors or omissions with the wastewater design as shown on this document the standards as defined in the “Town of Paonia Water and Wastewater System Standard Specifications” shall rule.

Approval expires 180 days from Design Approval.

Appendix C

TOWN OF PAONIA GENERAL NOTES

General

1. All utility construction to be conducted in conformance with the current Town of Paonia (the Town) Specifications.
2. All plans on the job site shall be signed by the Town and the Town's Engineer. Any revision to the plans shall be so noted with the old drawing marked 'not valid.'
3. All stationing is centerline unless otherwise noted. All elevations are pipe invert unless otherwise noted.
4. All materials and workmanship shall be subject to inspection by the Town. The Town reserves the right to accept or reject any such materials and workmanship that does not conform to its standards and specifications.
5. All over-lot grading must be completed to within one (1) foot of final grade prior to installation of water and wastewater infrastructure.
6. All water and sewer service locations shall be clearly marked on either the curb head or the face of the curb, with an "S" for sewer and a "W" for water.
7. Ductile iron pipes, including fittings, valves, and fire hydrants, shall be wrapped with polyethylene tubing, double bonded at each joint, and electrically isolated. Bonding and anode connections shall be thoroughly coated with bituminous coatings.
8. All ductile iron pipe less than twelve inches (12") and fittings shall have cathodic protection using two (2) no. 6 wires with 17 lb. magnesium anodes every 400 feet and 9 lb. magnesium anodes at each fitting. All ductile iron pipe twelve inches (12") and greater and fittings shall have cathodic protection using two (2) no. 6 wires with 17 lb. magnesium anodes every 300 feet and 9 lb. magnesium anodes at each fitting.
9. All pipe material, backfill, and installation shall conform to the applicable specifications of the Town, Colorado Department of Transportation, Delta County Department of Secure Transportation Services, Town of Paonia Utilities, and the geotechnical engineer.
10. Compaction tests shall be 95% standard proctor as determined by ASTM D698, unless otherwise approved by the Town or higher standard as imposed by another agencies having right-of-way jurisdiction. This shall include all valves, fire hydrant runs, water & sewer service lines, and manholes. All reports shall be submitted to the Town for review and approval.
11. The location of all existing utilities shown on the drawings are approximate only. The location of all utilities shall be field verified prior to commencing construction activities. The Town shall be notified of any deviations to the line and/or grade as depicted on the plans. Contractor shall submit to the Town and the engineer of record a report of the field-verified information prior to the start of construction.
12. All bends shall be field staked prior to the start of construction.
13. Bends, deflection, and cut pipe lengths shall be used to hold horizontal alignment of sewer and water lines to no more than 0.5' from the designed alignment. Construction stakes to be at twenty-five feet (25') intervals along curves to ensure location of pipeline construction.
14. At all locations where cap and stub is noted on drawings, provide a plug at the end of the pipe joint nearest the specified station. Provide a reverse anchor at all water line plugs.

15. All unused, salvaged water utility material shall be returned to the Town as requested.
16. At the contractor's expense, all utility mains shall be supported and protected such that they shall function continuously during construction operations. Should a utility main fail as a result of the contractor's operation, it shall be replaced immediately by the contractor or by the Town at full cost of labor and materials to the contractor/developer.
17. Pumping or bypass operations shall be reviewed and approved by both the Town and the Town engineer prior to execution.
18. The contractor shall replace or repair damage to all surface improvements, including but not limited to fences, landscaping, curb and gutter, and/or asphalt that may be caused during construction.
19. All contractors working on or near a water or sewer facility (to include service lines) shall have liability insurance naming the Town as an additional insured and shall provide a current copy of workers compensation insurance on file with the Town. No work can proceed without current certificates on file at the Town's office.
20. The contractor shall notify the Town and all affected utility companies adjacent to the proposed utility construction a minimum of 48 hours and a maximum of 96 hours prior to the start of construction. A weekly construction meeting shall be required with the contractor, Town engineer and all other parties as deemed necessary by the Town.
21. Commencement of construction of water/sewer systems within the Town:
 - a) Prior to the start of construction, a preconstruction meeting is required a minimum of 48 hours in advance of commencement of work. A representative of the owner or developer, a representative of the contractor, and Design Engineer are required to attend. Contact the Town to schedule the preconstruction meeting. No preconstruction meeting can be scheduled before four (4) signed/approved plan sets are received by the Town.
 - b) The contractor is required to notify the Town a minimum of 48 hours and a maximum of 2 weeks prior to the start of construction. The contractor shall also notify affected utility companies at least 48 hours prior to the start of construction adjacent to the known utility lines.
22. Testing of facilities:
 - a) The contractor shall notify the Town a minimum of 48 hours and a maximum of 96 hours prior to the start of any testing.
 - b) All sections of water line are to meet the following pressure testing requirements
 - Test 100% of all lines.
 - Must pass pressure test to 200 PSI for two hours (unless otherwise approved on the plans).
 - c) All sanitary sewer facilities are to meet the following testing requirements:
 - All lines shall be jet cleaned prior to vacuum or pressure testing.
 - All manholes shall be vacuum tested with Town staff present prior to CCTV inspection.
 - Sewer mains to be pressure tested prior to CCTV inspection.
 - All lines shall be CCTV inspected and video shall to be submitted to the Town for review and approval.

23. Preliminary acceptance shall be defined as the point in time that the Town accepts the facility for use. All surface improvements and restoration shall be completed within 30 days of commencement. Should the Contractor fail to complete all surface improvements and restoration within 30 days of commencement of service, the Town, at their discretion, may elect to complete the improvements at the Contractor's cost.
24. Final acceptance by the Town of any line or system shall not occur until completion of final asphalt layers and/or final completion and/or restoration of all surface improvements. The warranty period for all facilities prior to final acceptance shall be **24 months** commencing after preliminary acceptance.
25. Acceptance
- a) The Town may give preliminary acceptance once all of the tests on all the lines have been completed and a walk-through has occurred.
 - b) A second acceptance may occur once the first lift of asphalt goes down and a second walk-through of the system occurs. If all facilities are clean and accessible, a final acceptance may occur (the Town may require cleaning and re-video of the system, depending on the severity of the contamination).
26. All water and sewer mains, including service lines, shall have "as-built" drawings prepared and approved prior to preliminary acceptance by the Town.
27. All commercial/business developments shall have an eight inch (min.) water main looped through the proposed property with gate valves located where the main enters the property line. An eight-inch sewer main shall be installed for service to commercial/business developments, and a manhole shall be located where the main enters the property. The end of the mains shall be marked with the appropriate colored carsonite marker along with tracer wire.
28. After review and approval of plans for the extension of lines, facilities, and/or services, construction must have commenced within 18 months for residential subdivisions and 12 months for any commercial installations.
29. Inspection fees: Call the Town (970-527-4102) for fee schedule.

Water System Installation Notes

30. All water and force main pipe shall be AWWA C900 PVC, or approved equal, pressure class 200. All water and force main fittings shall have mechanical restraints and thrust blocks. All water and force main pipe shall have a minimum cover depth of five-and-one-half (5.5) feet.
31. All water valves associated with the potable water system shall be open clockwise. All valves installed in landscaped areas and/or not within paved streets shall be marked with carsonite markers. All valves associated with the raw water system shall be open counterclockwise and marked with carsonite markers as applicable.
32. The Developer or his engineer shall locate all fire hydrants and service stub-outs for future development. Any required realignment, horizontal or vertical, shall be at the expense of the developer. Fire hydrant location shall be reviewed and approved by the applicable Fire Authority.
33. Fire hydrants shall be open right with 7/8" x 7/8" square tapered along with service caps. Lubrication type: Grease. Acceptable brand is Kennedy Guardian (K81D, K81A, and K81AM). Each fire hydrant location shall also be used as test station.
34. All main lines (PVC & ductile iron) shall be installed with coated #12 tracer wire with test stations at intervals no greater than five hundred feet (500') (valve boxes can be used at intersections and service stubs).

35. Contractor shall make connections to existing water line without shutdown, or else notify the Town of any service shutdowns necessary to connect to existing lines.
36. Irrigation services shall have a stop-and-waste curb stop valve installed along with tracer wire extending back to the main line.
37. Commencement of use of water lines and/or systems:
 - a) No water facility shall be placed in service until after the completion of all pressure testing, flushing, Bac-T testing, and compaction testing, and as-built drawings are submitted and approved by the Town.
 - b) No water facility shall be placed in service until all service lines are completed and the first lift of asphalt is completed over the line. In the case where no asphalt is to be placed over the line, surface improvements shall be completed prior to use of the facility.
 - c) No water facility shall be placed in service until all easements (platted or deeded) are dedicated, executed by the Town, and recorded.

Wastewater System Installation Notes

38. Sanitary sewer lengths are MH center to MH center. All sanitary sewer pipes shall be SDR 35 PVC or approved equal. Sewer lines may not exceed 7% grade for any size without prior approval of the Town. All newly constructed residential sanitary sewer taps shall use pre-manufactured, inline PVC push-on wyes. Single saddle tap allowed on existing mains. Multiple saddle taps on existing mains must be approved by the Town on a case by case basis
39. All sanitary sewer manholes shall be wrapped with RU116 - RUBR-NEK joint wrap, or approved equal, and coated.
40. All sewer lines must be bedded with squeegee or ¾" crushed rock.
41. Commencement of use of sewer lines and/or systems:
 - a) No sanitary sewer facility shall be placed in service until the completion of all jet cleaning, pressure testing, vacuum testing, CCTV inspection, and compaction testing, and as-built drawings are submitted and approved by the Town.
 - b) No sanitary sewer facility shall be placed in service until all service lines are completed and the first lift of asphalt is completed over the line. In the case where no asphalt is to be placed over the line, any required surface improvements shall be completed prior to use of the facility.
 - c) No sanitary sewer facility shall be placed in service until all necessary easements (platted or deeded) are dedicated, executed by the Town, and recorded.
 - d) Downstream plug can be removed once the first lift of asphalt is down and the above requirements are met.

The above guidelines are subject to change at any time.

Appendix D

Grease Interceptor Standards

A. General

A grease interceptor shall be installed when, in the judgment of the Town Administrator, it is necessary for the proper handling of liquid wastes containing grease or solids, which may be harmful to or cause obstruction of the publicly-owned treatment works, or interfere with the operation of the treatment works and its mains.

All food preparation establishments shall install a grease interceptor to all drains from the kitchen, food preparation, and dishwashing areas. Fixtures to be connected include, but are not limited to, scullery sinks, pot and pan sinks, dishwashing machines, soup kettles, and floor drains located in areas where grease-containing materials may exist. When deemed necessary by the Town, garbage disposals may be required to be connected to an approved interceptor.

Toilets, urinals, and similar fixtures shall not waste through the interceptor. All waste shall enter the interceptor through the inlet pipe only.

Installation of an interceptor will not be required of facilities that do not cook the food that is served and/or do not wash equipment or utensils associated with preparation or service of cooked foods.

B. Approval

The size, type, and location of each interceptor shall be approved and inspected by the Town, in accordance with Town standards regarding interceptors. Except where otherwise specifically permitted, no wastes other than those requiring separation shall be discharged into any interceptor. One (1) set of plans, including complete mechanical and plumbing sections shall be submitted to the Town for approval prior to construction. Such plans shall include the size, type, and location of each interceptor.

C. Design

All interceptors for grease and heavy solids shall be so designed and located as to be readily accessible for cleaning and shall have a water seal of not less than six inches (6"). Interceptors shall be constructed in accordance with the design specifications contained herein, shall be approved by the Town Administrator, and shall have a minimum of two (2) compartments with fittings designed for grease retention. There shall be a minimum of two manholes to provide access for cleaning and inspection of all fixtures and compartments of the interceptor; a minimum of one (1) per ten feet (10') of interceptor length. In the case of smaller or circular interceptors, where it is not practical to install two (2) manholes, a single manhole shall be located so as to permit entrance to the first compartment and inspection to the second. All areas of the second compartment shall be accessible for cleaning.

D. Location

All interceptors shall be readily accessible for inspection, servicing, and maintaining in proper working condition. The use of ladders or the removal of bulky equipment in order to inspect or service interceptors shall constitute a violation of accessibility. Where feasible, all interceptors shall be located outside of the facility served. Interceptors may not be installed in any part of a building where food is handled. Location of all interceptors shall be approved by the Town Administrator and shall be shown on the approved building plan.

E. Maintenance

Interceptors shall be maintained by regularly-scheduled removal of the accumulated grease and solids. This maintenance shall be performed before the retention capacity of twenty-five percent (25%) of the

interceptor. Failure to clean the interceptor at twenty-five percent (25%) or more of capacity shall incur a \$500.00 penalty for discharging grease into the sanitary sewer system. Records of maintenance shall be maintained on site and be available for inspection during regular business hours.

F. Sizing Criteria

When determining the minimum size of the interceptor required, the following shall be considered:

The minimum acceptable volume shall not be less than seven hundred fifty (750) gallons. With a dishwasher, it shall not be less than one thousand (1,000) gallons.

The size of the interceptor shall be based on maximum number of meals served at the maximum periods of the day (either breakfast, lunch, or dinner). Volume, in gallons, of the interceptor shall be two-and-one-half ($2\frac{1}{2}$) gallons multiplied by the maximum number of meals served during the busiest period of the day.

An alternate method of determining the size of the grease interceptor is to multiply seating capacity times a turnover constant of one and six tenths (1.6) times two-and-one-half ($2\frac{1}{2}$) gallons. Seating capacity can be approximated, using ten (10) square feet of dining area per person (volume = seating capacity x 1.6 x $2\frac{1}{2}$ gallons).

When the above methods are not feasible, an appropriate volume may be determined by multiplying the total rate of flow, in gallons per minute, from each fixture required to be connected to the interceptor times a minimum retention time of not less than fifteen (15) minutes, with the resulting volume expressed in gallons.

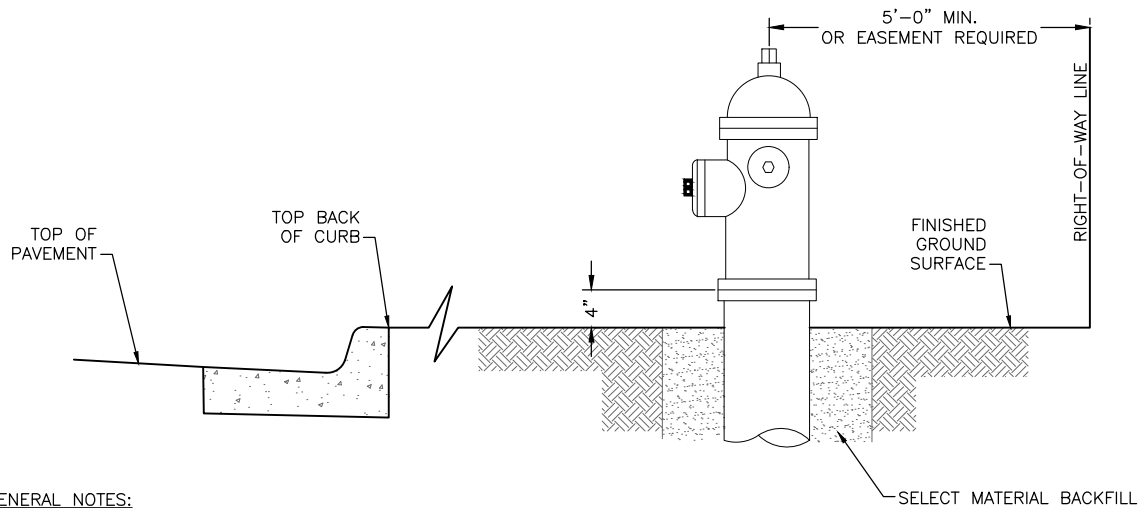
TYPE OF FIXTURE	RATE OF FLOW (GPM)
Floor drain/sink	10
Restaurant kitchen sink	15
Single-compartment scullery sink	20
Three-compartment sink	35
2 single-compartment sinks	25
2 double-compartment sinks	35
Restaurant dishwasher	
Up to 30-gallon capacity	15
30- to 50-gallon capacity	25
50- to 100-gallon capacity	40
Garbage disposal/grinder	35

G. Waivers

Waivers to the above standards and criteria shall be valid only when the discharge from the user is in compliance with the Town's regulations.

In the event that a waiver of the minimum size requirement is granted, in no case shall the retention capacity of the trap be less than one hundred pounds (100 lb.). The minimum inspection/cleaning frequency of any indoor trap shall be monthly, and a written record of all inspections or maintenance shall be maintained on site.

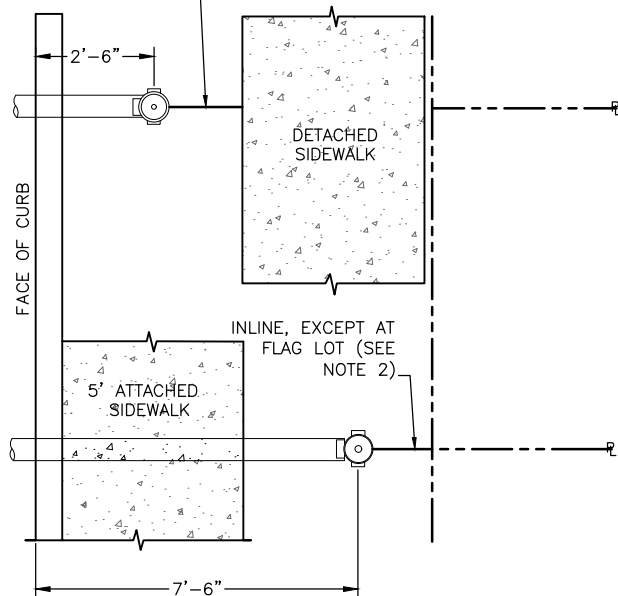
Standard Drawings – Water



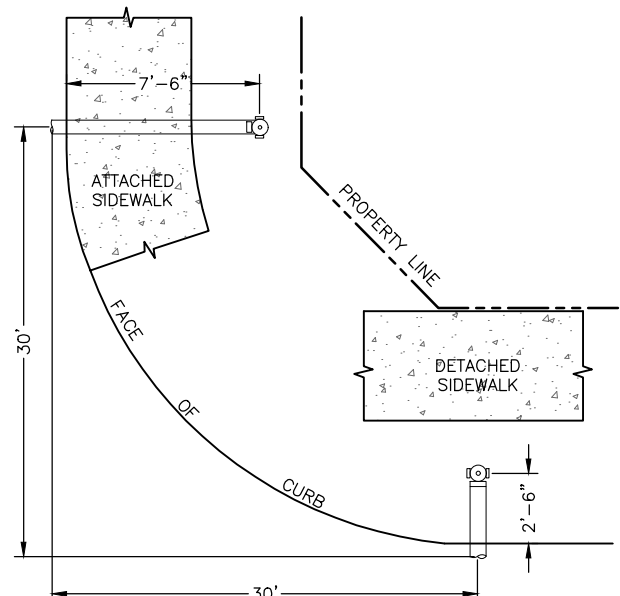
GENERAL NOTES:

1. HYDRANT NOZZLE SHALL BE POSITIONED AT RIGHT ANGLES TO THE CURB. IF NO CURB OR SIDEWALK EXISTS, NOZZLE SHALL BE PLACED AT RIGHT ANGLES TO STREET OR ALLEY.
2. HYDRANTS INSTALLED AT FLAG LOT LINES SHALL BE OFFSET 3 FEET FROM THE LOT LINE (AWAY FROM STEM).
3. HYDRANTS WILL BE PLACED A MINIMUM OF 5 FEET FROM ANY UTILITY OR DRAINAGE STRUCTURE.
4. EASEMENTS MUST BE PROVIDED FOR ANY PUBLIC HYDRANT WHICH IS CLOSER THAN 5 FEET TO THE RIGHT-OF-WAY LINE.
5. ANY HYDRANTS BEING INSTALLED WITH CONDITIONS OTHER THAN THOSE MENTIONED AND/OR DETAILED BELOW WILL REQUIRE SIGNED APPROVAL FROM THE TOWN AND THE FIRE DEPARTMENT.

INLINE, EXCEPT AT FLAG LOT (SEE NOTE 2)



LOT LINE LOCATIONS



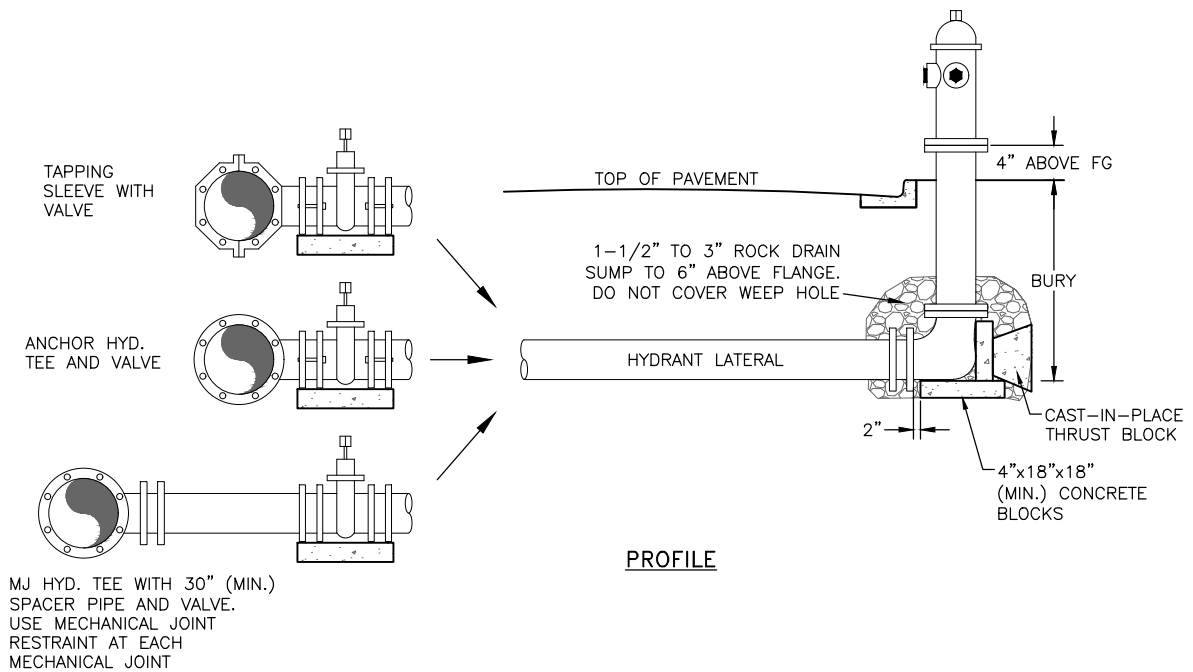
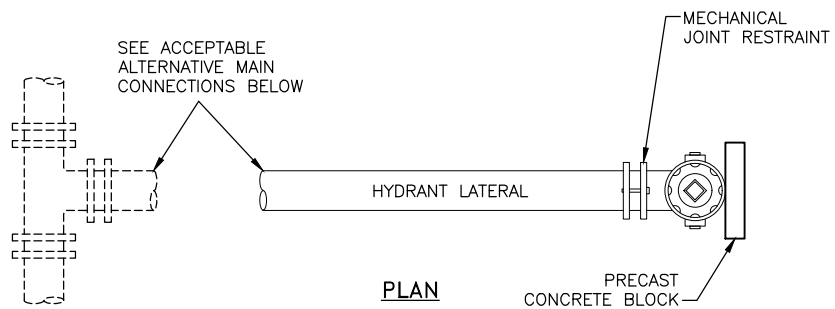
CORNER LOCATIONS

FIRE HYDRANT LOCATIONS

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



W-1



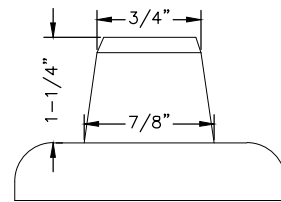
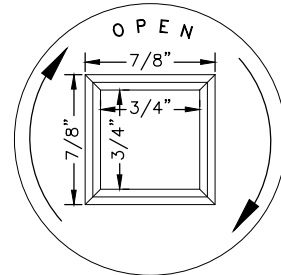
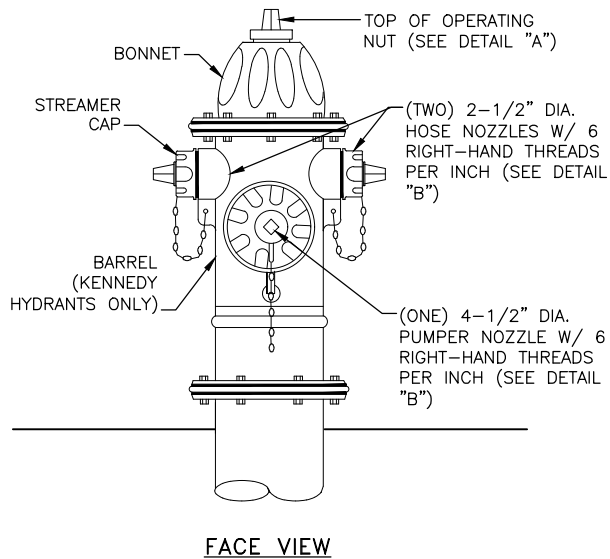
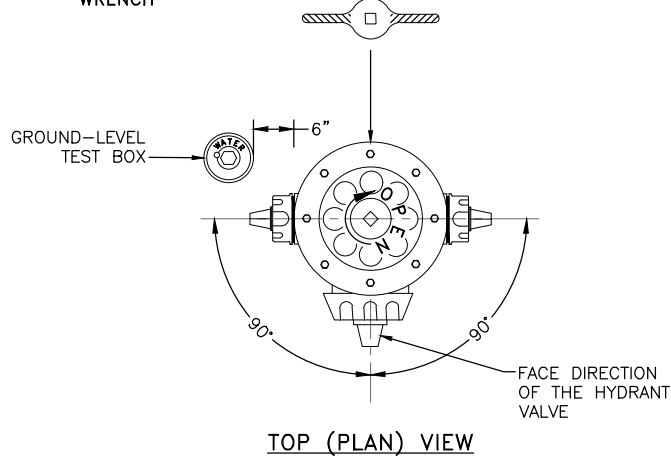
FIRE HYDRANT INSTALLATION

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:

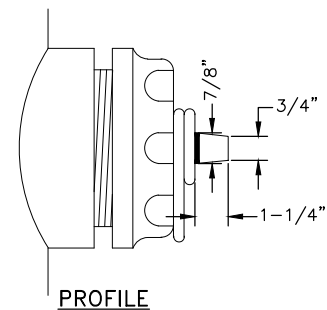
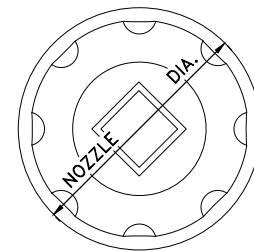


W-2

TAPERED SQUARE NUT, USE ONLY DEFINITE PURPOSE HYDRANT WRENCH THAT EXACTLY FITS THE NUT. DO NOT USE A GENERIC HYDRANT WRENCH WITH ADJUSTABLE CORNER BOLT. DO NOT USE A CRESCENT WRENCH OR PIPE WRENCH



DETAIL "A" - OPERATING NUT



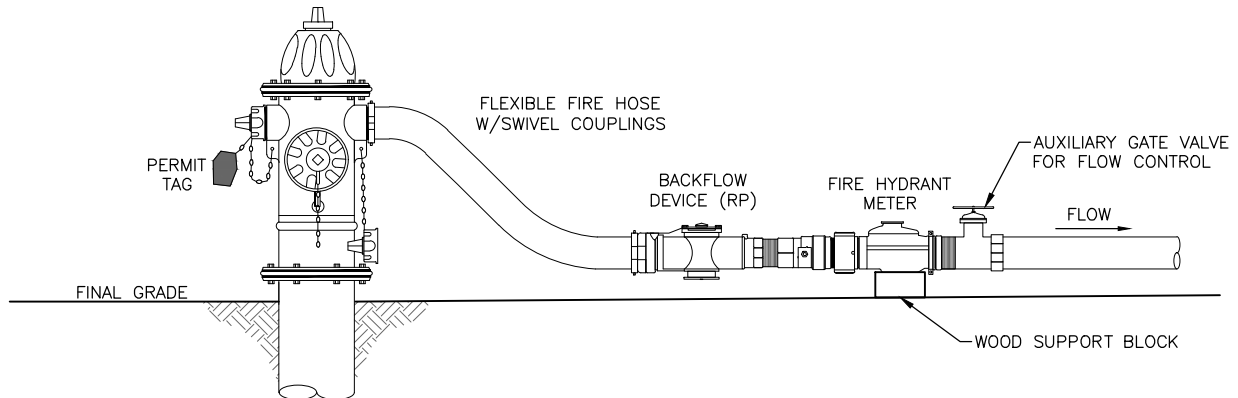
DETAIL "B" - NOZZLE DETAIL

FIRE HYDRANT SPECIFICATIONS

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



TAPERED SQUARE NUT WRENCH

**ASSEMBLY SEQUENCE**

SCALE: N.T.S.

NOTES:

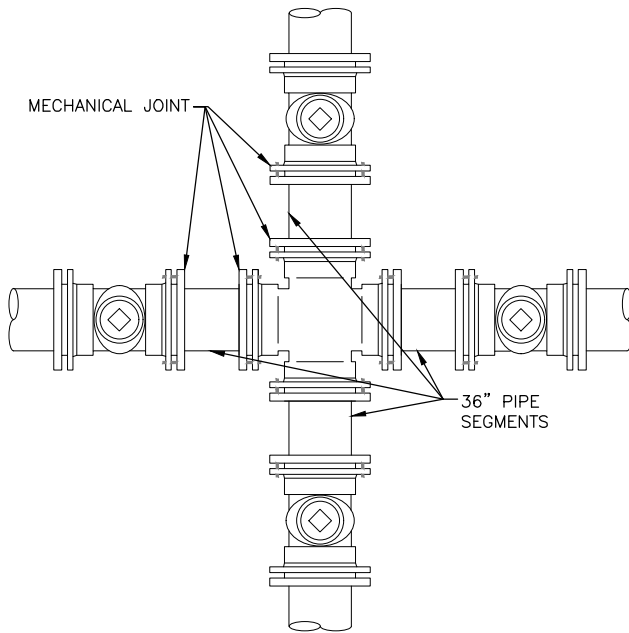
1. FLUSH HYDRANT BEFORE CONNECTING BACKFLOW AND METER CONFIGURATION.
2. HYDRANTS SHALL BE FULLY OPENED WHEN IN USE; DO NOT THROTTLE HYDRANT FLOW WITH THE HYDRANT STEM VALVE. FLOW SHALL BE CONTROLLED WITH THE OUTLET GATE VALVE ONLY.
3. WHERE BALL VALVES ARE PROVIDED FOR ISOLATION AND TESTING OF THE RP, THE HANDLE SHALL BE REMOVED FROM THE VALVES. THESE VALVES ARE ONLY TO BE USED IN SERVICING AND TESTING RP AND SHALL NOT BE USED TO CONTROL HYDRANT FLOWS, AND SHALL BE IN THE FULL OPEN POSITION AT ALL TIMES DURING HYDRANT FLOWS.
4. USE OF HYDRANT REQUIRES A PERMIT AND ADHERENCE TO ALL TERMS AND CONDITIONS OF THE PERMIT AND ASSOCIATED REQUIREMENTS. CONTACT THE TOWN, SEE WEBSITE FOR CONTACT INFORMATION.
5. USE OF A HYDRANT WITHOUT A BACKFLOW PREVENTION DEVICE IS IN VIOLATION OF THE TOWN'S CODE FOR CROSS-CONNECTION CONTROL. ALL HYDRANT CONNECTIONS REQUIRE A REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER (RP) TYPE PER COLORADO PRIMARY DRINKING WATER REGULATION. KEEP THE RP CENTER DISCHARGE OUTLET AT LEAST 12 INCHES ABOVE GRADE.
6. CONTRACTOR SHALL USE A HYDRANT WRENCH WITH TAPERED, SQUARE BOX DESIGNED SPECIFICALLY FOR TOWN FIRE HYDRANTS TO OPERATE THE FIRE HYDRANT. NO OTHER TYPE OF WRENCH SHALL BE USED.
7. THE HYDRANT SHALL BE TESTABLE AND PROVIDED BY THE CONTRACTOR.

FIRE HYDRANT BACKFLOW AND METER CONFIGURATION

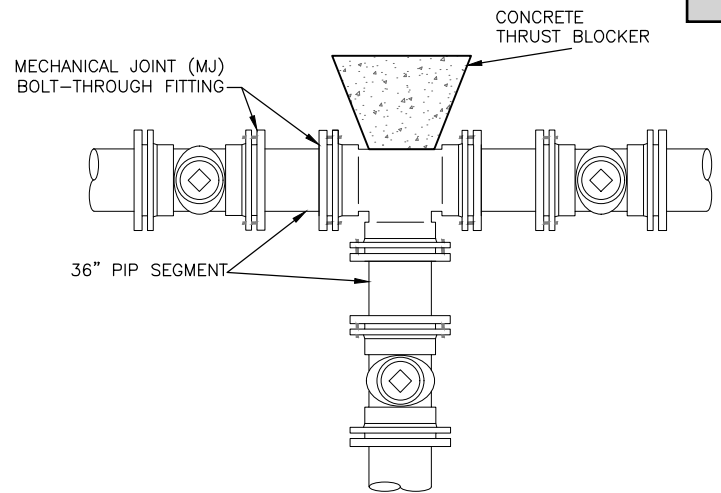
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Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



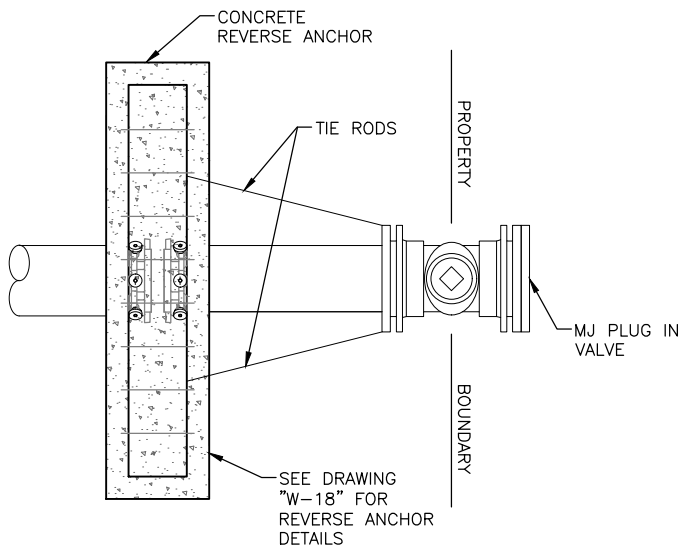
W-4



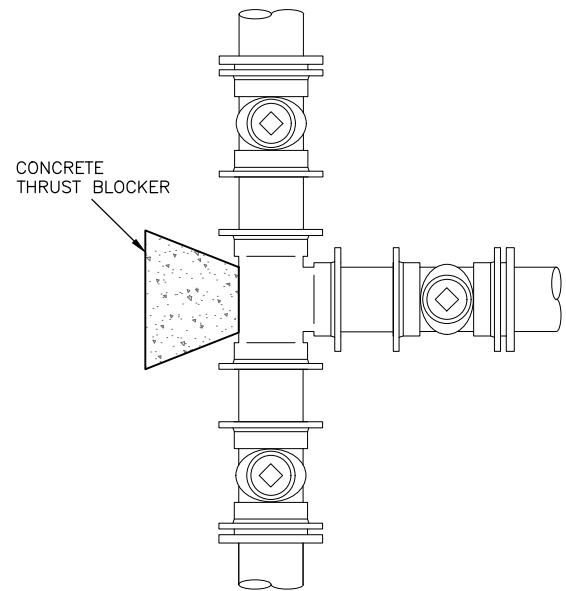
CROSS OR TEE W/
ANCHOR PIPES



CROSS OR TEE W/ MJ
Bolt-Through Fittings



AT END-OF-LINE USE
REVERSE ANCHOR WITH
TIE BACK RODS



WITH MJ ANCHOR TEE

GENERAL NOTES:

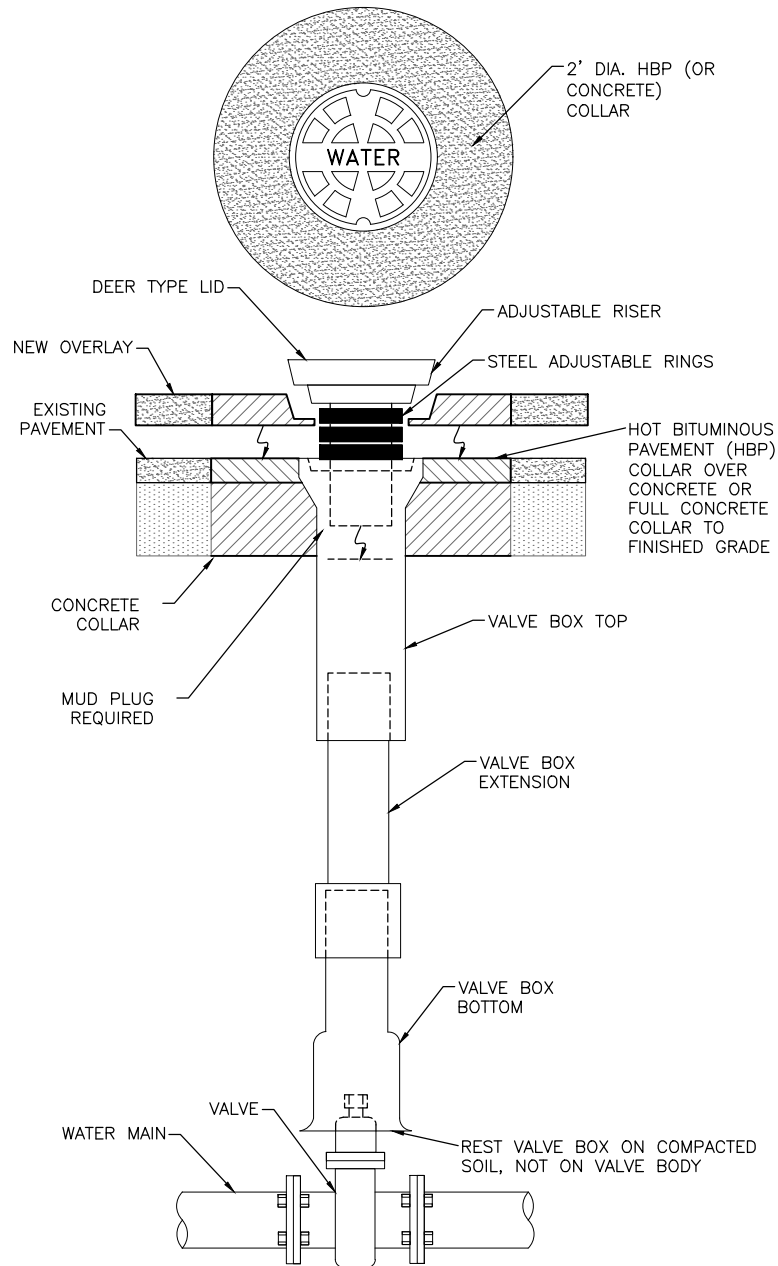
1. ON ANY VALVE INSTALLATION NEAR A FITTING, THE VALVE SHALL BE ANCHORED BY RODS, REVERSE ANCHOR, AND MECHANICAL JOINT RESTRAINTS. 3/4" ALL-THREAD RODS SHALL BE USED WITH FIG. 7 BOLTS OR APPROVED DUCTILE TIE LUGS FOR DEAD-END VALVES AND/OR PLUGS. ALL METALLIC COMPONENTS SHALL BE WRAPPED IN POLYETHYLENE TUBING.
2. ANCHOR PIPE OR FOSTER COUPLINGS MAY BE SUBSTITUTED FOR SPACER PIPE AND RODS.
3. THE CONCRETE REVERSE ANCHORS USED SHALL BE SIZED AS INDICATED ON DRAWING "W-18".
4. SEE DRAWINGS "W-13" AND "W-28" FOR APPLICATION OF MECHANICAL JOINT RESTRAINTS.
5. SEE DRAWING "W-6" FOR VALVE BOX INSTALLATION.

VALVE INSTALLATION & LOCATION

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



W-5



NOTES:

1. SLIP-TYPE 5-1/4" I.D. SHAFT TYLER PIPE SERIES 664-A OR EQUIVALENT, APPROVED BY THE TOWN.
2. MAIN AND FIRE HYDRANT VALVES AND VALVE BOXES SHALL BE LOCATED IN AND UNDER THE DRIVING SURFACE OF THE STREET, NOT IN THE CURB PAN, CURB, OR BEHIND THE CURB.
3. SEE DRAWING "W-10" FOR TRACER WIRE INSTALLATION AT VALVE BOXES.

VALVE BOX INSTALLATION

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:

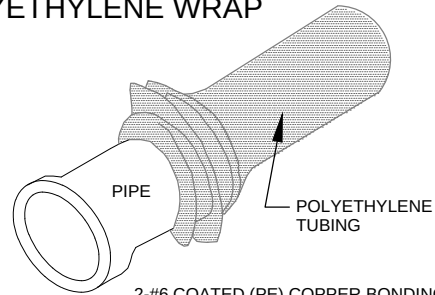


W-6

FIELD INSTALLATION OF POLYETHYLENE WRAP

STEP 1:

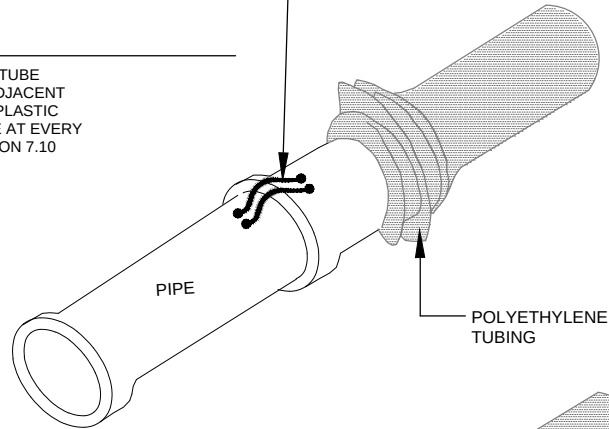
PLACE TUBE OF POLYETHYLENE MATERIAL ON PIPE PRIOR TO LOWERING IT INTO TRENCH.



2-#6 COATED (PE) COPPER BONDING WIRE THERMOWELDED TO PIPE, BOTH ENDS, OR BONDING STRAP THERMO WELDED TO PIPE. NO COMMON WELDS ALLOWED

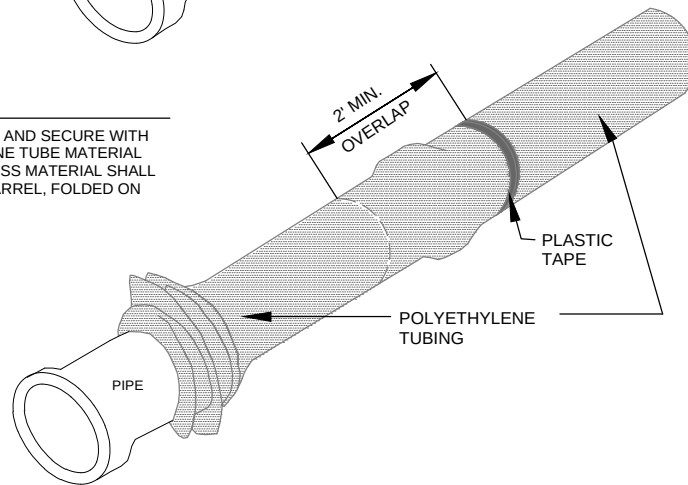
STEP 2:

PULL TUBE OVER THE LENGTH OF THE PIPE. TAPE TUBE TO END AT JOINT. FOLD MATERIAL AROUND THE ADJACENT SPIGOT END AND WRAP WITH TAPE TO HOLD THE PLASTIC TUBE IN PLACE. INSTALL BONDING STRAP OR WIRE AT EVERY JOINT OF PIPE PRIOR TO WRAPPING AS PER SECTION 7.10 OF THE STANDARD SPECIFICATIONS.



STEP 3:

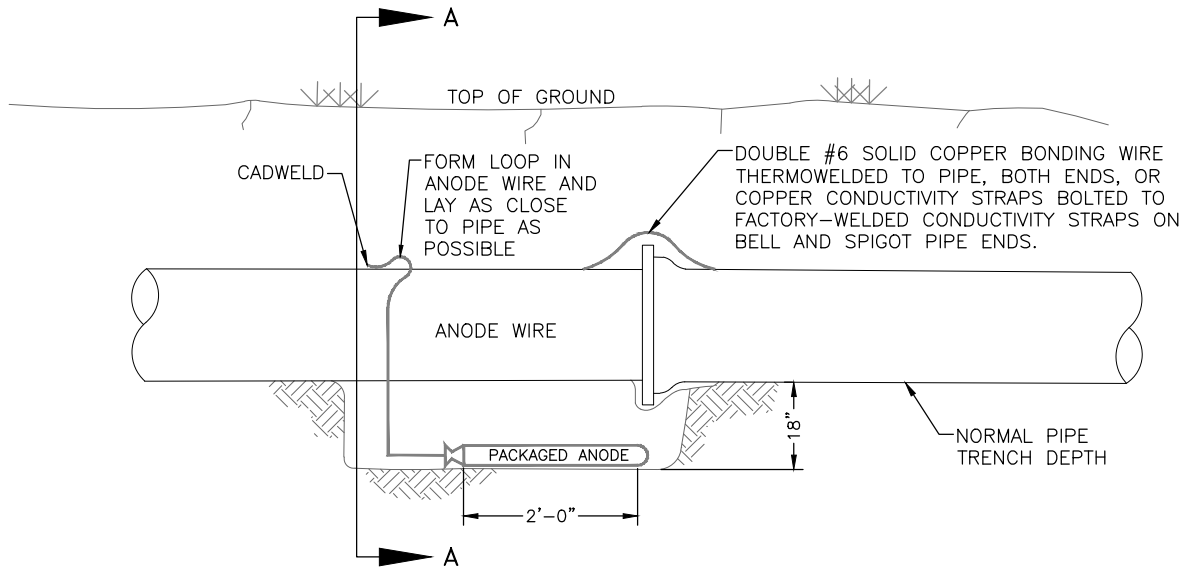
OVERLAP FIRST TUBE WITH ADJACENT TUBE AND SECURE WITH PLASTIC ADHESIVE TAPE. THE POLYETHYLENE TUBE MATERIAL COVERING THE PIPE SHALL BE LOOSE. EXCESS MATERIAL SHALL BE NEATLY DRAWN UP AROUND THE PIPE BARREL, FOLDED ON TOP OF PIPE, AND TAPED IN PLACE.



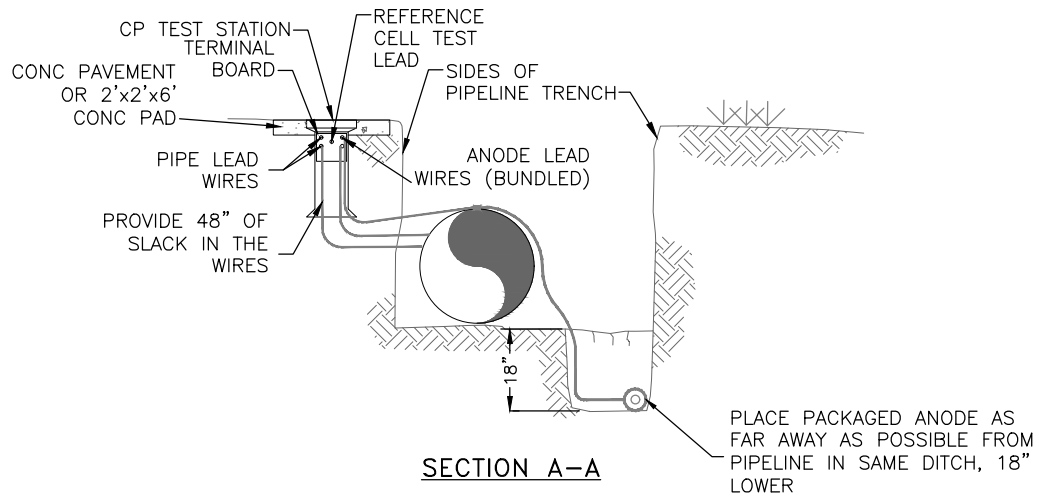
POLYETHYLENE WRAP

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:





ELEVATION



SECTION A-A

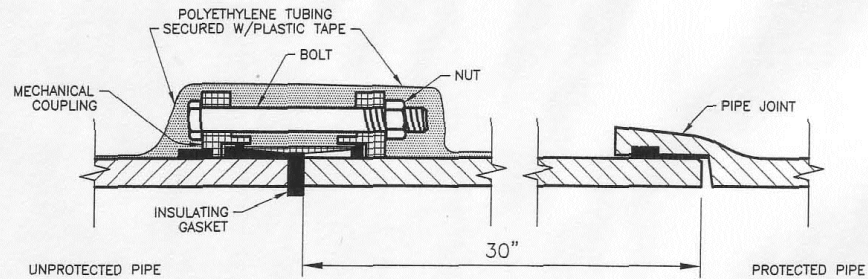
NOTES:

1. CADWELD CONNECTION TO BE PRIMED AND COATED CAREFULLY. PACKAGED ANODE SHOULD BE COVERED WITH FINE SOIL CONTAINING NO ROCKS OR DIRT CLUMPS, TAMPED.
2. WHEN ANODES ARE REQUIRED WITH METAL FITTINGS AND APPURTENANCES TOGETHER WITH PVC PIPE INSTALLATION, THE ANODES SHALL BE PLACED AND ATTACHED TO THE METAL IN SAME MANNER AS SHOWN ON THIS DRAWING. 9LB. ANODES CAN BE USED ON METAL FITTINGS 12" AND LESS IN DIAMETER AND 17LB. ANODES FOR METAL FITTINGS GREATER THAN 12" DIAMETER WHEN USING PVC PIPE.
3. PACKAGED ANODE TO BE WETTED AND COVERED WITH SOIL PRIOR TO BACKFILLING.

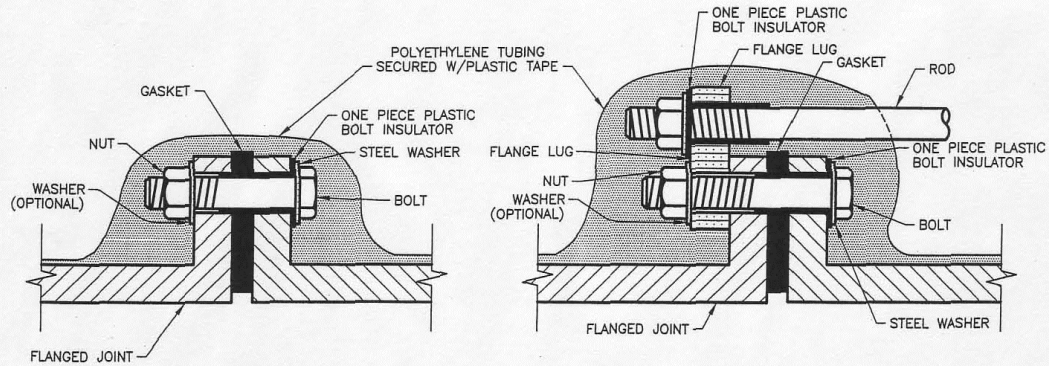
BONDING JOINT & ANODE INSTALLATION

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:





INSULATED MECHANICAL COUPLING



INSULATED FLANGE JOINT

INSULATED TIE BACK ROD

NOTE:

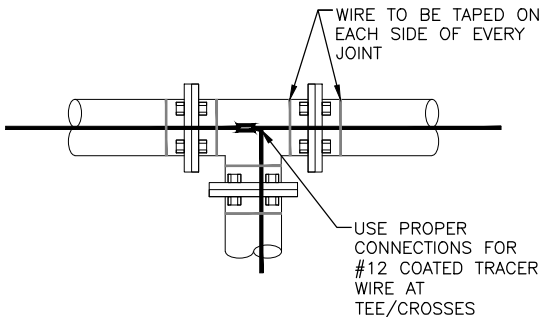
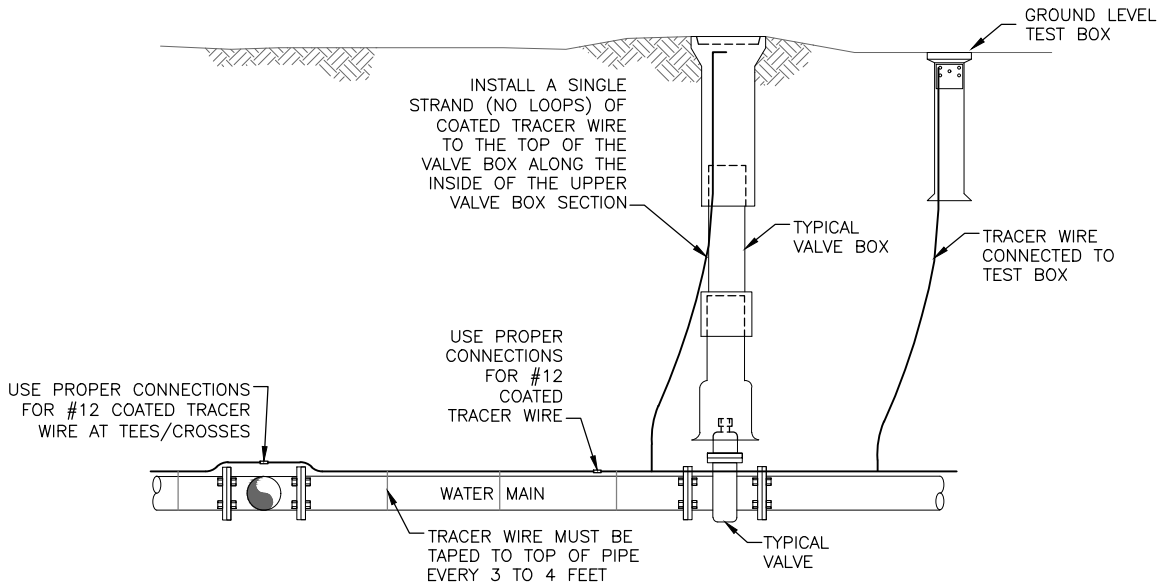
TEST WIRES TO BE USED WHEN REQUIRED.

INSULATOR INSTALLATION

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



W-9



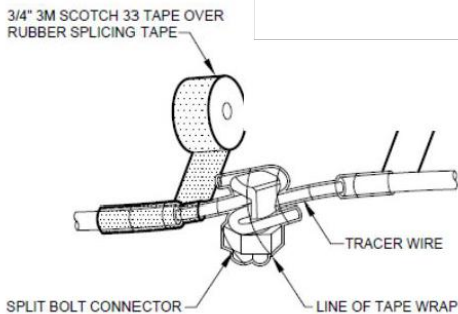
GENERAL: HOUSING IS TO PROTECT SPLIT BOLT WIRE NUT AND TRACER WIRE IN BURIED APPLICATIONS.

SPECIFICATIONS: HOUSING SHALL BE MADE OF HIGH IMPACT POLYPROPYLENE AND BE FILLED WITH A DIELECTRIC SILICONE GEL.

AQUA HOUSING 69105:
MAX VOLTAGE: 50V
HOUSING: HIGH IMPACT POLYPROPYLENE
SEALANT: DIELECTRIC SILICONE GEL
WIRE RANGE: #14-10 SOLID COPPER;
#14-10 STEEL CORE TRACER WIRE
SPLIT BOLT SIZE NOT TO EXCEED 1.0" TALL BY 0.8" WIDE BY 0.7" DEEP

VISILOCK HOUSING 98010

MAX VOLTAGE: 100V
TEMPERATURE RATING: -40°C -90°C (194°F)
MEASUREMENTS: SEE SPECIFICATION SHEET FOR COMPLETE PRODUCT MEASUREMENTS
WIRE RANGE:
#8-1/0 (.363"-.625" O.D.)
#12-#4 (.305"-.443 O.D.)
AMPERAGE NOT TO EXCEED MAXIMUM TEMPERATURE OF THE CONDUCTOR



SPLIT BOLT TAPING

1. Wrap all Tracer Wire split bolt connectors or exposed wire using 1" 3M Scotch 130C Linerless Rubber Splicing Tape making sure to seal all ends to prevent moisture penetration.

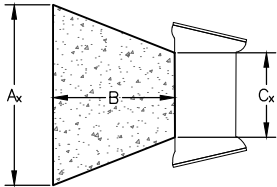
TRACER WIRE INSTALLATION DETAILS

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



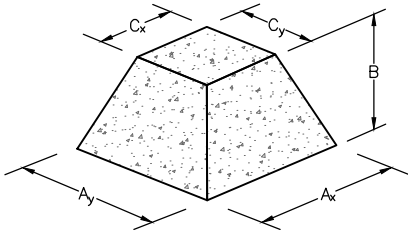
THRUST BLOCK DIMENSIONS & VOLUMES – PVC & DIP 250 psi

MAIN SIZE (IN.)	TYPE OF FITTING	MINIMUM BEARING SURFACE AREA (ft ²)	MINIMUM A _x (ft)	MINIMUM A _y (ft)	MINIMUM C _x (ft)	MINIMUM C _y (ft)	MINIMUM B	APPROXIMATE VOLUME (yd ³)
4	11.25° BEND	1.00	1.00	1.00	0.25	0.33	2.00	0.25
4	22.5° BEND	2.00	2.00	1.41	0.21	0.33	22.00	0.25
4	45° BEND	3.50	3.50	1.87	0.42	0.33	2.00	0.25
4	TEE & DEAD END	4.75	4.75	2.18	0.67	0.33	4.75	0.25
6	11.25° BEND	2.00	2.00	1.41	0.25	0.50	2.00	0.25
6	22.5° BEND	3.75	3.75	1.94	0.38	0.50	2.00	0.25
6	45° BEND	7.25	7.25	2.69	0.58	0.50	2.00	0.25
6	TEE & DEAD END	9.50	9.50	3.08	0.83	0.50	2.00	0.50
8	11.25° BEND	3.25	3.25	1.80	0.34	0.67	2.00	0.25
8	22.5° BEND	6.50	6.50	2.55	0.48	0.67	2.00	0.25
8	45° BEND	12.50	12.50	3.57	0.67	0.67	2.00	0.50
8	TEE & DEAD END	16.25	16.25	4.64	1.08	0.67	2.00	0.75



THRUST BLOCK DIMENSIONS & VOLUMES – DIP (Maximum Static Pressure = 250 psi)

MAIN SIZE (IN.)	TYPE OF FITTING	MINIMUM BEARING SURFACE AREA (ft ²)	MINIMUM A _x (ft)	MINIMUM A _y (ft)	MINIMUM C _x (ft)	MINIMUM C _y (ft)	MINIMUM B	APPROXIMATE VOLUME (yd ³)
12	11.25° BEND	6.75	2.60	2.60	0.43	1.00	2.00	0.50
12	22.5° BEND	13.50	3.69	3.66	0.64	1.00	2.00	0.50
12	45° BEND	26.25	7.17	3.66	1.00	1.00	3.09	1.50
12	TEE & DEAD END	34.25	9.36	3.66	1.46	1.00	3.95	2.25
16	11.25° BEND	11.75	3.43	3.43	0.44	1.33	2.00	0.50
16	22.5° BEND	23.25	6.20	3.75	0.66	1.33	2.77	1.00
16	45° BEND	45.50	12.13	3.75	1.00	1.33	5.57	4.00
16	TEE & DEAD END	59.50	15.87	3.75	1.92	1.33	6.98	6.50



- NOTES:
1. THE MINIMUM BEARING SURFACE AREAS SHOWN ARE BASED ON A MAX STATIC PIPE PRESSURE OF 250 POUNDS PER SQUARE INCH PLUS A SAFETY FACTOR OF 1.5 AND AN ALLOWABLE SOIL BEARING CAPACITY OF 1,500 POUNDS PER SQUARE FOOT. BEARING SURFACE AREA IS ROUNDED UP TO THE NEAREST 0.25 SQUARE FEET. REFERENCE AWWA M-23 AND M-41.
 2. THE DESIGN ENGINEER IS RESPONSIBLE FOR VERIFYING ASSUMPTIONS BASED ON ACTUAL SITE CONDITIONS. IF SITE CONDITIONS VARY FROM THE ASSUMPTIONS, THE DESIGN ENGINEER SHALL PROVIDE A SITE-SPECIFIC DESIGN IN ACCORDANCE WITH AWWA M-23, PVC PIPE – DESIGN AND INSTALLATION AND AWWA M-41, DUCTILE-IRON PIPE AND FITTINGS. SITE-SPECIFIC DESIGNS INCLUDING GEOTECHNICAL INFORMATION SHALL BE SUBMITTED TO THE TOWN FOR REVIEW.
 3. THE MINIMUM BEARING SURFACE AREA AND APPROXIMATE VOLUME OF CONCRETE SHALL BE SHOWN ON THE CONSTRUCTION PLANS FOR ALL CONCRETE THRUST BLOCKS. SEE SECTION 9.4 FOR CONCRETE REQUIREMENTS. SEE SECTION 4.8 FOR THRUST BLOCK REQUIREMENTS.
 4. THE APPROXIMATE VOLUMES SHOWN ARE BASED ON THE MINIMUM BEARING SURFACE AREA AND THE MINIMUM TRENCH DIMENSIONS. THE APPROXIMATE VOLUME IS ROUNDED UP TO THE NEAREST 0.25 CUBIC YARDS.
 5. THESE CHARTS MAY ONLY BE USED IF THE BLOCK HEIGHT (Ay) IS EQUAL TO OR LESS THAN ONE-HALF THE TOTAL DEPTH (Ht) FROM THE FINISHED GRADE TO THE BOTTOM OF THE BLOCK. THE MINIMUM DIMENSIONS SHOWN ARE BASED ON A PIPE DEPTH OF 5.5 FEET.
 6. A SITE-SPECIFIC DESIGN SHALL BE REQUIRED FOR PIPES LARGER THAN 16 INCHES OR MAX STATIC PIPE PRESSURES GREATER THAN 250 POUNDS PER SQUARE INCH. THE DESIGN ENGINEER HAS THE OPTION OF PROVIDING A SITE-SPECIFIC DESIGN FOR PIPES SMALLER THAN 16 INCHES OR MAX STATIC PRESSURES LESS THAN 250 POUNDS PER SQUARE INCH.
 7. ALL CALCULATIONS SHALL BE PROVIDED TO THE TOWN FOR REVIEW.

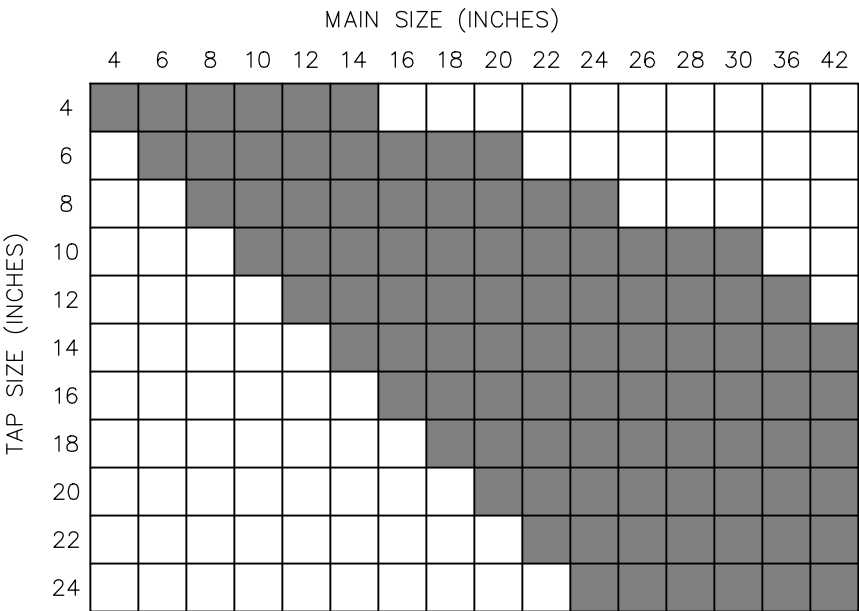
THRUST BLOCK DATA

CONCRETE THRUST BLOCKS

WATER MAIN AND TAP SIZE COMBINATIONS WHICH REQUIRE A CONCRETE THRUST REACTION BLOCK BEHIND THE MAIN AT THE TAPPING SLEEVE OR SADDLE.

ALL WATER MAINS

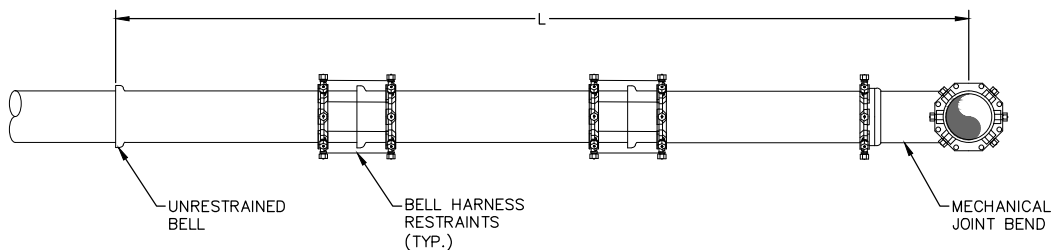
 INDICATES CONCRETE THRUST BLOCK REQUIRED



ANY THRUST REACTION BLOCK REQUIREMENTS FOR WATER MAIN AND TAP SIZE COMBINATIONS OTHER THAN THOSE SHOWN ABOVE WILL REQUIRE SPECIAL DESIGN APPROVAL BY THE TOWN.

THRUST BLOCKS REQUIRED FOR TAPS

	L = MINIMUM RESTRAINED PIPE LENGTH									DEAD-END VALVE OR PLUG, TO INCLUDE INLINE VALVES (SEE NOTE 7)		
PIPE DIAMETER	45° BEND			22-1/2° BEND			11-1/4° BEND					
MAX. STATIC PRESSURE (PSI)	<100	100-150	150-200	<100	100-150	150-200	<100	100-150	150-200	<100	100-150	150-200
6-INCH DUCTILE IRON AND PVC	6	9	12	3	5	6	2	3	3	49	73	97
8-INCH DUCTILE IRON AND PVC	8	12	16	4	6	8	2	3	4	63	94	125
12-INCH DUCTILE IRON AND PVC	12	17	23	6	8	11	3	4	6	89	133	177
16-INCH DUCTILE IRON AND PVC	15	22	29	7	11	14	4	5	7	USE CONCRETE REVERSE ANCHOR	USE CONCRETE REVERSE ANCHOR	USE CONCRETE REVERSE ANCHOR
20-INCH DUCTILE IRON AND PVC	18	26	35	9	13	17	4	6	8			
24-INCH DUCTILE IRON AND PVC	20	30	40	10	15	20	5	7	10			
30-INCH DUCTILE IRON AND PVC	24	36	48	12	18	24	6	9	12			
36-INCH DUCTILE IRON AND PVC	28	42	56	14	20	27	7	10	14			



NOTES:

1. PRESSURE GREATER THAN 200 PSI REQUIRES SPECIAL DESIGN APPROVED BY THE TOWN.
2. LENGTH IS BASED ON MINIMUM 5 FEET OF GROUND COVER AND COMPACTED SOIL. IF THE DEPTH IS LESS THAN 5 FEET, RESTRAINED LENGTH MUST BE DESIGNED BY THE DESIGN ENGINEER.
3. RESTRAINED PIPE LENGTH APPLIES TO CONDITION WHERE NO CONCRETE THRUST REACTION BLOCK IS PRESENT.
4. CALCULATIONS ARE BASED ON POORLY-GRADED SANDS, GRAVEL, AND GRAVEL-SAND MIXTURE, LITTLE OR NO FINES, TYPE 4 BEDDING CONDITIONS - "PIPE BEDDED IN SAND, GRAVEL, OR CRUSHED STONE TO A DEPTH OF 1/8 PIPE DIAMETER (4" MIN.)." FACTOR OF SAFETY 2:1.
5. FIGURES ARE BASED ON DIP WRAPPED IN POLYETHYLENE MATERIAL.
6. USE CRA FOR DOWN-TURNING BENDS.
7. RESTRAINED LENGTH FOR DEAD END MAY BE USED AT THE DISCRETION OF THE TOWN.

RESTRAINED PIPE LENGTH (FT) W/ MECHANICAL JOINT RESTRAINTS

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Date: JUNE 2024

Scale: N.T.S.

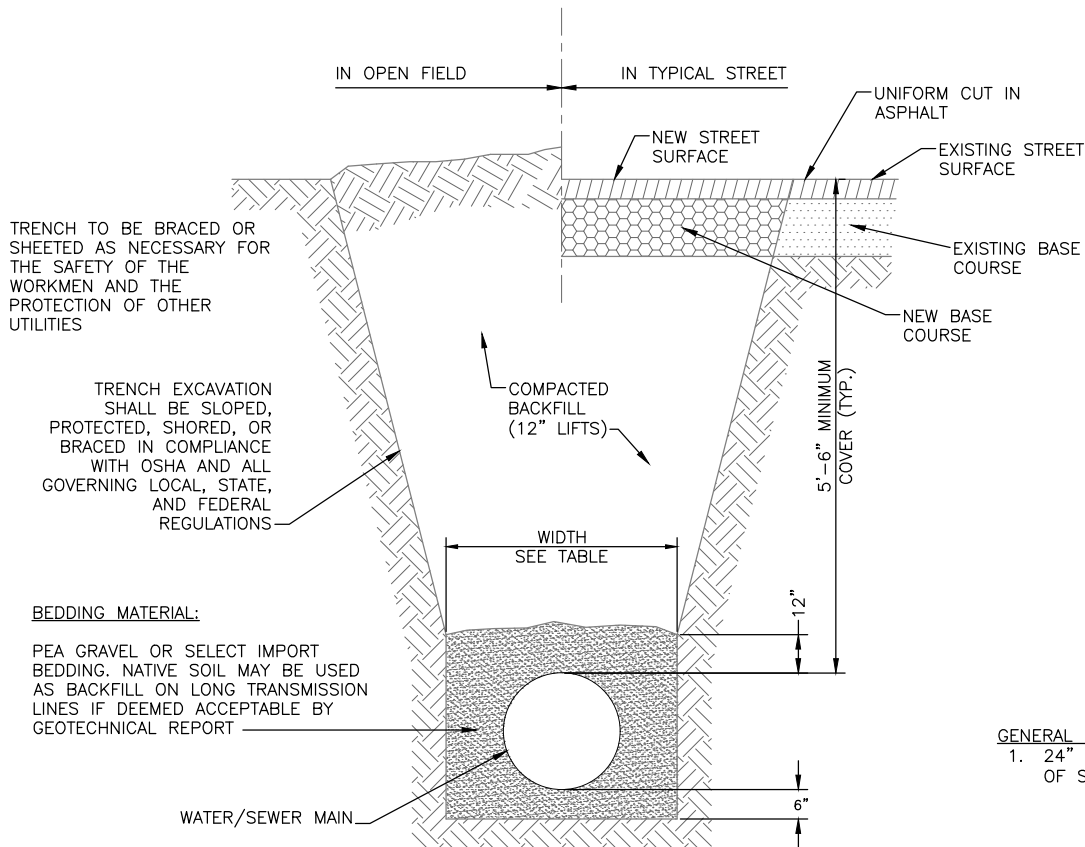
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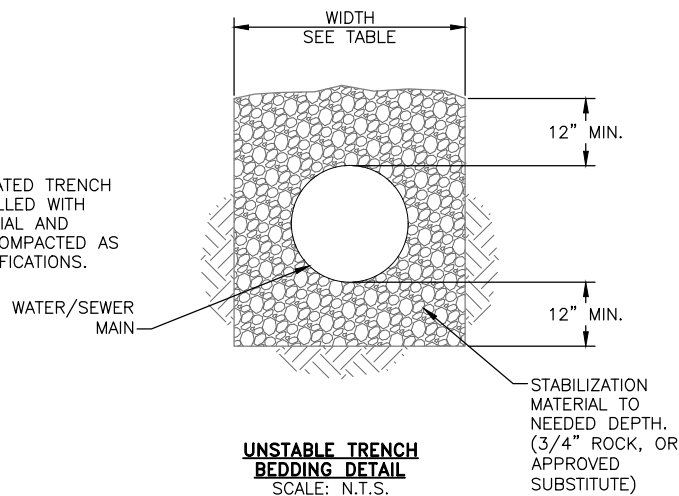


GENERAL NOTE:
1. 24" PIPES NEED 8" TO 10" OF STABILIZATION

TYPICAL TRENCH SECTION
SCALE: N.T.S.

PIPE DIAMETER	MINIMUM WIDTH	MAXIMUM WIDTH
4"	2'-2"	3'-0"
6"	2'-2"	3'-0"
8"	2'-2"	3'-0"
10"	2'-4"	3'-0"
12"	2'-6"	3'-6"
18"	2'-10"	3'-9"
24"	3'-2"	4'-3"

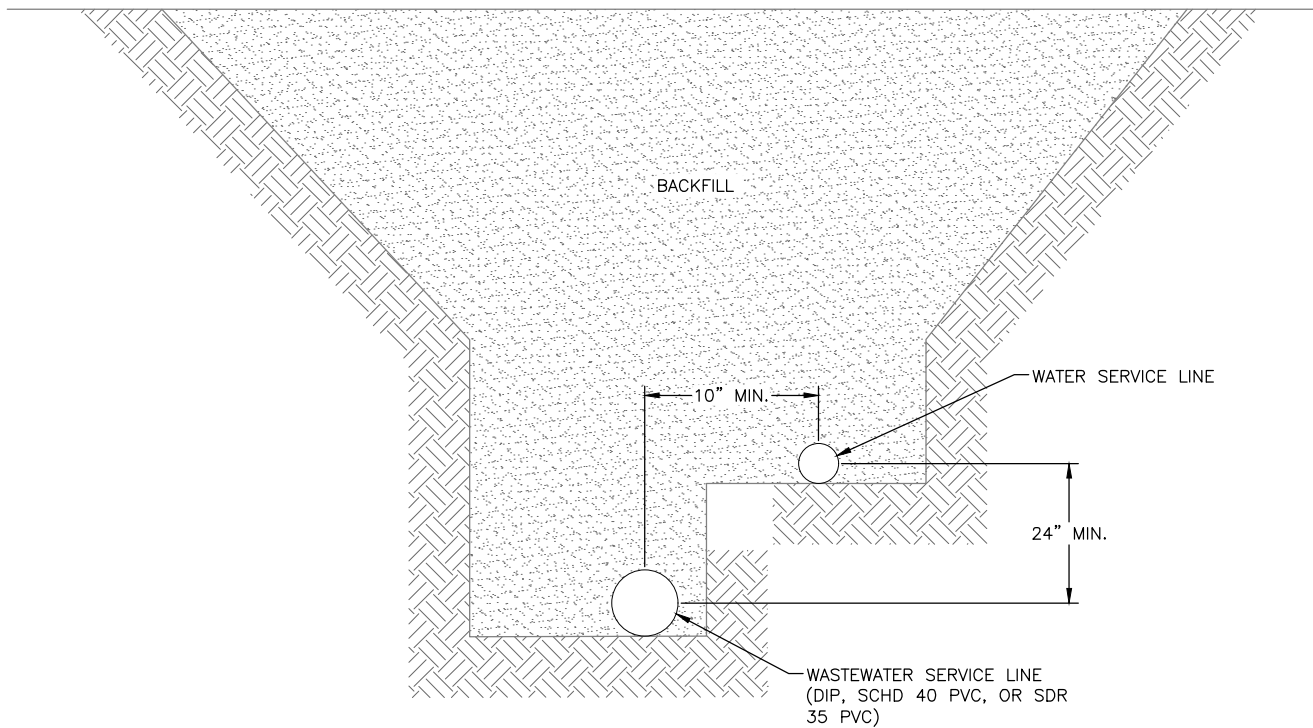
NOTE:
AN OVEREXCAVATED TRENCH SHALL BE REFILLED WITH BEDDING MATERIAL AND THOROUGHLY COMPACTED AS PER THE SPECIFICATIONS.



TYPICAL TRENCH CROSS-SECTION

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TYPICAL COMMON SERVICE TRENCH SECTION

Drawn: IGL

Revised:

Date: JUNE 2024

Revised:

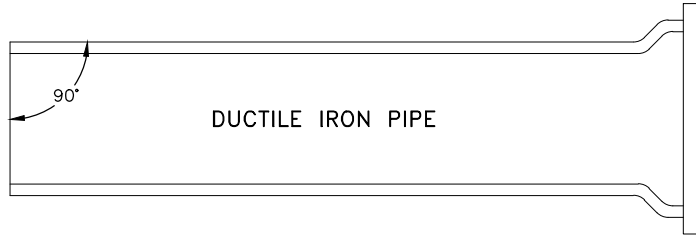
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Revised:



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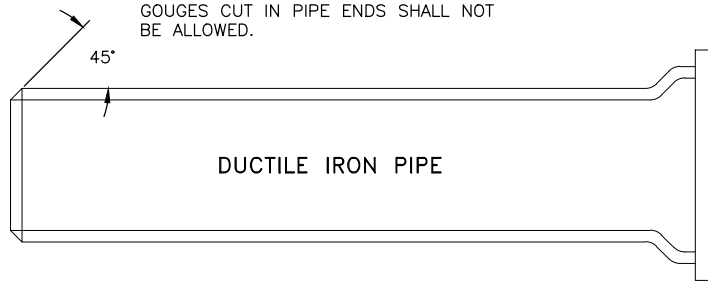
MECHANICAL JOINT CONNECTION

PIPE MUST BE CUT AT RIGHT ANGLES TO LONGITUDINAL CENTERLINE IN ALL CASES.

PIPE ENDS SHALL BE FREE OF BURRS.

MORTAR LINING SHALL BE FLUSH WITH PIPE END.

GOUGES CUT IN PIPE ENDS SHALL NOT BE ALLOWED.



SLIP JOINT CONNECTION

PIPE CUT IN STRAIGHT LINE AND BEVELED AT 45° ANGLE ON END.

GENERAL NOTES:

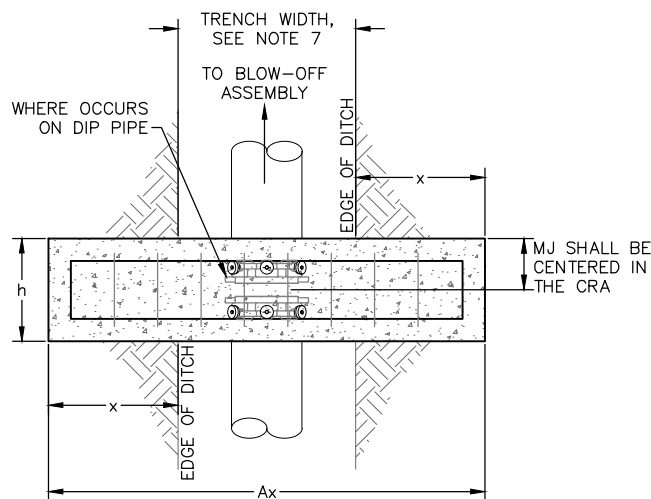
1. ALL PIPE CUTTING EQUIPMENT AND PIPE CUTS MUST BE APPROVED BY THE TOWN INSPECTOR.
2. ALL PIPE ENDS TO BE USED IN INSTALLATION SHALL BE DRESSED SMOOTH TO THE SATISFACTION OF THE INSPECTOR PRIOR TO INSTALLATION.
3. AT THE REQUEST OF THE CONTRACTOR MAKING THE INSTALLATION, THE TOWN WILL MAKE PIPE CUTS, PROVIDED THE CURRENT FEE PER CUT IS PAID AND 24-HOUR NOTICE IS GIVEN (THE CURRENT FEE IS SUBJECT TO CHANGE.)
4. ALL DIP DELIVERED TO JOB SITE MUST BE NEW MATERIAL.

PIPE CUTTING

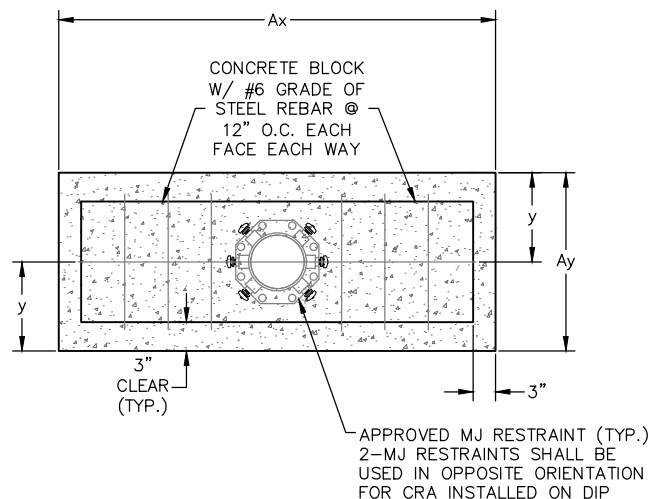
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PLAN
DEAD-END OR
REVERSE ANCHOR



ELEVATION
DEAD-END OR
REVERSE ANCHOR

DIAMETER (in)	PRESSURE (psi)	x (in)	Ax (in)	y (in)	Ay (in)	Ab (sf)	h (in)	Vol (cy)
4	250	12	72	12	28.80	6.80	18	1.0
6	250	18	84	12	30.90	9.73	18	1.0
8	250	36	120	12	33.05	18.53	18	1.5
12	170	36	120	15	43.20	24.60	18	2.0
12	250	48	144	18	49.20	36.80	24	3.75
16	170	54	156	18	53.40	44.05	24	4.25
16	250	60	168	24	65.40	60.50	36	8.5

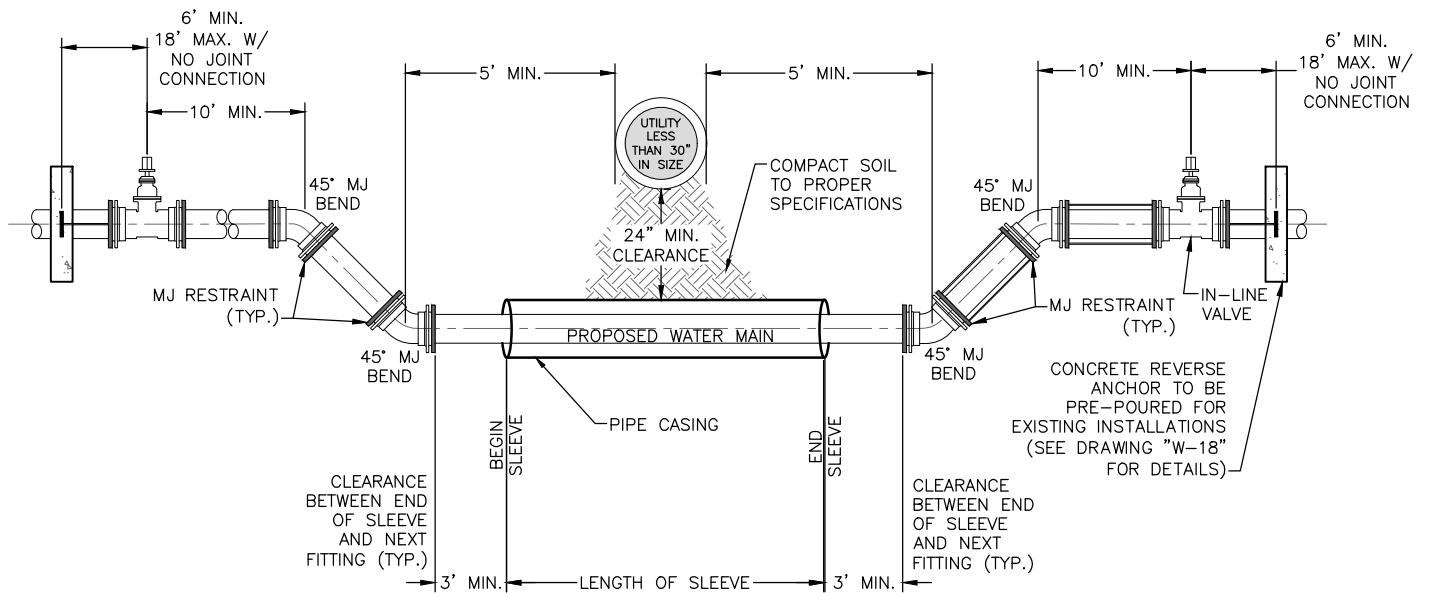
NOTES:

1. THE MINIMUM BEARING SURFACE AREAS SHOWN ARE BASED ON A MAX. STATIC PIPE PRESSURE OF 170/250 POUNDS PER SQUARE INCH PLUS A SAFETY FACTOR OF 1.5, AND AN ALLOWABLE SOIL BEARING CAPACITY OF 1,500 POUNDS PER SQUARE FOOT. FOR HDPE, ADDITIONAL ASSUMPTIONS INCLUDE A MAX 50°F TEMPERATURE CHANGE AND A POISSON RATIO OF 0.45. REFERENCE AWWA M-23, M-41, AND M-55.
2. THE DESIGN ENGINEER IS RESPONSIBLE FOR VERIFYING ASSUMPTIONS BASED ON ACTUAL SITE CONDITIONS. IF SITE VARIES FROM THE ASSUMPTIONS, THE DESIGN ENGINEER SHALL PROVIDE A SITE-SPECIFIC DESIGN THAT SHALL BE IN ACCORDANCE WITH AWWA M-23, PVC PIPE DESIGN AND INSTALLATION, AND AWWA M-41, DUCTILE IRON PIPE, AND FITTINGS. SITE-SPECIFIC DESIGNS USING GEOTECHNICAL INFORMATION SHALL BE SUBMITTED TO THE TOWN FOR APPROVAL.
3. THE MINIMUM LATERAL BEARING SURFACE AREA (Ab) AND APPROXIMATE VOLUME OF CONCRETE (Vol) SHALL BE SHOWN ON THE CONSTRUCTION PLANS FOR ALL CONCRETE REVERSE ANCHORS.
4. THE APPROXIMATE VOLUMES SHOWN ARE BASED ON THE MINIMUM DIMENSIONS IN THE TABLE. THE APPROXIMATE VOLUME IS ROUNDED UP TO THE NEAREST 0.25 CUBIC YARDS.
5. A SITE-SPECIFIC DESIGN SHALL BE REQUIRED FOR PIPES LARGER THAN 16 INCHES OR MAX. STATIC PIPE PRESSURES GREATER THAN 250 POUNDS PER SQUARE INCH. THE DESIGN ENGINEER HAS THE OPTION OF PROVIDING A SITE-SPECIFIC DESIGN FOR PIPES SMALLER THAN 16 INCHES OR MAX. STATIC PRESSURES LESS THAN THE PRESSURE LISTED IN THE TABLE.
6. COAT RODS WITH EPOXY POLYAMIDE COATING, 10 MILS THICK, MIN.
7. A TRENCH WIDTH OF 4 FEET AND 6" BEDDING UNDER THE PIPE ARE ASSUMED FOR BEARING CALCULATIONS, (Ax, Ay, AND y).
8. THE DESIGN ENGINEER SHALL ENSURE THE CONSTRUCTION OF THE CONCRETE REVERSE ANCHOR SHALL NOT CONFLICT WITH OTHER UTILITIES.
9. DUCTILE IRON FITTINGS AND PIPE SHALL BE WRAPPED IN POLYETHYLENE TUBING WHERE ADJACENT TO CONCRETE.

CONCRETE REVERSE ANCHOR FOR MECHANICAL JOINT RESTRAINTS

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Date: JUNE 2024	Revised:
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NOTES:

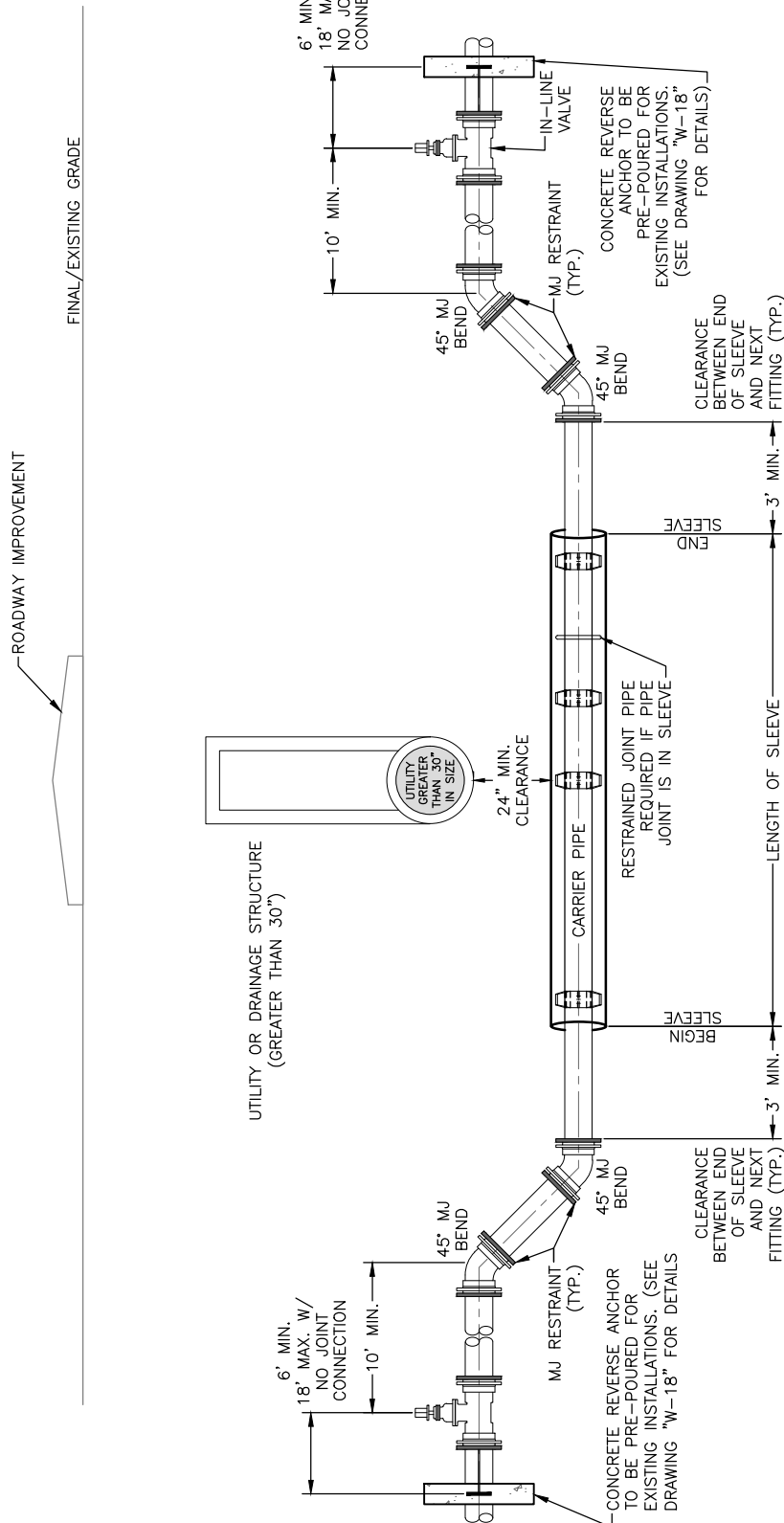
1. ALL DUCTILE IRON FITTINGS AND PIPE SHALL BE CATHODICALLY PROTECTED.
2. ALL FITTINGS SHALL HAVE MJ RESTRAINTS.
3. EXAMPLE CAN VARY DUE TO SITE CONDITIONS AND DISTRICT INSPECTOR'S DIRECTION.
4. RESTRAINED JOINTS ARE REQUIRED WITHIN LOWERING.
5. NO TAPS OR TEES ARE ALLOWED WITHIN THE LOWERING.

LOWERING DETAIL – UTILITY CROSSING 30" & SMALLER

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



W-19



NOTES:

1. 3/4" ALL-THREAD TO BE USED FROM VALVE TO REVERSE ANCHOR AND FROM UPPER BEND TO VALVE.
2. IF A JOINT IS LOCATED BETWEEN ANY FITTINGS INCORPORATED INTO THE LOWERING, BELL/JOINT RESTRAINTS MUST BE USED.
3. CASING PIPE MUST BE CLEAN AND FREE OF ALL DIRT AND DEBRIS BEFORE INSTALLING CARRIER PIPE AND BEFORE INSTALLING END SEALS.
4. CARRIER PIPE SHALL BE DIP, UNLESS OTHERWISE APPROVED.
5. FURNISH AND INSTALL JOINT BONDING, POLYETHYLENE TUBING, AND 17 LB. MAGNESIUM ANODE ON DIP LOWERING PER STANDARD SPECIFICATIONS.
6. FURNISH AND INSTALL ONE 17 LB. MAGNESIUM ANODE PER 20 FEET OR LESS OF CASING PIPE.
7. ENTIRE LENGTH OF LOWERING (FROM VERTICAL BEND TO LOWER VERTICAL BEND) SHALL REST ON 18" MINIMUM OF 3/4" ROCK BELOW CASING AND UP TO SPRINGLINE OF CASING AND CARRIER PIPE.

LOWERING DETAIL W/CASING UTILITY CROSSING GREATER THAN 30"

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DETAIL B
N.T.S.

CONCRETE REVERSE ANCHOR
(SEE DRAWING "W-18")

PIPE

MECHANICAL JOINT RESTRAINT W/CRA (2) MJ ON PVC (2) MJ'S ON DIP

MJ VALVE

VALVE BOX; TOP SELECTION

VALVE BOX

12"

2'-0"

2" GALV. STEEL PIPE

2" SCREW-ON VALVE

1/2" TO 1" ROCK (MIN 1/3 CY)

2" GALVANIZED STEEL PIPE

MJ PLUG WITH 2" TAP

MECHANICAL JOINT RESTRAINT

3'-4" ABOVE FINAL GRADE

THREADED CONNECTION

FINAL GRADE

2" GALV. STEEL PIPE

17 LB. ANODE

6" MIN.

4" MIN.

ROLL BEND APPROX 22.5° TO EITHER SIDE WHEN STAND PIPE IS ABOVE GROUND. SEE NOTE 1 (2-45° BENDS MAY BE USED)

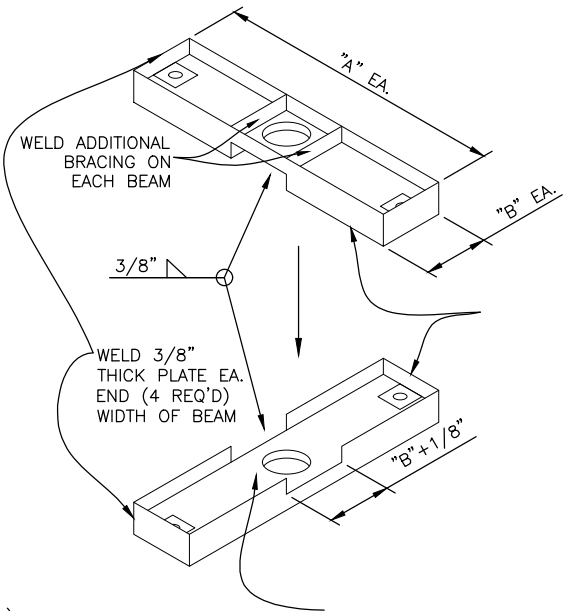
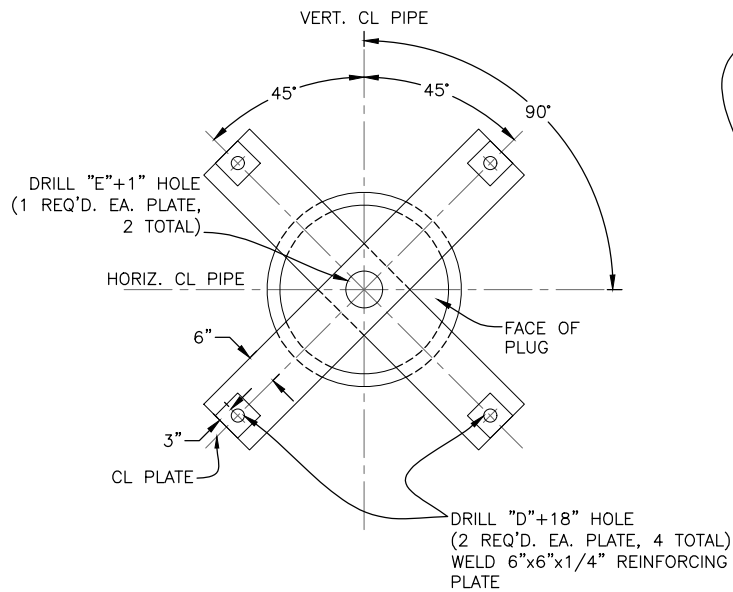
2"x45° (OR 90°) THREADED BEND WITH 1/8" DRILLED DRAIN HOLE

NOTES:

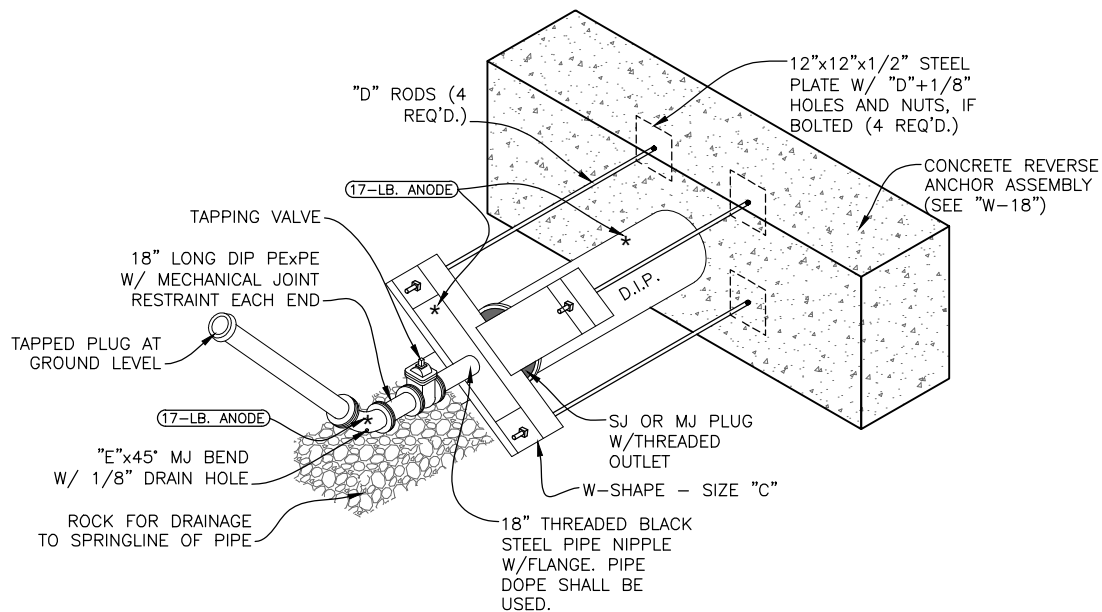
1. IF APPROPRIATE LOCATION FOR DISCHARGED WATER CANNOT BE REACHED BY ROLLING THE BEND, ADDITIONAL BENDS MAY BE REQUIRED BY THE TOWN INSPECTOR.
2. COAT TIE RODS, BEAM, AND GALVANIZED STEEL PIPE WITH EPOXY POLYAMIDE COATING, 10 MILS THICK, MIN.
3. ENTIRE BLOW-OFF ASSEMBLY MUST BE ADEQUATELY SUPPORTED, CONCRETE PAVER STONES MAY BE REQUIRED.
4. PIPE DOPE APPROVED FOR USE IN POTABLE WATER SYSTEMS MUST BE USED ON ALL THREADED FITTINGS.
5. TEMPORARY BLOW-OFF VALVE ASSEMBLIES SHALL BE INSPECTED BY THE TOWN INSPECTOR PRIOR TO BACKFILL. BACKFILL COMPACTION TO BE SAME AS PIPE COMPACTION SPECIFICATIONS.
6. 2" GALVANIZED PIPE MUST BE RATED TO 250 PSI AND CONFORM TO NSF-61 SPECIFICATIONS.
7. THE TOWN INSPECTOR MAY REQUIRE TIE-BACK RODS IN ADDITION TO THE MJ RESTRAINTS DEPENDING ON FIELD CONDITIONS AND SYSTEM PRESSURES.

Drawn: IGL	Revised:		W-22
Date: JUNE 2024	Revised:		
Scale: N.T.S.	Revised:		





REFER TO W-24 FOR ALL DIMENSIONS & SIZES
 "E"=SIZE OF BLOW-OFF ASSEMBLY
 (WHERE "E"=2", USE STANDARD BLOW-OFF ASSEMBLY, W-22)



NOTES:

1. PIPE DOPE APPROVED FOR USE IN POTABLE WATER SYSTEMS MUST BE USED ON ALL THREADED JOINTS.
2. ENTIRE BLOW-OFF ASSEMBLY MUST BE FULLY SUPPORTED SO NO LOAD BEARS ON BLOW-OFF PIPING.
3. IF APPROPRIATE LOCATION FOR DISCHARGED WATER CANNOT BE REACHED BY ROLLING THE BEND, ADDITIONAL BENDS MAY BE REQUIRED.
4. COAT TIE-RODS, BEAMS, AND BLACK IRON PIPE WITH EPOXY POLYAMIDE COATING, 10 MILS THICK, MIN.

TEMP & PERMANENT BLOW-OFF ASSEMBLIES FOR MAINS 12"+

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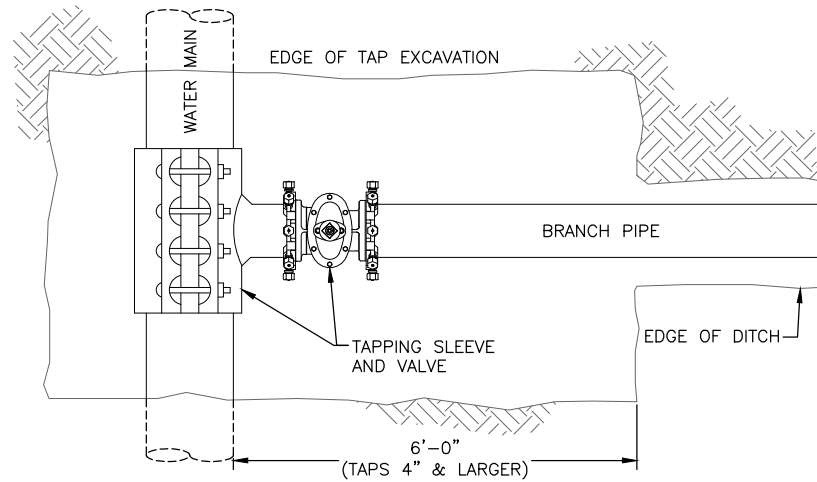
W-23

BLOW-OFF ASSEMBLY SIZING

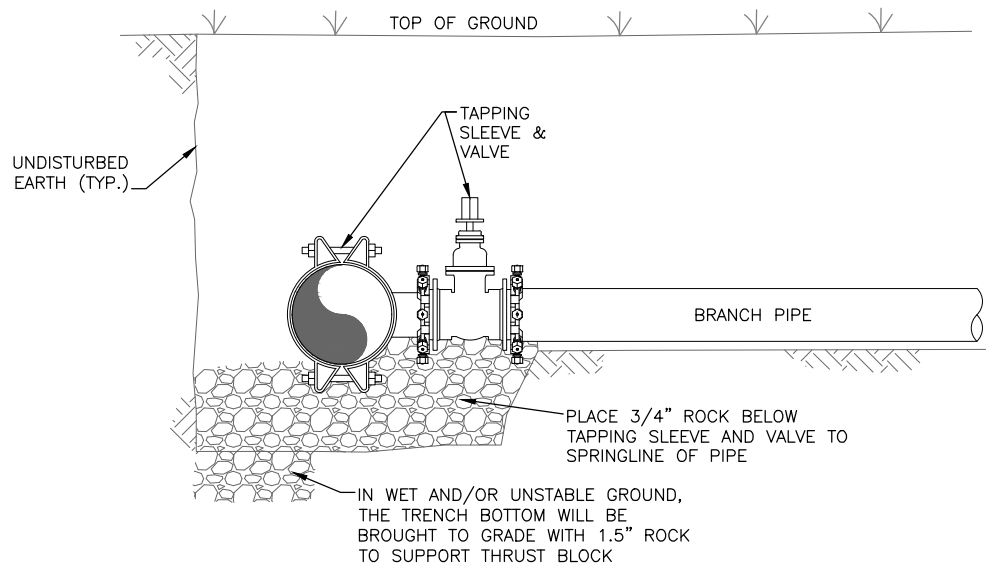
MAIN PIPE DIA. (IN.)	STATIC PRESSURE RANGE (P.S.I.)	DIMENSIONS FROM DRAWING "W-23"				
		"A" (IN)	"B" (IN)	"C" (W-SHAPE)	"D" ROD SIZE (IN)	"E" BLOW-OFF PIPE SIZE (IN)
12	<100 101-150 151-200 201-250	36	10	W10 x 15	5/8	2
		36	10 1/4	W10 x 19	3/4	2
		36	10 1/8	W10 x 22	7/8	2
		36	10 1/8	W10 x 22	1	2
16	<100 101-150 151-200 201-250	40	12 1/4	W12 x 26	7/8	4
		40	12 1/4	W12 x 26	1	4
		40	12 1/4	W12 x 26	1 1/8	4
		40	12 1/2	W12 x 35	1 1/4	4
18	<100 101-150 151-200 201-250	42	12 1/4	W12 x 26	1	4
		42	12 1/2	W12 x 35	1 1/4	4
		42	12	W12 x 40	1 3/8	4
		42	12	W12 x 45	1 1/2	4
20	<100 101-150 151-200 201-250	44	12 1/4	W12 x 26	1	4
		44	12 1/2	W12 x 35	1 1/4	4
		44	12	W12 x 40	1 3/8	4
		44	12	W12 x 45	1 1/2	4
24	<100 101-150 151-200 201-250	48	12 1/2	W12 x 35	1 1/4	6
		48	12	W12 x 40	1 1/2	6
		48	12	W12 x 53	1 1/4*	6
		48	12	W12 x 53	1 1/8*	6
30	<100 101-150 151-200 201-250	54	12 1/4	W12 x 50	1 1/8*	6
		54	12 1/4	W12 x 58	1 3/8*	6
		54	12 1/8	W12 x 65	1 1/2*	6
		54	12 1/4	W12 x 72	1 5/8*	6
36	<100 101-150 151-200	60	12 1/4	W12 x 58	1 1/4*	8
		60	12 1/4	W12 x 72	1 1/2*	8
		60	12 3/4	W12 x 96	1 3/4*	8
		60				8

- NOTES:
- 1. ALL W-SHAPES FABRICATED FROM A36 STEEL.
 - 2. ALL RODS SHALL BE MIN. GRADE A307 EXCEPT WHERE NOTED AS *. THESE SHALL BE MINIMUM STRENGTH EQUAL TO ASTM A325 RODS.
 - 3. A 50% SURGE FACTOR HAS BEEN INCLUDED IN DESIGN.
 - 4. FOR SIZES AND PRESSURES GREATER THAN THOSE SHOWN, SPECIAL DESIGN IS REQUIRED, APPROVED BY THE TOWN.

BLOW-OFF ASSEMBLY DIMENSION DATA FOR MAINS 12" +



PLAN VIEW
N.T.S.

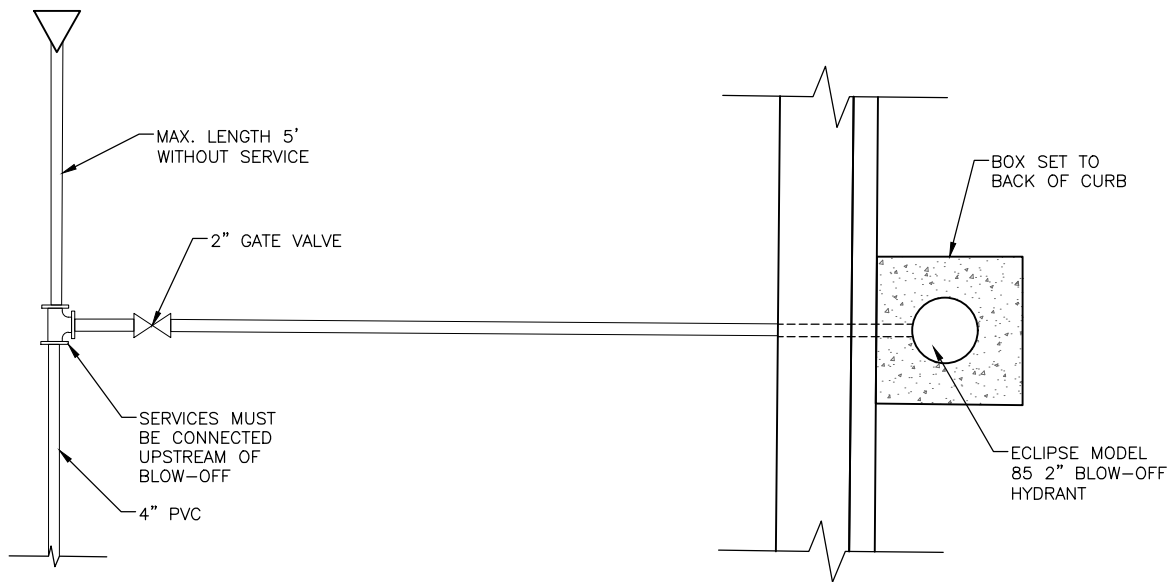


PROFILE VIEW
N.T.S.

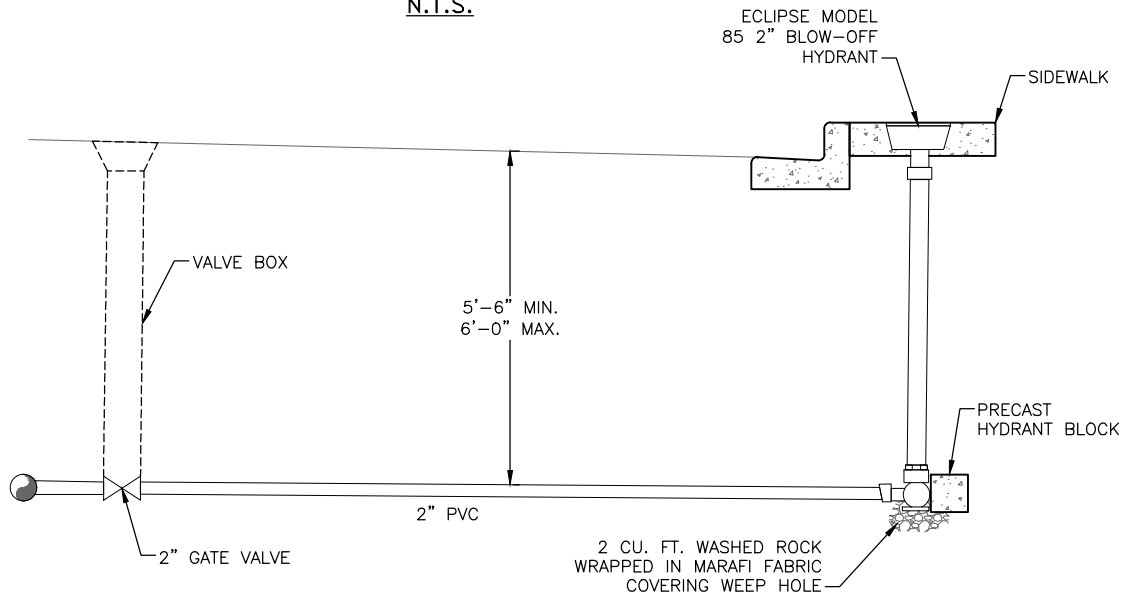
PIPE TAPPING DETAIL

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:





PLAN VIEW
N.T.S.



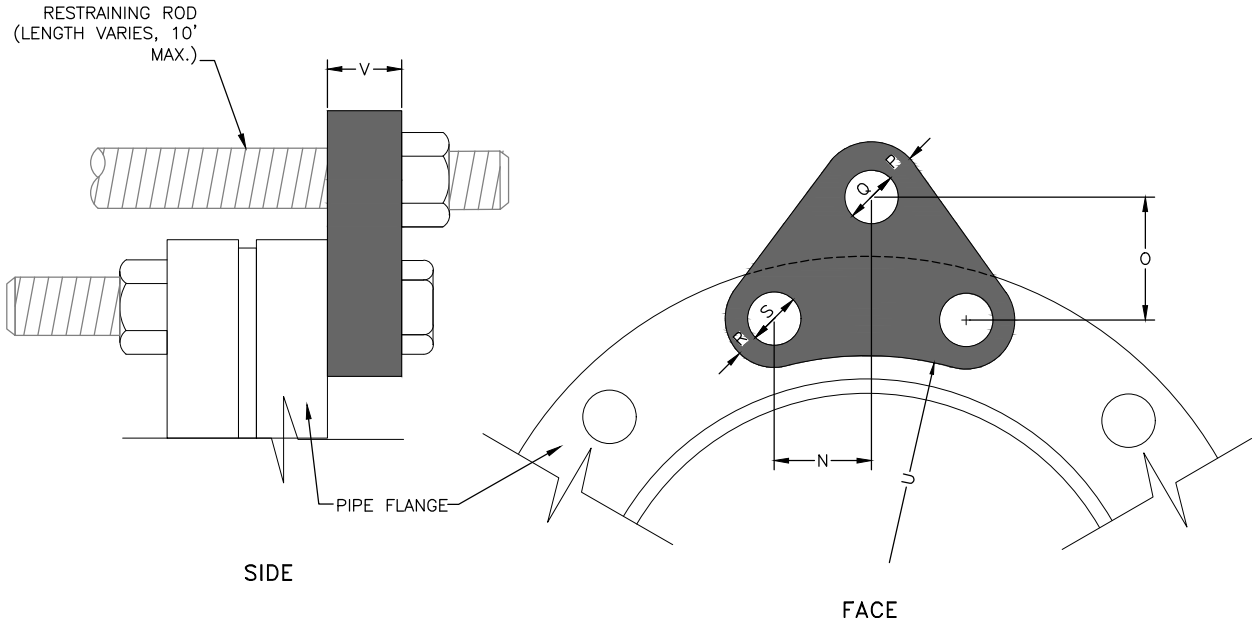
PROFILE VIEW
N.T.S.

CUL-DE-SAC BLOW-OFF DETAIL

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Date: JUNE 2024	Revised:
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W-26



PIPE DIA. (IN.)	PRESS. CLASS (PSI)	"N" (IN.)	"O" (IN.)	H.S. ROD			M.S. ROD			"R" (IN.)	"S" (IN.)	"U" (IN.)	"V" (IN.)	NO REQ'D (EA)
				"P" (IN.)	"Q" (IN.)	ROD DIA. (IN.)	"P" (IN.)	"Q" (IN.)	ROD DIA. (IN.)					
6	150	1-15/16	2-1/4	1	7/8	3/4	1	7/8	3/4	7/8	7/8	3-3/4	3/4	2
	300	1-3/8	2-3/4	1	1	7/8	1	1	7/8	7/8	7/8	4-7/16	1	
8	150	2-1/4	2-3/4	1	7/8	3/4	1	7/8	3/4	1	7/8	4-7/8	3/4	2
	300	1-11/16	2-7/8	1	1	7/8	1	1	7/8	1	1	5-1/2	1	
12	150	2-3/16	2-3/4	1-1/4	1-1/8	1	1-1/4	1-1/8	1	1-1/8	1	7-1/4	7/8	2
	300	1-3/4	3-3/4	1-3/8	1-1/4	1-1/2	1-3/8	1-3/8	1-1/4	1-1/4	1-1/8	7-5/8	1-1/4	
16	150	2-1/16	2-3/4	1-1/2	1-3/8	1-1/4	1-1/2	1-3/8	1-1/4	1-1/4	1-1/8	9-3/8	1-1/8	3
	300	1-3/4	4-1/4	1-1/2	1-1/2	1-3/8	1-1/2	1-1/2	1-3/8	1-1/2	1-3/8	9-7/8	1-1/2	
18	150	2-1/4	2-1/2		1-1/8	1		1-1/8	1		1-1/8	10	1-1/8	4
	300	1-7/8	3-3/4	1-1/2	1-1/2	1-1/2	1-1/2	1-1/2	1-1/2	1-1/2	1-3/8	10-3/16	2	4
20	150	2-5/8	1-15/16		1-1/8	1		1-1/8	1		1-1/4	11-1/8	1-1/4	4
	300	2	3-1/16	1-3/8	1-9/16	1-1/2	1-3/8	1-9/16	1-1/2	1-3/8	1-3/8	10-1/2	2-1/2	4
24	150	2-5/16	2-5/8		1-1/8	1		1-1/8	1		1-3/8	13-1/4	1-1/4	6
	300	2-5/16	3-1/8	1-1/2	1-9/16	1-1/2	1-1/2	1-9/16	1-1/2	1-1/2	1-5/8	12-1/2	2-1/4	6

NOTES:

1. M.S. MEANS MILD STEEL ROD, ASTM STANDARD DESIGNATION A-36. NUTS SHALL BE ASTM STANDARD DESIGNATION A-307
2. H.S. MEANS HIGH STRENGTH STEEL ROD, ASTM STANDARD DESIGNATION A-193 GRADE B-7. NUTS SHALL BE ASTM STANDARD DESIGNATION A-193 GRADE 2-H.

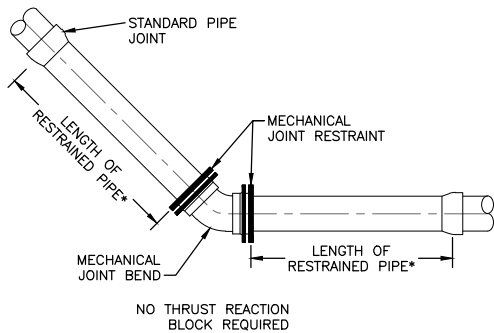
FLANGE – LUG DETAIL

Drawn: IGL
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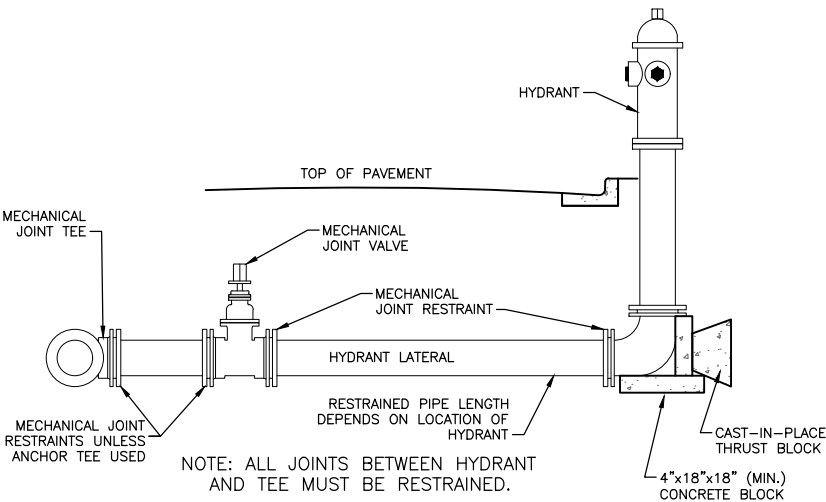
Revised:
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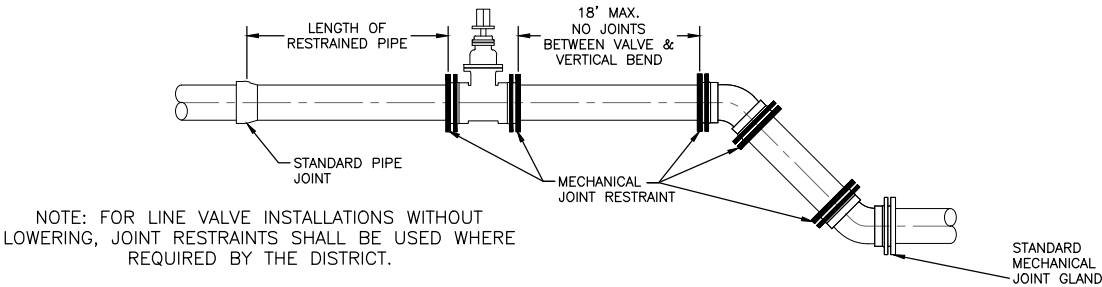
W-27



INSTALLATION FOR BENDS



INSTALLATION FOR BENDS



INSTALLATION FOR LINE VALVE & LOWERING

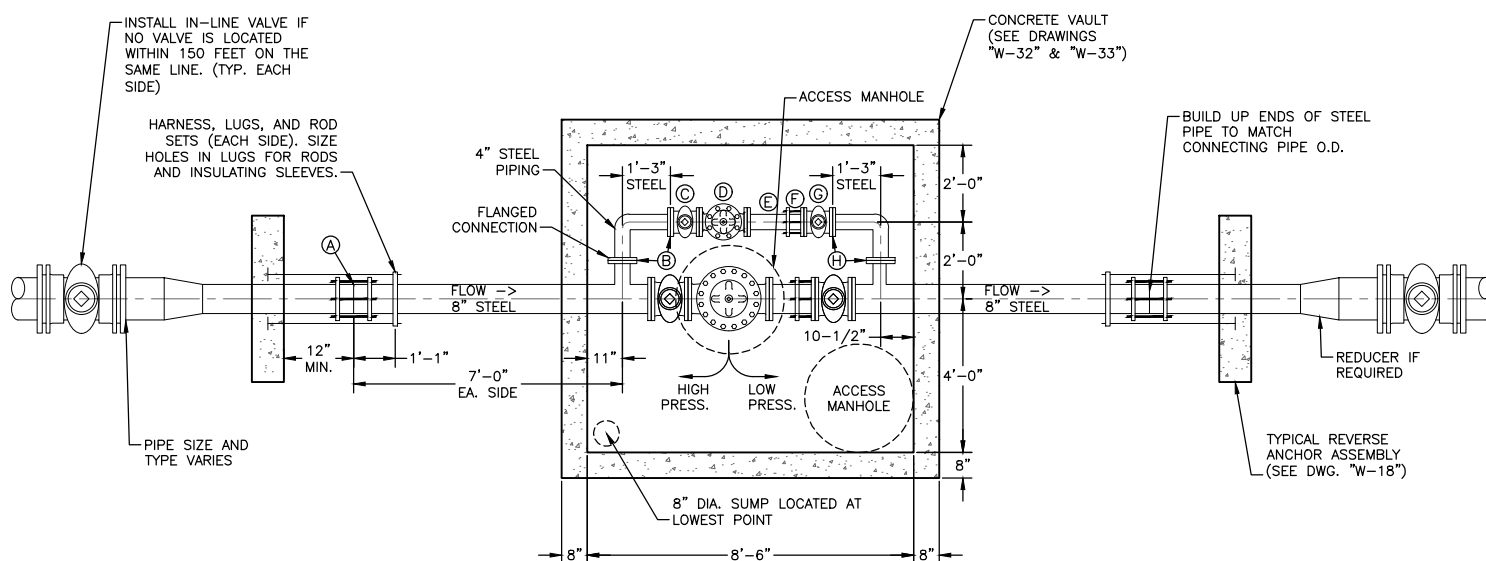
- NOTES:
- 1. MECHANICAL JOINTS SHALL BE APPROVED ACCORDING TO MATERIAL SPECIFICATION FOR DIP AND PVC PIPE.
 - 2. LENGTH OF PIPE REQUIRING JOINT RESTRAINT SHALL BE DETERMINED FROM CHART ON DRAWING W-13.
 - 3. RESTRAINED JOINT PVC PIPE SHALL NOT BE USED FOR LOWERINGS.
 - 4. IF A JOINT IS LOCATED BETWEEN ANY FITTINGS INCORPORATED INTO THE ASSEMBLY, BELL/JOINT RESTRAINTS MUST BE USED.

APPLICATIONS FOR MECHANICAL JOINT RESTRAINTS

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



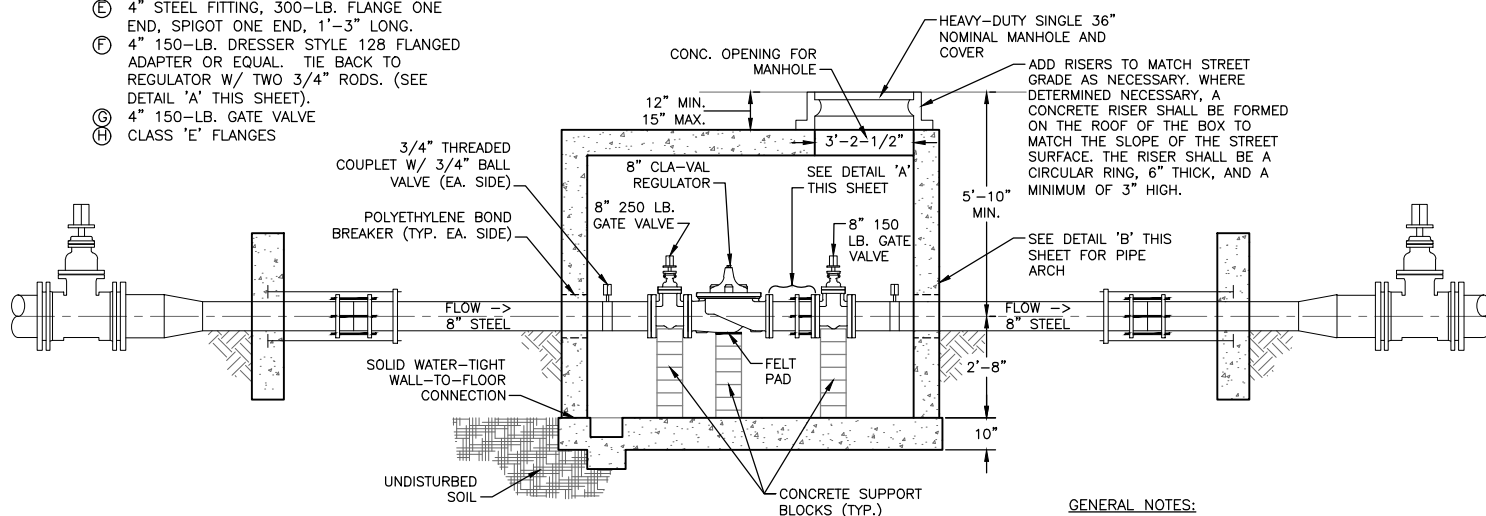
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FOR SHEET W-29



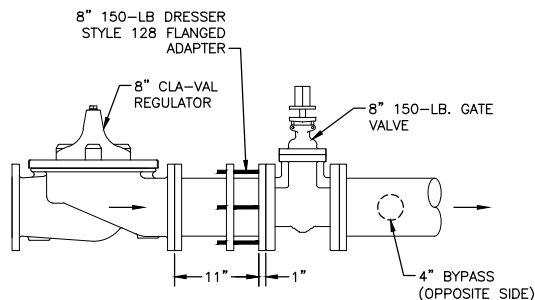
PLAN LEGEND

- (A) 8" STYLE 39 DRESSER COUPLING, OR EQUAL
- (B) 300-LB. FLANGES
- (C) 4" 250-LB. GATE VALVE
- (D) 4" 250-LB. CLA-VAL REGULATOR OR APPROVED EQUAL
- (E) 4" STEEL FITTING, 300-LB. FLANGE ONE END, SPIGOT ONE END, 1'-3" LONG.
- (F) 4" 150-LB. DRESSER STYLE 128 FLANGED ADAPTER OR EQUAL. TIE BACK TO REGULATOR W/ TWO 3/4" RODS. (SEE DETAIL 'A' THIS SHEET).
- (G) 4" 150-LB. GATE VALVE
- (H) CLASS 'E' FLANGES

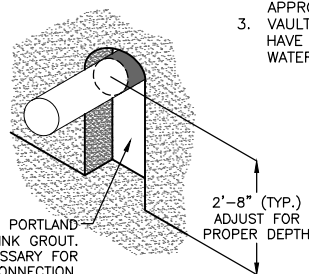
PLAN VIEW
N.T.S.



PROFILE VIEW
N.T.S.



DETAIL 'A' - FLANGED ADAPTOR
N.T.S.



DETAIL 'B' - PIPE ARCH
N.T.S.

- GENERAL NOTES:

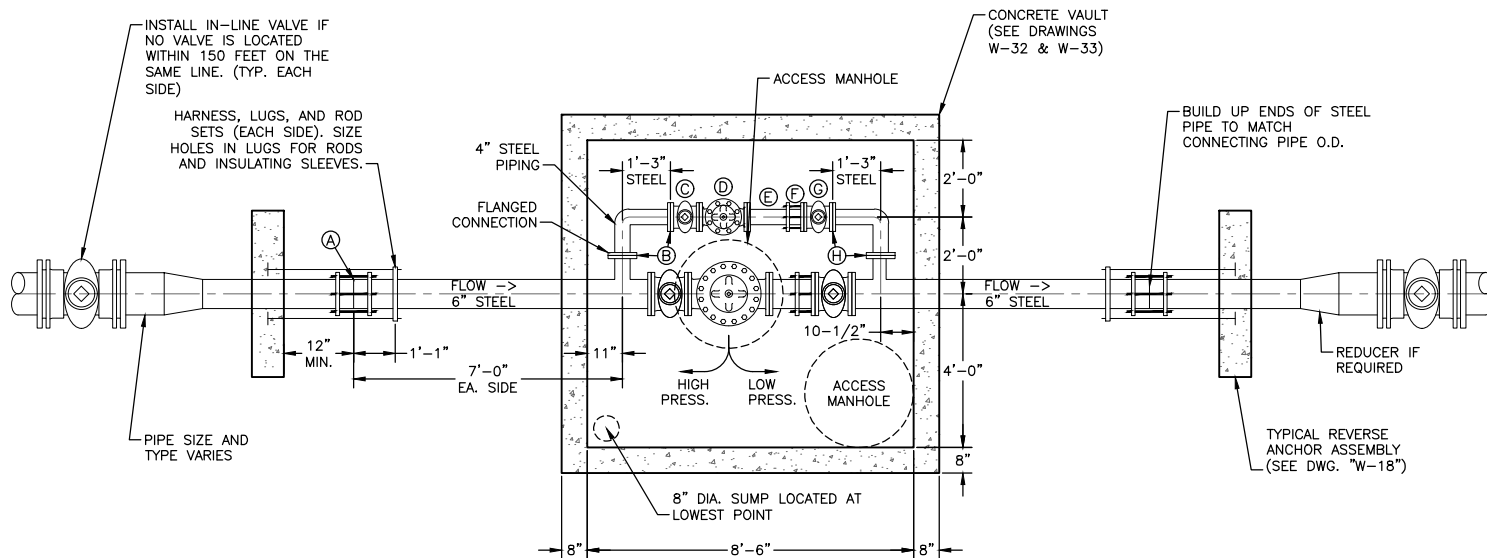
1. CONCRETE VAULTS SHALL MEET ALL CRITERIA AS OUTLINED ON STANDARD DRAWINGS W-32 & W-33.
2. ALL REGULATOR INSTALLATIONS LARGER THAN 8-INCH SHALL BE SPECIALLY DESIGNED AND APPROVED BY THE TOWN.
3. VAULTS SHOULD BE WRAPPED, SEALED, AND HAVE A SIPHON DEVICE FOR REMOVING WATER.

8" SIZE PRESSURE REGULATOR STATION

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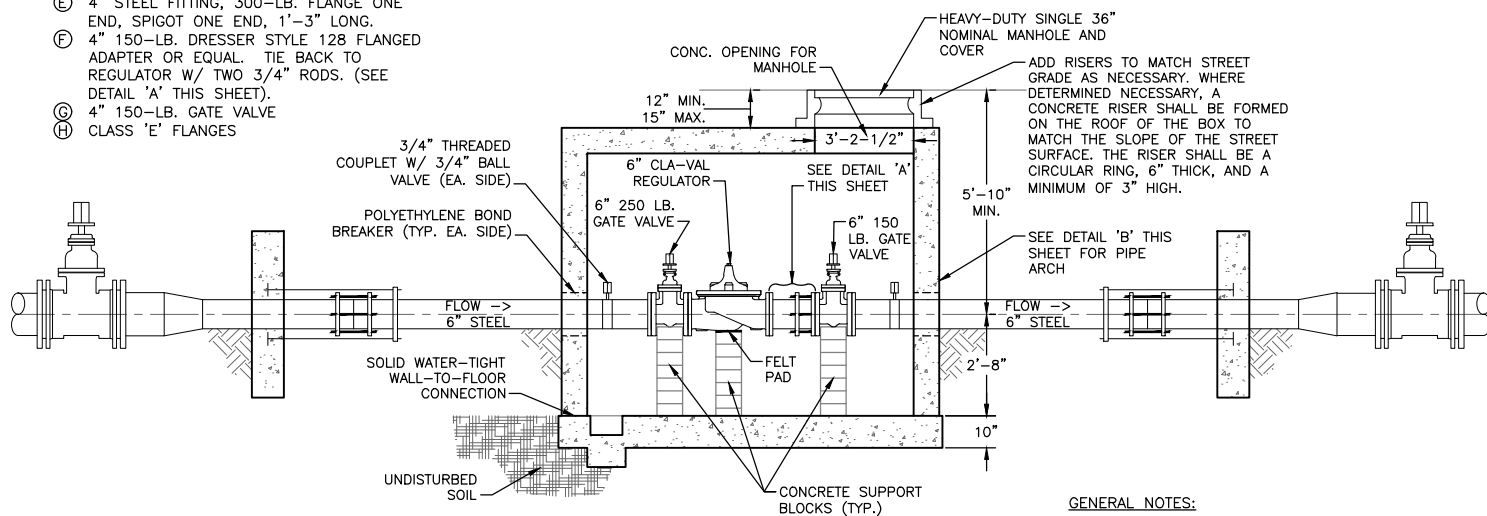
W-30



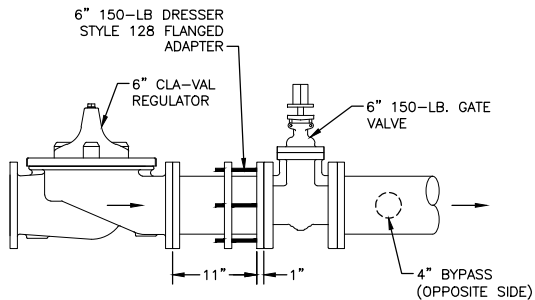
PLAN LEGEND

- (A) 6" STYLE 39 DRESSER COUPLING, OR EQUAL
- (B) 300-LB. FLANGES
- (C) 4" 250-LB. GATE VALVE
- (D) 4" 250-LB. CLA-VAL REGULATOR
- (E) 4" STEEL FITTING, 300-LB. FLANGE ONE END, SPIGOT ONE END, 1'-3" LONG.
- (F) 4" 150-LB. DRESSER STYLE 128 FLANGED ADAPTER OR EQUAL. TIE BACK TO REGULATOR W/ TWO 3/4" RODS. (SEE DETAIL 'A' THIS SHEET).
- (G) 4" 150-LB. GATE VALVE
- (H) CLASS 'E' FLANGES

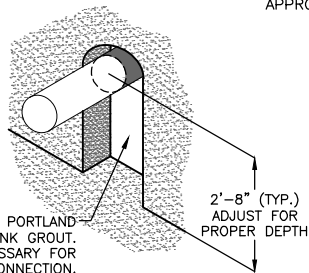
PLAN VIEW
N.T.S.



PROFILE VIEW
N.T.S.



DETAIL 'A' - FLANGED ADAPTOR
N.T.S.



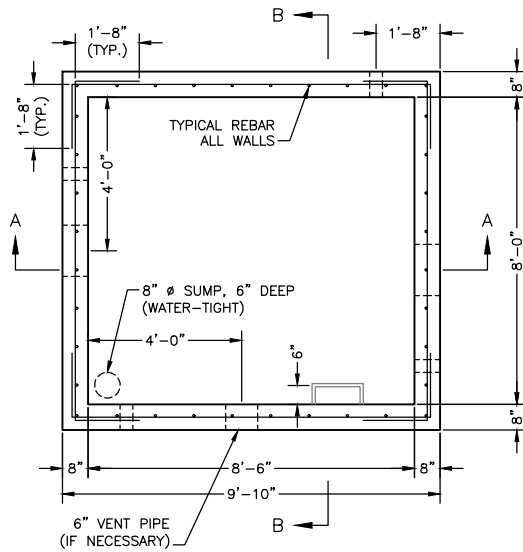
DETAIL 'B' - PIPE ARCH
N.T.S.

6" SIZE PRESSURE REGULATOR STATION

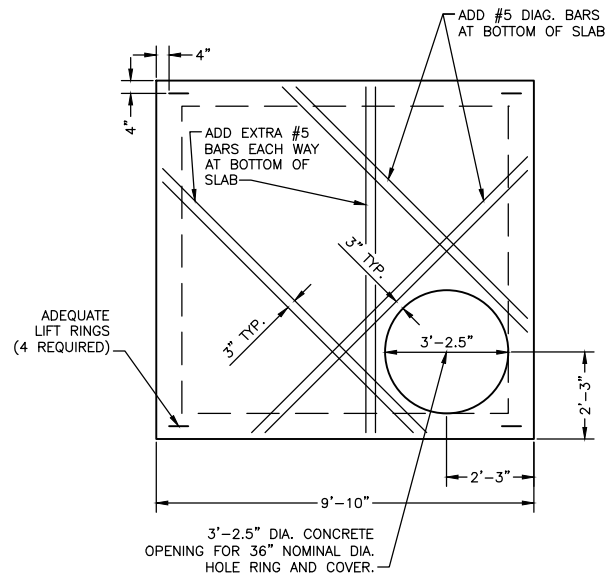
Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



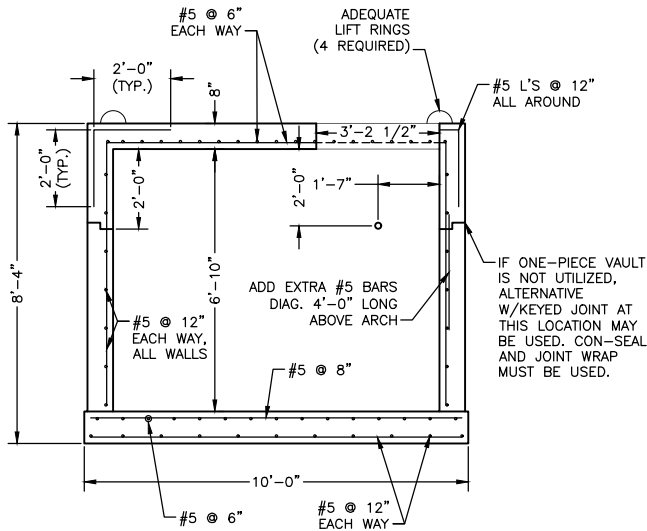
W-31



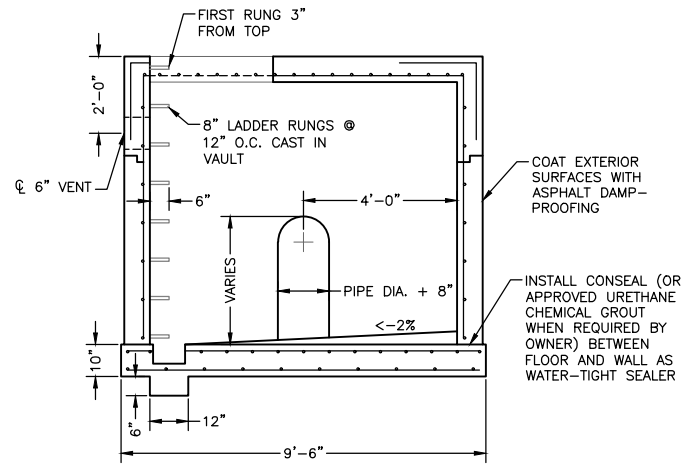
PLAN VIEW
N.T.S.



ROOF PLAN
N.T.S.



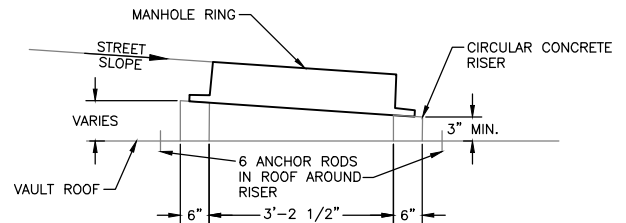
SECTION A-A
N.T.S.



SECTION B-B
N.T.S.

NOTES:

- ALL CONCRETE WORK SHALL COMPLY WITH TOWN STANDARD SPECIFICATIONS AND LATEST A.C.I.-318 CODE.
- MINIMUM CONCRETE CLEARANCES FOR REBAR:
 - 3" WHERE POURED AGAINST EARTH
 - 2" WHERE FORMED AND THEN EXPOSED TO GROUND OR WEATHER FOR #6 OR LARGER. 1.5" FOR #5 AND SMALLER.
 - 1" WHERE EXPOSED TO INTERIOR SURFACES
- ALL VAULTS SHALL BE CONSTRUCTED TO MEET HS20-44 TRAFFIC LOADING CONDITIONS AND 300 PSF SURCHARGE LOAD.

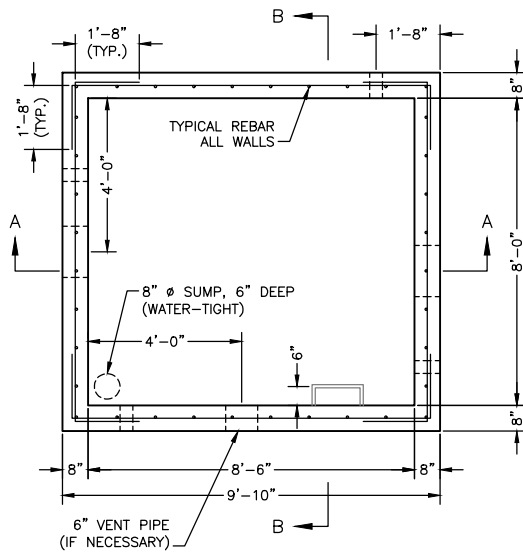


DETAIL A
CONCRETE RISER FOR MANHOLE
N.T.S.

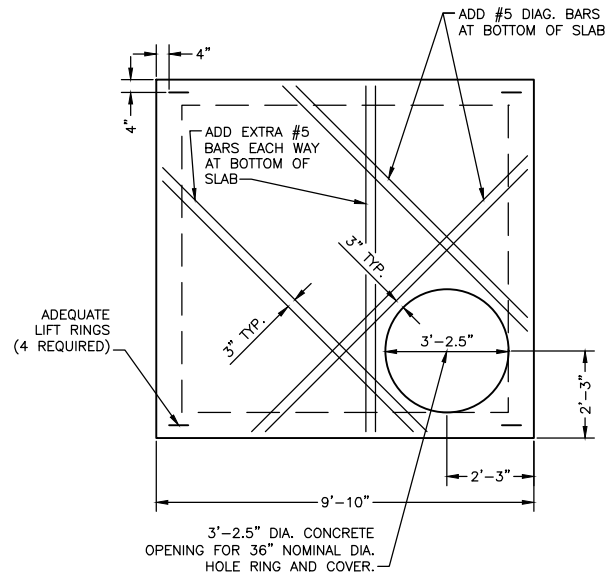
STAND. CONC. VAULT FOR VALVE INSTALLATION (PRECAST)

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Date: JUNE 2024	Revised:
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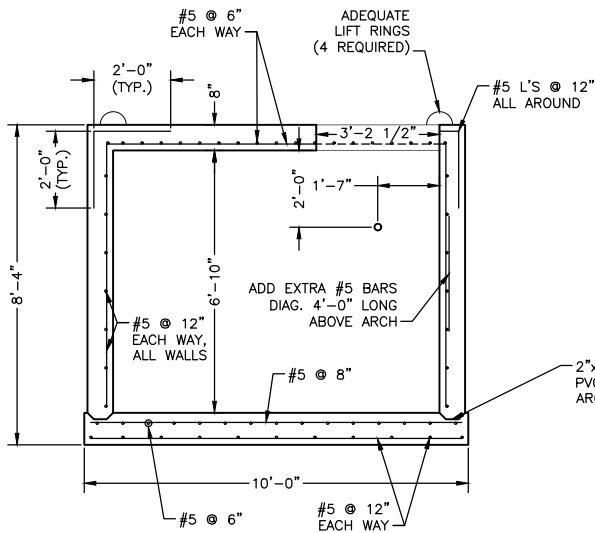




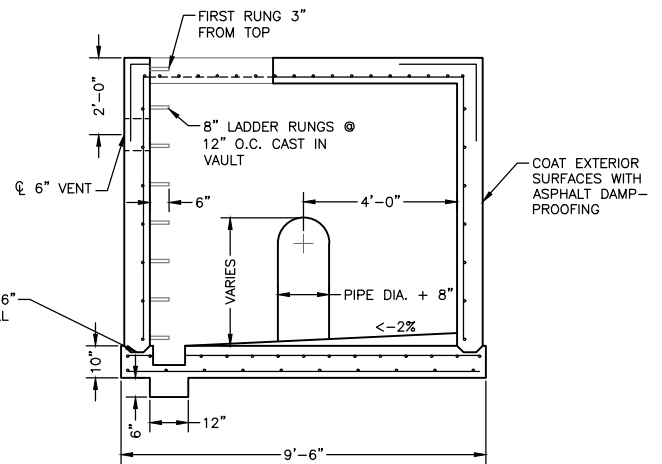
PLAN VIEW
N.T.S.



ROOF PLAN
N.T.S.



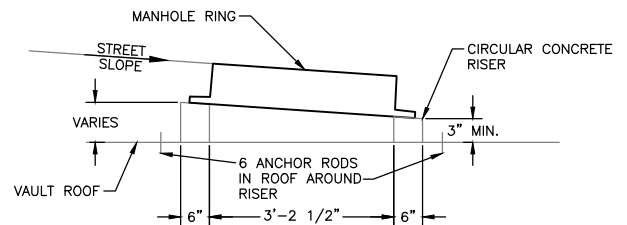
SECTION A-A
N.T.S.



SECTION B-B
N.T.S.

NOTES:

- ALL CONCRETE WORK SHALL COMPLY WITH TOWN STANDARD SPECIFICATIONS AND LATEST A.C.I.-318 CODE.
- MINIMUM CONCRETE CLEARANCES FOR REBAR:
 - 3" WHERE POURED AGAINST EARTH
 - 2" WHERE FORMED AND THEN EXPOSED TO GROUND OR WEATHER FOR #6 OR LARGER, 1.5" FOR #5 AND SMALLER.
 - 1" WHERE EXPOSED TO INTERIOR SURFACES
- ALL VAULTS SHALL BE CONSTRUCTED TO MEET HS20-44 TRAFFIC LOADING CONDITIONS AND 300 PSF SURCHARGE LOAD.

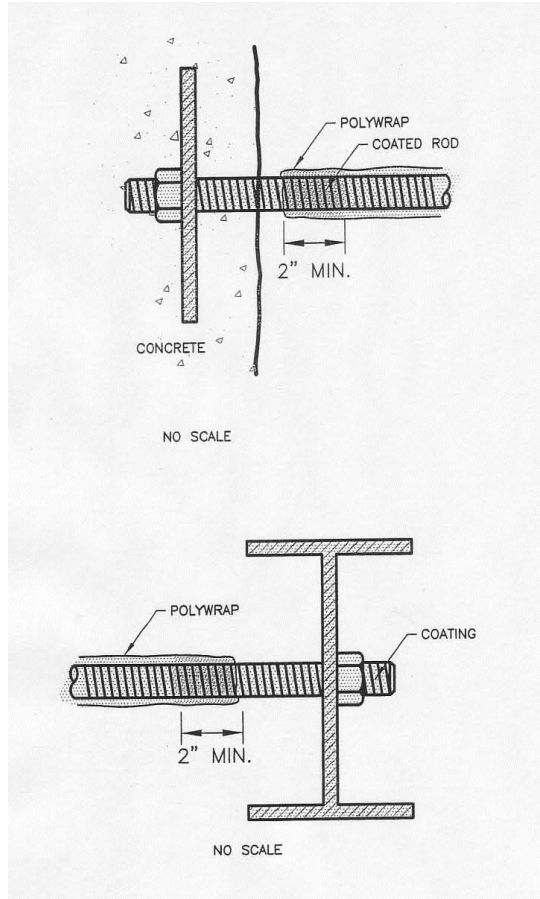


DETAIL A
CONCRETE RISER FOR MANHOLE
N.T.S.

STAND. CONC. VAULT FOR VALVE INSTALLATION (CAST-IN-PLACE)

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Scale: N.T.S.	Revised:



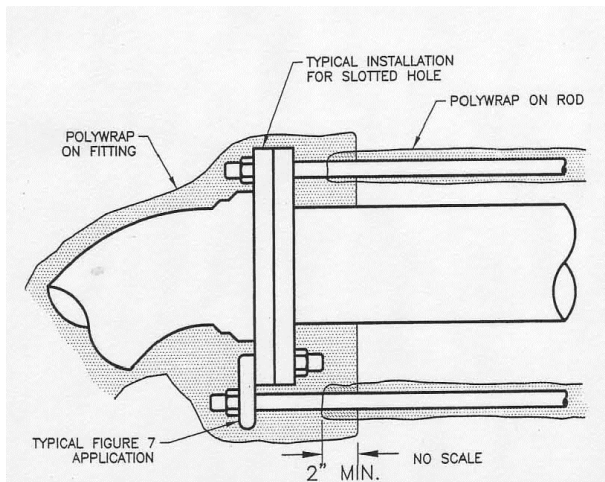


METAL IN CONCRETE:

1. COAT METAL PARTS WHERE IN CONTACT WITH CONCRETE, EXTENDING COATING SEVERAL INCHES BEYOND THE CONCRETE.
2. POLYWRAP THE ROD, OVERLAPPING THE POLYWRAP AND THE COATING A MINIMUM OF 2".
3. SECURE POLYWRAP TO THE ROD USING 2" WIDE, 10-MIL POLYETHYLENE PRESSURE-SENSITIVE TAPE.

ROD THROUGH I-BEAM:

1. COAT ENTIRE I-BEAM,
2. COAT NUT AND ROD, EXTENDING COATING SEVERAL INCHES BEYOND THE BEAM.
3. POLYWRAP THE ROD, OVERLAPPING THE COATING A MINIMUM OF 2".
4. SECURE POLYWRAP WITH TAPE.



RODS IN MJ FITTING:

1. POLYWRAP THE ROD AND SECURE WITH TAPE.
2. POLYWRAP THE FITTING OVERLAPPING THE POLYWRAP ON THE ROD A MINIMUM OF 2" AND SECURE WITH TAPE.

PROTECTING TIE RODS

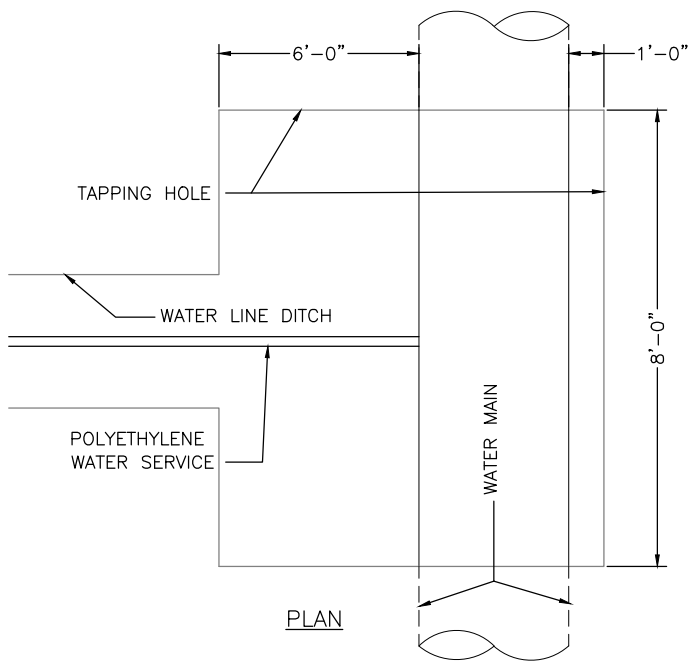
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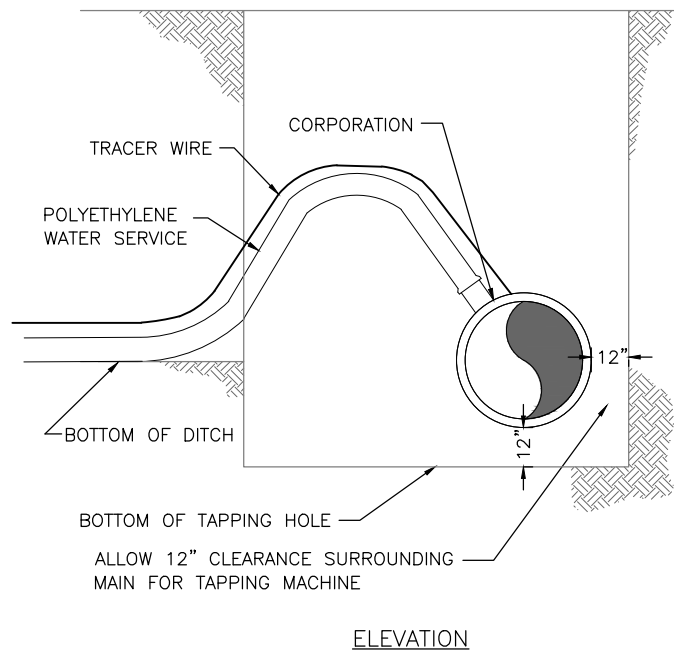
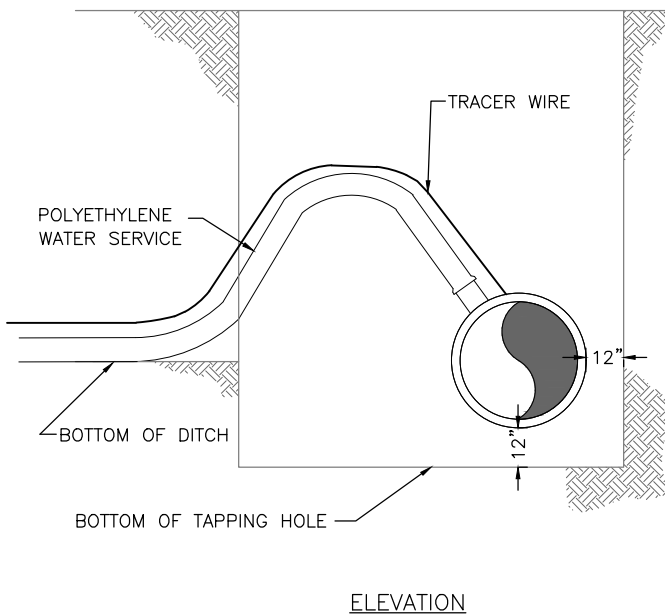
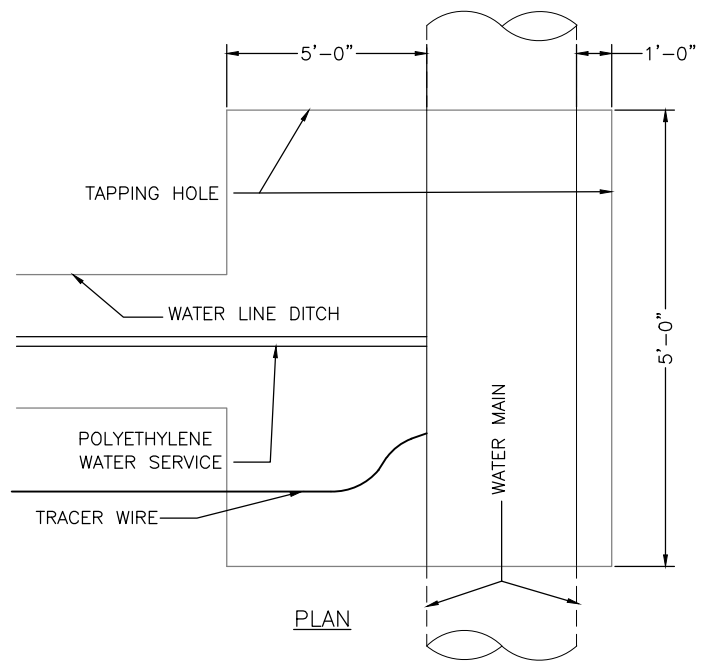


W-34

SERVICE TAPS 1-1/2"
& 2" TAPPING SADDLE



SERVICE TAPS 3/4" &
1" CORPORATION ONLY



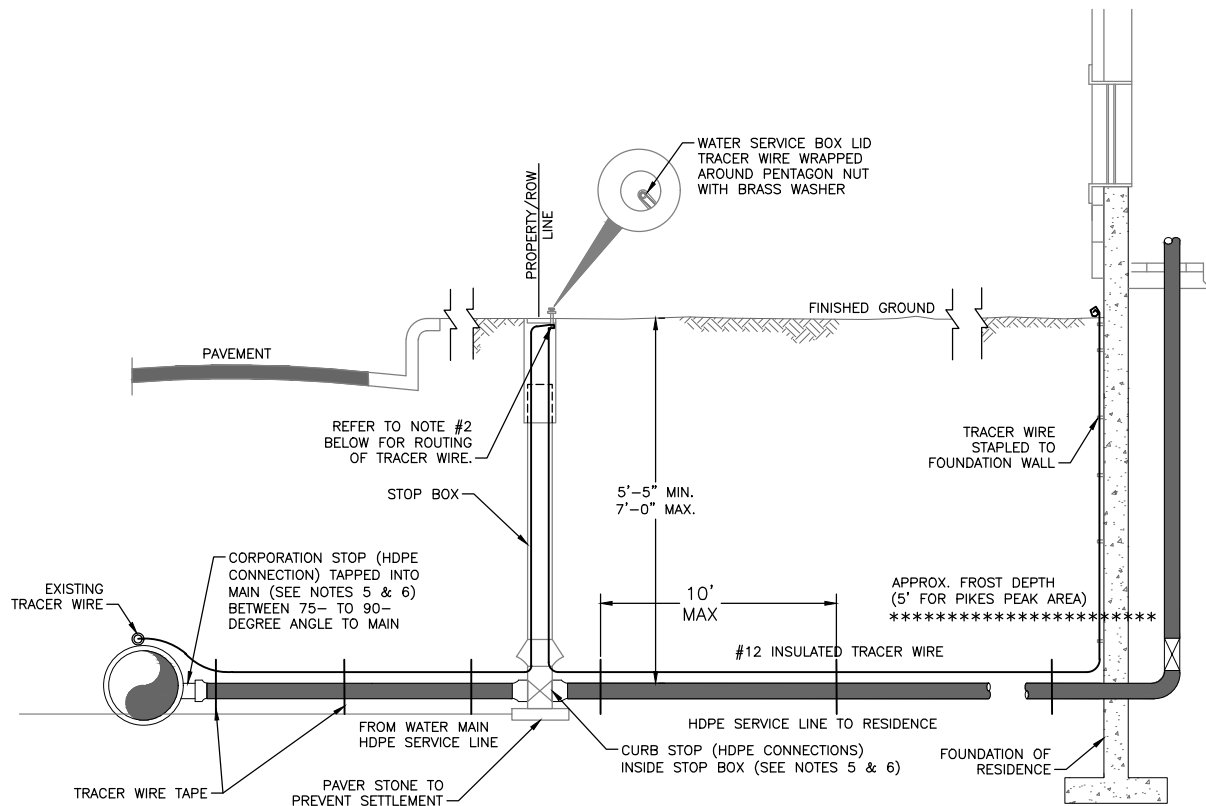
NOTES:

1. TOWN TAPS TO THE WATER MAIN SHALL BE MADE ONLY WHEN APPROVED BY THE DISTRICT. ALL TAPS SHALL USE TAPPING SADDLES. TAPPING SADDLES SHALL HAVE TWO BRASS BANDS AND A BRASS CORPORATION CONNECTION.
2. POLYETHYLENE SERVICE LINE SHALL BE INSTALLED IN A SNAKE-LIKE FASHION FROM MAIN LINE TO WATER METER.

TAPPING DETAIL – 3/4" THROUGH 2"

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Scale: N.T.S.	Revised:





WATER SERVICE LINE NOTES:

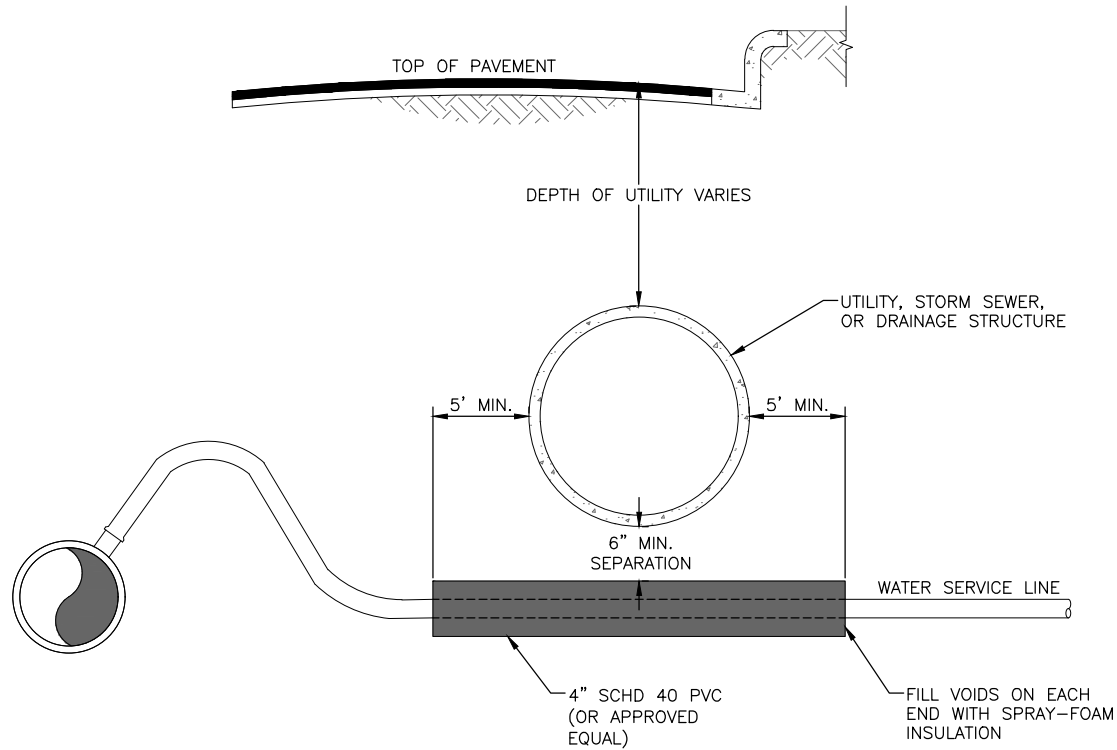
1. NO. 12 INSULATED TRACER WIRE SHALL BE PLACED ALONG SERVICE LINE AND SHALL BE A CONTINUOUS (WITHOUT SPLICES) LENGTH.
2. WHEN A NEW PLASTIC SERVICE IS CONNECTED TO A PVC MAIN, THE SERVICE LINE TRACER WIRE SHALL BE CONNECTED TO THE MAIN'S TRACER WIRE WITH A SPLIT-BOLT CONNECTOR. THE TRACER WIRE IS THEN TAPED ALONG THE SERVICE LINE IN AT LEAST 3 LOCATIONS NOT TO EXCEED 10'. ALL CURB STOP BOXES SHALL HAVE A 1-1/2" DIAMETER SCHD 40 PVC PIPE TELESKOPEDED INSIDE WITH A BELL END TO FIT OVER THE TOP OF THE CURB STOP VALVE. TRACER WIRE SHALL BE EXTENDED UP THE INSIDE OF CURB STOP BOX BUT OUTSIDE THE 1-1/2" SCHD 40 PVC PIPE. TRACER WIRE SHALL BE WRAPPED AROUND CURB STOP BOLT UNDER A BRASS WASHER. THE WIRE WILL THEN BE ROUTED BACK DOWN INSIDE THE CURB BOX AND OUTSIDE THE SCHD 40 PVC, AND TAPED AGAIN TO THE SERVICE LINE UNTIL IT REACHES THE POINT WHERE THE SERVICE LINE ENTERS THE BUILDING. AT THIS POINT, THE TRACER WIRE WILL BE STAPLED TO THE FOUNDATION WALL THEN TURNED BACK TO FORM A ONE-INCH-LONG HOOK AND WRAPPED WITH 4" FILLER TAPE AND THEN 3/4" ELECTRICAL TAPE FOR PROTECTION AT THE SURFACE.
3. TO ASSIST IN PE PIPE LOCATING, A 9-LB. ANODE SHOULD BE CONNECTED TO THE END OF THE TRACER WIRE AND THE WATER MAIN TRACER WIRE EVERY 1,000 FEET ALONG THE LENGTH OF THE WATER MAIN. THE NEW ANODE WILL BE ATTACHED TO THE WATER SERVICE/WATER MAIN TRACER WIRE WITH A SPLIT-BOLT CONNECTOR. THE CONNECTOR IS TO BE WRAPPED FIRST WITH A 4" FILLER TAPE AND THEN 3/4" ELECTRICAL TAPE FOR PROTECTION AGAINST CORROSION.
4. THE APPROPRIATE CLEARANCES BETWEEN ANODES AND STEEL PIPES OR OTHER STRUCTURES MUST BE MAINTAINED PER WATER LINE EXTENSION & SERVICE STANDARDS.
5. BRASS FITTINGS, CORP. STOP, AND CURB STOP SHALL BE WRAPPED WITH WAX TAP FOR PROTECTION PER THE WATER LINE EXTENSION & SERVICE STANDARDS.
6. STIFFENERS SHALL BE INSTALLED WITHIN THE HDPE SERVICE LINE AT THE CONNECTION POINTS OF THE FITTINGS.

TYPICAL INSTALLATION FOR SERVICE LINE & STOP BOX

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Scale: N.T.S.	Revised:



W-36



NOTES:

1. SHOULD ANY SITUATION BE ENCOUNTERED THAT DOES NOT MEET STANDARDS, NOTIFY TOWN INSPECTOR.
2. REFERENCE SECTION 2 OF THESE STANDARDS FOR CROSSING DESIGN INFORMATION.
3. A SLEEVE IS REQUIRED WHERE SEPARATION IS LESS THAN 18" FROM BOTTOM OF UTILITY TO TOP OF WATER SERVICE OR WHERE THE UTILITY IS 30" OR GREATER IN SIZE.
4. PROVIDE WATERTIGHT SEAL ON BOTH ENDS OF SLEEVE.
5. IF THE SERVICE IS LOCATED WITHIN STORM SEWER BEDDING, IT SHALL BE SLEEVED THROUGH THE BEDDING A MINIMUM OF 5' EITHER SIDE REGARDLESS OF DEPTH.
6. WHERE COMPACTION CANNOT BE ACHIEVED, FLOWFILL SHALL BE USED.

INSTALLATION FOR SERVICE LINE W/ SLEEVE UNDER A UTILITY

Drawn: IGL

Revised:

Date: JUNE 2024

Revised:

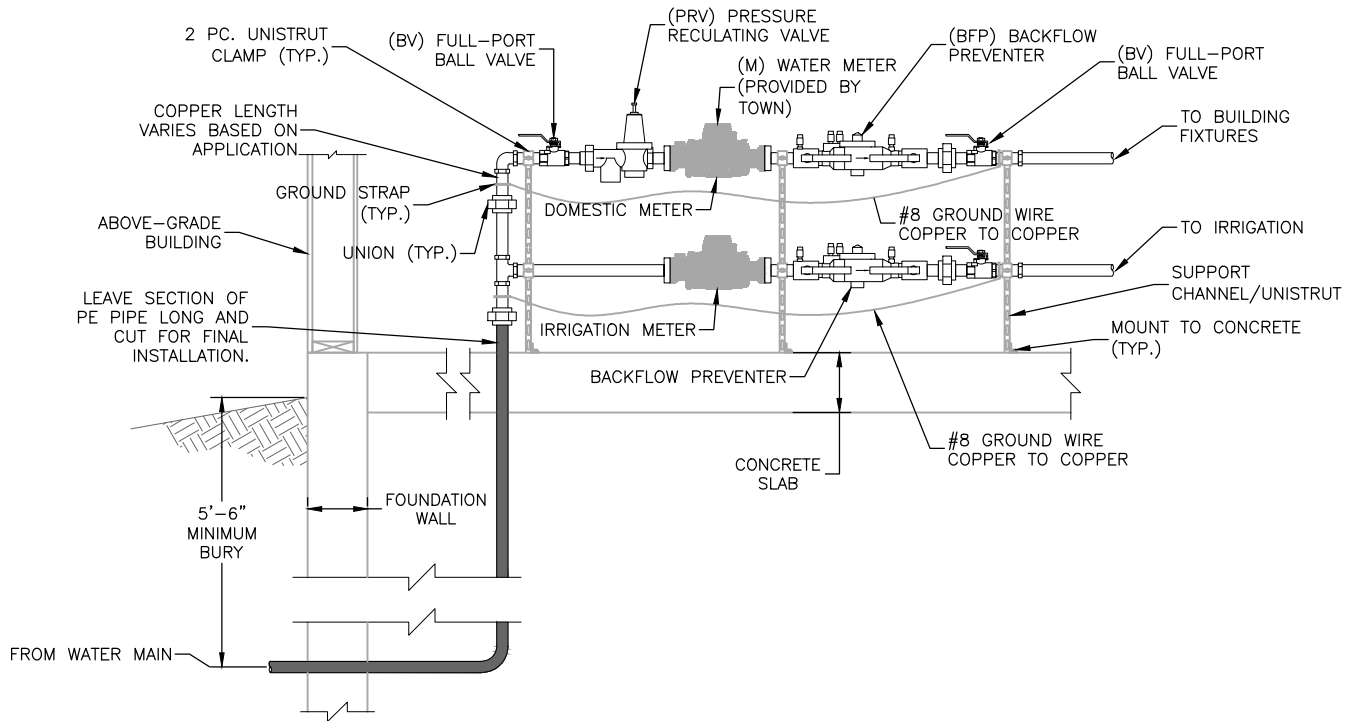
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W-37

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FOR SHEET W-38

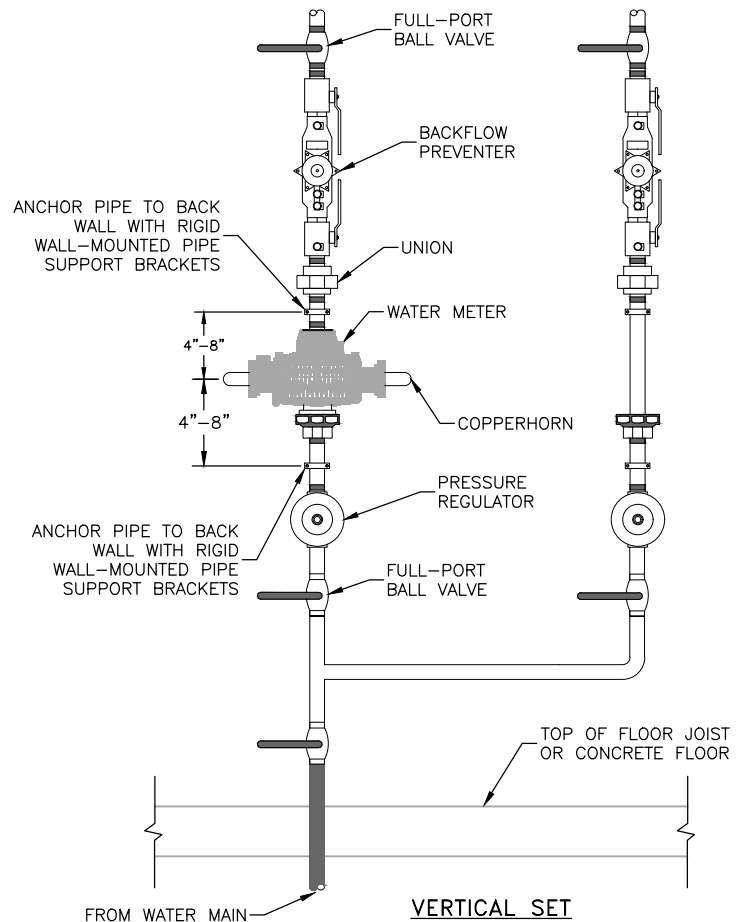


METER SIZE	METER LENGTH*	WITH TAIL PIECE
5/8" (3/4" SHORT) METER	7.5"	12"
3/4" METER	9"	13-1/2"
1" METER	10-3/4"	15"
1-1/2" METER	12-5/8"	
2" METER	15-1/4"	

* CHECK METER LENGTH BEFORE INSTALLATION

NOTES:

- IN THE INTEREST OF SPACE CONSERVATION IT IS PERMISSIBLE TO INSTALL PIPING VERTICALLY DOWNSTREAM OF THE METER INCLUDING THE CHECK VALVE. THE PRESSURE REGULATOR ON THE INLET SIDE OF THE METER MAY BE INSTALLED IN A HORIZONTAL OR VERTICAL POSITION.
- A SECOND PRESSURE REGULATOR MAY BE INSTALLED ON THE DEMAND SIDE OF THE METER DOWNSTREAM FROM A BRANCH SUPPLYING AN IRRIGATION SYSTEM IF REQUIRED. THE IRRIGATION SYSTEM BRANCH MUST BE DOWNSTREAM OF THE METER, CHECK VALVE, AND BALL VALVE.
- ONLY MINIMAL SEPARATION IS ALLOWED BETWEEN FITTINGS UPSTREAM OF THE METER TO ALLOW PROPER INSTALLATION OF THE REQUIRED FITTINGS AS DEPICTED IN THESE DRAWINGS AND SPECIFICATIONS. IN NO CASE SHALL SEPARATION BE GREATER THAN NECESSARY WHICH COULD ALLOW A BRANCH, TEE, OR OTHER FITTING UPSTREAM OF THE METER THAN WHAT IS DEPICTED AND SPECIFIED HEREIN.
- THE METER PIPE MUST BE SECURED BEFORE AND AFTER THE INLET AND OUTLET VALVES TO A SOLID UPRIGHT SUCH AS THE UNISTRUT OR 1/2" ALL-THREAD (OR MOUNTED BI-LATERALLY) AND ANCHORED TO THE FLOOR AND CLAMPED TO THE HORIZONTAL PIPING.
- BANDING OR GROUND STRAPS MUST BE INSTALLED AROUND METER LOOP ON COPPER LINES (COPPER TO COPPER).
- IF HDPE ENTERS STRUCTURE THROUGH SLAB, IT MUST BE ANCHORED AFTER THE TRANSITION FITTING ON THE COPPER TUBING.
- MINIMUM SIZE = 1" HDPE CTS PIPE PER TOWN SPECIFICATIONS.



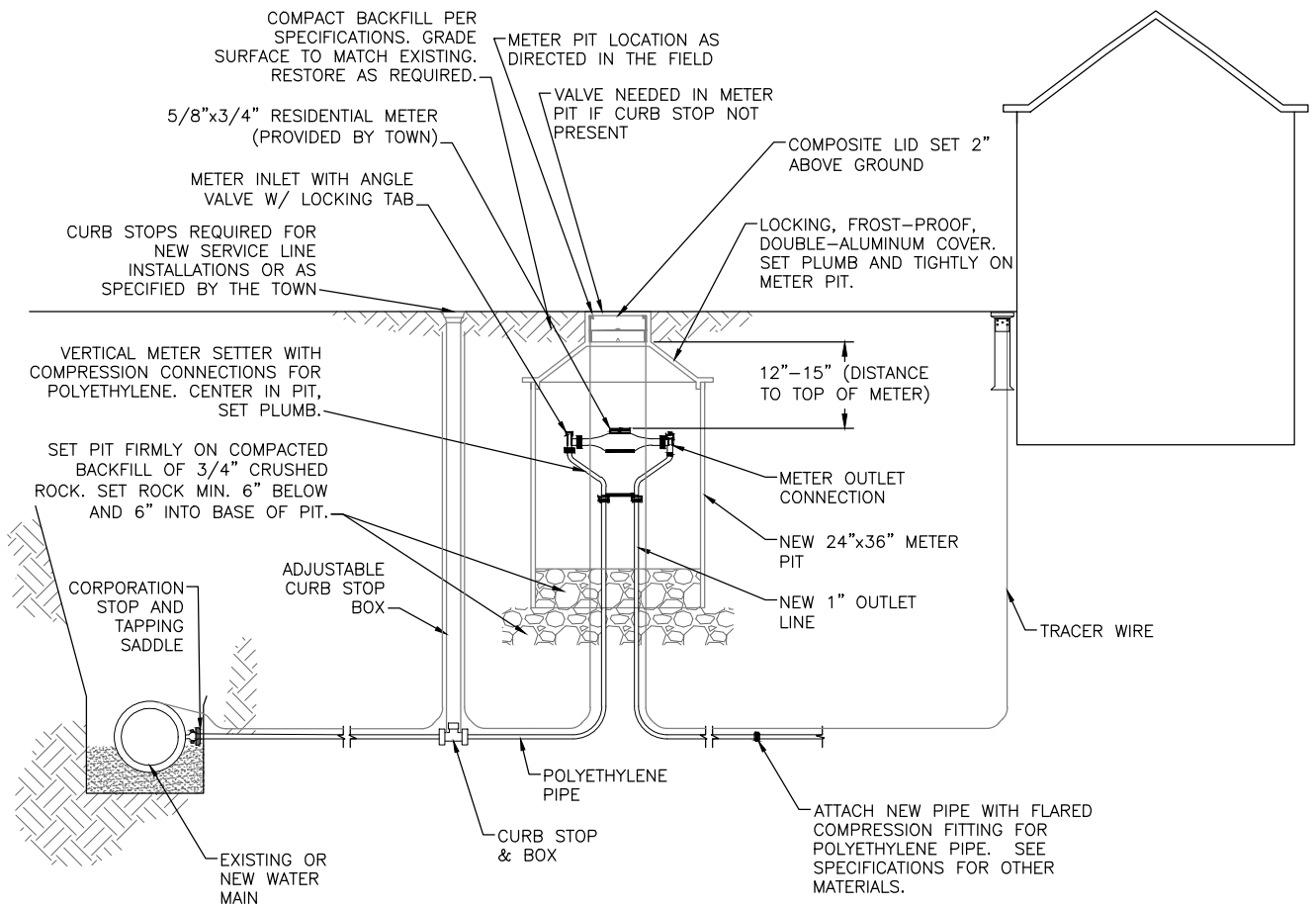
WATER METER LOOP FOR 3/4" THROUGH 2" METERS

Drawn: IGL
Date: JUNE 2024
Scale: N.T.S.

Revised:
Revised:
Revised:



W-39



METER PIT SETUP
N.T.S.

3/4"–1" SERVICE LINE/METER PIT INSTALLATION

Drawn: IGL

Date: JUNE 2024

Scale: N.T.S.

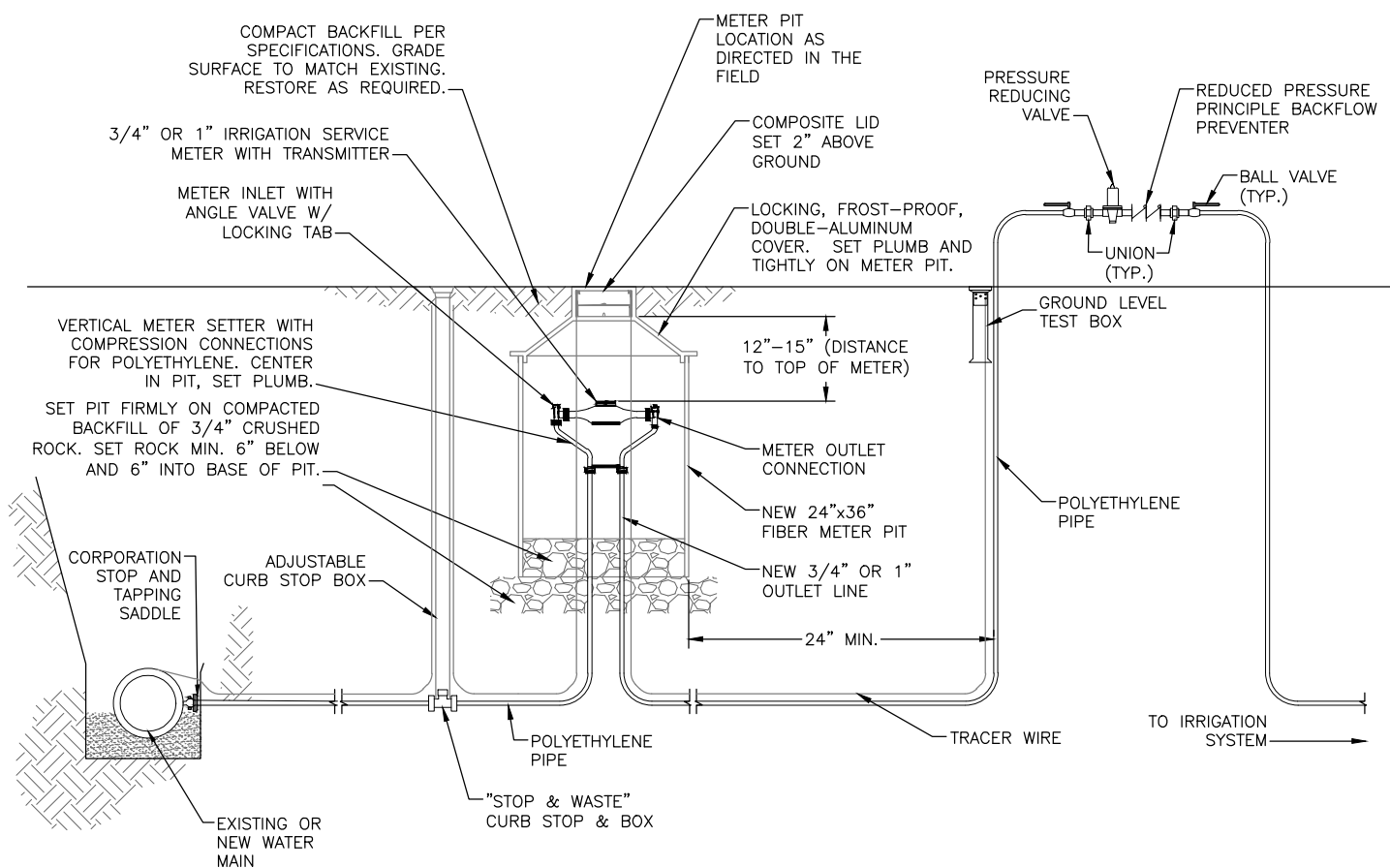
Revised:

Revised:

Revised:



W-40



METER PIT SETUP
N.T.S.

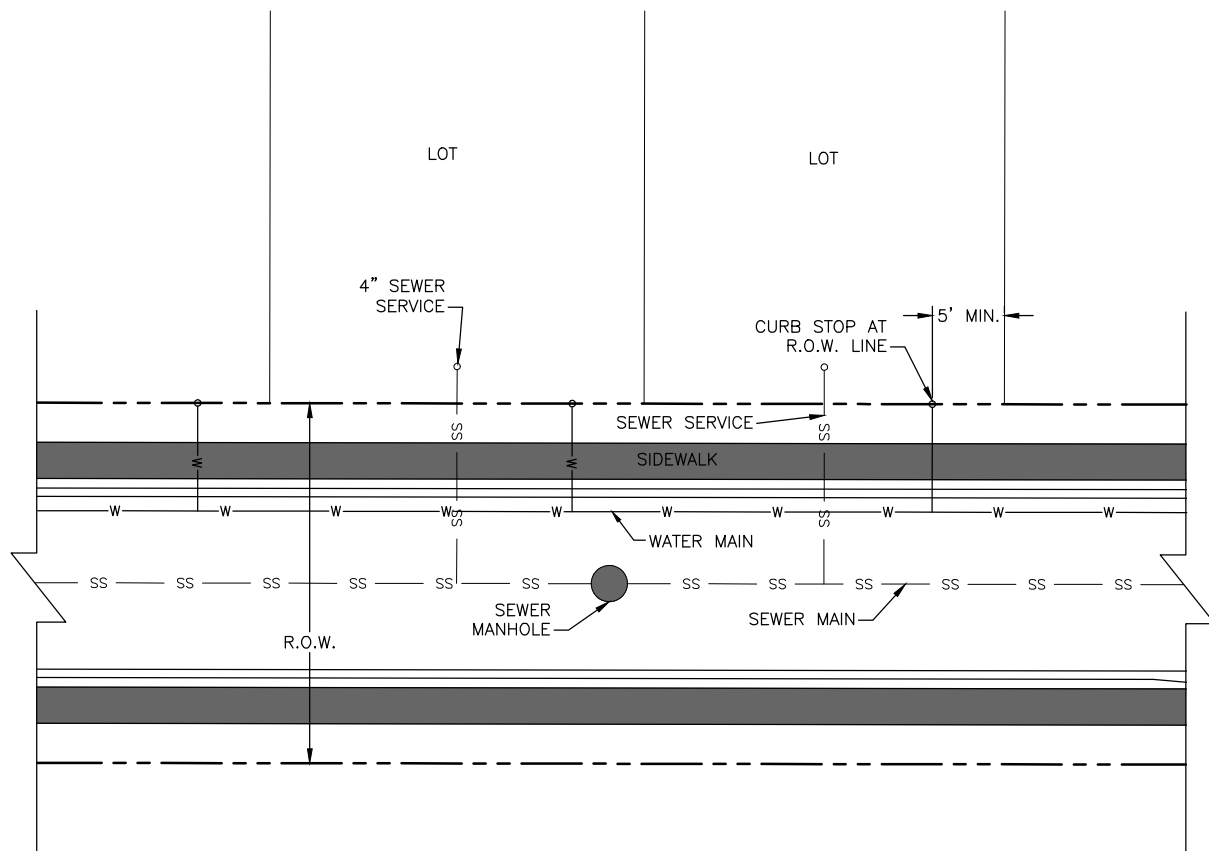
IRRIGATION SERVICE 3/4" & 1" METER INSTALLATION

Drawn: IGL	Revised:
Date: JUNE 2024	Revised:
Scale: N.T.S.	Revised:



W-41

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FOR SHEET W-42



NOTES:

1. SEWER SERVICE TO BE PLACED APPROXIMATELY IN THE MIDDLE OF THE LOT AND EXTENDED 10 FEET PAST R.O.W.
2. SERVICES SHALL BE MARKED WITH 2"x4" POST AT TERMINATION POINT FOR LOCATION DURING CONNECTION TO RESIDENCE. POSTS SHALL BE SPRAY PAINTED BLUE FOR WATER AND GREEN FOR SEWER.

UTILITY SERVICE LOCATIONS

Drawn: GGM/SKG

Date: MARCH 2011

Scale: N.T.S.

Revised: DECEMBER 2021

Revised:

Revised:

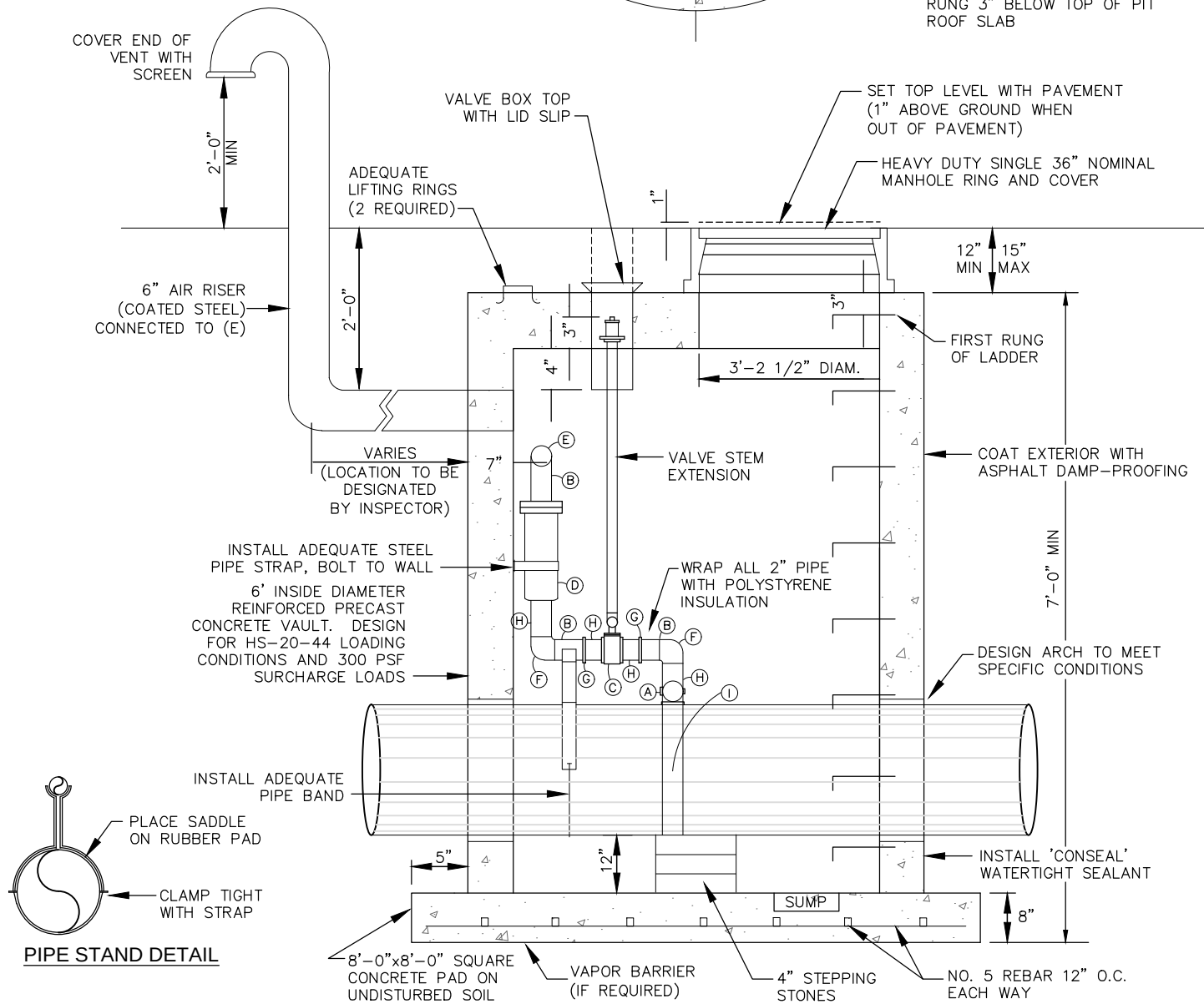
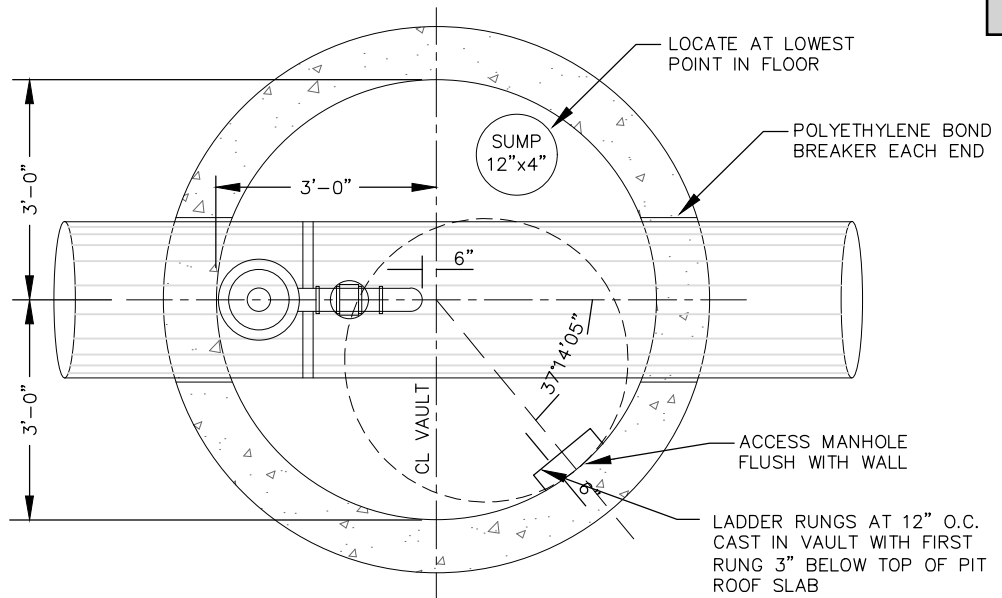


W-43

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FOR SHEET W-44

LEGEND

- (A) 2" CORPORATION-TAPERED
THREADS INLET WITH
2" FEMALE IRON PIPE OUTLET
(MUELLER OR FORD)
- (B) 2" CLOSE-THREADED BRASS
NIPPLE
- (C) 2" THREADED GATE VALVE WITH
STANDARD
OPENING NUT
- (D) 2" THREADED INLET VAL-MATIC
AIR/VACUUM COMBINATION AIR
VALVE, MODEL 202C
- 2"x90° PLASTIC ELBOW
- (E) 2"x90° BRASS THREADED ELBOW
- (F) 2" QUICK COUPLER
- (G) 2" THREADED BRASS NIPPLE
- (H) 2" ROMAC MODEL 202BS
TAPPING SADDLE
- (I) 2" ROMAC MODEL 202BS
TAPPING SADDLE

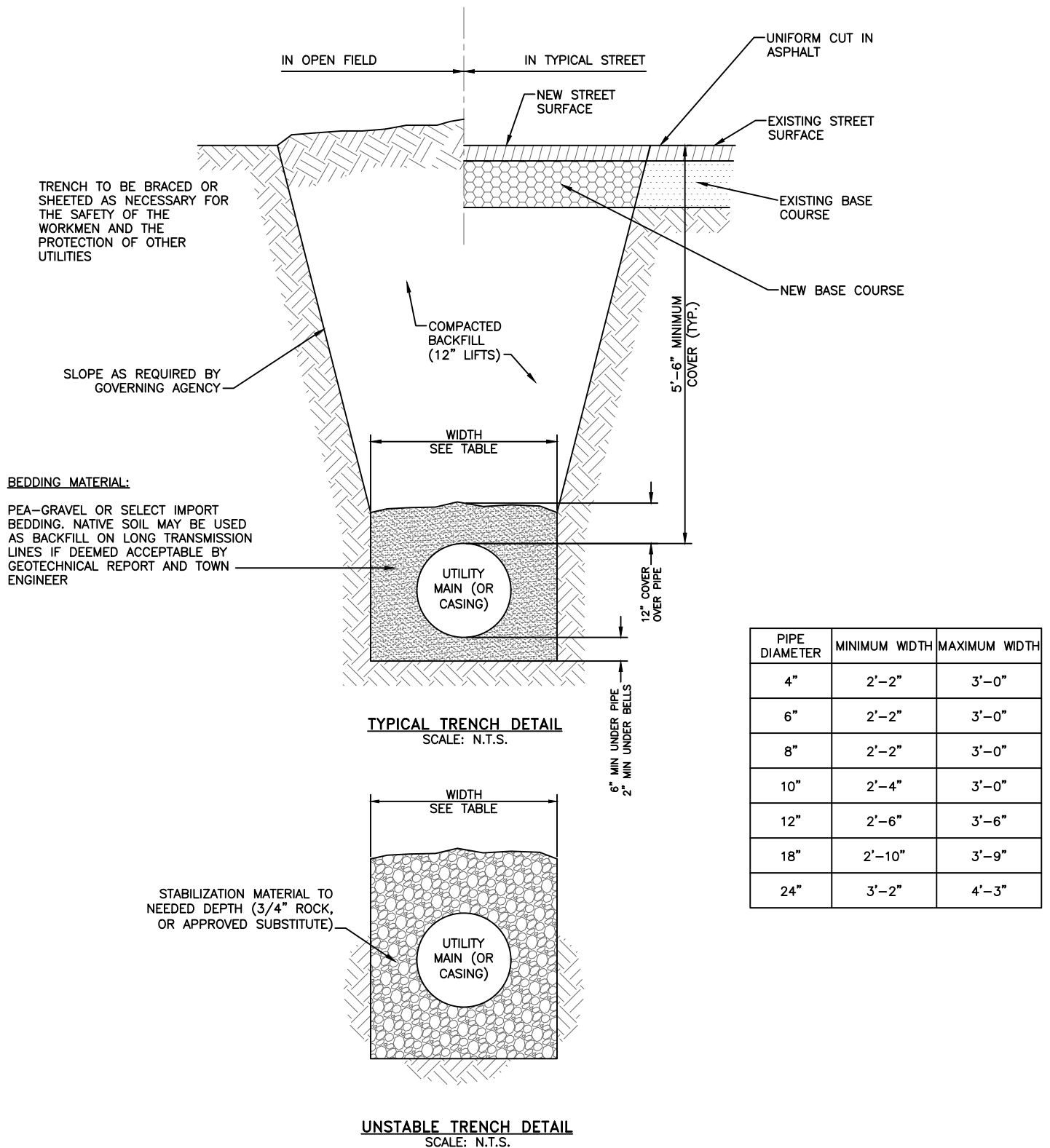


AIR/VAC PRESSURE VALVE PIT

Drawn: GGM	Revised: DECEMBER 2021
Date: MARCH 2011	Revised:
Scale: N.T.S.	Revised:



Standard Drawings – Wastewater



TYPICAL TRENCH CROSS SECTION

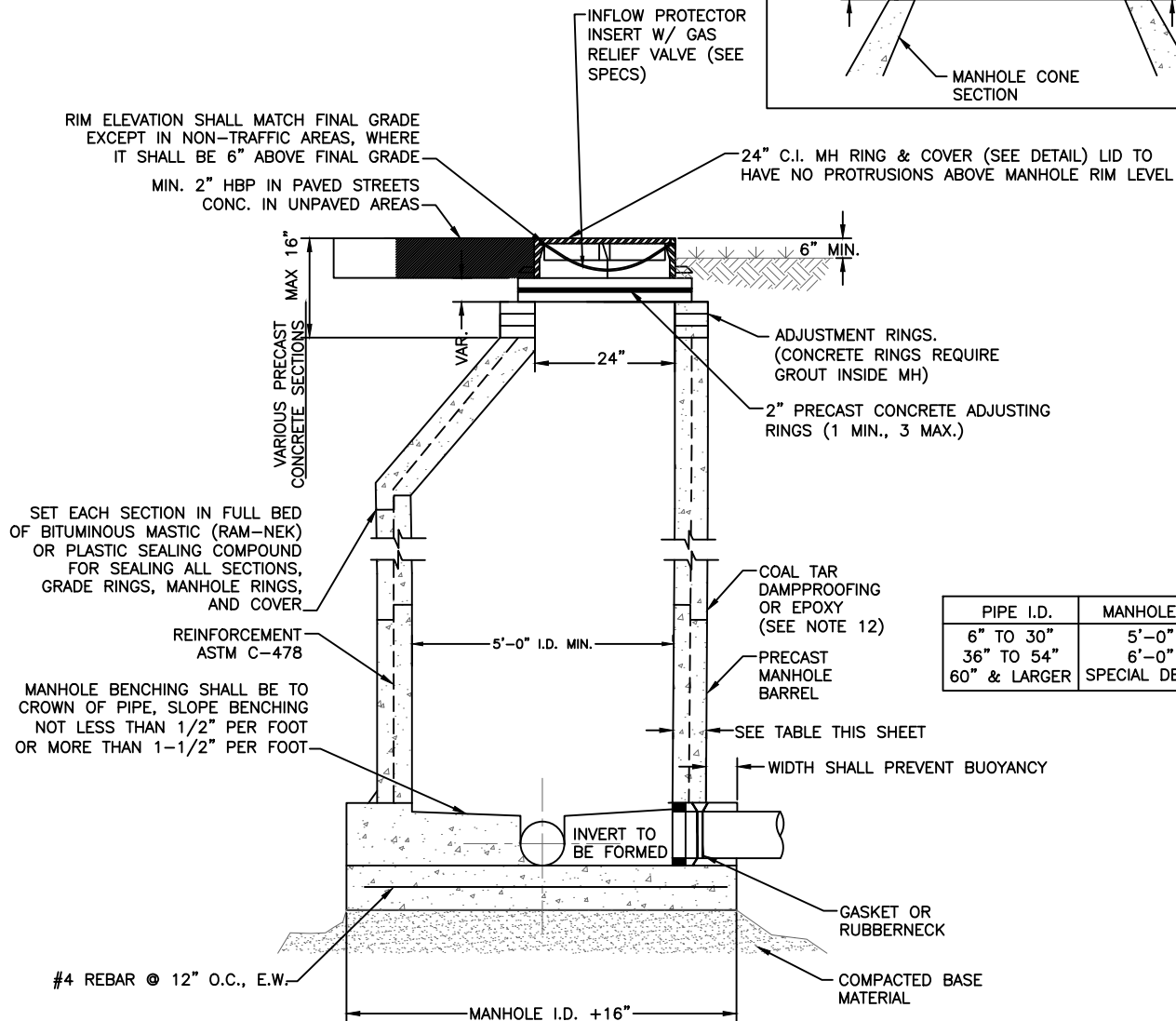
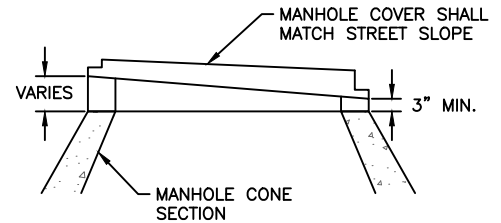
Drawn: TMM
Date: FEBRUARY 2025
Scale: N.T.S.

Revised:
Revised:
Revised:



WW-1

CONCRETE RISER FOR MANHOLE



PIPE I.D.	MANHOLE I.D.	WALL
6" TO 30"	5'-0"	6"
36" TO 54"	6'-0"	7"
60" & LARGER	SPECIAL DESIGN	

NOTES:

- ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF NOT LESS THAN 4,000 PSI @ 28 DAYS AND DESIGNED FOR HS-20 LOADING CONDITIONS.
- ALL CONCRETE SHALL BE MECHANICALLY VIBRATED.
- FOR CAST-IN-PLACE MANHOLES, DO NOT DROP CONCRETE A DISTANCE OF MORE THAN 5' UNLESS APPROVED BY THE DISTRICT.
- 3/4" CRUSHED ROCK REQUIRED UNDER BASE TO A DEPTH OF 6" UP TO SPRINGLINE OF PIPE, 2'-3' RADIUS AROUND BASE.
- ALL STEPS SHALL BE REMOVED FOLLOWING CONSTRUCTION.
- STRUCTURAL REINFORCEMENT SHALL COMPLY TO ASTM C-478 AND SHALL BE STAMPED ON THE OUTSIDE OF THE MANHOLE.
- SHAPING FOR SMOOTH MANHOLE INVERTS MUST BE DONE BY FORMING/SHAPING CONCRETE BASE.
- PRECAST SECTIONS TO CONFORM TO ASTM C-478.
- STUB-OUTS SHALL EXTEND A MINIMUM OF 6' PAST MANHOLE O.D. AND BE SATISFACTORILY PLUGGED.
- CONCRETE MANHOLES MAY BE POURED IN PLACE ONLY WITH PRIOR DESIGN AND INSPECTION APPROVAL.
- ALL MORTAR GROUT SHALL BE MIXED WITH TYPE V CEMENT.
- APPLY COAL TAR EPOXY DAMP-PROOFING TO ALL EXTERIOR CONCRETE SURFACES.
- CENTER REINF. IN BASE. POUR BELOW PIPE O.D. AT FL.
- ALL EXTERIOR JOINTS SHALL RECEIVE BUTYL RUBBER JOINT WRAP. REFER TO SPECIFICATIONS.
- MANHOLE RIMS SHALL HAVE A HOLE IN LIEU OF A NOTCH FOR REMOVAL.

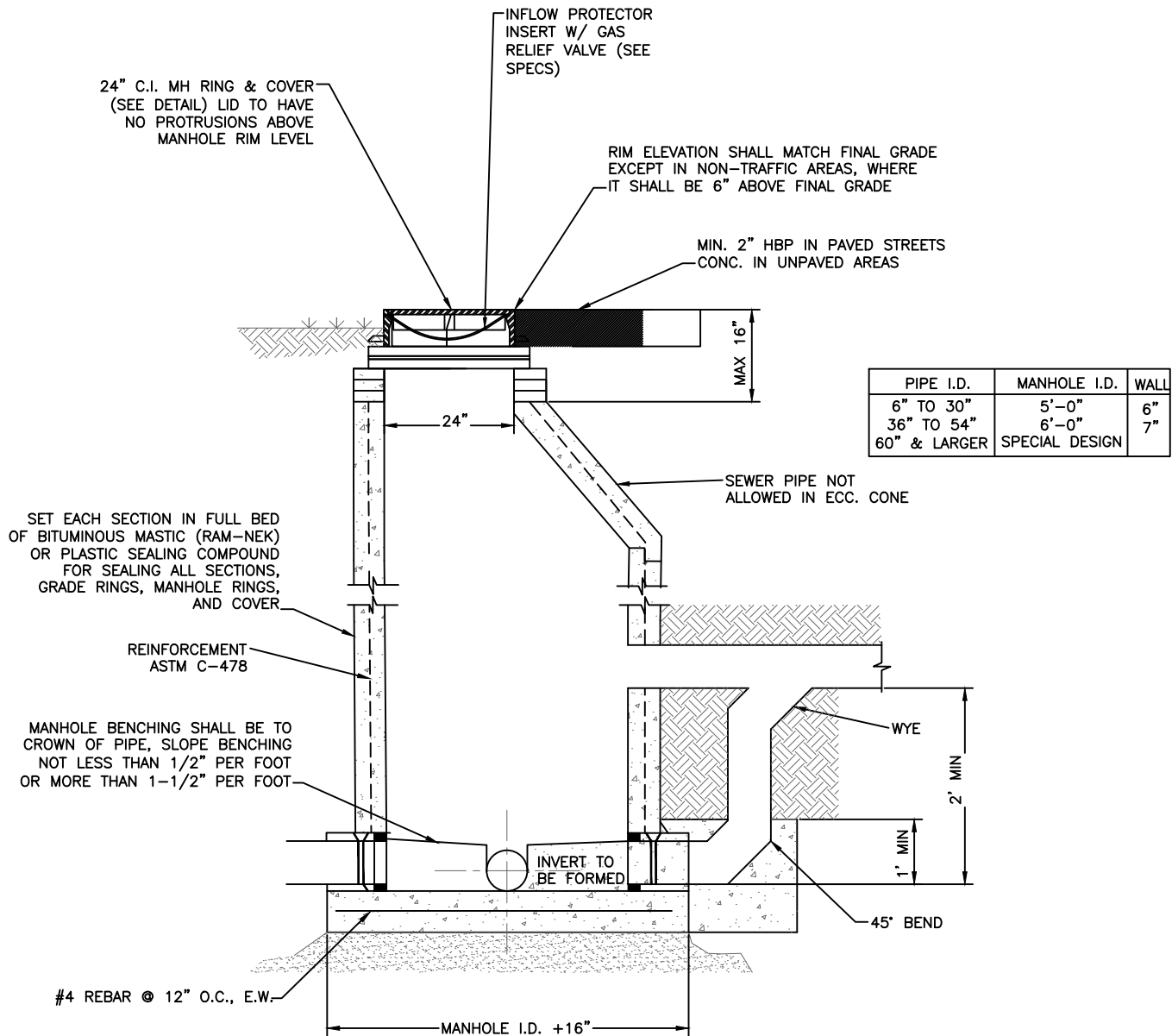
PRECAST MANHOLE

Drawn: TMM
Date: FEBRUARY 2025
Scale: N.T.S.

Revised:
Revised:
Revised:



WW-2

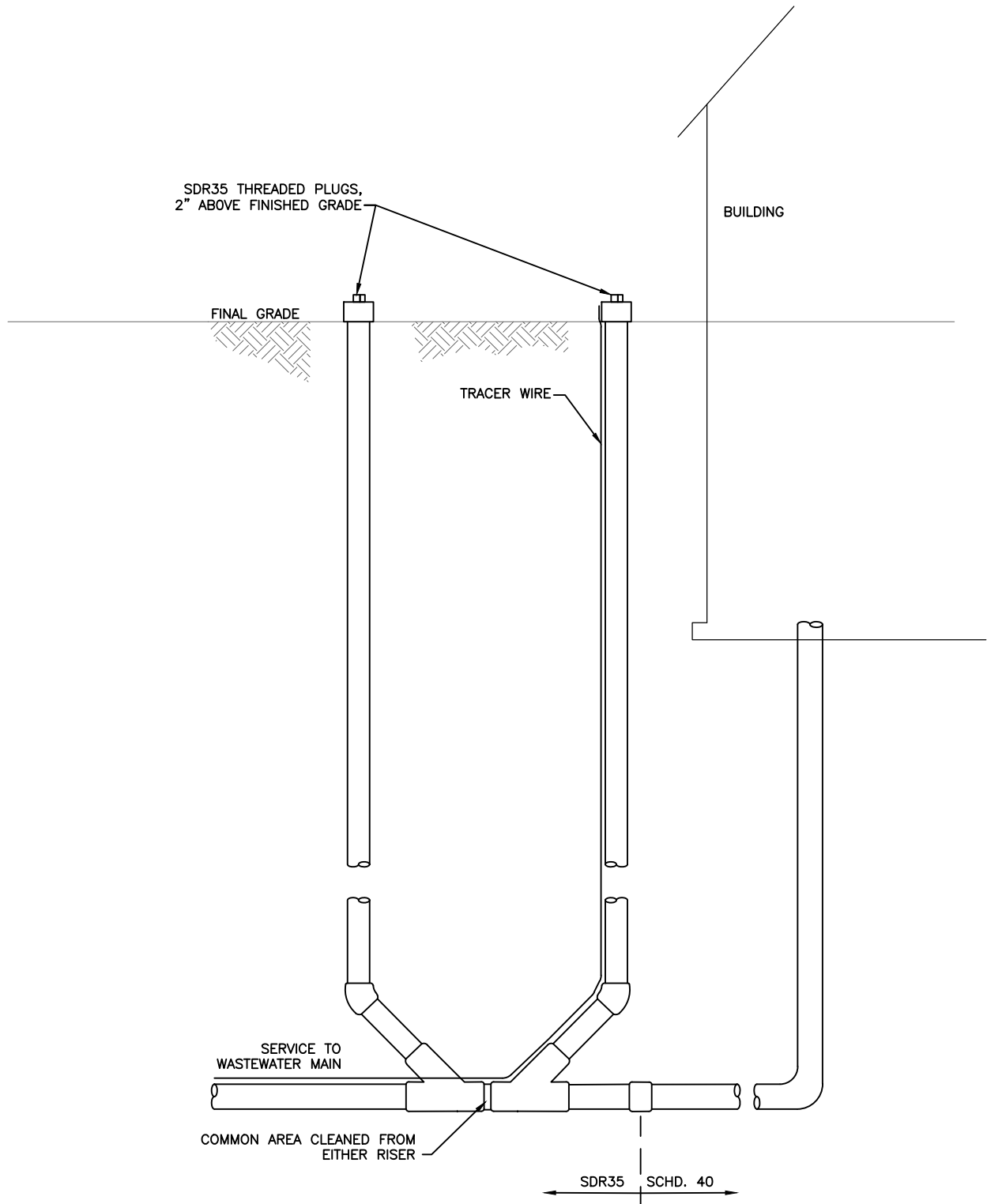
**NOTES:**

- ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF NOT LESS THAN 4,000 PSI @ 28 DAYS AND DESIGNED FOR HS-20 LOADING CONDITIONS.
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- CONCRETE MANHOLES MAY BE POURED IN PLACE ONLY WITH PRIOR DESIGN AND INSPECTION APPROVAL.
- ALL MORTAR GROUT SHALL BE MIXED WITH TYPE V CEMENT.
- APPLY COAL TAR EPOXY DAMP-PROOFING TO ALL EXTERIOR CONCRETE SURFACES.
- CENTER REINF. IN BASE. POUR BELOW PIPE O.D. AT FL.
- ALL EXTERIOR JOINTS SHALL RECEIVE BUTYL RUBBER JOINT WRAP. REFER TO SPECIFICATIONS.
- MANHOLE RIMS SHALL HAVE A HOLE IN LIEU OF A NOTCH FOR REMOVAL.

OUTSIDE DROP MANHOLE

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:

**WW-3**



NOTES:

1. THE DIAMETER OF THE WASTEWATER SERVICE LINE SHALL NOT BE GREATER THAN 8 INCHES.
2. THE MAXIMUM DEPTH OF THE WASTEWATER SERVICE LINE SHALL NOT BE GREATER THAN 14 FEET MEASURED FROM FINAL GRADE TO THE WASTEWATER PIPE INVERT.

RESIDENTIAL SEWER TWO-WAY CLEANOUT

Drawn: TMM

Date: FEBRUARY 2025

Scale: N.T.S.

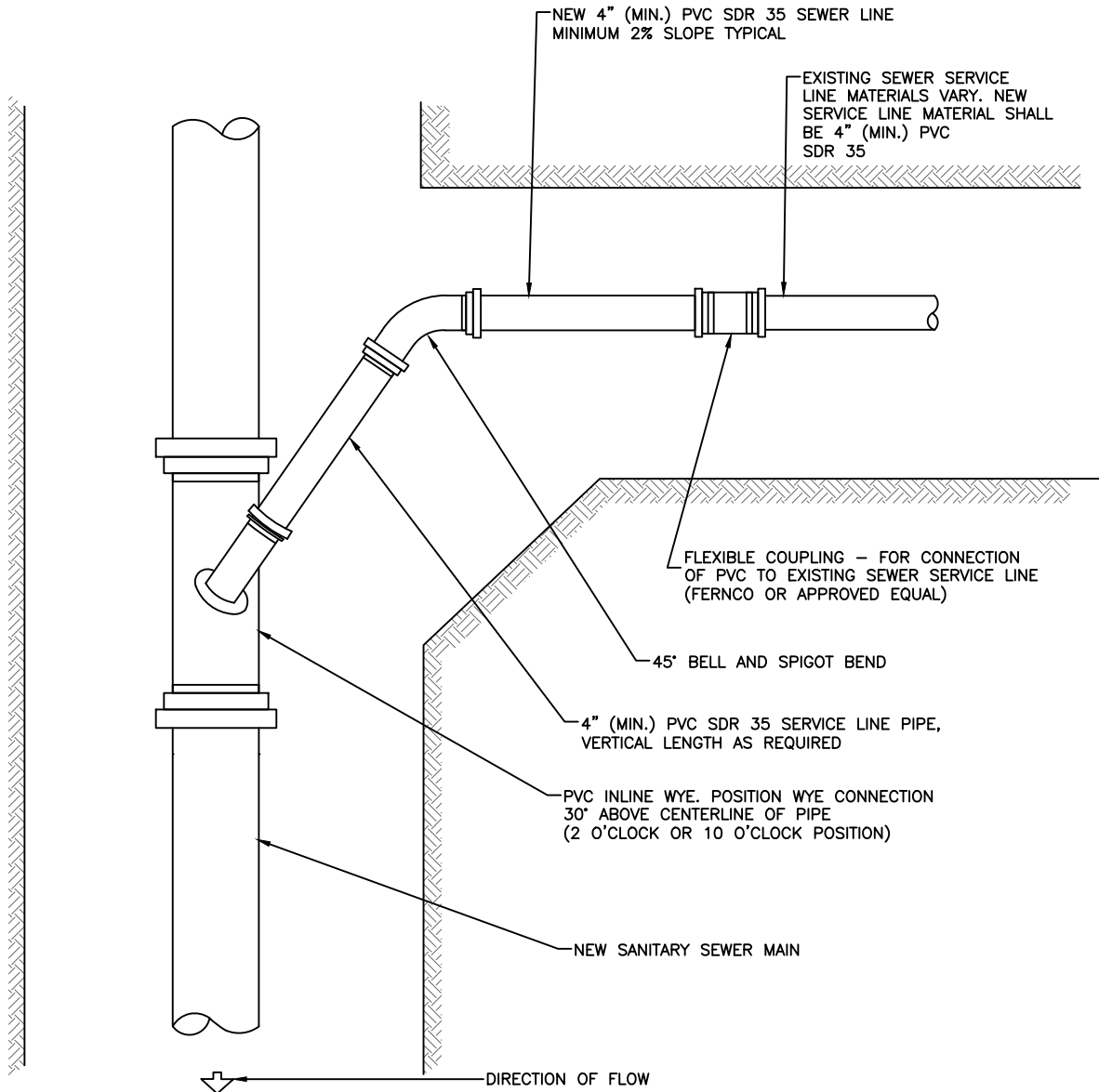
Revised:

Revised:

Revised:



WW-4



SANITARY SEWER SERVICE CONNECTION

Drawn: TMM

Date: FEBRUARY 2025

Scale: N.T.S.

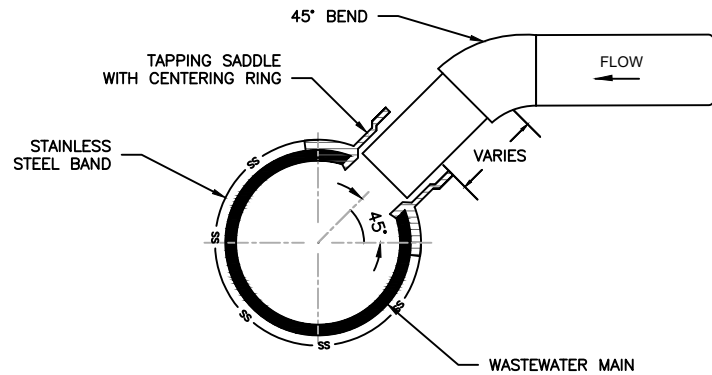
Revised:

Revised:

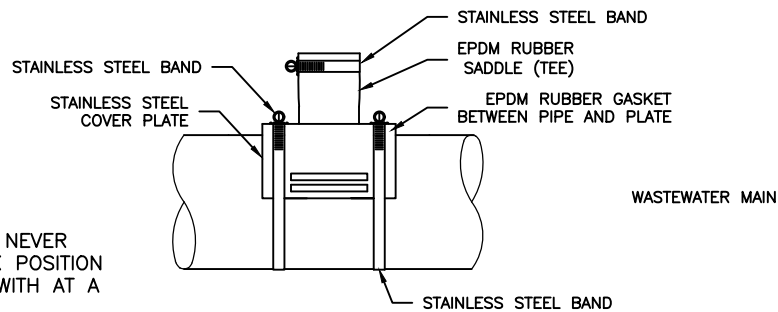
Revised:



WW-5



TYPICAL WASTEWATER SERVICE TAPPING SADDLE



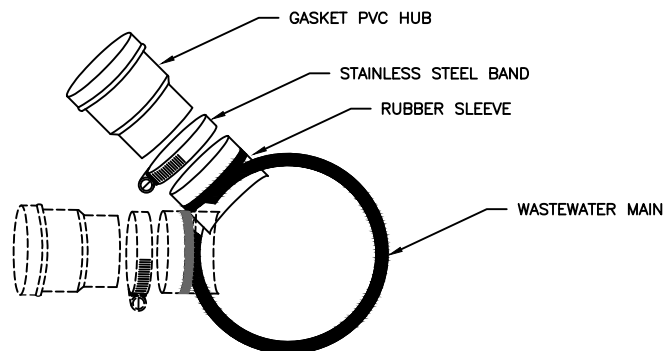
RUBBER GASKET SADDLE - 4" & 6"

TAPPING SADDLE NOTES:

1. WASTEWATER MAIN TAPS SHOULD NEVER ENTER THE MAIN AT THE 12 O'CLOCK POSITION ON THE PIPE. TAPS MUST BE MADE WITH AT A MINIMUM ANGLE OF 30°.

RUBBER GASKET NOTE:

1. ALL ELASTOMERIC SEALS (RUBBER GASKETS) SHALL COMPLY WITH ASTM F477.
2. PIPE WILL BE CUT WITH AN O.D. HOLE SAW OR TAPPING MACHINE. A 4-1/2" O.D. HOLE SAW SHALL BE USED FOR 4" TAPS AND A 6-1/2" O.D. HOLE SAW SHALL BE USED FOR 6" TAPS.



3 PIECE TAP NOTES:

1. 3 PIECE TAPS MAY BE ALLOWED ON WASTEWATER MAINS WITH APPROVAL FROM TOWN ENGINEER. 3 PIECE TAPS SHOULD ONLY BE USED FOR WASTEWATER MAINS GREATER THAN 12".
2. THE CONTRACTOR SHALL ENSURE THAT THE CORRECT 3 PIECE TAP HAS BEEN ORDERED TO FIT THE MATERIAL AND DIAMETER OF THE MAIN AND THE MATERIAL AND DIAMETER OF THE TAP. THE 3 PIECE TAP SHALL BE PROVIDED TO THE INSPECTOR FOR APPROVAL PRIOR TO INSTALLATION.
3. 3 PIECE TAPS FOR WASTEWATER MAINS 12" AND LESS WILL REQUIRE THAT THE SERVICE BE CCTV'D AFTER BACKFILL OF THE SERVICE LINE. IF THE INSERT PROTRUDES INTO THE WASTEWATER MAIN GREATER THAN 1/4", THEN THE TAP WILL BE REJECTED AND WILL NEED TO BE REMOVED, REINSTALLED AND RE-CCTV'D.

SANITARY SEWER SERVICE CONNECTION TO EXISTING MAIN DETAIL

Drawn: TMM

Date: FEBRUARY 2025

Scale: N.T.S.

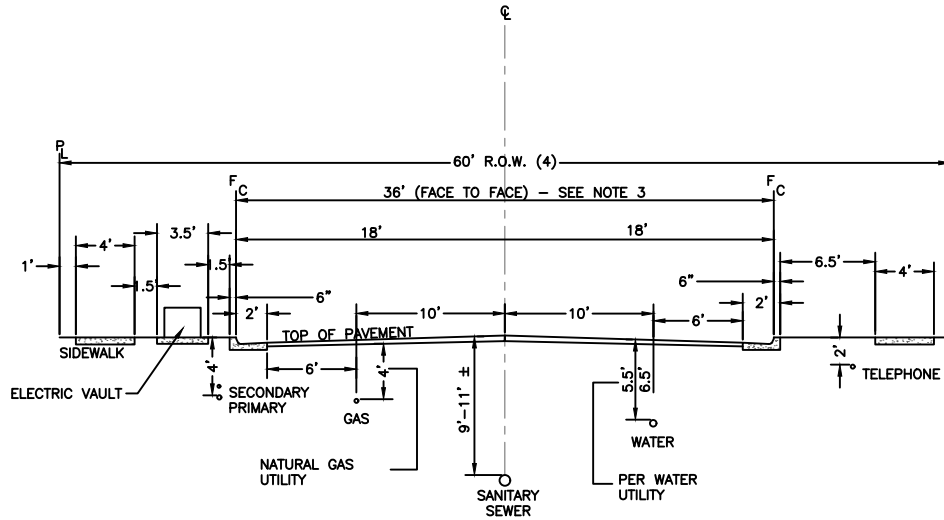
Revised:

Revised:

Revised:



WW-6



TYPICAL CROSS SECTION
UTILITIES LOCATION

GENERAL NOTES

1. STORM SEWERS SHALL MAINTAIN A 10' CLEAR SEPARATION FROM WATER.
2. ELECTRIC CONDUITS SHALL BE ON THE OPPOSITE SIDE OF THE STREET FROM WATER.
3. FOR 40'-WIDE STREET SECTIONS, MAINTAIN WATER 10 FEET FROM SANITARY SEWER AT STREET CENTERLINE.
4. FOR 50'-WIDE RIGHT-OF-WAY (ROW), A 5'-WIDE SIDEWALK AND UTILITY EASEMENTS ARE REQUIRED ADJACENT TO THE STREET ROW. FIVE FOOT (5') WIDE ATTACHED SIDEWALK IS USED WITH ELECTRIC UTILITIES BEHIND WALK-IN EASEMENT.

TYPICAL UTILITY LOCATIONS

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:



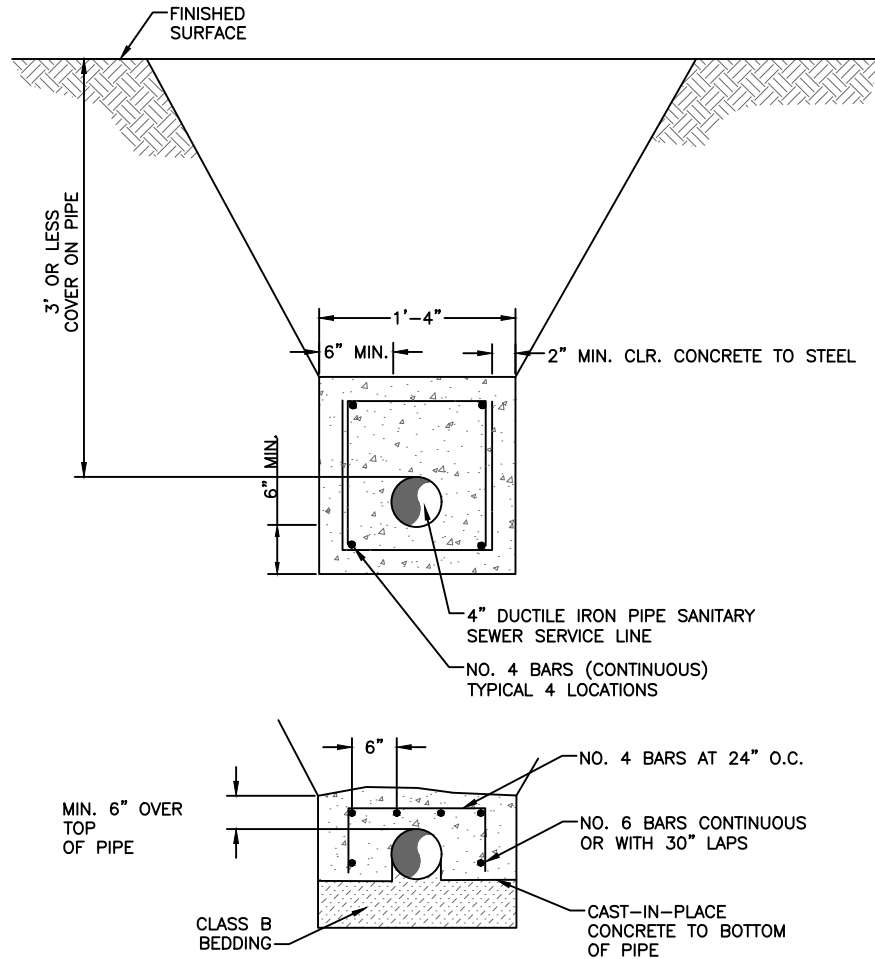
WW-7

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PIPE BRIDGING DETAIL

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:





REINFORCED CONCRETE PIPE CAP

NOTES:

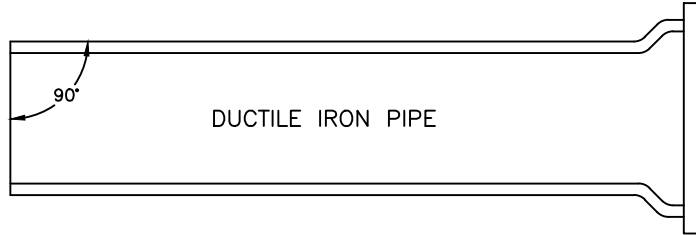
1. DUCTILE IRON PIPE WITHOUT CONCRETE ENCASEMENT MAY BE PERMITTED BY THE DISTRICT IF FINAL PIPE COVER IS MORE THAN 3 FEET.
2. CONCRETE ENCASEMENT PER THIS DRAWING IS REQUIRED WITH DUCTILE IRON PIPE WHERE FINAL PIPE COVER IS 3 FEET OR LESS.
3. IF THE CONCRETE ENCASEMENT IS REQUIRED ON A SANITARY SEWER SERVICE LINE, THE PROPERTY OWNER/CUSTOMER IS COMPLETELY RESPONSIBLE FOR OPERATION, MAINTENANCE, AND REPLACEMENT OF ANY SEWER SERVICE LINE FROM THE DISTRICT'S SEWER MAIN TO THE STRUCTURE SERVED.
4. THE TOWN MAY ACCEPT CONCRETE CAP FOR PIPE PROTECTION IN SPECIAL CONDITIONS.
5. WRAP PIPE WITH PIPE INSULATION TO A THICKNESS OF ONE (1) INCH.

SHALLOW SANITARY SEWER LINE PROTECTION/ENCASEMENT

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:



WW-9



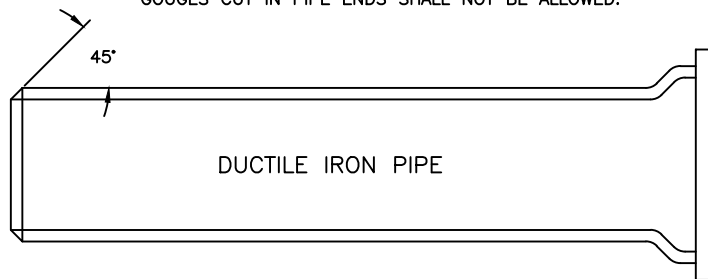
MECHANICAL JOINT CONNECTION

PIPE MUST BE CUT AT RIGHT ANGLES TO LONGITUDINAL CENTERLINE IN ALL CASES.

PIPE ENDS SHALL BE FREE OF BURRS.

MORTAR LINING SHALL BE FLUSH WITH PIPE END.

GOUGES CUT IN PIPE ENDS SHALL NOT BE ALLOWED.



SLIP JOINT CONNECTION

PIPE CUT IN STRAIGHT LINE AND BEVELED AT 45° ANGLE ON END.

GENERAL NOTES:

1. ALL PIPE-CUTTING EQUIPMENT AND PIPE CUTS MUST BE APPROVED BY THE WATER AND SANITATION DISTRICT INSPECTOR.
2. ALL PIPE ENDS TO BE USED IN INSTALLATION SHALL BE DRESSED SMOOTH TO THE SATISFACTION OF THE INSPECTOR PRIOR TO INSTALLATION.
3. AT THE REQUEST OF THE CONTRACTOR MAKING THE INSTALLATION, THE DISTRICT WILL MAKE PIPE CUTS, PROVIDING THE CURRENT FEE PER CUT IS PAID AND 24-HOUR NOTICE IS GIVEN (THE CURRENT FEE IS SUBJECT TO CHANGE).
4. ALL DIP DELIVERED TO JOB SITE MUST BE NEW MATERIAL.

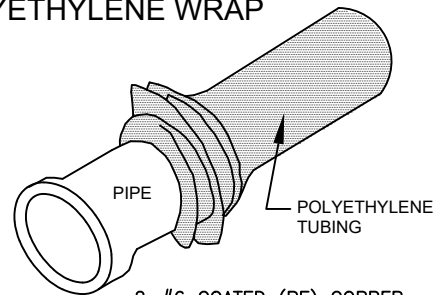
PIPE CUTTING

Drawn: TMM	Revised:		WW-10
Date: FEBRUARY 2025	Revised:		
Scale: N.T.S.	Revised:		

FIELD INSTALLATION OF POLYETHYLENE WRAP

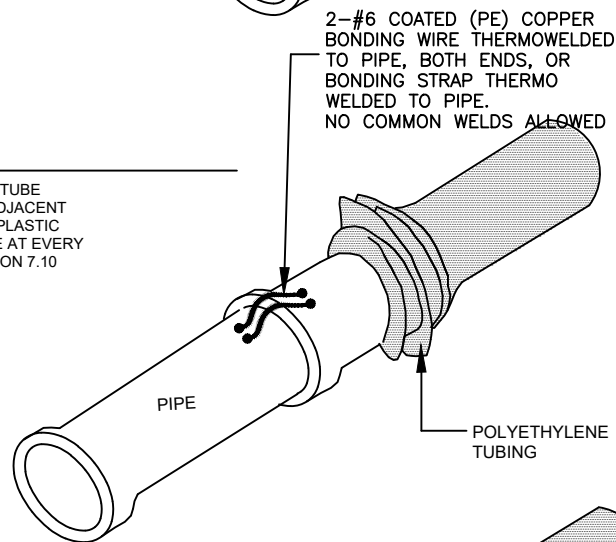
STEP 1:

PLACE TUBE OF POLYETHYLENE MATERIAL ON PIPE PRIOR TO LOWERING IT INTO TRENCH.



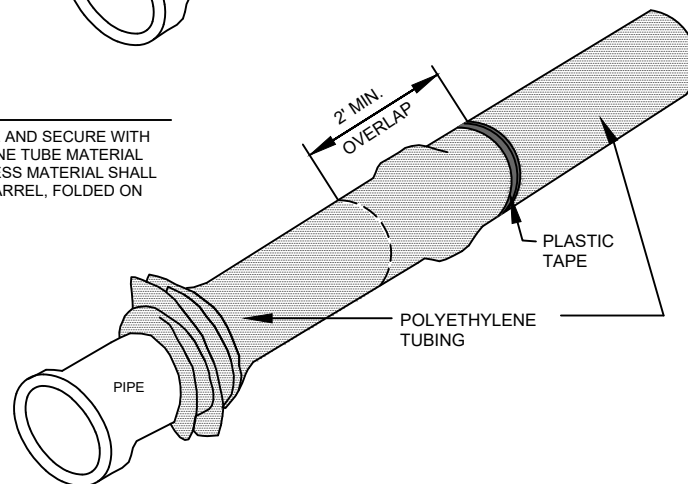
STEP 2:

PULL TUBE OVER THE LENGTH OF THE PIPE. TAPE TUBE TO END AT JOINT. FOLD MATERIAL AROUND THE ADJACENT SPIGOT END AND WRAP WITH TAPE TO HOLD THE PLASTIC TUBE IN PLACE. INSTALL BONDING STRAP OR WIRE AT EVERY JOINT OF PIPE PRIOR TO WRAPPING AS PER SECTION 7.10 OF THE STANDARD SPECIFICATIONS.



STEP 3:

OVERLAP FIRST TUBE WITH ADJACENT TUBE AND SECURE WITH PLASTIC ADHESIVE TAPE. THE POLYETHYLENE TUBE MATERIAL COVERING THE PIPE SHALL BE LOOSE. EXCESS MATERIAL SHALL BE NEATLY DRAWN UP AROUND THE PIPE BARREL, FOLDED ON TOP OF PIPE, AND TAPED IN PLACE.



POLYETHYLENE PIPE WRAP

Drawn: TMM

Revised:

Date: FEBRUARY 2025

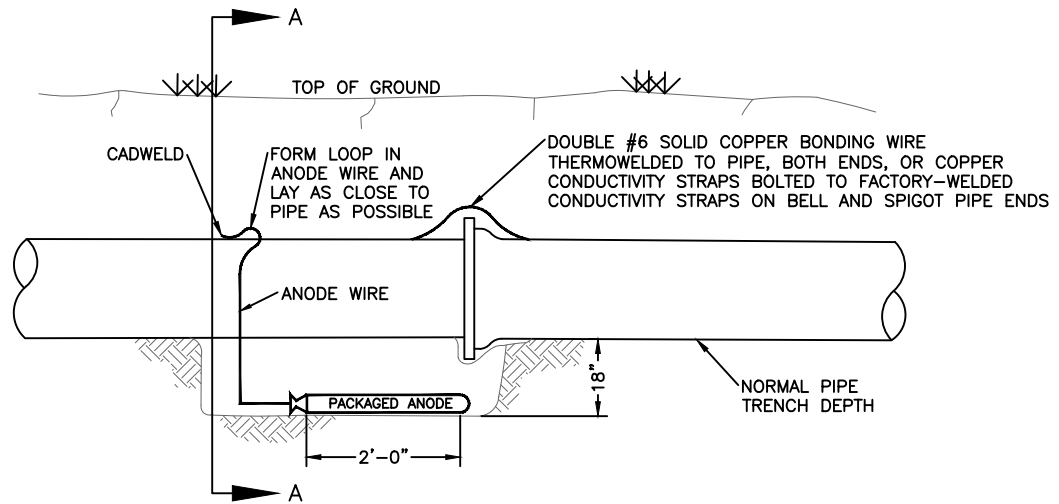
Revised:

Scale: N.T.S.

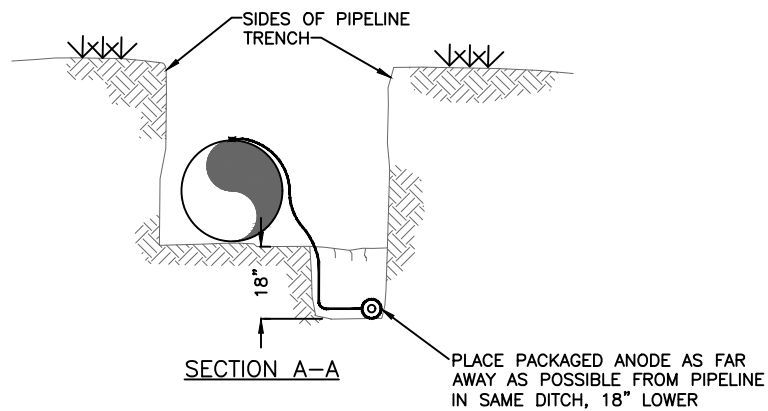
Revised:



WW-11



ELEVATION



NOTES:

1. CADWELD CONNECTION TO BE PRIMED AND COATED CAREFULLY. PACKAGED ANODE SHOULD BE COVERED WITH FINE SOIL CONTAINING NO ROCKS OR DIRT CLUMPS, TAMPED.
2. WHEN ANODES ARE REQUIRED WITH METAL FITTINGS AND APPURTENANCES TOGETHER WITH PVC PIPE INSTALLATION, THE ANODES SHALL BE PLACED AND ATTACHED TO THE METAL IN SAME MANNER AS SHOWN ON THIS DRAWING. 9 LB. ANODES CAN BE USED ON METAL FITTINGS 12" AND LESS IN DIAMETER AND 17 LB. ANODES FOR METAL FITTINGS GREATER THAN 12" DIAMETER WHEN USING PVC PIPE.
3. PACKAGED ANODE TO BE WETTED AND COVERED WITH SOIL PRIOR TO BACKFILLING.

BONDING JOINT & ANODE INSTALLATION

Drawn: TMM

Revised:

Date: FEBRUARY 2025

Revised:

Scale: N.T.S.

Revised:



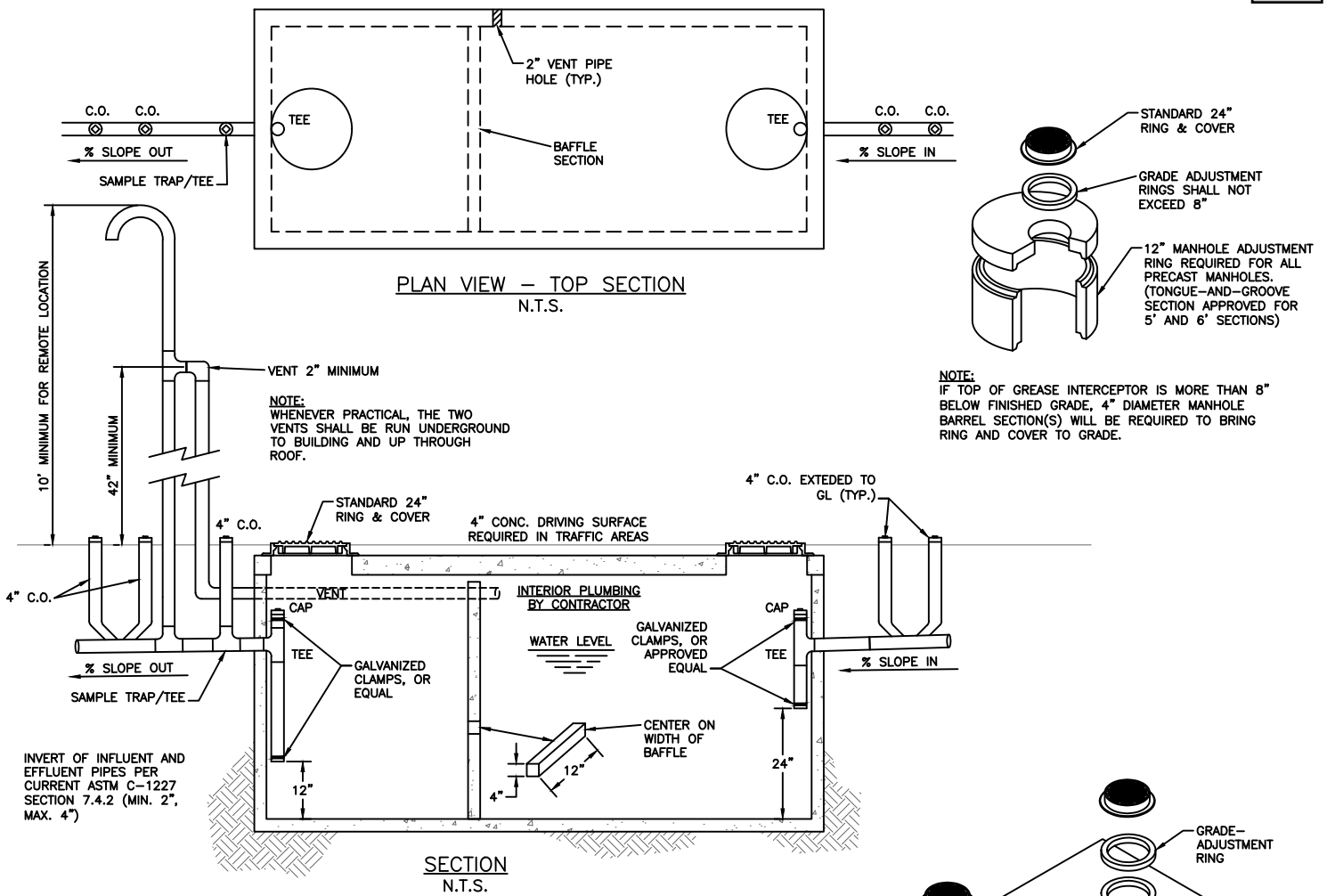
WW-12

MAXIMUM DEFLECTION
PER SLIP JOINT OF D.I.P.

PIPE DIAMETER			MFRS. DEFL.	DESIGN DEFLECTION (80% MAX.)			APPROX. RADIUS FOR DEFLECTING CURVES WITHOUT BENDS	
I.D. (IN)	O.D. (IN)	O.D. (FT)		MAX. DEFL. DIST.				
				(1)	(2)	20'L	18'L	
4"	4.80"	.400'		5'00"00"	4'00"00"	16"	15"	286'
6"	6.90"	.575'	5'00"00"	4'00"00"	16"	15"	286'	258'
8"	9.05"	.754'	5'00"00"	4'00"00"	16"	15"	286'	258'
10"	11.10"	.925'	5'00"00"	4'00"00"	16"	15"	286'	258'
12"	13.20"	1.100'	5'00"00"	4'00"00"	16"	15"	286'	258'
14"	15.30"	1.275'	3'00"00"	2'24'00"	10"	9"	477'	430'
16"	17.40"	1.450'	3'00"00"	2'24'00"	10"	9"	477'	430'
18"	19.50"	1.625'	3'00"00"	2'24'00"	10"	9"	477'	430'
20"	21.60"	1.800'	3'00"00"	2'24'00"	10"	9"	477'	430'
24"	25.80"	2.150'	3'00"00"	2'24'00"	10"	9"	477'	430'
30"	32.00"	2.666'	2'30'00"	2'00'00"	8"	7"	573'	516'
36"	38.30"	3.192'	2'00'00"	1'36'00"	6"	6"	716'	645'
42"	44.50"	3.708'	2'00'00"	1'36'00"	6"	6"	716'	645'

- (1) 20'L = NORMAL 20-FOOT JOINT LAYING LENGTH
(2) 18'L = NORMAL 18-FOOT JOINT LAYING LENGTH

MAXIMUM PIPELINE DEFLECTION DATA



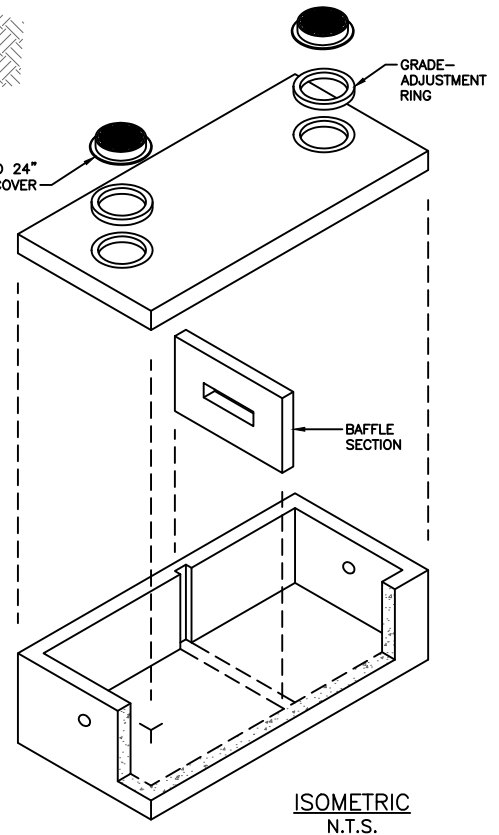
TYPICAL GREASE INTERCEPTORS

SIZE (GAL.)	USE	LENGTH	WIDTH	HEIGHT
800	NON-TRAFFIC	96"	48"	73"
1000	NON-TRAFFIC	102"	58"	73"
1000	TRAFFIC	96"	72"	87.5"
1500	NON-TRAFFIC	126"	68"	73"
1500	TRAFFIC	162"	84"	65"
2250	NON-TRAFFIC	144"	78"	79"
2500	TRAFFIC	162"	84"	103"
3500	TRAFFIC	162"	84"	103"
5000	TRAFFIC	162"	84"	147"

APPROX. SIZE OF GREASE INTERCEPTORS
CHECK WITH MANUFACTURER FOR CORRECT DIMENSIONS AND INVERTS

NOTES:

1. TO BE READ IN CONJUNCTION WITH DISTRICT WASTEWATER SPECIFICATIONS AND INTERNATIONAL PLUMBING CODE.
2. SPECIFIC SIZE APPLICATION OF THE GREASE INTERCEPTOR TO BE DETERMINED BY DISTRICT.



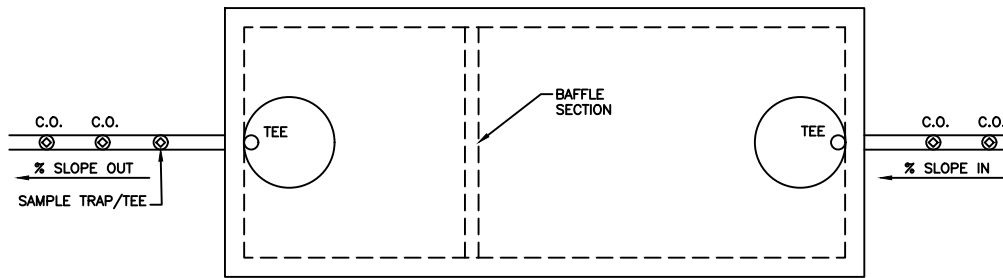
GREASE INTERCEPTOR

Drawn: TMM
Date: FEBRUARY 2025
Scale: N.T.S.

Revised:
Revised:
Revised:

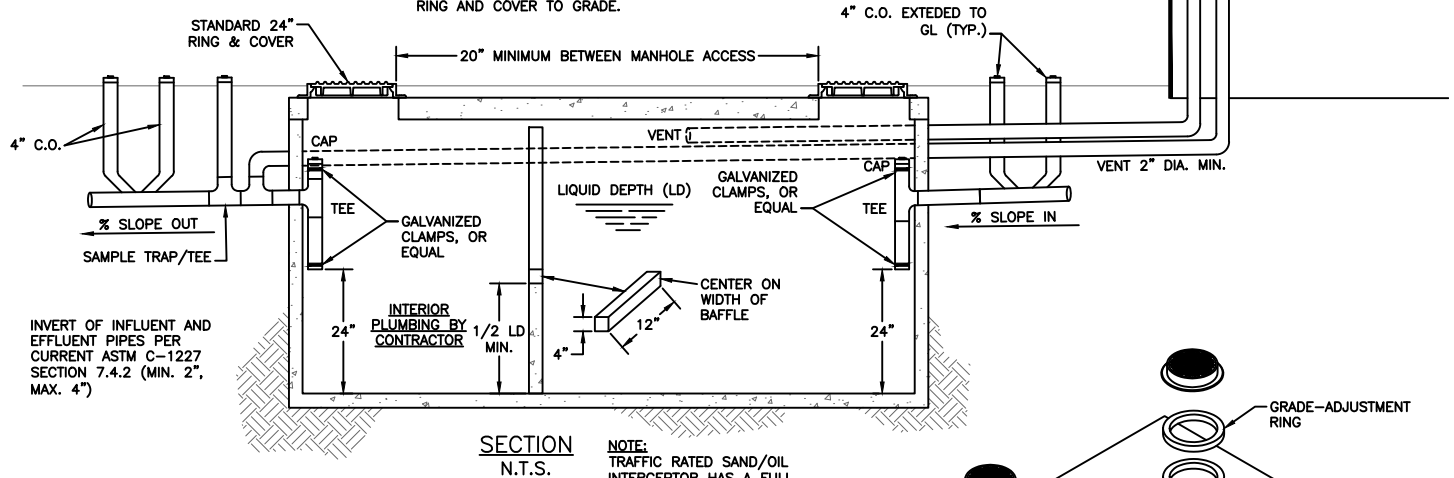


WW-14



PLAN VIEW — TOP SECTION
N.T.S.

NOTE:
IF TOP OF GREASE INTERCEPTOR IS MORE THAN 8"
BELOW FINISHED GRADE, 4" DIAMETER MANHOLE
BARREL SECTION(S) WILL BE REQUIRED TO BRING
RING AND COVER TO GRADE.



SECTION
N.T.S.

NOTE:
TRAFFIC RATED SAND/OIL
INTERCEPTOR HAS A FULL
BAFFLE SECTION
(SEE DETAIL BELOW)

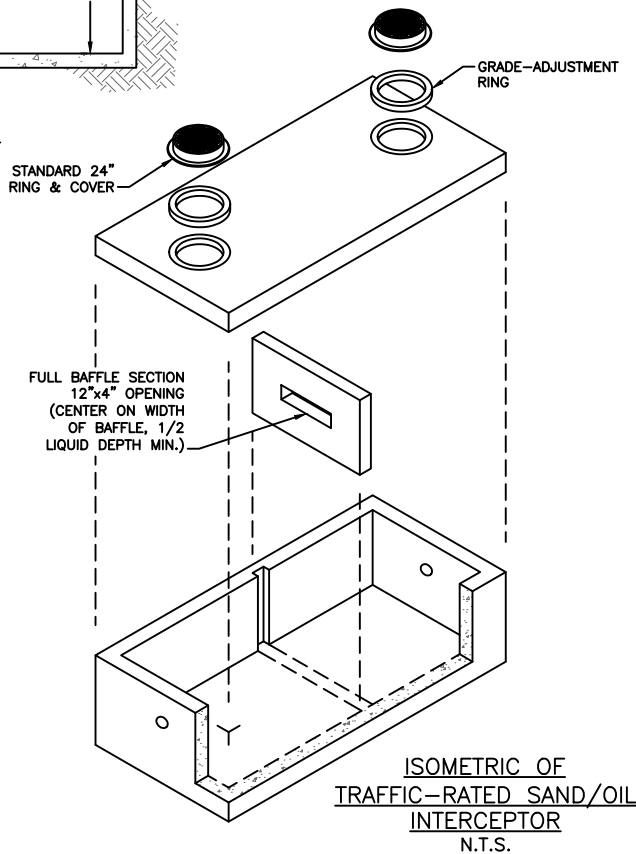
TYPICAL SAND/OIL INTERCEPTORS

SIZE (GAL.)	USE	LENGTH	WIDTH	HEIGHT
500	TRAFFIC	72" OD x 74" (ID=60")		
1000	NON-TRAFFIC	102"	58"	77"
1000	TRAFFIC	96"	72"	86"
1500	NON-TRAFFIC	126"	68"	77"
1500	TRAFFIC	162"	84"	64"
2250	NON-TRAFFIC	144"	78"	82"
2500	TRAFFIC	162"	84"	102"

APPROX. SIZE OF SAND/OIL INTERCEPTORS
CHECK WITH MANUFACTURER FOR CORRECT DIMENSIONS AND INVERTS

NOTES:

1. TO BE READ IN CONJUNCTION WITH DISTRICT WASTEWATER SPECIFICATIONS AND INTERNATIONAL PLUMBING CODE.
2. SPECIFIC SIZE APPLICATION OF THE GREASE INTERCEPTOR TO BE DETERMINED BY DISTRICT.
3. INTERIOR PIPING TO BE STRAPPED AT BOTTOM WITH GALVANIZED CLAMPS, UNISTRUT, OR EQUAL.
4. VENTS SHALL BE CONSTRUCTED ON THE OUTSIDE OF THE TANK.



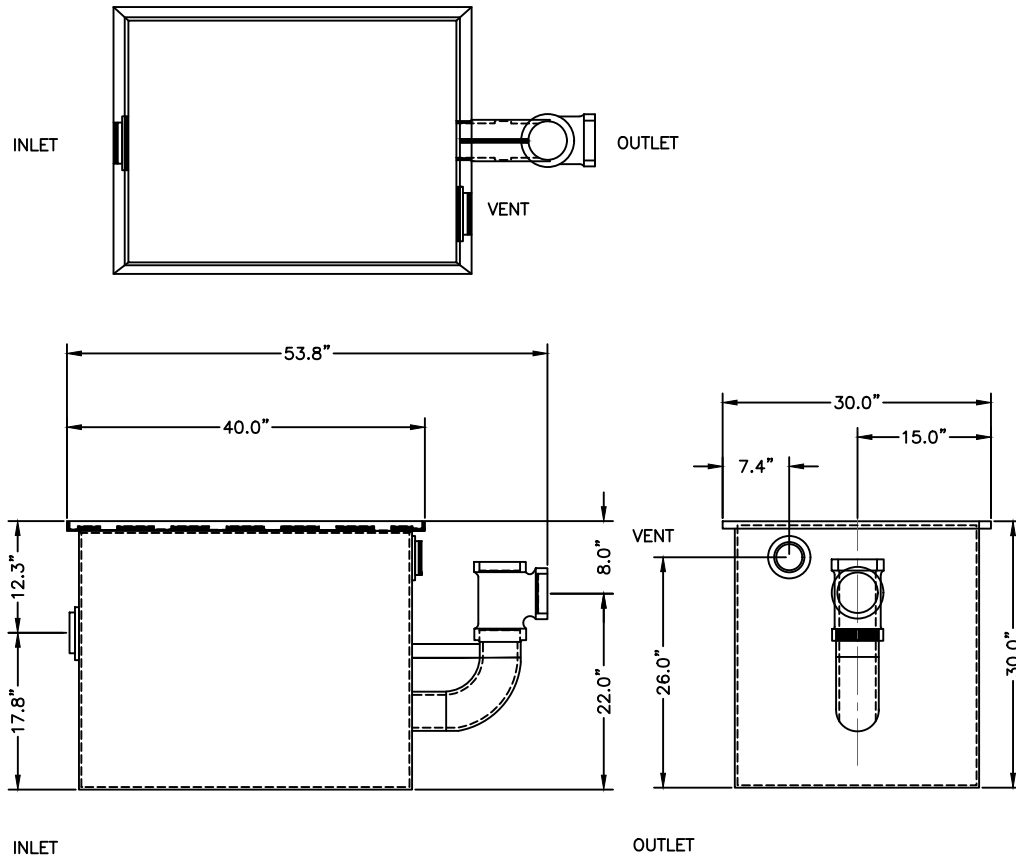
SAND/OIL INTERCEPTOR

Drawn: TMM
Date: FEBRUARY 2025
Scale: N.T.S.

Revised:
Revised:
Revised:



WW-15



SPECIFICATIONS:

ALL WELDED $\frac{1}{4}$ " STEEL SEPARATOR, 85-GALLON STATIC CAPACITY, 4.0" TAPPED INLET/OUTLET WITH 3.0" TAPPED INTERNAL VENT CONNECTION, 250 LBS GREASY SLUDGE CAPACITY, VISIBLE DOUBLE-WALL OUTSIDE TRAP SEAL, SEPARATOR PLATE AND REMOVABLE FILTER SCREEN, REMOVABLE $\frac{3}{8}$ " NONSKID DIAMOND TREADPLATE COVERS FOR FLUSH-WITH-FLOOR INSTALLATION SUITABLE FOR PEDESTRIAN TRAFFIC SECURED WITH STAINLESS FLAT HEAD SCREWS, HEAVY DUTY LEAK-PROOF GASKET, OPEX SHOP COAT COATING INSIDE AND BITUMINOUS COATING OUTSIDE. ROCKFORD MODEL GIS-50 OR APPROVED EQUIVALENT.

GREASE SEPARATOR = 250 LBS

Drawn: TMM

Date: FEBRUARY 2025

Scale: N.T.S.

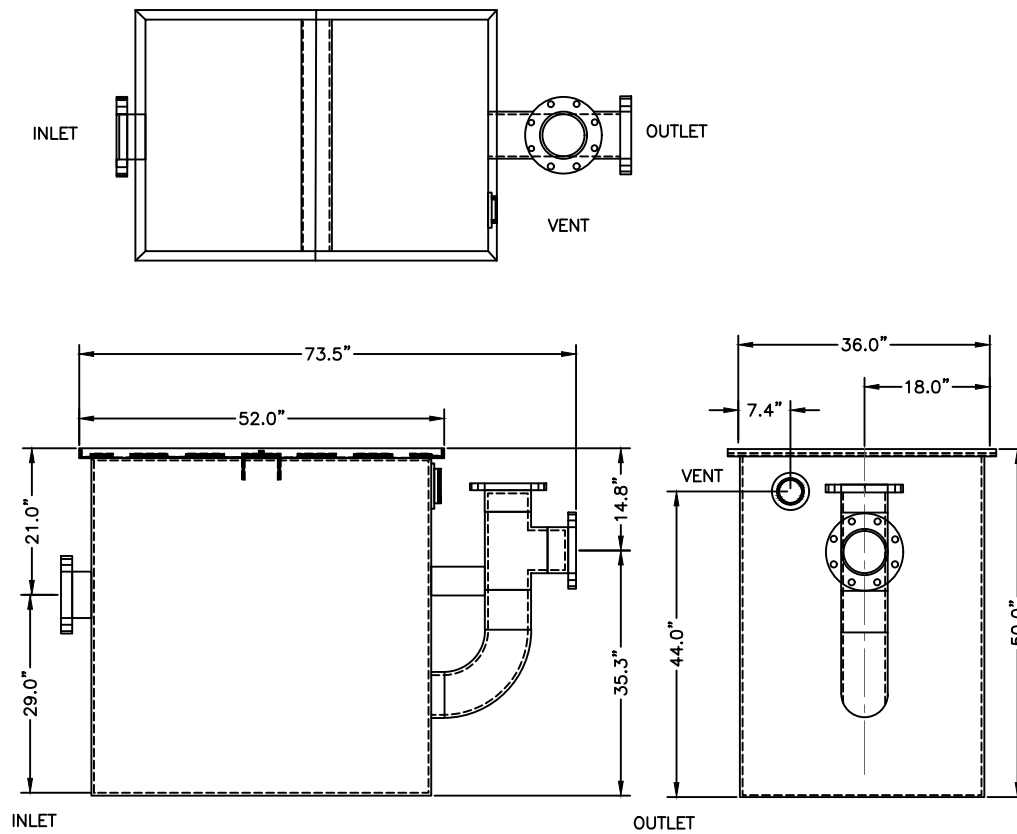
Revised:

Revised:

Revised:



WW-16



SPECIFICATIONS:

ALL WELDED $\frac{1}{4}$ " STEEL SEPARATOR, 225-GALLON STATIC CAPACITY, 6.0" COMPANION FLANGE INLET/OUTLET WITH 3.0" TAPPED INTERNAL VENT CONNECTION, 500 LBS GREASY SLUDGE CAPACITY, VISIBLE DOUBLE-WALL OUTSIDE TRAP SEAL, SEPARATOR PLATE AND REMOVABLE FILTER SCREEN, REMOVABLE $\frac{3}{5}$ " NONSKID DIAMOND TREADPLATE COVERS FOR FLUSH-WITH-FLOOR INSTALLATION SUITABLE FOR PEDESTRIAN TRAFFIC SECURED WITH STAINLESS FLAT HEAD SCREWS, HEAVY DUTY LEAK-PROOF GASKET, OPEX SHOP COAT COATING INSIDE AND BITUMINOUS COATING OUTSIDE. ROCKFORD MODEL GIS-70 OR APPROVED EQUIVALENT.

GREASE SEPARATOR = 500 LBS

Drawn: TMM

Date: FEBRUARY 2025

Scale: N.T.S.

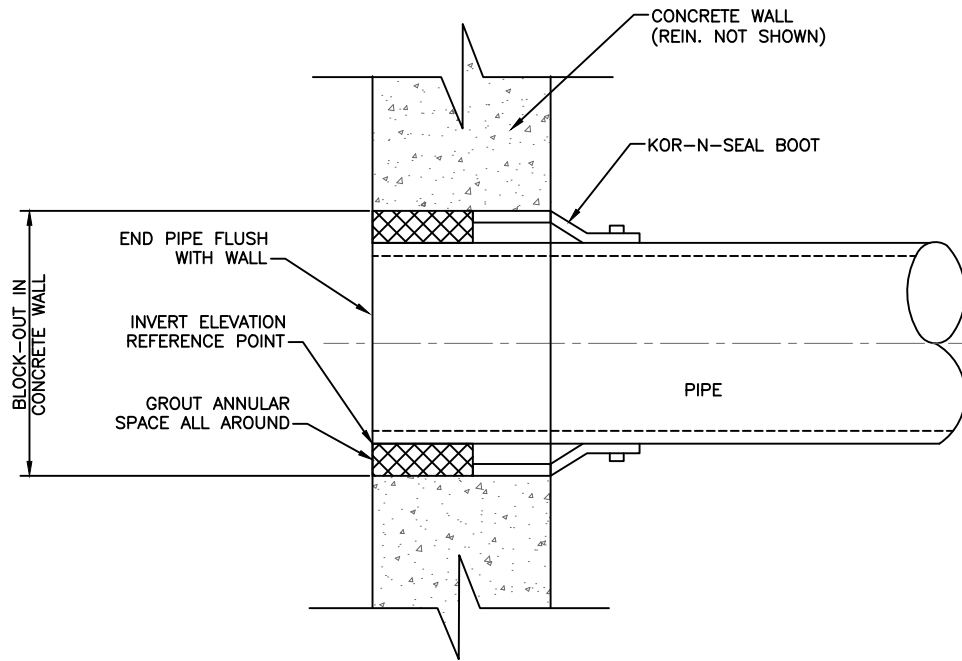
Revised:

Revised:

Revised:



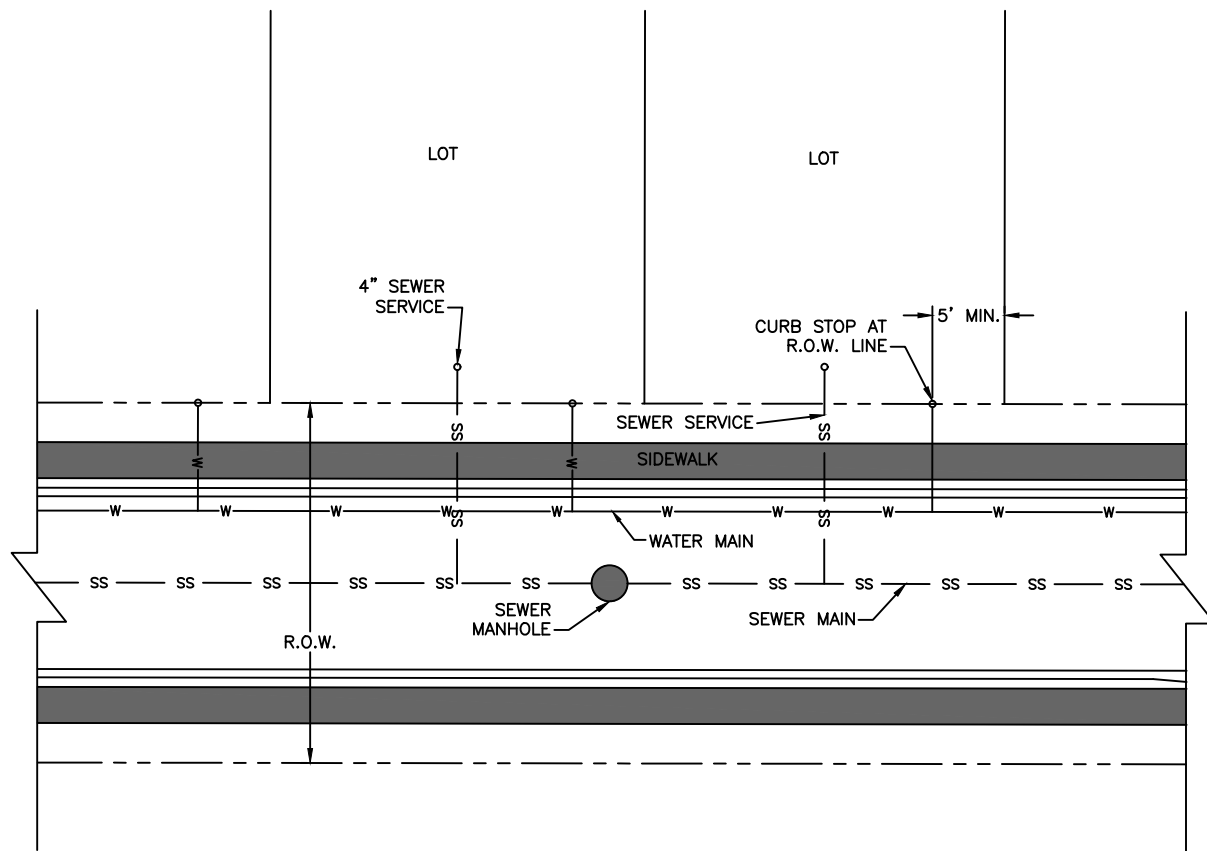
WW-17



KOR-N-SEAL BOOT DETAIL

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:



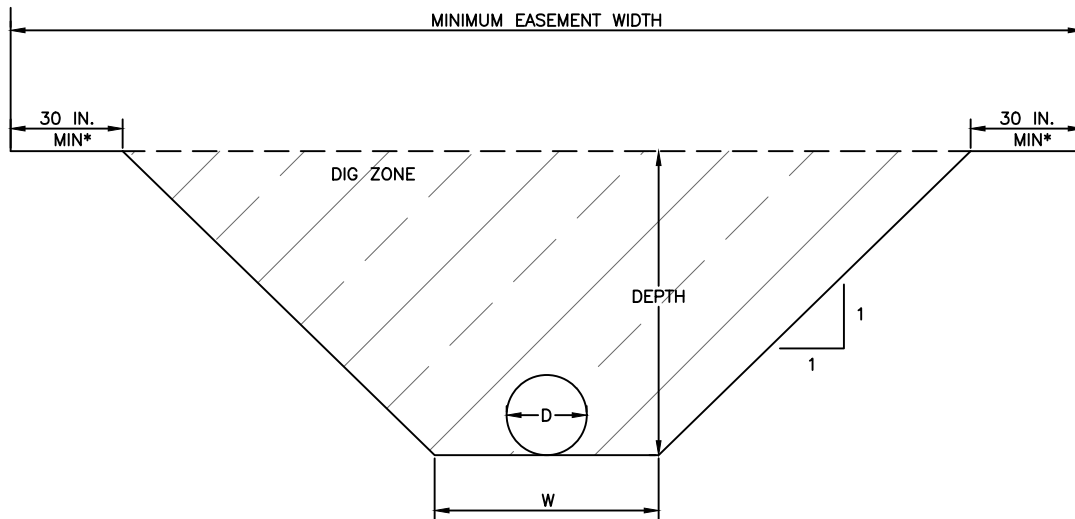


NOTES:

1. SEWER SERVICE TO BE PLACED APPROXIMATELY IN THE MIDDLE OF THE LOT AND EXTENDED 10 FEET PAST R.O.W.
2. SERVICES SHALL BE MARKED WITH 2"x4" POST AT TERMINATION POINT FOR LOCATION DURING CONNECTION TO RESIDENCE. POSTS SHALL BE SPRAY PAINTED BLUE FOR WATER AND GREEN FOR SEWER.

UTILITY SERVICE LOCATIONS

Drawn: TMM	Revised:		WW-19
Date: FEBRUARY 2025	Revised:		
Scale: N.T.S.	Revised:		



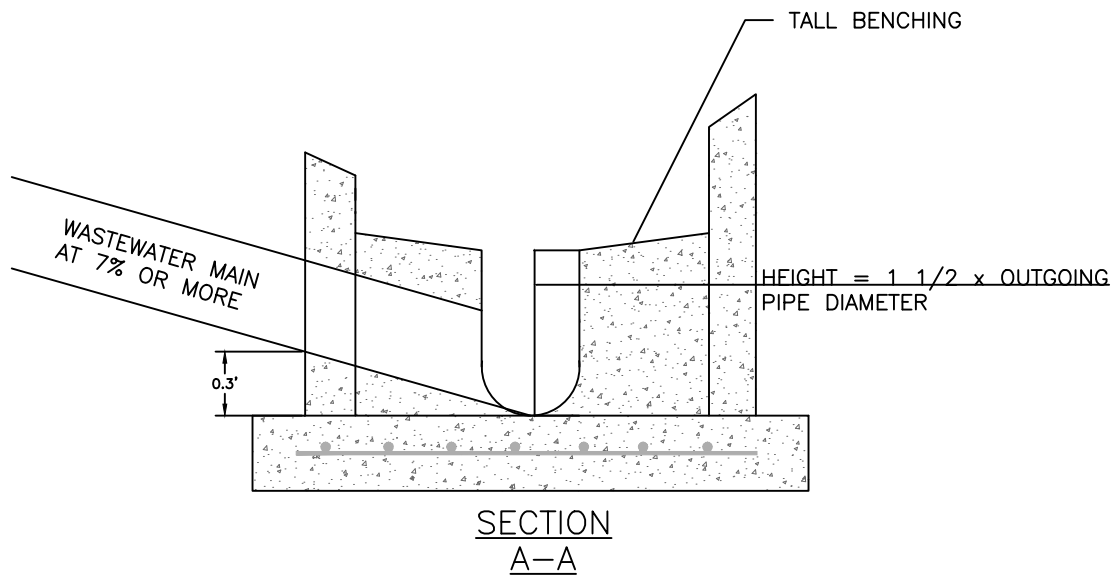
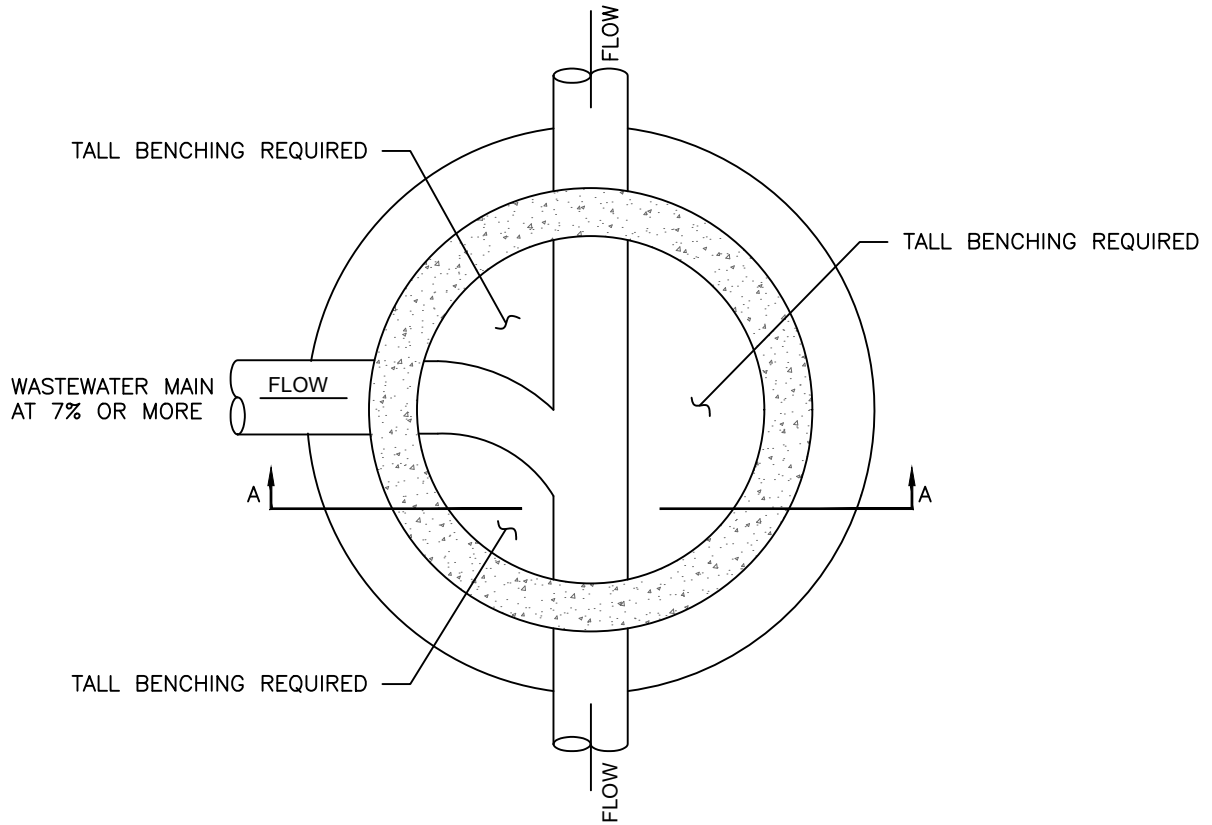
PIPE DIAMETER D	MINIMUM W
≤ 12 IN.	3 FT.
≤ 18 IN.	4 FT.
≤ 24 IN.	5 FT.
≤ 30 IN.	6 FT.

NOTES:

1. MINIMUM EASEMENT = 20 FT.
2. TYPICAL WATER ≤12 IN. WITH 5 FT COVER = 20 FT.
3. NO OTHER UTILITY IN DIG ZONE.
4. POTABLE WATER TO SEWER 10 FT MINIMUM HORIZONTAL.
5. MINIMUM CLEAR DISTANCE BETWEEN WH LINE = 30".
6. MINIMUM CLEAR DISTANCE BETWEEN WH LINE AND OTHER = 5 FT.
7. *SIDE SETBACK OF 30" MAY BE APPLIED EACH SIDE OR 5' ON SINGLE SIDE AS LONG AS DIG ZONE IS WITHIN EASEMENT.

EASEMENT & SEPARATION STANDARDS – WATER/SEWER MAINS

Drawn: TMM	Revised:		WW-20
Date: FEBRUARY 2025	Revised:		
Scale: N.T.S.	Revised:		

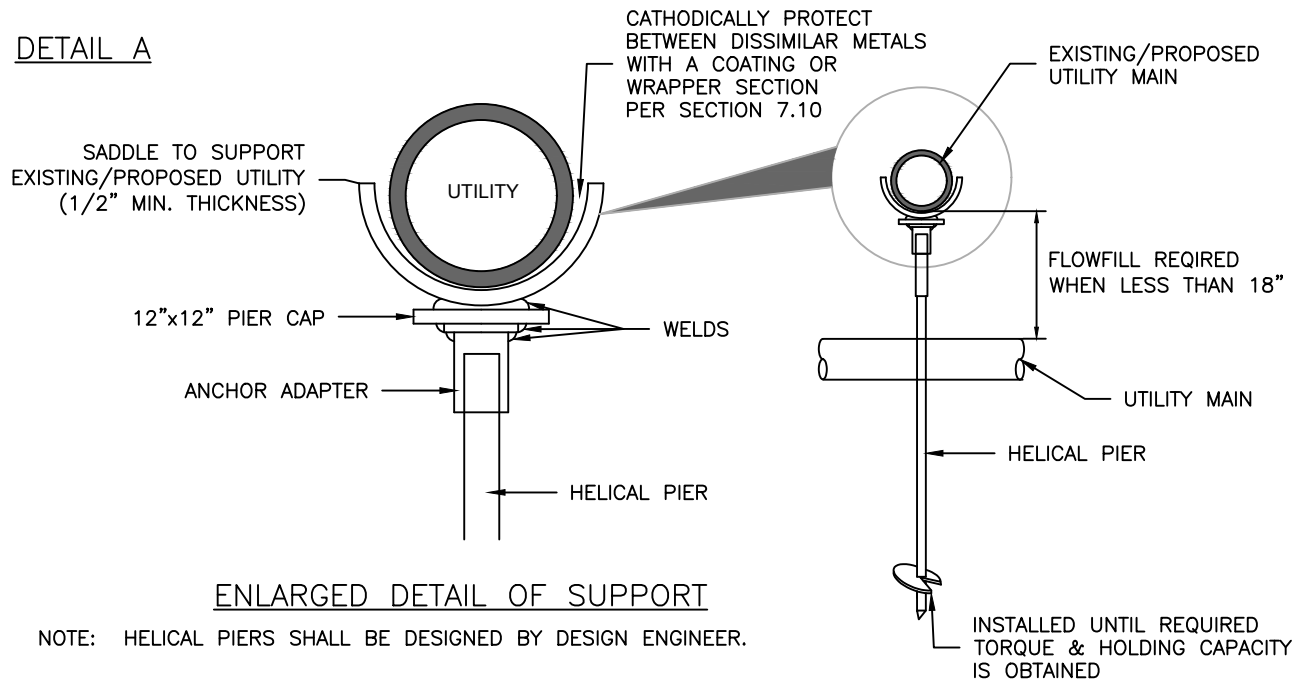
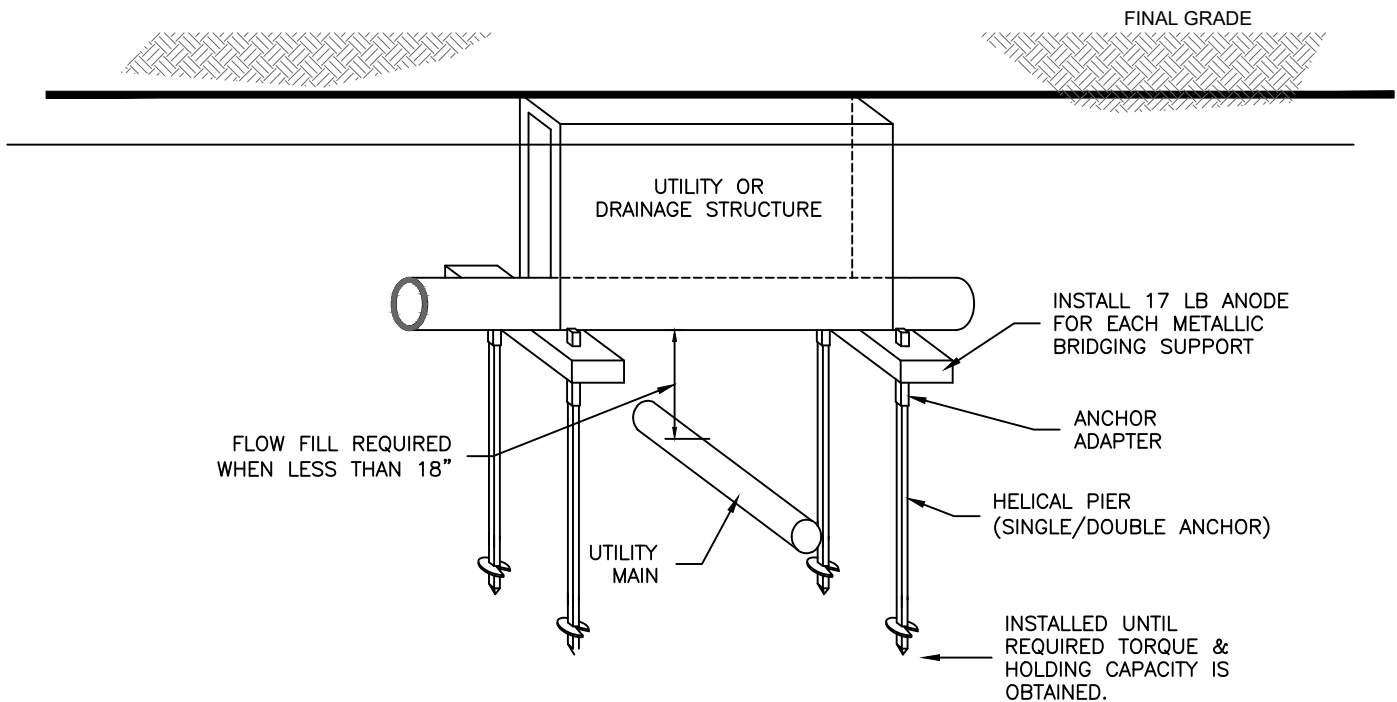


NOTES:

1. SEE DETAIL DRAWING WW-2 FOR MANHOLE REQUIREMENTS.
2. STRAIGHT THROUGH MANHOLES THAT HAVE A PIPE COMING IN AT 7% OR MORE REQUIRE TALL BENCHING ON BOTH SIDES.

HIGH VELOCITY PROTECTION FOR INCOMING SLOPES 7% OR GREATER

Drawn: TMM	Revised:		WW-21
Date: FEBRUARY 2025	Revised:		
Scale: N.T.S.	Revised:		

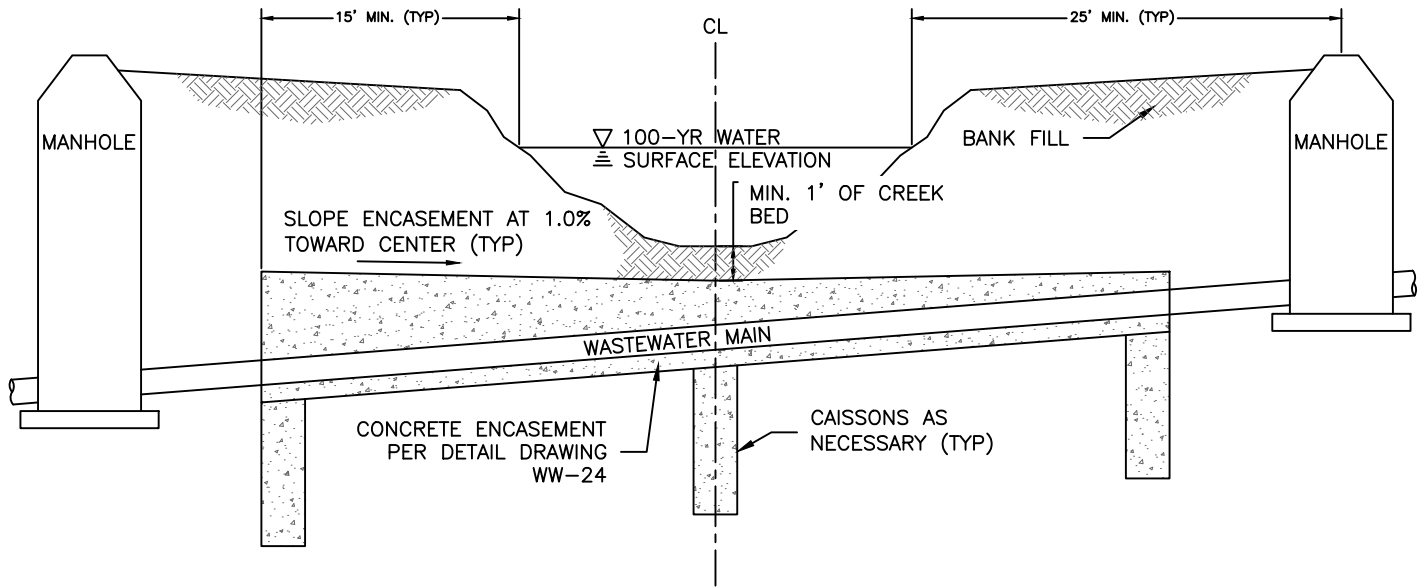
DETAIL ADETAIL BNOTES:

1. ALL METALLIC STRUCTURE AND PIPE SHALL BE CATHODICALLY PROTECTED PER SECTION 7.10.

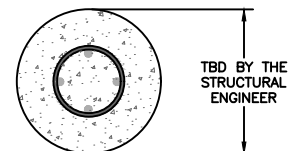
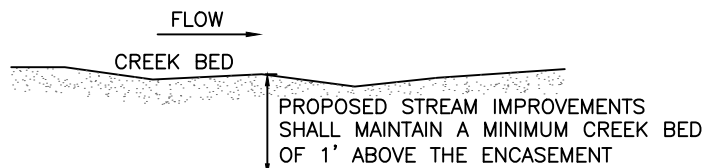
STEEL CARRIER PIPE WITH HEILICAL PIERS

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:

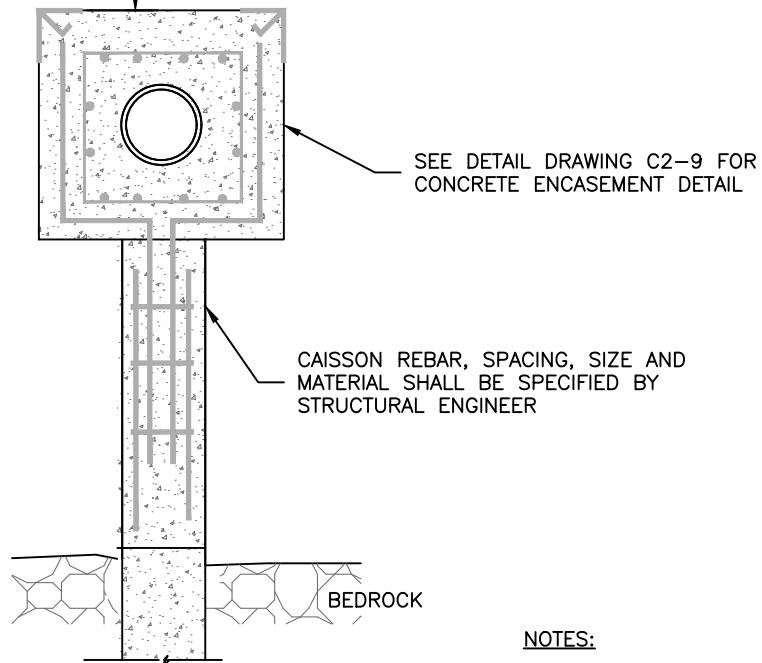




TYPICAL STREAM CROSSING CROSS SECTION



CAISSON CROSS SECTION



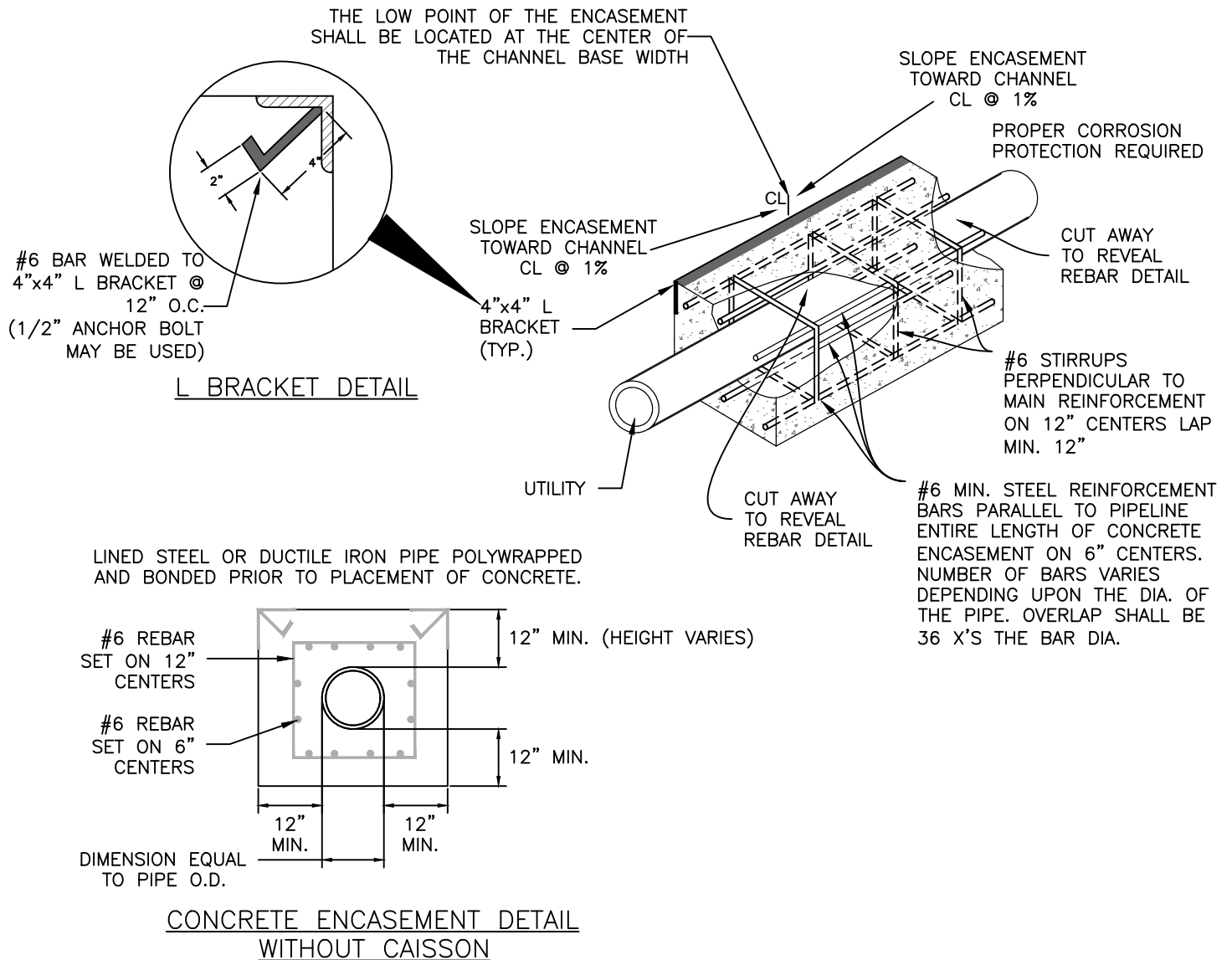
CONCRETE ENCASEMENT DETAIL WITH CAISSON

NOTES:

1. ALL STREAM CROSSINGS SHALL BE REVIEWED AND APPROVED BY THE TOWN ENGINEER.

TYPICAL CREEK CROSSING

Drawn: TMM	Revised:		WW-23
Date: FEBRUARY 2025	Revised:		
Scale: N.T.S.	Revised:		

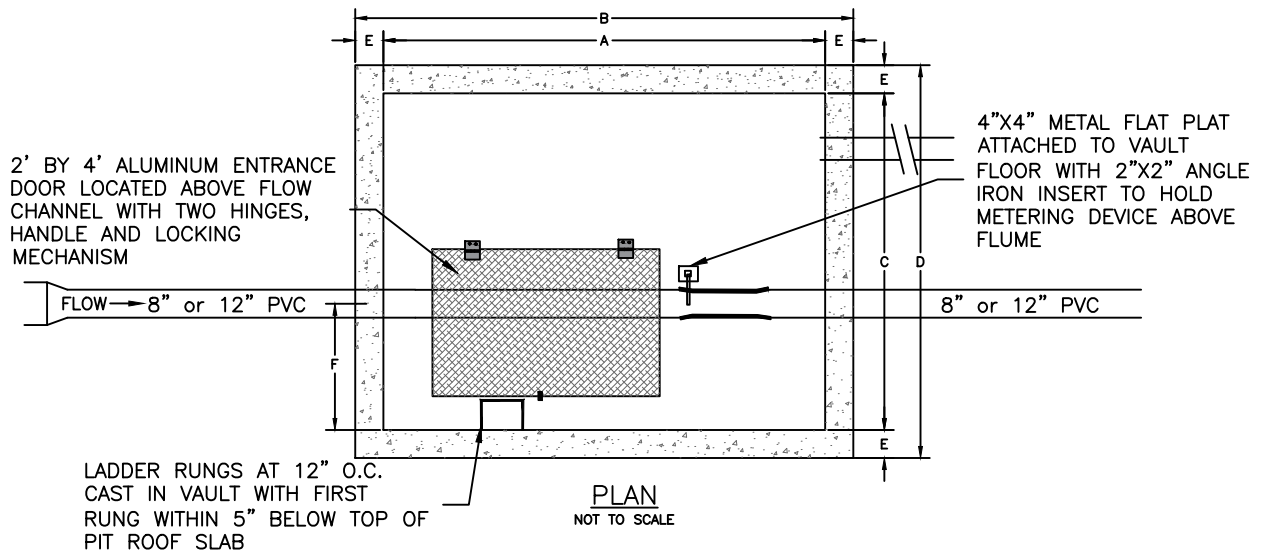


PIPE ENCASEMENT DETAIL

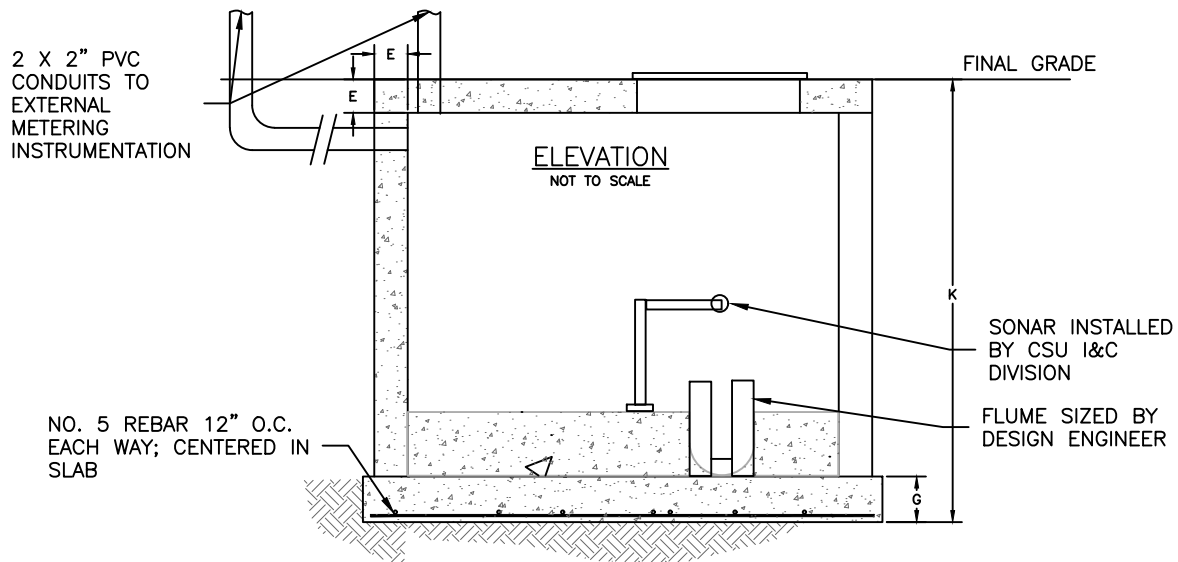
Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:



WW-24



	A	B	C	D	E	F	G	H	J	K
Size	12'-6"	13'-10"	8'-0"	9'-4"	0'-8"	3'-0"	0'-10"	3'-2"	3'-6"	VARIES

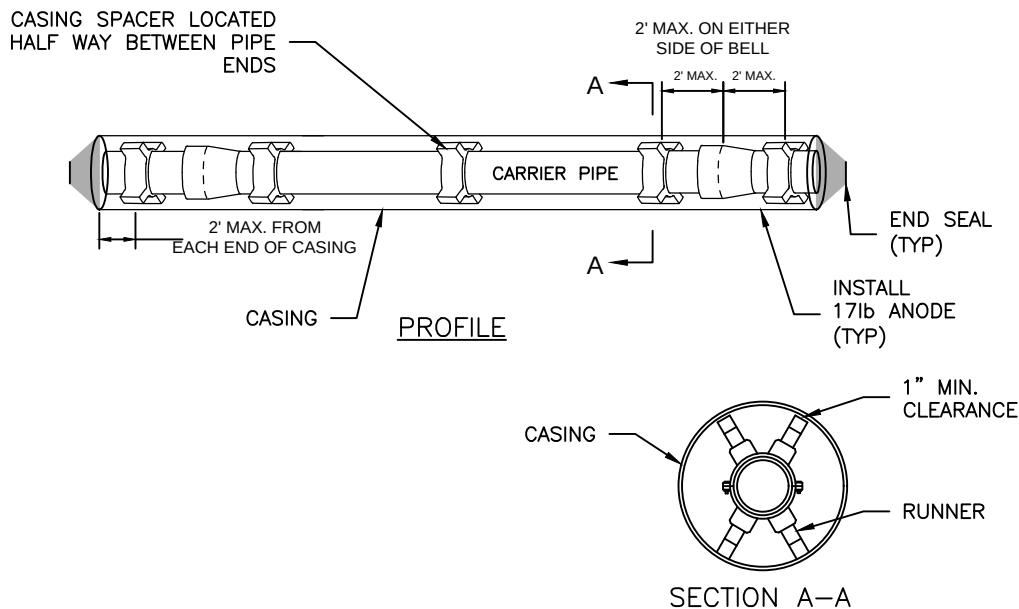
**NOTES:**

1. ALL CONCRETE WORK SHALL COMPLY WITH TOWN OF PAONIA STANDARD SPECIFICATIONS AND THE LATEST ACI-318 CODE.
2. ALL CONCRETE VAULTS SHALL BE DESIGNED FOR HS-20 TRAFFIC LOADING CONDITIONS AND 300 PSF SURCHARGE LOAD.
3. SHOP DETAIL DRAWINGS FOR ALL VAULTS ARE REQUIRED AND WILL BE APPROVED BY THE TOWN OF ENGINEER

WASTEWATER METER VAULT

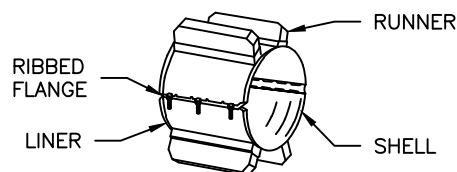
Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:

**WW-25**



CARRIER PIPE:

1. CARRIER PIPE SHALL BE CENTERED WITHIN CASING BY USE OF APPROVED CASING SPACERS. (SEE CHAPTER 4)



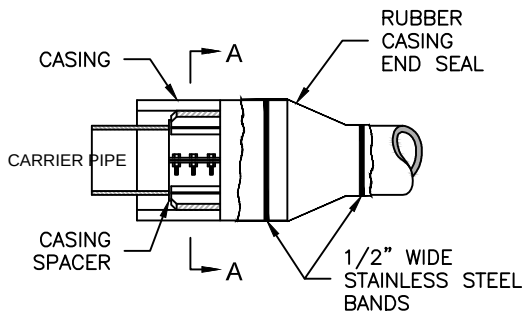
SPACER
DETAIL

PLACEMENT OF SPACERS ON CARRIER PIPE:

1. CASING SPACERS SHALL BE PLACED MAX. 2' FROM EACH END OF CASING AND ON EITHER SIDE OF EACH BELL. WHEN CARRIER PIPE IS PVC, CASING SPACER SHALL BE PLACED AT THE HOME MARK TO PREVENT OVER-BELLING. SPACERS SHALL ALSO BE PLACED HALF WAY BETWEEN PIPE ENDS, OR IN ACCORDANCE WITH PIPE MANUFACTURERS RECOMMENDATIONS.

END SEALS:

1. END SEALS SHALL BE USED TO ENSURE A WATER TIGHT SEAL ON EITHER END OF THE CASING.



END SEAL
DETAIL

CATHODIC PROTECTION:

1. CASING SHALL BE CATHODICALLY PROTECTED USING A 17 LB HIGH POTENTIAL ANODE AND AN APPROVED COATING. SEE SECTION 7.10.

TYPICAL STEEL CASING INSTALLATION

Drawn: TMM	Revised:
Date: FEBRUARY 2025	Revised:
Scale: N.T.S.	Revised:





**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Change Orders 1&2 for 2MG Tank Pad – Civil Work
SUBMITTED BY:	Nicki Gisoldi – Deputy Director Public Works
DATE:	2/11/2025
BACKGROUND:	Change Order #1 During removal of the soil to create the tank pad for the temporary tank, Earthworx discovered a large concrete box. The box was an old backwash tank. The Town’s As Built documentation says the tank was supposedly removed, however, that is not the case. For Earthworx to remove the tank an additional cost of \$12,205.00 is required. Change Order #2 When exposing the Raw Water line that feeds the Water Treatment Plant, it was discovered that the current line consisted of multiple different pipe materials and materials that are not rated for what is needed. Earthworx had to redirect the line and in order to connect from valve to valve with the proper materials resulting in an additional 62’ feet of C-900 8” line and required fittings. Cost of change order is \$11,784.00.
BUDGET:	
RECOMMENDATION:	That BoD accepts change orders

ATTACHMENT:	Attachment A- Change order 1 Attachment B- Change order 2
--------------------	--

SECTION 00 69 50 CHANGE ORDER

No. 1Date of Issuance: 01/29/2025Effective Date: 01/29/2025

Project: 2MG Tank Rehabilitation, Site Civil	Owner: Town of Paonia	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: Earthworx Excavation		Engineer's Project No.: 2013-471.013

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Demolition and haul off of old concrete backwash tank. As-builts indicated backwash tank had been removed.

Attachments (list documents supporting change):

See attached documents from Earthworx Excavation.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 336,278.15[Increase] [Decrease] from previously approved
Change Orders No. ____ to No. ____:\$ 0.00

Contract Price prior to this Change Order:

\$ 336,278.15[Increase] [~~Decrease~~] of this Change Order:\$ 12,205.00

Contract Price incorporating this Change Order:

\$ 348,483.15

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar daysSubstantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025[Increase] [Decrease] from previously approved Change Orders
No. ____ to No. ____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025

[Increase] [Decrease] of this Change Order:

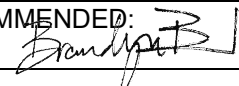
Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): April, 15, 2025Ready for final payment (days or date): May 1, 2025

RECOMMENDED:

By: 

Engineer (Authorized Signature)

Date: 01/29/2025

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____

Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____

Contractor (Authorized

Date: _____

Date: _____

Change Order Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.



Earthworx Excavation
68204 Kinikin Road
Montrose, CO 81403 US
+19709750234
mike.earthworx@outlook.com

Estimate

ADDRESS

Cory Heiniger
Town of Paonia

ESTIMATE # 1487

DATE 01/27/2025

EXPIRATION DATE 02/10/2025

PROJECT ADDRESS

2 MG tank civil site

CUSTOMER JOB #

Town of Paonia

COMPLETION DATE

2-3 days

ACTIVITY	QTY	RATE	AMOUNT
Earthworx Excavation:Change Order Remove and haul off unforeseen concrete structure (15'x25'x 5') 1' thick floor. Jack hammer structure and truck to Town of Paonia yard All labor and trucking included	1	12,205.00	12,205.00

Thank You For Giving Us The Opportunity To Bid Your Project. Have A Great Day!

TOTAL

\$12,205.00

Accepted By

Accepted Date

SECTION 00 69 50 CHANGE ORDER

No. 2Date of Issuance: 02/06/2025Effective Date: 02/06/2025

Project: 2MG Tank Rehabilitation, Site Civil	Owner: Town of Paonia	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: Earthworx Excavation		Engineer's Project No.: 2013-471.013

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Owner requested change order to install additional pipe and fittings on existing spring (raw) water line. Pipe to be removed was old SDR piping and was replaced with C900 PVC. This eliminates potential maintenance issues in the future.

Attachments (list documents supporting change):

See attached documents from Earthworx Excavation.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 336,278.15

[Increase] [~~Decrease~~] from previously approved
Change Orders No. 1 to No. 1:

\$ 12,205.00

Contract Price prior to this Change Order:

\$ 348,483.15[Increase] [~~Decrease~~] of this Change Order:\$ 11,784.00

Contract Price incorporating this Change Order:

\$ 360,267.15

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar daysSubstantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025

[Increase] [~~Decrease~~] from previously approved Change Orders
No. to No. :

Substantial completion (days): Ready for final payment (days):

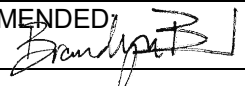
Contract Times prior to this Change Order:

Substantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025[Increase] [~~Decrease~~] of this Change Order:Substantial completion (days or date): Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date): April, 15, 2025Ready for final payment (days or date): May 1, 2025

RECOMMENDED:

By: 

Engineer (Authorized Signature)

Date: 02/06/2025

Approved by Funding Agency (if applicable):

ACCEPTED:

By:

Owner (Authorized Signature)

Date:

ACCEPTED:

By:

Contractor (Authorized

Date: Date:

Change Order Instructions

A. GENERAL INFORMATION

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Earthworx Excavation
68204 Kinikin Road
Montrose, CO 81403 US
+19709750234
mike.earthworx@outlook.com

Estimate

ADDRESS

Cory Heiniger
Town of Paonia

ESTIMATE # 1489
DATE 01/31/2025

PROJECT ADDRESS

2MG Tank

CUSTOMER JOB #

Town of Paonia

ACTIVITY	QTY	RATE	AMOUNT
Earthworx Excavation:Change Order Excavate and install 8" C900 an additional 62' to new tie in point	62	143.33	8,886.46
Invoiced at same LF price as original contract			
All labor and material included			
Earthworx Excavation:Change Order Additional 8" fittings for angle alignment at tie in.	1	2,897.54	2,897.54

Thank You For Giving Us The Opportunity To Bid Your Project. Have A Great Day!

TOTAL **\$11,784.00**

Accepted By

Accepted Date

SECTION 00 69 50 CHANGE ORDER

No. 1

Date of Issuance: 01/29/2025

Effective Date: 01/29/2025

Project: 2MG Tank Rehabilitation, Site Civil	Owner: Town of Paonia	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: Earthworx Excavation		Engineer's Project No.: 2013-471.013

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Demolition and haul off of old concrete backwash tank. As-builts indicated backwash tank had been removed.

Attachments (list documents supporting change):

See attached documents from Earthworx Excavation.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 336,278.15

[Increase] [Decrease] from previously approved
Change Orders No. ____ to No. ____:

\$ 0.00

Contract Price prior to this Change Order:

\$ 336,278.15

[Increase] [Decrease] of this Change Order:

\$ 12,205.00

Contract Price incorporating this Change Order:

\$ 348,483.15

CHANGE IN CONTRACT TIMES:Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (days or date): April 15, 2025

Ready for final payment (days or date): May 1, 2025

[Increase] [Decrease] from previously approved Change Orders
No. ____ to No. ____:

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date): April 15, 2025

Ready for final payment (days or date): May 1, 2025

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date):

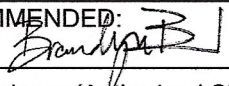
Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date): April 15, 2025

Ready for final payment (days or date): May 1, 2025

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 01/29/2025

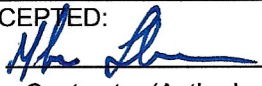
Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized)

Date: 1-29-25

Date: _____

Change Order Instructions

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Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Earthworx Excavation
68204 Kinikin Road
Montrose, CO 81403 US
+19709750234
mike.earthworx@outlook.com



Estimate

ADDRESS
Cory Heiniger
Town of Paonia

ESTIMATE # 1487
DATE 01/27/2025
EXPIRATION DATE 02/10/2025

PROJECT ADDRESS	CUSTOMER JOB #	COMPLETION DATE
2 MG tank civil site	Town of Paonia	2-3 days

ACTIVITY	QTY	RATE	AMOUNT
Earthworx Excavation:Change Order Remove and haul off unforeseen concrete structure (15'x25'x 5') 1' thick floor. Jack hammer structure and truck to Town of Paonia yard All labor and trucking included	1	12,205.00	12,205.00

Thank You For Giving Us The Opportunity To Bid Your Project. Have A Great Day!	TOTAL	\$12,205.00
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Accepted By	Accepted Date
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SECTION 00 69 50 CHANGE ORDER

No. 2Date of Issuance: 02/06/2025Effective Date: 02/06/2025

Project: 2MG Tank Rehabilitation, Site Civil	Owner: Town of Paonia	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: Earthworx Excavation		Engineer's Project No.: 2013-471.013

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Owner requested change order to install additional pipe and fittings on existing spring (raw) water line. Pipe to be removed was old SDR piping and was replaced with C900 PVC. This eliminates potential maintenance issues in the future.

Attachments (list documents supporting change):

See attached documents from Earthworx Excavation.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 336,278.15

[Increase] [~~Decrease~~] from previously approved
Change Orders No. 1 to No. 1:

\$ 12,205.00

Contract Price prior to this Change Order:

\$ 348,483.15

[Increase] [~~Decrease~~] of this Change Order:

\$ 11,784.00

Contract Price incorporating this Change Order:

\$ 360,267.15

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar daysSubstantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025

[Increase] [~~Decrease~~] from previously approved Change Orders
No. to No. :

Substantial completion (days): Ready for final payment (days):

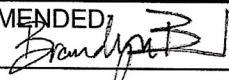
Contract Times prior to this Change Order:

Substantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025[Increase] [~~Decrease~~] of this Change Order:Substantial completion (days or date): Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date): April 15, 2025Ready for final payment (days or date): May 1, 2025

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 02/06/2025

Approved by Funding Agency (if applicable):

ACCEPTED:

By:
Owner (Authorized Signature)

Date:

ACCEPTED:

By: 
Contractor (Authorized)

Date: 2-6-25Date:

Change Order Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Earthworx Excavation
 68204 Kinikin Road
 Montrose, CO 81403 US
 +19709750234
 mike.earthworx@outlook.com



Estimate

ADDRESS

Cory Heiniger
 Town of Paonia

ESTIMATE # 1489

DATE 01/31/2025

PROJECT ADDRESS

2MG Tank

CUSTOMER JOB

Town of Paonia

ACTIVITY	QTY	RATE	AMOUNT
Earthworx Excavation:Change Order Excavate and install 8" C900 an additional 62' to new tie in point	62	143.33	8,886.46
Invoiced at same LF price as original contract			
All labor and material included			
Earthworx Excavation:Change Order Additional 8" fittings for angle alignment at tie in.	1	2,897.54	2,897.54

Thank You For Giving Us The Opportunity To Bid Your Project. Have A Great Day!

TOTAL

\$11,784.00

Accepted By

Accepted Date



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	RFP 2025-01 Town Hall Cleaning Services
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	2.6.2025
BACKGROUND:	The Town has utilized a cleaning service without a contract for several years (since before 2020). In the 4th Quarter of 2024, the Town notified the existing cleaning service of its intent to terminate services in January of 2025 and submit a new RFP for proposals. This is the RFP for cleaning services that also complies with the Police Department's need for background checks due to CJIS compliance requirements.
BUDGET:	\$15,000.00 - Grant compliance during construction will be necessary for both road and water projects.
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve submitting the RFP for proposals [add if necessary: with the following edits].
ATTACHMENT:	Attachment A: RFP 2025-01 Town Hall Cleaning Services



TOWN OF PAONIA, COLORADO

REQUEST FOR PROPOSALS
TOWN HALL CLEANING SERVICE

RFP 2025-01

ISSUED: February 12, 2025

PRE-PROPOSAL CONFERENCE: February 26, 2025, at 10AM

PROPOSAL DUE DATE: March 6, 2025, at Noon

REQUEST FOR PROPOSAL – TOWN HALL CLEANING SERVICES

The Town of Paonia is currently seeking the contracted services of a janitorial services provider to provide cleaning services for its Town Hall. It is intended that the successful candidate will perform the services listed in this proposal. THIS REQUEST FOR PROPOSAL (RFP) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposal allows the Town of Paonia, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFP has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFP or addenda pertaining to this RFP will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

COMMUNITY BACKGROUND

The Town of Paonia, Delta County, Colorado, is a Title 31 statutory Town, and was incorporated in 1902. The Town has a population of approximately 1,447 residents (2020 Census) and consists of approximately 800 households. The Town is situated on the North Fork of the Gunnison River, and services approximately 632 households (approximately 1,482 people) outside of the Town limits with drinking water.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities).

The Town Hall was originally built in 1983 in the middle of the commercial district of downtown Paonia. The building is made up of the administrative offices for the Town including: the Town Administrator's Office, the Finance Department, the Clerk's Office, the Police Department and the administrative offices for the Town's Public Works office. There are two public restrooms, a private restroom in the Police Department, a commercial kitchen, a breakroom, office spaces, and a community room within the 6,100 square foot footprint of the building.

RFP 2025-01 Town Hall Cleaning Services is considered active, and **proposals will be accepted** starting **February 12, 2025**.

An optional Pre-proposal conference is scheduled for **Wednesday, February 26, 2025**, at 10AM at the Town Hall Community Room, 214 Grand Ave. Paonia, CO 81428; and live streamed on Zoom at: <https://us02web.zoom.us/j/81197865572>. Meeting ID: 811 9786 5572.

Submissions are Due on March 6, 2025 at Noon, only digital submissions will be accepted to: KajaB@TownofPaonia.com and 'cc'd to: Paonia@TownofPaonia.com.

SCOPE OF SERVICES

The general areas to be serviced at least once a week include the following: entrance areas, restrooms, community room, town hall office, and police department offices.

The following are expected to be completed once per week:

- Empty all trashcans and replace can liners
- Dust and disinfect (where appropriate) furniture, countertops, pictures, doorknobs and telephones
- Vacuum carpeted areas
- Sweep and mop tiled areas
- Clean and sanitize all appropriate surfaces in restrooms, faucets, sinks, counters, dispensers, mirrors, etc.
- Clean and sanitize toilets and urinals
- Stock all paper towel, toilet paper, and soap dispensers
- Clean and remove fingerprints from glass door lights and high touch windows
- Secure all doors and lights and arm alarm systems at the completion of each cleaning

A second, mid-week lighter cleaning of the same above listed general areas to include the following:

- Empty all trashcans and replace liners
- Clean and sanitize all appropriate surfaces in restrooms, faucets, sinks, counters, dispensers, mirrors, etc.
- Clean toilets and urinals
- Stock all paper towel, toilet paper, and soap dispensers
- Any messes that need immediate attention (large spills, sticky surfaces, etc.)
- Secure all doors and shut off all lights

Bi-annual Cleaning to include:

- Carpet Cleaning of all carpeted areas with commercial carpet cleaner
- Window washing of all windows and doors both interior and exterior
- Secure all doors and lights and arm alarms at the completion of each cleaning
- (Exception) Wax and sealing of tile floors to be completed annually

Supplies:

The service provider is expected to provide all cleaning equipment, cleaning supplies including floor cleaning products, polishes, sanitizer, carpet cleaner, etc. The Town will supply trash can liners, paper towels, toilet paper, liquid soap and foaming hand sanitizer for dispensers.

PROPOSAL REQUIREMENTS

The following should be completed as a required cover sheet for the proposal:

- Name of Project Director/Contract Manager/Principal Contact, including direct phone number(s) and email address(es).
- Names of professional staff assigned to the Project.
- Date of Proposal.
- Signature of person having the proper authority to make formal commitments on behalf of the proposal company.

The following items should be addressed as part of the proposal:

- The company/individual(s) must be insured, and the selected proposal will also be required to list the Town of Paonia as an additional insured. Does the proposal include a statement satisfying this requirement?
- The company/individual(s) must be bonded against theft and negligence. Does the proposal include a statement satisfying this requirement?
- Due to the sensitive and secure nature of the Police Department's offices, individual employees working for the company at the Town Hall must be able to pass a background check and be free of felony convictions. Does the proposal include a statement satisfying this requirement?
- To have unescorted access to secure areas, the selected proposal's company must also successfully complete the *Support Vendor* Management Program through the Criminal Justice Information Services (CJIS) program as administered by the Colorado Bureau of Investigation. More information on this requirement can be found: <https://cbi.colorado.gov/sections/cjis-security/cjis-vendor-management-program/cjis-support-vendors>. Does the proposal include a statement satisfying this requirement?
 - The Vendor Management program for Support Vendors will require background checks and fingerprinting to be completed. While individual(s) with criminal histories may be considered approved for cleaning general and common areas, they may not be cleared for cleaning secure areas.

The following qualifications and experience will be evaluated as a part of the proposal, please also provide a statement to each point:

- Maintain a permanent place of business.
- Have adequate manpower and equipment to perform the services listed in the scope of services.
- Have satisfactorily furnished services of a familiar size and scope for a period of at least (12) months.
- For security purposes, the services provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to Town Hall.
- Provide a proposed breakdown of fees for each cleaning, including once a week to deep clean, once a week for light cleaning, twice a year for interior and exterior window cleaning and carpet cleaning, and once a year for waxing, polishing and sealing tile floors.
- Provide three (3) references and their contact information.

The selected proposal's company will be required to provide the following documentation:

- 1.) Current W-9
- 2.) Certificate of Insurance listing the Town of Paonia as an additional insured.
- 3.) Proof of Bond against theft and negligence.
- 4.) Proof of acceptance into the CJIS Support Vendor program.

GENERAL TERMS AND CONDITIONS

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at the pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on the interview with the candidate.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals (RFP). No oral interpretations will be made by the Town to any firm as to the requirements of this RFP.

Emailed PDF proposals titled in the subject as, "PROPOSALS FOR HALL CLEANING," will be accepted on or before 12:00 PM (MT) WEDNESDAY, MARCH 6, 2025 (Deadline), at the email addresses below. Proposals tendered after the deadline will be rejected.

Kaja Bowman
Deputy Treasurer
KajaB@TownofPaonia.com

AND

'cc'd to:
Paonia@TownofPaonia.com

Mailed proposals and hand delivered proposals will not be accepted.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFQ shall be submitted by email to Kaja Bowman, Deputy Treasurer, at e-mail address: KajaB@TownofPaonia.com; and 'cc'd to: Paonia@TownofPaonia.com.

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFP.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on March 25, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

1. Proposal Calendar

Publication of RFP	February 12, 2025
Pre-Proposal Conference (Optional)	February 26, 2025
Due date for proposals	March 6, 2025
Consideration of at Regular Town Board Meeting	March 25, 2025
Anticipated 1 st Date of Cleaning	April 15, 2025

The accuracy of the proposal is the sole responsibility of the Consultant. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all proposals and to waive any informalities or irregularities in said proposals. The Request for Proposal does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFP of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Consultant, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or reduction of funding.



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	RFQ 2025-02 Water Attorney
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	2.6.2025
BACKGROUND:	In 2023, and again in 2024, the Town hired the services of a water attorney with a very limited and specific scope of work. Paonia's water system has been described as the most complex in Colorado and perhaps the entire Western U.S. Because of the complexities surrounding the Town's water system and water rights, an attorney that specializes in water has been recommended by attorneys and engineers. This RFQ will help the Town find qualified water attorney that can assist the Town in all water-related matters.
BUDGET:	
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve submitting the RFQ for responses [add if necessary: with the following edits].
ATTACHMENT:	Attachment A: RFQ 2025-02 Water Attorney



TOWN OF PAONIA, COLORADO

REQUEST FOR PROPOSALS

Water Attorney

RFQ 2025-02

ISSUED: February 12, 2025

PROPOSAL DUE DATE: March 19, 2025, 4PM (M.T.)

FINALIST INTERVIEWS: March 31, 2025 – April 4, 2025

REQUEST FOR PROPOSAL – WATER ATTORNEY

The Town of Paonia is currently seeking the contracted services of Water Attorney to provide legal advice, negotiate, and review agreements as they relate to the Town's water system and water rights. It is intended that the successful candidate would perform the services listed in this proposal. THIS REQUEST FOR QUALIFICATIONS (RFQ) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for qualifications allows the Town of Paonia, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFQ has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFQ or addenda pertaining to this RFQ will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

COMMUNITY BACKGROUND

The Town of Paonia, Delta County, Colorado, is a Title 31 statutory Town, and was incorporated in 1902. The Town has a population of approximately 1,447 residents (2020 Census) and consists of approximately 800 households. The Town is situated on the North Fork of the Gunnison River, and services approximately 632 households (approximately 1,482 people) outside of the Town limits with drinking water. Paonia is home to the noted western newspaper *High Country News*, and KVNf community public radio station.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities). The Town has retained general counsel services provided by Clayton Buchner as a part-time employee of the Town.

The Town of Paonia has a Mayor-Town Board form of government with a contract Town Administrator/Treasurer. There are six (6) Board of Trustee representatives, and each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a four (4) year term. Every two (2) years, the Mayor (possibly) and three (3) Trustee representatives are up for election. The Mayor and all Trustees are elected "at-large."

The Town employs Department Heads and a staff of approximately 21 full-time and 2 part-time employees to manage the Town's day-to-day business. Town departments include administration, public works, and police. In addition to the Board of Trustees and the Mayor, there are currently four (4) volunteer boards: Planning Commission, combined Zoning Board of Adjustments/Board of Appeals, the Tree Board, and the North Fork Valley Airport Advisory Committee.

The Town's water system has been described by a previous water attorney and a hydrogeologist as, "the most complex water system in Colorado and perhaps the Western United States." The Town receives its water rights from twenty-five (25) spring complexes that make up the entirety of the Town's water rights. Many of the decrees comprising the Town's water rights are senior and have existed since the late 1880's.

In the Spring of 2023, the Town completed a review of Water Rights utilizing a water attorney's services. A Water Rights report was completed and was compiled using previous engineering reports obtained by the Town, the Division Engineer's tabulation of water rights, a review of the decrees, conversation with the water commissioner and review of agreements the Town has entered with different property owners. The report did not include a review of documents on file with the Delta County Clerk's Office, or through a field visit or review of diversion records, deeds and decrees for water rights of other persons in the drainages. However, the water rights listed in the report were either adjudicated by the Town or are referenced as being owned by the Town in a water rights decree.

The Town provides water to twenty-three consecutive systems. Each system is managed by their own Operators in Responsible Charge (ORC) and bill each of their customers in their own manner. The Town's responsibility ends at a master meter for each of the consecutive systems. In addition to providing water to subdivisions of homes, the Town also directly bills customers outside of Town that are not organized into a neighborhood or a consecutive system.

SCOPE OF SERVICES

CRS 31-4-304 provides for the appointment of a Town Attorney. "The board of trustees shall appoint a town attorney, as it deems necessary for the good government of the corporation [Town]." The Town is currently represented by General Counsel but needs the services of an Attorney with a specialty in Water Law within the state of Colorado.

Town Attorney-Functions and Duties:

- The Water Attorney shall act as legal advisor to, and be attorney and counsel for, the Board of Trustees and the Mayor in all matters related to the complex water laws and regulations of the state of Colorado. They shall advise any officer or department head of the Town in matters relating to water rights and water laws when requested and shall file with the Clerk a copy of all written opinions given by them.
- The Water Attorney shall prepare or review all water rights, decrees, contracts as they relate to water, bonds, and other written instruments, which are submitted to them by the Board, by the mayor, or the Town Administrator, and shall promptly give their opinion as to the legal consequences thereof.

- The Water Attorney shall assist with the acquisition, transfer, or protection of water rights for the Town.
- The Water Attorney shall call to the attention of the Board all matters of water law, and changes or developments therein, affecting the Town's water rights and assist with environmental compliance with state and federal water regulations.
- The Water Attorney shall represent the Town in water court, other legal forums to protect the Town's water rights and enforce water agreements through any means necessary including litigation to protect the Town's water rights.

PROPOSAL REQUIREMENTS

The following items should be addressed as part of the proposal:

- Describe your and/or your firm's experience with water law generally and specifically speak to your experience regarding complex water rights issues, including water service delivery to consecutive systems and fostering a collaborative environment to discuss shared issues with regulation and compliance.
- Provide a reference list of not less than three (3) other municipal, or public utility clients with whom you and/or your firm have worked in the past five years.
- Describe any knowledge or experience that makes you and/or your firm particularly qualified for the position.
- The Town is soliciting talent and expertise first and foremost. While cost to the Town is important, the selection will not be based solely on cost. Please detail and explain your and/or your firm's required fees to perform the requested services.
- Please provide a list of all attorneys in the firm who might provide services under this proposal and list any disciplinary proceedings against them.
- Please disclose any potential conflicts of interest.
- If you propose to bill for services at an hourly rate or a monthly fee, provide the current hourly/monthly rate for each lawyer and for each employee of your firm who may work on Town matters. State specifically whether you will work on a fixed fee basis and, if so, how you propose that such a fee be determined.
- Describe the support services you would receive from your firm if selected.
- Specify availability and preferences for in-person or remote attendance.

Current and Specific Projects Requiring Legal Assistance:

1. **Water Company Agreements.** The Town provides drinking water to twenty-three water companies, defined as communities/HOA's that purchase water from the town through a master meter and distributes water to their homeowners through a consecutive system. The existing water company agreements either don't exist, so there is no way of determining expectations for either party, or they are very outdated and need to be updated/amended.
2. **CDPHE Compliance with Consecutive Systems.** The Town has been notified of potential enforcement action against consecutive systems that could have a direct impact on the Town. Beginning in the Spring, the Town plans to initiate discussions with the elected leadership of all twenty-three (23) consecutive systems about compliance and regulations from CDPHE.

GENERAL TERMS AND CONDITIONS

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at any pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFQ or to follow the proposal format requested in the RFQ may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on any interview with the candidate.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Qualifications (RFQ). No oral interpretations will be made by the Town to any firm as to the requirements of this RFQ.

Emailed PDF proposals titled in the subject as, "PROPOSALS FOR WATER ATTORNEY," will be accepted on or before 4:00 PM (MT) Wednesday, March 19, 2025 (Deadline), at the email addresses below. Proposals tendered after the deadline will be rejected.

Stefen Wynn
Town Administrator
StefenW@TownofPaonia.com

AND

'cc'd to: Paonia@TownofPaonia.com

Mailed proposals are not accepted.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFQ shall be submitted by email to Stefen Wynn, Town Administrator, at e-mail address: StefenW@TownofPaonia.com; and 'cc'd to: Paonia@TownofPaonia.com.

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFQ.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on April 8, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

Publication of RFP	February 12, 2025
Due date for proposals	March 19, 2025, at 4PM (M.T.)
Regular Meeting to Choose Candidates for Interviews	March 25, 2025
Finalist Interviews	March 31, 2025 – April 4, 2025
Appointment of Water Attorney at Regular Town Board Meeting	April 8, 2025, or April 22, 2025

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Qualifications does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Consultant, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	RFP 2025-03 ADA Transition Plan
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	2.7.2025
BACKGROUND:	The Town was required to complete a self-evaluation by the end of 1991 for an ADA Transition Plan. There are eight requirements of the ADA that public agencies MUST follow. 1.) Designate an ADA Coordinator (7/11/2023, Town Administrator Designated); 2.) Provide Public Notice about ADA Requirements (incomplete); 3.) Establish a Grievance Procedure (Incomplete); 4.) Document your current state of compliance(incomplete); 5.) Develop Internal design standards, specifications and details to reduce barriers (incomplete); 6.) Develop a self-evaluation and transition plan (incomplete); 7.) Approve a schedule and budget to implement the transition plan (incomplete); 8.) Monitor Progress (incomplete). This RFP contemplates hiring a consultant to bring the Town of Paonia into compliance with provision of the ADA.
BUDGET:	
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve submitting the RFP for responses [add if necessary: with the following edits].
ATTACHMENT:	Attachment A: RFP 2025-03 ADA Transition Plan



TOWN OF PAONIA, COLORADO

REQUEST FOR PROPOSALS

ADA Transition Plan

RFP 2025-03

ISSUED: February 12, 2025

PROPOSAL DUE DATE: March 19, 2025, 4PM (M.T.)

REQUEST FOR PROPOSAL – ADA Transition Plan

The Town of Paonia is currently seeking the contracted services of a Consultant to collect data and create an ADA Transition Plan. It is intended that the successful candidate would perform the services listed in this proposal. THIS REQUEST FOR PROPOSALS (RFP) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposals allows the Town of Paonia, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFP has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFP or addenda pertaining to this RFP will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

COMMUNITY BACKGROUND

The Town of Paonia, Delta County, Colorado, is a Title 31 statutory Town, and was incorporated in 1902. The Town has a population of approximately 1,447 residents (2020 Census) and consists of approximately 800 households. The Town is situated on the North Fork of the Gunnison River, and services approximately 632 households (approximately 1,482 people) outside of the Town limits with drinking water. Paonia is home to the noted western newspaper *High Country News*, and KVNF community public radio station.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities). The Town has retained general counsel services provided by Clayton Buchner as a part-time employee of the Town.

The Town of Paonia has a Mayor-Town Board form of government with a contract Town Administrator/Treasurer. There are six (6) Board of Trustee representatives, and each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a four (4) year term. Every two (2) years, the Mayor (possibly) and three (3) Trustee representatives are up for election. The Mayor and all Trustees are elected "at-large."

The Town employs Department Heads and a staff of approximately 21 full-time and 2 part-time employees to manage the Town's day-to-day business. Town departments include administration, public works, and police. In addition to the Board of Trustees and the Mayor, there are currently four (4) volunteer boards: Planning Commission, combined Zoning Board of Adjustments/Board of Appeals, the Tree Board, and the North Fork Valley Airport Advisory Committee.

There are no identifiable plans created by the Town that addresses the Americans with Disabilities Act, aside from the current Town Administrator suggesting that the Board of Trustees name him the ADA Coordinator and which they approved on July 11, 2023.

SCOPE OF SERVICES

The Americans with Disabilities Act (ADA), passed on July 26, 1990 at Public Law 101-336 (42 U.S.C. Sec 12101 et seq.), became effective on January 26, 1992. The current text of the ADA includes changes made by the ADA Amendments Act of 2008 (Public Law 110-325), which became effective on January 1, 2009. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities, and the Act prohibits discrimination against disabled persons in the United States. Title II of the ADA requires state and local governments to make their programs, services, and activities accessible to persons with disabilities, and establish physical requirements for public facilities.

Although the Americans with Disabilities Act (ADA) has additional requirements as outlined in 28 C.F.R. §35.150 for public entities employing fifty (50) or more employees, the Town of Paonia would like to complete those additional steps as well. The Town of Paonia (Town) is currently seeking a qualified consultant (consultant) with experience in performing an ADA Self-Evaluation and developing a Transition Plan.

The intent of this RFP is to evaluate each interested consultant's specific qualifications, experiences, and select the best-qualified consultant. In addition, all interested consultants shall have sufficient readily available resources in the form of trained personnel, support services, specialized consultants and financial resources to carry out the work without delay or shortcomings. The work will be performed in accordance with a mutually agreed upon Services Agreement.

The Town intends to award a contract to one successful consultant for the services proposed by that consultant. However, all contracts are subject to approval by the Paonia Board of Trustees, and the Town reserves the right to not award any such contract at the discretion of the Board of Trustees.

In general, the work consists of the preparation of an ADA Self-Evaluation and Transition Plan and may include, but are not necessarily limited to the following tasks:

a. Self-Evaluation

The consultant shall assist the Town in developing the procedure and forms needed to conduct a self-evaluation of the Town's Right-of-Way for ADA compliance. The Consultant shall, but are not necessarily limited to, performing the following:

- Identify necessary documents, materials, and resources to conduct Self-Evaluation.

- Provide GIS data support to the Town, including inventory and mapping of barriers.
- Assist the Town project team in developing a strategy to implement and complete the Self-Evaluation process.
- Compile and finalize Self-Evaluation Report.

b. Provide Training for Town Staff

The process is expected to be an educational experience for Town Staff. The consultant shall train designated Town staff in the following areas:

- Applicable government code, statutes and regulations.
- Performing field investigations and inspections.
- Preparation of ADA Compliance Assessment Reports.
- Using and maintaining the database.
- Using and maintaining the project map.
- Monitoring and updating the ADA Self-Evaluation and Transition Plan.

c. Conduct Facility Survey and Barrier Assessment

The Consultant shall conduct surveys with field reviews of crosswalks, pathways, sidewalks and curb ramps in the public right-of-way and Town owned parking lots and facilities. The surveys will identify physical barriers in each facility that limit accessibility and compare each facility to the State Title 24 Building Code and the Federal Public Right-of-Way Accessibility Guidelines (PROWAG).

The Consultant shall, but are not necessarily limited to, perform the following:

- Public Right-of-Way: The Consultant shall survey the Town's inventory of crosswalks, sidewalks and curb ramp in the public right-of-way for ADA compliance.
- Town owned parking lots, buildings and park facilities: The Consultant shall survey all Town owned parking lots, buildings and park facilities for ADA compliance.

d. Transition Plan

Develop Transition Plan based upon the results of the Self-Evaluation Report, policy reviews, Town staff guidance, and public feedback.

Transition Plan shall comply with the ADA Title II including, but not limited to, the following:

- Methodology for the self-evaluation of existing barriers to accessibility.
 - Methodology must include an option for community volunteer assistance to supplement Town Staff for the Self-Evaluation; and
 - Methodology must include an option for Consultant to complete the self-evaluation.
- Summary of the findings of the self-evaluation.
- Detailed recommendations of remedial measures to correct deficiencies and a methodology for the prioritization of barrier remediation.
- Cost estimates of remediation measures and barrier removal plans.
- In consultation with Town staff, prepare an implementation schedule that includes milestones or measures of achievement for monitoring implementation.
- Procedures for periodically reviewing and updating the Transition Plan.
- Procedures and forms for performing evaluations of additional barriers.
- Procedures and forms for filing Requests for Accommodation.
- List of references and contact information for ADA and accessibility related resources.
- Identification of the official(s) who will be responsible for implementation of the plan.
- Develop draft and final report incorporating comments from the Town and Stakeholders.

e. Project Database and Mapping Setup

- The Consultant shall develop a database for the ADA Transition Plan using Microsoft Excel or other Town approved software such as iWorq. The purpose of the database is to facilitate ongoing monitoring and updating of the final ADA Transition Plan by Town staff.
 - The database shall correlate all aspects of the transition plan and shall be produced using the database, including but not limited to, Barrier Reports, Self-Evaluation and Transition Plan, reference drawings, standard drawings and photographs.
 - The database shall be the property of the Town when the ADA Transition Plan compilation is complete.
- Project Map – The consultant shall develop a map using AutoCAD or GIS for curb ramps. The map shall fully show distinct points for each identified barrier to access.
- Plans/Diagrams with ADA Barriers marked and labeled as noted above.

f. Community Engagement

Develop a public engagement strategy for proposed outreach and engagement with interested persons, including individuals with disabilities or organizations representing individuals with disabilities as required. This strategy should also be informed by goals recommended by the Town.

- Develop proposals and implementation timeline to engage the community in the ADA Transition Plan process.
- Specify the proposed number of meetings/workshops necessary to achieve a suitable engagement plan to meet the plan's goals.
- Incorporate opportunities for public comment into phases of the planning process.
- Review and incorporate public comment and feedback into the plan.
- Specify other engagement tools and media that will be utilized to implement community engagement.
- Develop public engagement materials including surveys, informational materials, and presentations.

g. Project Management

- Develop and maintain project schedule and budget.
- Project management tasks include attending meetings, developing agendas, notetaking.
- Assist the Town in project data management, documentation, and record keeping.
- Implement best practices for budget and schedule adherence.
- Provide periodic progress reports and presentations for staff, stakeholders, and/or Town Trustees.
- Provide GIS data to Town including final inventory and mapping of barriers and recommendations where applicable.
- Facilitate meetings including project kick-off and close-out as well as project team meetings throughout the planning process.

ADDITIONAL SERVICES

The need for additional services may be required during the term of the contract. The interested Consultant shall submit a fee schedule for key staff which may be directly involved in the work outside of the scope of services above. This fee schedule shall be on an hourly basis.

COST PROPOSAL

The Consultant is to prepare the Fee Schedule below based on the tasks listed in the Scope of Work and the table for additional services, if requested, based on personnel hourly rate(s).

Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task. Task amounts are considered to be not-to-exceed amounts.

<u>Task</u>	<u>Amount</u>
Task 1: SELF-EVALUATION	\$ _____
Task 2: PROVIDE TOWN STAFF WITH TRAINING	\$ _____
Task 3: TRANSITION PLAN	\$ _____
Task 4: FACILITY SURVEY & BARRIER ASSESSMENT	\$ _____
Task 5: DATABASE AND MAPPING SETUP	\$ _____
Task 6: COMMUNITY ENGAGEMENT	\$ _____
Task 7: PROJECT MANAGEMENT	\$ _____

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of the proposals by all consultants. The intent of these guidelines is to assist consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory transmittal letter should be addressed to:

Stefen Wynn, M.P.A.
Town Administrator & Treasurer
StefenW@TownofPaonia.com

The letter shall be on the consultant's letterhead and include the consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter must be signed by the individual authorized to bind the Consultant to the proposal.

2. Consultant Information, Qualifications & Experience

The Town will only consider submittals from consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team.

Submittals shall include a detailed description of a minimum of three (3) projects which include the following information:

- Contracting agency
- Contracting agency Project Administrator/Contact Person including name, address and phone
- Contracting agency contact information
- Contract amount
- Date of contract

- Date of completion
- Consultant Project Administrator and contact information

3. Organization and Approach

- Describe the roles and organization of your proposed team for this project. Indicate the composition of subconsultants and number of project staff, facilities available and experience of your team as it relates to this contract. Provide an organizational chart.
- Describe your project and management approach.
- Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience for the Project's Scope of Work, as well as the length of employment with the proposed Consultant. Key members, especially the Project Administrator, shall have significantly demonstrated experience with this type of project, and should be committed to staying with the project for the duration of the project.
- Demonstrate that the consultant's Project Administrator and project staff have sufficient availability and/or that consultant has sufficient resources to timely deliver Town's projects.

4. Statement Accepting the General Terms and Conditions

The Town will only consider submissions that include a statement acknowledging and accepting the general terms and conditions.

5. Cost Proposal

The Request for Proposal includes a Fee Schedule which identifies the scope of work through task to be completed. The Cost Proposal worksheet can be found on page eight (8) of this document.

PROPOSAL EVALUATION

All submittals will be evaluated by Town Selection Committee. The Committee may be composed of Town staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Contract Administrator/Project Administrator only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer. The Committee will evaluate each submittal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Town requirements as set forth in this RFP. The selection process may include oral interviews. The proposer will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted. In the event that the Town receives no more than three proposals, the Town may opt to not conduct an oral interview.

Evaluation Criteria:

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is one hundred (100) points.

The consultant determined to be the most qualified, in the City's sole discretion, shall be based on the following 100-point grading system:

1. Quality of Proposal: 15 points
2. Qualification and Experience: 25 points
3. Organization and Approach: 25 points
4. Staff Availability: 10 points
5. Proposal Format and Completeness: 10 points
6. Project Schedule: 10 points
7. Project Cost: 5 points

- **Quality of Proposal (15 Points)**

Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete.

- **Qualifications & Experience (25 Points)**

Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide an American with Disabilities Act (ADA) Self Evaluation Transition Plan as detailed in the scope of work.

- **Organization and Approach (25 Points)**

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.

- b. Roles and Organization of Proposed Team

- 1. Proposes adequate and appropriate disciplines of project team.

- 2. Some or all of team members have previously worked together on similar project(s).

- 3. Overall organization of the team is relevant to City needs.

- c. Project and Management Approach

- 1. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.

- 2. Team successfully addresses Work Planning and Programming efforts.

- 3. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

- d. Roles of Key Individuals on the Team

- 1. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.

- 2. Key positions required to execute the project team's responsibilities are appropriately staffed.

- e. Working Relationship with City

- 1. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.

- 2. Team leadership understands the nature of public sector work and its decision-making process.

- **Staff Availability (10 Points)**

Consultant demonstrates project team staff is available and able to promptly respond to requests throughout the contract duration in order to timely deliver projects.

- **Proposal Format and Completeness (10 Points)**

- a. Attractive, professional appearance (Cover, internal layout, font type and size, and illustrations/photos).

- b. Clear, Concise, error-free.

- **Project Schedule (10 Points)**

The proposed schedule will be evaluated on the overall project timeline. The schedule offering the Town the shortest duration with the earliest start will receive a maximum of ten points and the subsequent proposals will receive points based on the weighted average as compared to the highest scoring consultant.

- **Project Cost (5 Points)**

The proposed project cost will be evaluated on the lowest cost that meets all of the criteria as outlined in the cost proposal worksheet and the Scope of Work and Additional Services. The most competitive proposals will also include separate costs for organizing volunteers to collect data for the Self-Evaluation and for the Consultant to complete the Self-Evaluation.

GENERAL TERMS AND CONDITIONS

- 1.) The Town reserves the right to undertake its own investigation to evaluate proposals. The Town shall have the sole discretion to accept or reject a proposal.
- 2.) All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
- 3.) The Town operates under public disclosure laws, as part of normal procedures.
- 4.) Proprietary information must be identified and will be protected as far as possible.
- 5.) Cost of developing the proposal, attendance at any pre-proposal conference, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- 6.) Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
- 7.) The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
- 8.) The final selection will be based on the written proposal, oral and written responses of client references and on any interview with the candidate.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals (RFP). No oral interpretations will be made by the Town to any firm as to the requirements of this RFP.

Emailed PDF proposals titled in the subject as, "PROPOSALS FOR ADA TRANSITION PLAN," will be accepted on or before 4:00 PM (MT) Wednesday, March 19, 2025 (Deadline), at the email addresses below. Proposals tendered after the deadline will be rejected.

Stefen Wynn
Town Administrator
StefenW@TownofPaonia.com

AND

'cc'd to: Paonia@TownofPaonia.com

Mailed proposals are not accepted.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFP shall be submitted by email to Stefen Wynn, Town Administrator, at e-mail address: StefenW@TownofPaonia.com; and 'cc'd to: Paonia@TownofPaonia.com.

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFP.

It is anticipated that the selection of a firm will be completed at a Regular Meeting of the Board of Trustees on April 8, 2025.

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

Publication of RFP	February 12, 2025
Due date for proposals	March 19, 2025, at 4PM (M.T.)
Regular Meeting to Choose Consultant	March 25, 2025
Consultant Services Agreement Approved at Regular Town Board Meeting	April 8, 2025

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The Request for Qualifications does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFQ of the change in writing. The Town of Paonia is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Consultant, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.