Meeting Agenda

4:00 – 5:30 PM, Wednesday, Feb 17, 2016

Lyons Town Hall

I. Roll Call, Agenda, Minutes

- Amendments to Agenda
- Approve Minutes from Feb 3rd

II. Audience Business

III. Liaison Updates

- Board of Trustees Update
- Staff, Engineering Update

IV. Continued Business

- Lyons Recovery Action Plan Update Meeting - Advised that water and wastewater studies underway and that the storm drainage study is about to go under contract. Electric Study proposals all came in to high and we might need to rebid. - The UEB was asked to review, update the streets CIP with regards to INF goal 2.2.1
- Construction Design Manual Edits
- 2015 Review 2016 Goals
- Electric Fund Questions - MEAN Rate Study

V. New Business

- Wastewater Expansion Feasibility Study
- Water Backflow Prevention and Cross-Connection New Regulations

VI. Parking Lot

- Construction Design Manual editing, Municipal Code Corrections
- Electric Fund Questions
- Wastewater Pretreatment Needs
- Affordable Housing Tap Fee Policy
- Town Utility Account Tracking
- Pipe Water Rates

UEB Meeting Minutes, 3 Feb 2016

Meeting Time and Location: Began at 4:10 at Lyons Town Hall

Attendance:, Aaron Caplan, Lee Hall, Coco Gordon, Chuck Keim

Staff: Kyle Miller **Liaisons:** Jim Kerr (BoT) **Guests:** Diane Dandeneau, Tim Schoechle

Amendments to Agenda: Lee Hall asked to discuss drainage on High St. between 4th and 5th. There is significant ice build up on the South side of the road. **Would this are be part of the Storm Drainage Study?** The UEB could request for the study to start with Steamboat Valley Drainage and how it affects downtown and the library. Drainage in front of 431 High St. is particularly bad.

Previous Minutes: Approved Jan 20th minutes. **Audience Business:**

Staff Update: A recommendation to accept the proposal with Icon for the Stormwater Study should be going before BoT at the next meeting.

Evans St.: Reviewed comments by Staff on our Memo regarding placement of the road. One concern that came up was the fact that the Construction Design Manual in section 3.1.3 #2c says all curbs must be vertical curbs not mountable ones. **Verify with Lyons Staff there is a variance for Evans St as well as the multiple other streets in town? Is this something that should be changed in the Manual?**

Electric Utility: Reviewed Jim K's notes from the MEAN annual meeting. We discussed the concerns of how the installation of a solar array in the town of Rockford may affect their electric utility and how something like that might affect Lyons if it happened here.
Reviewed how MEAN's Fixed Cost Recovery Charge is calculated. MEAN currently has $45,000,000 in fixed costs. All of its member utilities pay a percentage of that. The percentage is based on adding up the Peak Demand for the past 36 months of all member utilities and then adding up the Peak Demand for Lyons for the past 36 months and figuring what percentage Lyons is of all member utilities total.
Discussed the legal memo sent to MEAN by its outside legal counsel regarding the early termination of the SSM agreement. The covenants of MEAN's charter state that MEAN will not consent to, permit or agree to any changes that might adversely affect the rights or security of their bondholders.
Discussed the fact that the 2 bids for the Electric Utility Study were way over budget and that the DOLA grant would not allow us to use the grant to have MEAN or N Line Electric do parts of the study. UEB members felt we should see if we can dramatically scale back the scope of the grant, submit new scope to DOLA for approval, and if granted then send out a new RFP.
The CSU Energy Assessment Meeting mentioned the study would be split to look at municipal, residential, and commercial. They only look at existing structures not ones that might be built in the future. They

mentioned electric charging station, which the town is already working on and lighting. Toby is working with CSU as the staff liaison.

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Lyons RAP update and 2015 Review, 2016 Priorities were tabled for next meeting

Solar Plus Storage (Batteries) Presentation: Diane Dandeneau and Tim Schoechle gave the presentation. Everyone who Diane talks to in Lyons about to solar asks if they can use their solar panels if the power goes out. With traditional Net Metering the answer is NO. If you have a method to store the energy the solar panels create and you install the proper equipment you can.

This question helps emphasize how Lyons residents have an understanding of the need for resilience. One of the benefits or possibilities would be a location in each of the islands or regions that Lyons Emergency Prepared has divided the area into, that has a larger storage capacity possibly providing limited power to the entire island in an emergency such as we saw in the 2013 flood.

It was mentioned that MEAN will be affected by the Clean Power Act and they will need to get more solar. Could individual member utilities possibly provide that with distributed solar plus storage.

Just installing renewable sources of energy can cause issues with voltage on the grid. Renewables plus storage help by providing a constant amount of power to the grid rather than the up and downs that come from just having a solar panel. This helps with grid stability, with demand response, with backup power for residents, could be shared storage for resilience.

This would be behind the customer meter. The proposal includes collaborating with Lyons including providing data that their study finds from customers who get involved.

The presenters are looking for project support from the Town of Lyons so they can look for funding to help with the cost to customers for the purchase of equipment. **The Lyons Utility and Engineering Board voted to support the project, with the 4 members present all agreeing.** We signed the attached request for support with the one addition that the request to provide publicly available data be qualified with “to the extent possible”.

Meeting ended: 5:50 pm. **Minutes Submitted by**: Aaron Caplan

Lyons Recovery Action Plan - Update, January 2016 - Kyle & Jim B & VS

Priority ***a=Vital*** ***b=important*** ***c=desirable***	**Timeframe**				**Steering Committee Recommendations**		**Resources Needed** $ < $250k $$ = $250k-$1M $$$ = $1M- $3M $$$$ > $3M	**Responsible Party**	**Key Partners**	**PDG**	**2010 Comprehensive Plan Reference**	**Current Status**
	2014	**2015**	**2016**	**2017**	**Priority**	**Flood-Related**						
Infrastructure Goal 1: Provide adequate, safe and efficient public utilities.											Town Services Goal 1	
Infrastructure Objective 1.1: Ensure that the Town has a long-term plan for providing water, wastewater and electrical services to residents and businesses in Lyons' planning area.											Town Services Objective 1.1	
INF 1.1.1: Update the Long Range Water Plan, the Master Wastewater Plan and the Storm, Drainage Master Plan to reflect the Town's existing conditions and expanded planning area. Develop a master plan for the electric utility.	x	x	X		a	x	$$	UEB	Town Staff	INF-3, INF-6 & INF-8	Town Services 1.1.1	RFPs all came in high. Need to rebid.
INF 1.1.2: Incentivize the implementation of energy efficiency and renewable energy measures to create resilient and sustainable energy distribution. *** INF-5 Developed by Housing RWG**	x	x	X		b	x	$$	SFC	UEB	INF-5*	Town Services 1.2.1	SFC working on net metering and solar-friendly options
Infrastructure Objective 1.2: Keep Lyons safe and secure.											Town Services Objective 1.2	
INF 1.2.1: Update the All Hazard mitigation Plan & seek/secure funding for the Plan update and purchase of equipment. *** INF-2 Developed by Housing RWG**	x		X		a	x	$	Town Staff	BOT/ LFPD, BCSO	INF-1 & INF-2*	Town Services 1.2.2	Seeking grant to cover cost. BoCo updating Haz Mit plan
Infrastructure Goal 2: Develop an integrated mobility system that is safe and easily accessible to all travelers.											Transportation Goal 1	
Infrastructure Objective 2.1: Continue to update and maintain Lyons' street and sidewalk system.											Transportation Objective 1.1	
INF 2.1.1: Complete implementation of the Town's mid-corridor streetscape plan.	x		X	X	c		$$$	Town Staff	Ecology Board / LAHC / EDC	INF-7		Main St. 3rd - McConnell in 2016 Broadway not funded yet
Infrastructure Objective 2.2: Increase mobility choices in Lyons.											Transportation Objective 1.2	
INF 2.2.1: Develop and implement a capital improvement and maintenance plan for Lyons' transportation system that considers emergency and normal operating conditions, future land use, collector connections, street master plans, street connections and multi-modal transportation.	x		X	X	b		$$$	Town Staff	UEB / PCDC	INF-4	Trnsptn 1.1.1	Street CIP needs updated first. Can be part of planning grant

I. PROJECT BACKGROUND, UNDERSTANDING AND GOALS

A. Background

The Town of Lyons was awarded a grant through the Colorado Department of Public Health and Environment to secure post-flood recovery services for the Town's wastewater systems. The authority for this grant is set forth in House Bill 14-1002. The Town is under contract with the CDPHE and funding is coming from the State of Colorado.

The Town of Lyons (TOWN) is seeking qualified professional consultants to provide a Wastewater Collection System Expansion Feasibility Study for lands located in the Lyons Planning Area. More specifically, the area in consideration is Apple Valley on the North St Vrain heading northwest from the current Town limits and the South St Vrain area heading west and southwest from the Town of Lyons. A map of the planning areas is included for more specific reference.

Each of these areas are currently rural County parcels which have septic systems for waste treatment, most have wells, but some in the Apple Valley area are already on Town water. Many of the septic systems were damaged or destroyed during the flood of September 2013 and some are operating differently than design parameters expected due to avulsion of the creek and changes in the groundwater movement in the area. Part of this study will be the evaluation of higher density in certain areas to provide for replacement housing projects as many homes in Town were lost to the September 2013 flood.

The Town of Lyons owns and operates domestic water, wastewater and electric services (commercial and residential customers plus direct Town usage). The Town operates each system as a self-supporting enterprise, with revenues and expenditures accounted for, separate from General Fund activities. The Water and Wastewater are formally combined into a single capital fund, but each utility is tracked separately from the standpoint of rates and expenses. The Electric utility has a stand-alone capital fund.

Customers as of August, 2013 (estimate at +/- 10% of current)

	Residential	Commercial	Town
Water	901	94	13
Wastewater	865	83	4
Electric	953	121	23

Budgeted Revenues for 2014

Water	$945,000
Wastewater	$444,000
Electric	$1,300,000

Water

The water delivery system consists of one high service pump station and one storage tank. The High Service Pump Station pumps to a 1.0 MG reservoir. There is approximately 6 miles of 12" transmission main between these two facilities. The daily water demand for the town will range from 0.04 MGD in the winter to 0.4 MGD in the summer. The Town has a daily peak water flow, for the summers, of approximately 0.6 to 0.7 MGD. This information is provided for reference only. Water system expansion feasibility is addressed through the Town's Water Master Plan.

Wastewater

The Town's wastewater collection system currently consists of gravity sanitary sewer pipelines that are generally 6" and 8" PVC and Vitrified Clay pipe and sanitary sewer manholes of both brick and concrete. The Town also has a total of 3 publically owned wastewater lift (pumping) stations that it owns and is responsible for operating and maintaining. Approximately 50% of the Town's total wastewater flow is processed through these 3 lift stations. Associated with these lift stations, the Town also has sewer force mainlines that are 4" PVC. There are 2 crossings of the St Vrain Creek in the gravity system and 2 crossing of the N St Vrain Creek for the force mains.

There is one Wastewater Treatment Plant (WWTP) that serves the Town. This facility is currently undergoing an upgrade to new components and operation, however capacity remains unchanged. Construction costs of the upgraded facility are budgeted at $5.8M.

	Average Annual Daily Flow – Current (MGD)	Anticipated Capacity at Build Out – (MGD)
WWTP	0.16	0.381

The capacity of the plant is not in question with this study.

B. Understanding

In the post-flood environment, there are many changes to the Town's operations and expenses. The Town has suffered great financial impacts in the short and long term. It is important the Town is able to manage the near and long term ongoing revenues and expense in the aftermath of the flood including loss of revenue from reduced service connections, costs of financing of loans and matching funds for grants, and costs of maintenance and upkeep to the system moving ahead with new and replacement infrastructure. **This study and ensuing findings will be a critical aspect of flood recovery of the Town of Lyons and provide critical information to planning and land use efforts.**

C. Goals

The goal of this study is to determine the following:

> *Can the Town of Lyons expand its wastewater collection system to the Apple Valley and South St Vrain planning areas effectively and with a resilient infrastructure, are there areas that are too remote or inaccessible within the area to efficiently and effectively*

provide service for, are there capacity issues that may arise from expanding in the planning area and what densities may be considered with the current capacity structure?

II. SCOPE OF WORK

Scope of Services

Below is a general list of the services provided by the Consultant as anticipated by the Town. Consultant will be required to review this scope of services and include any additional information or exceptions within their proposed scope to achieve the Town's goals:

Phase 1 – Data Collection

- Collect data on Town sewer systems at possible termination points and connection points for each area. Town is currently designing replacement sewer facilities near the S St Vrain and will provide that information. Town is also in the processes of extending gravity sewer further to the northwest near Meadow Park, and will also provide that data;
- For the northwest area, collect data on the existing sanitary sewer lift station serving Eagle Canyon and the force main leading back into Town;
- Collect data from the Town regarding recent surveys and designs that may impact the results;
- Collect GIS data from Boulder County and Town regarding parcels, ownerships and any other data available regarding flood plains, easements and rights of way;
- Collect data from the Town and/or State of Colorado regarding LIDAR survey for use in the analysis;
- Set up GIS database with available data and coordinate with Town GIS database;
- Collect data from Boulder County Health Department regarding the existing septic systems including original designs, inspections reports; violations;
- Collect data from the State of Colorado and/or Boulder County Health on impaired watershed or issues that are arising from septic systems.

At this time, the consultant is expected to have a variety of tools based on historic and record information to begin the evaluation and desired outcomes. The consultant should have maps, charts, narratives, discussion topics, alternatives and an action plan to move forward with the analysis and a GIS database established.

Phase 2 – Compile Data, Create Maps and Conceptual Service Areas and Alignments

- Create conceptual alignments of the sewer options based on the available data, focusing on primary trunk lines;
- Identify areas that will be costly or difficult to serve due to topographic constraints or have a very high cost to serve a limited number of connections;
- Create concept plan/profiles of trunk lines and major laterals, identifying needs and locations of possible easements across private property to serve areas beyond the main trunk line;
- Crate plan view maps using GIS data and aerial photos of the alignments, locations of easements and areas where service will be difficult or costly.

- Create cost estimates for various areas and reaches, broken down to basic elements such as liner feet of pipe, manholes, creek or ditch crossings and easement acquisitions and other items pertinent to the evaluation;
- Meet with Town of Lyons Utility and Engineering Board to present the plans and options;
- Meet with the Town of Lyons Planner to go over the options and the planning area;
- Prepare a report with maps and exhibits discussion findings, cost estimates for sewer and estimates for easements, issues that may arise with permitting or flood plain development; items to be considered for a resilient infrastructure.

At this time, the consultant is expected to have compiled data and reviewed that data and have completed an initial preliminary report and plans for review by Town Staff, Boards and Commissions and have implemented those comments and suggestions and prepared a completed "Preliminary Report and Findings".

Phase 3 – Final Report, Plans and Recommendations

- Prepare final reports with recommendations based on the preliminary reports and feedback from Town Staff, Boards and Commissions;
  Provide appendices to include all appurtenant data and background information gathered during the process including copies of documents, maps, exhibits and other;
- Present the final report and findings to the Town Board of Trustees.

At this time, the consultant is expected to have completed the project and provided the Town with five (5) hard copy versions of the report and one digital copy of the report (pdf's) along with GIS layers and shape files.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office:

The Town of Lyons agent listed herein is to be the sole point of contact concerning this RFP. Offerors shall not directly contact other personnel regarding matters concerning this RFP or to arrange meetings related to such.

B. Official Means of Communication:

All official communication from the Town to offerors will be via e-mail. The Town will post notices that will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of award.

C. Inquiries:

Prospective offerors may make written inquiries by e-mail before the written inquiry deadline concerning this RFP to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-proposal conference. No inquiries will be accepted after the deadline.

Inquiries regarding this RFP (be sure to reference RFP number) should be referred to:

E-Mail: jim@jlbcivil.com
Subject Line: FR-CDPHE-DR-PA 2-(Consultant)

Ramey Environmental Compliance, Inc.
Management and Operation Solutions for
Water and Wastewater Treatment
303-833-5505

PO Box 99, Firestone, Colorado 80520
email: contact.us@RECInc.net
www.RECInc.net

December 18, 2015

Dear Ramey Client,

The Colorado Department of Public Health and Environment is in the process of modifying the Backflow Prevention and Cross-Connection regulation. This modification was under stakeholder review until December 15th, 2015. The new modified regulation is expected to be enacted on January 1st, 2016. The web page for information on the new regulation is at:

https://www.colorado.gov/pacific/cdphe/drinking-water-cross-connection-control-program.

Draft Regulation 11.39 has many new requirements for water suppliers. The key provisions are as follows:

- Suppliers must develop a new written backflow prevention and cross-connection control program.
- Suppliers must obtain/enact legal authority to enforce their backflow prevention and cross-connection control program.
- 60% of all non-single family connections must be surveyed for cross connections and the need for backflow prevention by December 31st, 2016. The surveys can be written, web based, phone interview, or an onsite inspection.
- Starting in 2017, an annual report must be developed each year by May 1st for the previous calendar year.

Ramey Environmental Compliance is prepared to assist you in writing and implementing a new backflow prevention and cross-connection control program to meet the requirements of Regulation 11.39. This assistance will be at an additional cost to our agreed upon contract rate. The cost will need to be quoted on a system by system basis.

We suggest that you begin implementing the legal authority to enforce your backflow prevention and cross-connection control program as soon as possible. An example ordinance is given as Appendix B on the webpage.

Please contact us with any questions you may have regarding the new requirements and what we can do to assist you. We look forward to aiding you with all your water system compliance needs in the future.

Sincerely,

R. Wayne Ramey

R. Wayne Ramey