

REGULAR MEETING NORWOOD WATER COMMISSION

Meeting Minutes For: Tuesday, April 8, 2025

Regular Meeting starting at: 6:30 p.m.

Meeting at: 1670 Naturita St. Norwood, CO 81423 and Zoom

Call Special Meeting To Order

Finn Kjome called the meeting to order at 6:30pm

Board Attendance:

Board Chair - Finn Kjome – Present

Vice Chair - Tony Daranyi - Present

Member - Brad Campbell - Present

Member – Ray Cossey - Absent

Member – Jenny Russell – Present, via zoom

Member – Ryan Howe – Present

Staff Attendance:

Administrator Director – Sara Owens – Present

Town Clerk – Amanda Pierce- Present

Public Works Director – Randy Harris - Present

Deputy Town Clerk – Becky Hannigan- Absent

Consent Agenda

Minutes of Macch 11, 2025 can't find

Minutes of March 27, 2025

March Financials

MOTION: Brad Campbell made a motion to approve the consent agenda with the understanding we will table the March 11, 2025 Minutes.

- a. Ryan Howe seconded.
- b. All others approved. Motion Passed.

Board Business

Approval of Well Application in NWC Boundaries, Kyle Christ - Lots 8&9 Hillside Subdivision

MOTION: Tony Daranyi made a motion to approve a letter to the State in favor of the well for Kyle Christ.

- a. Brad Campbell seconded
- b. All others approved. Motion Passed.

Application for Main Line Extension, Joanne Lessard & Paul Newton - 1137 Ragsdale Road

MOTION: Brad Campbell made a motion to approve the application for Main Line Extension, Joanne Lessard & Paul Newton.

- a. Tony Daranyi seconded.
- b. All others approved. Motion Passed.

Revised Proposals for Grant Writing Services

Tabled for next meeting.

Continued next page,

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Water Infrastructure Fund Policy Update Item

Discussion with Nichol.

Board Member Reports and Announcements

- CWCB Grant and Project Update, Finn noted that they did have a kickoff meeting with SGM.
- Wrights Mesa Water Coalition (*WMWC*) Stakeholder Meeting Update, Bohannan Huston was at the meeting and talked about main projects with at the meeting, might be additional monies to look for. Dam will be enlarged for the Cone. Many projects are being looked at. WEEDC is helping with the grant.
- Watershed Updates, SGM can give us a snapshot of the station on the Lone Cone that monitors the water we do have.

MOTION: Tony Daranyi moved to go into executive session in Pursuant to C.R.S. § 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators regarding water court Case No. 22CW3077.

- a. Ryan Howe seconded.
- b. All others approved. Motion Passed.

Finn read, the time is now 7:59 pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.”

No concerns

MOTION: Ryan Howe motioned to go into executive session in Pursuant to C.R.S. § 24-6-402(4)(b) for a conference with the Norwood Water Commission’s attorney for the purpose of receiving legal advice on specific legal questions and/or pursuant to C.R.S. § 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators regarding the redundant transmission line.

- a. Tony Daranyi seconded.
- b. All others approved. Motion Passed.

Finn read, the time is now 8:29 pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.”

No concerns

Continued next page,

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MOTION: Brad Campbell moved to go into the executive session in Pursuant to C.R.S. § 24-6-402(4)(b) for a conference with the Norwood Water Commission’s attorney for the purpose of receiving legal advice on specific legal questions regarding enterprise matters.

- a. Ryan Howe seconded.
- b. All others approved. Motion Passed.

Finn read, the time is now 9:01pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.”

No Concerns

Executive Session

1. Pursuant to C.R.S. § 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators regarding water court Case No. 22CW3077.
2. Pursuant to C.R.S. § 24-6-402(4)(b) for a conference with the Norwood Water Commission’s attorney for the purpose of receiving legal advice on specific legal questions and/or pursuant to C.R.S. § 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators regarding the redundant transmission line.
3. Pursuant to C.R.S. § 24-6-402(4)(b) for a conference with the Norwood Water Commission’s attorney for the purpose of receiving legal advice on specific legal questions regarding enterprise matters.

Board Business (cont.)

State Land Board Right of Way

MOTION: Tony Daranyi made a motion to give Rob Pierce direction to get that back to the State.

- a. Ryan Howe seconded.
- b. All others approved. Motion Passed.

Staff Reports and Announcements

Randy Harris, Public Works Director – Written report

- Water leak was repaired, still have a couple of small ones to finish up.

Amanda Pierce,

- Invoice submitted to San Miguel County
- Discussed the easement of the redundant line with Nichol
- Updating rules and regs.
- Meet with Scott Thomas, about a rate study
- Water conservation education

Continued next page,

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- Meet with Farmers' Water annual increase of shares from 17.50 a share to 19.50 a share.
- Town Board has invited the Water Board to the meeting tomorrow night in the executive meeting.
- Discussion about the water treatment plant fencing upgrade.
- Reached out to Paul Wiser on merger agreement consultants
- Spring clean up is coming in May

Sara Owens, Town Administrative Director

- Shawny left early, so the staff is filling in the job duties
- Applied for the DOLA grant
- Floating panels with Eco-Action, SMPA, and Randy for funding
o Water Dispenser Station Terms of Service

Adjourn

MOTION: Brad Campbell made a motion to adjourn at 9:20 pm

- a. Tony Daranyi seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

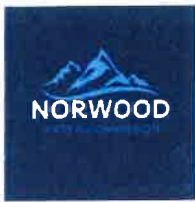
DATE APPROVED:

Minutes Taken by: Becky Hannigan, Deputy Town Clerk

Amanda Pierce, Town Clerk

**NORWOOD WATER COMMISSION
ACCOUNTS PAYABLE - Paid April 2025**

		NWC Portion	NSD Portion	TON Portion
AT&T Mobility	Monthly Cell Phone	\$ 91.89	\$ 56.73	116.73
Amazon	Office Supplies for Billing Clerk	\$ 177.91	\$ 177.91	\$ -
Amazon	Equipment -10 Gallon Drum	\$ 117.90	\$ -	\$ -
Colorado Rural Water Assoc	2 Day Workshop - Randy Harris	\$ 200.00	\$ -	\$ -
Century Link	Monthly Service @ Water Treatment	\$ 60.00	\$ -	\$ -
Codeworx	Domain and MS Tenant Set Up	\$ 460.00	\$ -	\$ -
Coach's Mother	Freight	\$ 328.23	\$ -	\$ -
Colorado Analytical	Water Testing	\$ 576.00	\$ -	\$ -
Garfield & Hecht PC	January and February Attorney Services	\$ 1,870.00	\$ -	\$ -
ImageNet Consulting LLC	Copies and Printing - February	\$ 72.37	\$ -	\$ -
ImageNet Consulting LLC	Copies and Printing - March	\$ 47.53	\$ 47.52	\$ -
Mesa County Public Health	Coliform with E. Coli Testing	\$ 25.00	\$ -	\$ -
San Miguel Basin Forum	Ad	\$ 40.25	\$ 40.00	\$ -
San Miguel Power	Water Meter	\$ 111.79	\$ -	\$ -
San Miguel Power	Blue Tank	\$ 28.00	\$ -	\$ -
San Miguel Power	Coventry Tank	\$ 28.00	\$ -	\$ -
San Miguel Power	10,000 Gallon Tank	\$ 80.68	\$ -	\$ -
San Miguel Power	162 Gurley Drive	\$ 37.03	\$ -	\$ -
San Miguel Power Association	Treatment Plant	\$ 2,284.06	\$ -	\$ -
Streamline	Annual Website Fee	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Timberline Ace Hardware	Maintenance Supplies	\$ 9.18	\$ -	\$ -
Timberline Ace Hardware	Maintenance Supplies	\$ 34.17	\$ -	\$ -
Town of Norwood Reimbursement	Wages (3/14 & 3/28 Payroll)	\$ 11,918.46	\$ 5,871.12	\$ 22,646.63
Town of Norwood Reimbursement	FICA (3/14 & 3/28 Payroll)	\$ 911.76	\$ 449.14	\$ 1,173.51
Town of Norwood Reimbursement	Adobe Acrobat Pro	\$ 287.88	\$ 287.88	\$ 575.76
Town of Norwood Reimbursement	Postage	\$ 347.97	\$ 255.52	\$ 210.51
USA BlueBook	Free Amonia Chemkey	\$ 327.16	\$ -	\$ -
West Elk Supply	Chlorine Cylinder Rental	\$ 1,888.34	\$ -	\$ -
	TOTAL	\$ 20,694.48	\$ 9,585.82	27123.14



NORWOOD WATER COMMISSION

PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 www.norwoodtown.com

APPLICATION FOR NEW WATER SERVICE

I. PROCEDURES

A. Submit a completed Application for New Water Service, vicinity map of tap location, Proof of ownership, and a \$50 non-refundable Application Fee payable to "Norwood Water Commission."

B. The Public Works Director will review each new water service request. If the Director has technical concerns about the feasibility of service, he will request the Customer to submit an Engineering Feasibility Study together with a \$500 Deposit for Engineering Review.

C. Upon Commission determination that the requested service is feasible, a Customer shall submit a Water Service Contract, in a form provided by the Water Commission and pay the applicable Plant Investment Fee. The Plant Investment Fee does not include the cost of materials or installation of meter(s) or Service Line(s). The applicant has 30 days after date of approval to purchase the water tap.

OWNER/APPLICANT'S NAME Johanne Lessard PHONE # [REDACTED]

PARTY TO EXECUTE WATER SERVICE CONTRACT: Cari Kelly

WATER SERVICE ADDRESS: 1137 Raggsdale Rd
(Attach vicinity locator map 8.5"X11") Project Location.

BILLING ADDRESS: [REDACTED]
Norwood CO 81423

EMAIL: [REDACTED]

DESCRIBE THE TYPE OF SERVICE REQUESTED, INCLUDE: NUMBER OF BUILDINGS; SIZE OF EACH BUILDING, USE OF EACH BUILDING; IF A MOTEL OR HOTEL, NUMBER OF ROOMS; NUMBER OF BATHROOMS AND THEIR FIXTURES; TYPE OF AND NUMBER OF LAUNDRY FACILITIES; AND TYPE OF AND NUMBER OF OTHER WATER FIXTURES. (IF MORE ROOM IS NEEDED TO DESCRIBE THE PROPERTY, PLEASE USE REVERSE SIDE.)

NUMBER OF RESIDENCES TO BE SERVED? 1

PROPERTY LIEN: In the event any user of Commission water service fails to pay the rates, fees, and/or other charges fixed by the Commission for the connection to the facilities of the Commission, such rates, fees and/or charges may be certified by the Secretary of the Commission to the County to become a lien upon the real property served, and may be collected as if they were part of the taxes upon said real property.

III. Scope of Work

The selected consultant will:

1. Grant Research and Identification

- Meet with Commission to determine system improvement priorities.
- Identify relevant grant and mixed loan/grant opportunities from federal, state, and other sources that align with the Commission's priorities and limitations as a water activity enterprise under TABOR.
- Prepare matrix of proposed funding sources for each of the Commission's priorities.

2. Grant Proposal Development

- Prepare comprehensive grant and mixed grant/loan applications as directed by the Commission, including narratives, budgets, and required documentation tailored to each funding opportunity.

3. Grant Management Support

- Assist with compliance requirements, reporting, and communications with grant agencies as needed and directed by the Commission. Where available, funding for grant/loan compliance and reporting should be included in the project's budget.

Please note: The Norwood Water Commission has limited funding available. Please provide an estimated budget for each of the areas in the scope of work.



**Master Agreement for Professional
Services
Norwood Water Commission
Norwood, Colorado**

This Master Agreement for Professional Services is made by and between **Norwood Water Commission (NWC)** of **Norwood, Colorado** hereinafter referred to as "Owner," and **GARVER, LLC**, herein after referred to as "Engineer".

Under this Agreement, the Owner has requested Garver to assist in completing a funding matrix, completing and submitting a funding application, and if granted a funding award managing that financial assistance agreement. The Engineer is under the assumption that the Owner already has a login.gov active account and an active UEI number which are required to submit a grant/loan application with the federal government. If this is not the case and assistance is required to meet those requirements that assistance is currently not part of this scope. Until a funding matrix is completed a decision as to which grant or loan to pursue or how many can't be made, the scope and fee provided here is per application, a state application typically costing less than a federal due to the added requirements that a federal agency typically has in comparison to a state funded program.

Engineer will provide professional services related to these tasks as described herein.

SECTION 1 - SCOPE OF SERVICES

Engineer will provide the following professional services per Appendix A:

Task 1: Grant Research and Identification

Task 1.1: Meet with NWC to determine system improvement priorities

Task 1.2: Identify relevant grant and mixed grant/loan opportunities from federal, state, and other sources that align with NWC's priorities and limitations as a water activity enterprise under TABOR

Task 1.3: Prepare matrix of proposed funding sources for each of the NWC's priorities

Task 1.4: Quality Control Review

Task 2: Grant Proposal Development

Task 2.1: State grant program proposal (fee provided is for one application only)

Task 2.2: State loan program proposal (fee provided is for one application only)

Task 2.3: Federal grant program proposal (fee provided is for one application only)

Task 2.4: Federal loan program proposal (fee provided is for one application only)

Task 2.5: Quality Control Review

Task 3: Grant Management Support (the cost for this task can be included in a grant funding application to cover the cost of managing the grant and does not need to come from NWC outside of the grant)

Task 3.1: Meetings with Commission and State/Federal Program Manager, including a kick-off meeting

Task 3.2: Establish management system for the full life of the financial assistance agreement

Task 3.3: Quarterly Reports

Task 3.4: Financial Reporting, including assistance with invoicing

Task 3.5: State/Federal compliance review assistance

Task 3.6: Preparation and submittal of Final Report

Task 3.7: Quality Control Review

SECTION 2 - PAYMENT

For the work described under SECTION 1 - SCOPE OF SERVICES, the Owner will pay Engineer on a lump sum basis. The Owner represents that funding sources are in place with the available funds necessary to pay Engineer.

The table below presents a summary of the fee amounts and fee types for this contract. Task 2 is further broken down by state and federal as well as grant and loan applications. This provides clarity as to the cost per proposal written. This cost is assuming that only one would be pursued. If more than one is identified, the total cost would be an average as the information used for a grant application can be used for a loan application without much more labor required. A federal program comes with additional requirements that must be met and provided in an application which requires some more time to prepare than a state program, therefore those costs differ based on that additional time needed to prepare the required documentation for federal programs.

WORK DESCRIPTION	FEE AMOUNT	FEE TYPE
Task 1: Grant Research and Identification	\$11,994	Lump Sum
Task 2: Grant Proposal Development		Lump Sum
Task 2.1: State grant program proposal (fee per proposal)	\$13,908	Lump Sum
Task 2.2: State loan program proposal (fee per proposal)	\$13,908	Lump Sum
Task 2.3: Federal grant program proposal (fee per proposal)	\$21,548	Lump Sum
Task 2.4: Federal loan program proposal (fee per proposal)	\$21,548	Lump Sum
Task 3: Grant Management Support (this cost should be part of the grant application and supported by the grant itself)	\$48,698	Lump Sum
SUBTOTAL for Task 1 and Task 2.1/2.2	\$25,902	Lump Sum
SUBTOTAL for Task 1 and Task 2.3/2.4	\$33,542	Lump Sum
PROJECT TOTAL	\$128,304	Lump Sum

For informational purposes, a breakdown of Engineer 's hourly rate schedule is included in Appendix B with approximate current hourly rates for each employee classification.

The Owner will pay Engineer on a monthly basis, based upon statements submitted by Engineer to the Owner indicating the estimated proportion of the work accomplished. Payments not received within 60 days of invoice date will be subject to a one percent monthly simple interest charge. This Agreement and the applicable rates outlined in Appendix B shall be effective until June 2025.

Additional Services (Extra Work). For work not described or included in Section 2 - Scope of Services but requested by the Owner in writing, the Owner will pay Engineer, for time spent on the project, at the rates shown in Appendix B for each classification of Engineer's personnel (may include contract staff classified at Engineer's discretion) plus reimbursable expenses including butnot limited to printing, courier service, reproduction, and travel. The rates shown in Appendix B will be effective until June 2025.

SECTION 3 – APPENDICES AND EXHIBITS

3.1 The following Appendices and/or Exhibits are attached to and made a part of this Agreement:

3.1.1 Appendix A – Scope of Services

3.1.2 Appendix B – Fee Summary

Amendment No. 10

ERHWSC NCRO BOR Feasibility Study

2 of 3

Garver Project No. W21-2301572

3.1.3 Appendix C – Garver Hourly Rate Schedule

This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Approval and acceptance of this Agreement, including attachments listed in SECTION 3 - APPENDICES AND EXHIBITS, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon receipt of a copy of this Agreement signed by the Owner. The effective date of this Agreement shall be the last date written below.

Norwood Water Commission

GARVER, LLC

By: _____
Signature

By: _____
Signature

Name: _____
Printed Name

Name: _____
Printed Name

Title: _____

Title: _____

Date: _____

Date: _____

Attest: _____

Attest: _____

March 18, 2025

Jenny Russell
Norwood Water commission
1670 Naturita St.
Norwood, CO 81423

Via email: Jenny Russell

Subject: Proposal to Complete a Grant Services, for the Norwood Water Commission,
1670 Naturita St., Norwood, CO 81423

Dear Ms. Russell:

Pinyon Environmental, Inc. (Pinyon), is pleased to present this proposal to provide grant research, application, and administration services to the Norwood Water Commission (NWC).

The scope of services for the proposed project is provided in Attachment A.

Pinyon estimates the cost to complete this project, in accordance with the outline services, will be a grand total of \$18,460.00. Pinyon will invoice on a time and materials basis in accordance with the attached Schedule of Unit Rates (Attachment B). Pinyon will not begin task No. 2 or task No. 3 until authorized by NWC in writing.

Pinyon will complete the proposed services based on the needs and type of grant services requested. Grant applications can take multiple grant cycles to be funded. Task 3, Grant Management Support which will include grant contracting and administration services will not occur until grants are awarded to the NWC.

To authorize the outlined scope of services, please sign and return one full copy of the attached Consulting Services Agreement, including the General Conditions (initial all pages) and this cover letter. Should you have any questions or require additional information, please do not hesitate to contact me at (303 980-5200) or via email at Schaffer@pinyon-env.com. Thank you for considering Pinyon for your environmental consulting needs.

Sincerely,
PINYON ENVIRONMENTAL, INC.



Brian Schaffer, P.E., CFM
Water Resources Market Manager

Consulting Services Agreement

Client:	Norwood Water commission		
Address:	1670 Naturita St. Norwood, CO 81423		
Phone:	(970) 327-4288		
Email:	Jenny Russell		
Client Contact:	Jenny Russell		
PROJECT DESCRIPTION			
Site Name:	for the Norwood Water Commission		
Site Location:	1670 Naturita St. Norwood, CO 81423		
Scope of Work:	Grant Writing Services		
Fee:	\$18,460.00		
The following attachments are hereby made a part of this AGREEMENT:			
<input checked="" type="checkbox"/>	Pinyon Environmental, Inc. Proposal dated March 18, 2025		
<input checked="" type="checkbox"/>	Attachment A – Scope and Fee		
<input checked="" type="checkbox"/>	Attachment B – 2025 Schedule of Unit Rates		
<input checked="" type="checkbox"/>	Attachment C – General Terms and Conditions		
Norwood Water Commission		Pinyon Environmental, Inc.	
Signature:		Signature:	
Name:		Name:	Karlene Thomas, P.E. FACEC
Title:		Title:	Principal-Strategic Implementation
Date:		Date:	

Attachment A - Scope and Fee

The tasks below are based on those requested by the Norwood Water Commission. All assumptions and deliverables are noted. Italicized language is from the email RFP.

Task 1 Grant Research and Identification

Pinyon will complete the following as requested:

- ▶ *Meet with Commission to determine system improvement priorities.*

Pinyon will meet with the commission via zoom or other online meeting application to discuss commission priorities and possible grant funding sources. It is assumed that this meeting will require approximately 2 hours of time to complete.

- ▶ *Identify relevant grant and mixed loan/grant opportunities from federal, state, and other sources that align with the Commission's priorities and limitations as a water activity enterprise under TABOR.*

Pinyon will explore State and Federal funding opportunities to complete the goals of the Commission as identified and communicated to Pinyon.

- ▶ *Prepare a matrix of proposed funding sources for each of the Commission's priorities.*

Pinyon will complete a list/matrix of potential State and Federal grants available. Since Norwood Water Commission serves both municipal and agricultural water customers multiple funding agencies will be identified.

Deliverable

Matrix showing all identified funding opportunities/sources for up to three priority projects.

Task 2 Grant Proposal Development

Prepare comprehensive grant and mixed grant/loan applications as directed by the Commission including narratives, budgets, and required documentation tailored to each funding opportunity.

Cost estimate for this task includes time to complete a single grant application. If additional applications are made at this time, additional scope may be required. Pinyon recommends that the commission's initial grant application includes funding to complete preliminary engineering studies and grant application funding for additional, larger funding opportunities from Federal agencies. It is anticipated that this initial grant application will be the only one that the Commission will be required to fund.

Deliverable

Pinyon will complete a grant/loan application.

Task 3 Grant Management Support

Assist with compliance requirements, reporting, and communications with grant agencies as needed and directed by the Commission. Where available, funding for grant/loan compliance and reporting should be included in the project's budget.

Pinyon will assist the Commission with grant initiation and administration. The initial grant contracting effort can be substantial depending on the funding agency. The proposed cost includes time to assist with initial approval and contracting and up to 24 months of administration. Some grants have shorter or longer timelines. It is anticipated that this budget will be included with the grant application and award, and costs for this task will not be born by the Commission general funds.

Table 1. Summary of Estimated Costs

<i>Task 1 Project admin and Grant Research and Identification</i>				
Description	Quantity	Unit	Rate	Extension
Labor Rates				
Project Controller	1.0	hour	\$130.00	\$130.00
Project Assistant	1.0	hour	\$110.00	\$110.00
Project Manager II	2.0	hours	\$230.00	\$460.00
Project Support	10.0	hours	\$85.00	\$850.00
Task Subtotal				\$1,550.00
<i>Task 2 Grant Proposal Development</i>				
Description	Quantity	Unit	Rate	Extension
Labor Rates				
Project Manager II	2.0	hours	\$230.00	\$460.00
Project Assistant	1.0	hour	\$110.00	\$110.00
Project Support	16.0	hours	\$85.00	\$1,360.00
Task Subtotal				\$1,930.00
<i>Task 3 Grant Management Initiation and Support</i>				
Description	Quantity	Unit	Rate	Extension
Labor Rates				
Project Assistant	12.0	hours	\$110.00	\$1,320.00
Project Manager II	18.0	hours	\$230.00	\$4,140.00
Project Support	112.0	hours	\$85.00	\$9,520.00
Task Subtotal				\$14,980.00
Project Total				\$18,460.00

Attachment B - Schedule of 2025 Unit Rates

Employee Type	Rate
General Labor Categories	
Assistant Technical Specialist	\$65
Administration	\$80
Project Support	\$85
Project Support I	\$90
Project Support II	\$100
Project Assistant	\$110
Project Assistant I	\$120
Project Controller	\$130
Computer Assisted Drafting	
CAD Assistant	\$90
CAD Assistant I	\$100
CAD Assistant II	\$110
CAD Specialist	\$125
CAD Specialist I	\$140
CAD Specialist II	\$155
CAD Specialist III	\$170
Global Information Systems	
GIS Designer	\$95
GIS Designer I	\$105
GIS Designer II	\$115
GIS Specialist	\$130
GIS Specialist I	\$145
GIS Specialist II	\$160
GIS Specialist III	\$175
Cultural Resources	
Assistant Historian/Archaeology Technician	\$65
Assistant Historian/Archaeology Technician I	\$75
Assistant Historian/Archaeology Technician II	\$85
Assistant Historian/Archaeology Technician III	\$95
Cultural Field Specialist	\$105
Cultural Field Specialist I	\$115
Cultural Resource Specialist	\$125
Cultural Resource Specialist I	\$140
Cultural Resource Specialist II	\$155
Cultural Resource Specialist III	\$180
Cultural Resource Specialist IV	\$205

Employee Type	Rate
Industrial Hygiene	
Regulated Materials Specialist	\$95
Regulated Materials Specialist I	\$105
Regulated Materials Specialist II	\$115
Industrial Hygienist	\$145
Industrial Hygienist I	\$155
Industrial Hygienist II	\$190
Industrial Hygienist III	\$230
Landscape Architecture	
Landscape Designer	\$110
Landscape Designer I	\$125
Landscape Designer II	\$140
Landscape Architect	\$150
Landscape Architect I	\$165
Landscape Architect II	\$190
Landscape Architect III	\$220
General Science and Engineering	
Assistant Field Technician	\$65
Assistant Field Support	\$75
Assistant Field Support I	\$85
Assistant Field Support II	\$100
Field Specialist	\$110
Field Specialist I	\$115
Field Engineer/ Scientist	\$125
Field Engineer/ Scientist I	\$130
Field Engineer/ Scientist II	\$135
Field Engineer/ Scientist III	\$145
Engineer / Scientist	\$155
Engineer / Scientist I	\$170
Engineer / Scientist II	\$200
Engineer / Scientist III	\$250
Engineer / Scientist IV	\$270
Engineer / Scientist V	\$285
Project Management	
Task Manager	\$180
Project Manager	\$200
Project Manager I	\$215
Project Manager II	\$230
Program Manager	\$245

Lump-sum Equipment Charges	
General Field Visits (general projects, asbestos sampling kit [bulk sampling])	\$50/day
Biological Field Visit (includes sub-meter GPS, wetland flags, field notebook, and other incidentals)	\$250/day
Field Visit (Biology CQST Mapping)	\$350/day
Soil Logging/Screening (during drilling/test pits; includes PID or other instruments, GPS, and other incidentals)	\$250/day
Groundwater Sampling (includes YSI field measurements, water level meter, bailers, and other incidentals)	\$250/day
Noise Monitoring	\$250/day
Asbestos Air Monitoring Field Kit	\$115/day
Mileage (passenger car)	Current IRS rate
Outside Expenses (e.g., shipping, rental equipment, travel, subcontractor/subconsultant, laboratory fees)	Cost + 10%
<i>Specialty in-house equipment billed as indicated in project-specific proposals</i>	

Attachment C - General Conditions

1. Services

1.1 General

Pinyon Environmental Engineering Resources, Inc., hereinafter referred to as CONSULTANT, shall provide services under this AGREEMENT only upon request of the CLIENT, and only to the extent defined and required by the CLIENT. These services may include the use of outside services, outside testing laboratories, and special equipment.

1.2 Scope of Services and Fees

The Services to be performed by CONSULTANT and the associated fee estimate are attached hereto and made a part of this AGREEMENT as ATTACHMENT A and shall be performed by the CONSULTANT in accordance with the CLIENT's requirements. It is mutually understood that the fee estimate shown in ATTACHMENT A is on a firm contractual amount except the total fee by the CONSULTANT shall not exceed the estimate unless authorized by the CLIENT. The intent of the Scope of Work and the estimate contained in ATTACHMENT A is to identify the Services to be provided by CONSULTANT. However, it is specifically understood that by written notice to CONSULTANT, CLIENT can decrease or, with concurrence of CONSULTANT, increase the Scope of Work.

2. Payments

2.1 Payment for Personnel Services

2.1.1 Payment – Unless otherwise specified in Attachment A, payment for the services rendered by CONSULTANT's personnel shall be based on the hours of chargeable time and in accordance with CONSULTANT's Schedule of Unit Rates,

which is identified, attached hereto, and made a part of this AGREEMENT as ATTACHMENT B.

2.1.2 Chargeable Time – Chargeable time for CONSULTANT'S personnel is that portion of their time devoted to providing services requested by CLIENT. Travel time from CONSULTANT's office to an assigned work site, and return to CONSULTANT's office, is chargeable time; or if more economical for CLIENT, CONSULTANT shall lodge its personnel overnight near the work site in lieu of traveling back to CONSULTANT's office at the end of each work day.

2.1.3 Overtime Rates – The basis for payment to CONSULTANT for each hour worked in excess of forty (40) hours in any calendar week shall be the applicable hourly rate as specified in ATTACHMENT B.

2.2 Payment for Direct Expenses

2.2.1 Payment – Unless otherwise specified in Attachment A, for direct Expenses incurred by CONSULTANT, payment to CONSULTANT by the CLIENT shall be in accordance with CONSULTANT'S Schedule of Unit Rates, which is identified, attached to, and made a part of this AGREEMENT as ATTACHMENT B.

2.2.2 Direct Expenses – For the purposes of this AGREEMENT, Direct Expenses to be contracted and managed by CONSULTANT and payable by CLIENT to CONSULTANT shall include: Outside Services including the services and reimbursable expenses for firms other than CONSULTANT which

are necessary for the work the CONSULTANT is directed to perform; Laboratory Tests and related reports necessary for the work the CONSULTANT is directed to perform; special Equipment expenses including the all of the costs associated with the CONSULTANT locating, acquiring, leasing, or renting any equipment or facilities not currently owned, leased or rented by CONSULTANT at the time of the request for services which are necessary to enable CONSULTANT to provide the services requested; vehicles furnished by CONSULTANT for CONSULTANT's field personnel on or near the Project site, for each day of field assignment away from CONSULTANT's Office; and Other Direct Expenses associated with all services provided hereunder and identified in ATTACHMENTS A and B.

2.3 Payment Conditions

2.3.1 CONSULTANT shall submit monthly invoices for all personnel services and direct expenses under this AGREEMENT and a final invoice upon completion of services.

2.3.2 Invoices are due and payable upon receipt by CLIENT. Interest at a rate of 1.5% per month, or the maximum allowed by law, will be charged on all past-due amounts starting thirty (30) days after date of invoice. Payments will first be credited to interest and then to principal.

2.3.3 In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment and the CLIENT will pay the undisputed portion. No interest will accrue on any

reasonably contested portion of the invoice until mutually resolved.

2.3.4 If CLIENT fails to make payment in full to CONSULTANT within sixty (60) days after the date of the undisputed invoice, CONSULTANT may after giving seven (7) days written notice to CLIENT, suspend services under this AGREEMENT until paid in full, including interest. CONSULTANT shall have no liability to CLIENT for delays or damages caused by such suspension of services.

2.3.5 If CLIENT fails to make payment in full to CONSULTANT within thirty (30) days as provided for herein, then CLIENT agrees that CONSULTANT shall be entitled to all reasonable costs and expenses of collection (pre-and post-judgment) including reasonable attorneys' fees. If CLIENT fails to make payment in full to CONSULTANT within sixty (60) days after the date of the undisputed invoice, CONSULTANT will initiate filing a lien on the property

2.3.6 The billing rates specified in ATTACHMENT B for subsequent years shall be adjusted annually in accordance with CONSULTANT's costs of doing business, subject to CLIENT's review and concurrence.

3. Term of Agreement

3.1 Term

CONSULTANT's obligations to perform under this AGREEMENT shall extend from the date of execution until terminated by either party.

3.2 Abandonment of Work

CLIENT shall have the absolute right to abandon any work requested hereunder or to change the general scope of work at any time, and such action on its part shall in no event be deemed a breach of contract.

3.3 Termination of Agreement

This AGREEMENT may be terminated for convenience on thirty (30) days written notice, or for any cause if either party fails substantially to perform through no fault of the other, and does not commence and make a continuing effort to effect correction of such non-performance within seven (7) days of written notice.

3.4 Payment for Work upon Abandonment or AGREEMENT Termination

If CLIENT abandons requested work or terminates this AGREEMENT, CONSULTANT shall be paid on the basis of work completed to the date of abandonment or effective date of termination. CONSULTANT shall perform no activities other than reasonable wrap-up activities after receipt of notice of abandonment or termination. Payment for the work shall be as established under Section 2.

4. General Considerations

4.1 Assignment and Responsibility for Personnel

4.1.1 The assignment of personnel and all phases of the undertaking of the services which CONSULTANT shall provide hereunder shall be subject to the oversight and general guidance of CLIENT.

4.1.2 While upon the premises of CLIENT or property under its control, all employees, agents, and subconsultants of CONSULTANT shall be subject to CLIENT's rules and regulations respecting its

property and the conduct of its employees thereon.

4.1.3 However, it is understood and agreed that in the performance of the work and obligations hereunder, CONSULTANT shall be and remain an independent Consultant and that the employees, agents or subconsultants of CONSULTANT shall be and remain an independent Consultant and that the employees agents or subconsultant of CONSULTANT shall not be considered employees of or subject to the direction and control of CLIENT. CONSULTANT shall be responsible for the supervision and performance of all subconsultants which are to perform hereunder. CONSULTANT shall not be responsible for the supervision of employees, agents or other parties working for the CLIENT.

4.2 Insurance

4.2.1 Upon request from CLIENT, CONSULTANT shall furnish CLIENT a certificate of insurance upon request showing amounts and types of insurance carried by CONSULTANT, which certificate shall contain a commitment by the Insurance Company that during the time any work is being performed by CONSULTANT under this AGREEMENT it will give CLIENT ten (10) days notice of cancellation or change in the insurance coverage shown on such certificates.

4.3 Successors and Assigns

4.3.1 CLIENT and CONSULTANT each binds itself and its partners, successors, executors, administrators, assigns, and legal representatives to the other party to this AGREEMENT and to the partners,

successors, executors, administrators, assigns, and legal agreements and obligations of this AGREEMENT.

4.3.2 Neither CONSULTANT nor CLIENT shall assign or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this AGREEMENT without the written consent of the other party, except as stated in paragraph 4.3.1 and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this AGREEMENT. Nothing contained in this paragraph shall prevent CONSULTANT from employing such independent consultants, associates, and subconsultant's as it may deem appropriate to assist in the performance of services hereunder.

4.3.3 Nothing herein shall be construed to give any rights or benefits hereunder to any one other than CLIENT and CONSULTANT except as otherwise provided herein.

4.4 Compliance with Law

4.4.1 CONSULTANT shall comply with, and cause its subconsultants to comply with, applicable Federal, state, and local laws, orders, rules and regulations relating to the performance of the services CONSULTANT is to perform under this AGREEMENT.

4.4.2 Neither the CONSULTANT nor the CONSULTANT's agents or employees shall discriminate against any employee or

applicant for employment to be employed in the performance of this AGREEMENT with respect to hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex or national origin.

4.5 Ownership and Reuse of Documents

4.5.1 All drawings, specifications, test reports, and other materials and work products which have been prepared or furnished by CLIENT prior to this AGREEMENT, shall remain CLIENT's property. CLIENT shall make available to CONSULTANT copies of these materials as necessary for the CONSULTANT to perform the services requested hereunder. CONSULTANT may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof.

4.5.2 All drawings, specifications, test reports, and other materials and work products, including computer aided drawings, designs, and other data filed on electronic media which will be prepared or furnished by CONSULTANT (and CONSULTANT's independent professional associates and subconsultants) under this AGREEMENT, are instruments of service in respect to the Project and CONSULTANT shall retain an ownership and property interest therein whether or not the Project is completed. CONSULTANT shall retain all common law, statutory or other reserved rights, including the copyright thereto. CLIENT may make and retain copies for information and reference in connection with the use and the occupancy of the Project by CLIENT and others; however, such documents are not intended or

represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project.

4.5.3 CONSULTANT makes no warranty as to the compatibility of computer data files with computer software and software releases other than that used by CONSULTANT in performing services herein, and to the condition or availability of the computer data after an acceptance period or thirty (30) days from delivery to CLIENT. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to CONSULTANT or to CONSULTANT's independent professional associates or subconsultants, and CLIENT shall indemnify and hold harmless CONSULTANT's independent professional associates and subconsultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CONSULTANT to be further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

4.6 Ownership of Intellectual Property Rights

All United States and foreign intellectual property rights, including copyright and patent rights, in anything which PINYON creates for the project (including all Work Product) shall be the sole property of PINYON without the payment by PINYON of any further consideration. Notwithstanding any provision of the Copyright Act, specifically the work-for-hire provisions, the joint authorship provisions, and the collective-work provisions, which may cause CLIENT to have sole or joint rights in any copyrights attributable to any

works which PINYON creates while working for CLIENT, any and all copyrightable works prepared either in whole or in part by PINYON under this Agreement shall be deemed created by PINYON pursuant to CLIENT's contract with PINYON, and they are, shall be, or shall become, solely owned by PINYON. CLIENT agrees to assign, and CLIENT does hereby assign, all of CLIENT's right, title, and interest in and to all such works, and any copyrights, patents, or any other intellectual property rights related thereto, to PINYON. In addition, CLIENT agrees to sign all documents reasonably necessary to carry out this assignment. PINYON may copyright or patent any such work in the United States or elsewhere in accordance with applicable copyright and patent law, and the copyrights may be in PINYON's own name. PINYON shall pay all applicable costs related to such copyright or patent applications.

4.7 Severability

If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision, and this AGREEMENT shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

4.8 Location of Underground Utilities

It shall be the CLIENT's responsibility to locate and physically mark all underground utilities and structures which lie within the work area prior to the start of subsurface investigations. If the CLIENT elects not to assume this responsibility, CLIENT shall notify CONSULTANT and shall compensate CONSULTANT for all costs associated with locating and physically marking said underground utilities and structures according to CONSULTANT's project billing rates, over

and above the estimated project fee. CLIENT shall indemnify and hold CONSULTANT harmless from any damages and delays resulting from unmarked or improperly marked underground utilities and structures, even if CONSULTANT arranges for this service on behalf of CLIENT. For reasons of safety CONSULTANT will not begin work until this has been accomplished.

4.9 Subsurface Investigations

In soils, foundation, ground water, and other subsurface investigations, the actual characteristics might vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect Project cost and/or execution. These conditions and cost/execution effects are not the responsibility of the CONSULTANT.

4.10 CONSULTANT's Personnel at Project Site

4.10.1 The presence or duties of the CONSULTANT personnel at a Project site, whether as onsite representative or otherwise, do not make the CONSULTANT or its personnel in any way responsible for those duties that belong to the CLIENT and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the project documents

and any health or safety precautions required by such construction work. The CONSULTANT and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have not duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except CONSULTANT's own personnel.

4.10.2 The presence of CONSULTANT's personnel at a construction site is for the purpose of providing to CLIENT a greater degree of confidence that the completed work will conform generally to the project documents and that the integrity of the design concept as reflected in the project documents has been implemented and preserved by the contractor(s). CONSULTANT neither guarantees the performance of the contractor(s) nor assumes responsibility for contractor(s)' failure to perform their work in accordance with the project documents.

4.11 Opinions of Cost, Financial Considerations and Schedules

Since CONSULTANT has no control over the cost of labor, materials, or equipment, or over the contractor's method of determining prices, or over competitive bidding or market conditions, any opinions of probable construction cost provided by CONSULTANT are to be made on the basis of experience and qualifications. These opinions represent the judgement of CONSULTANT; however, the CONSULTANT cannot and does not guarantee that proposals, bids, or construction costs will not vary significantly from opinions of

probable cost. If the CLIENT wishes greater assurance as to likely construction cost, the CLIENT shall employ an independent cost estimator.

4.12 Disposition of Samples and Equipment

4.12.1 Disposition of Samples – No samples and/or materials will be kept by CONSULTANT longer than thirty (30) days after submission of the final report unless agreed otherwise.

4.12.2 Hazardous or Potentially Hazardous Samples and Materials – In the event that samples and/or materials contain or are suspected to contain substances or constituents hazardous or detrimental to health, safety or the environment as defined by federal, state, or local statutes, regulations or ordinances, CONSULTANT will, after completion of testing, return such samples and materials to CLIENT. CLIENT agrees to pay all costs associated with the storage, transportation, and disposal of samples and materials. CLIENT recognizes and agrees that CONSULTANT at no time assumes title to said samples and materials, and shall have no responsibility as handler, generator, transporter, or disposer of said samples and materials.

4.12.3 Contaminated Equipment – All laboratory and field equipment contaminated in CONSULTANT's performance of services will be cleaned at CLIENT's expense. Contaminated consumables will be disposed of and replaced at CLIENT's expense. Equipment (including tools) which cannot be reasonably decontaminated shall become the property and responsibility of CLIENT.

At CLIENT's expense, such equipment shall be delivered to CLIENT. CLIENT agrees to pay CONSULTANT the fair market value of any such equipment which cannot reasonably be decontaminated and is delivered to CLIENT pursuant to this AGREEMENT.

4.13 Discovery of Unanticipated Pollutant and Hazardous Substance Risks

4.13.1 If CONSULTANT, while performing services, discovers pollutants and/or hazardous substances that pose unanticipated risks, it is hereby agreed that the scope of services, schedule, and the estimated cost of CONSULTANT's services will be reconsidered and that this AGREEMENT shall immediately become subject to renegotiation or termination.

4.13.2 In the event that the AGREEMENT is terminated because of the discovery of pollutants and/or hazardous substances posing unanticipated risks, it is agreed that CONSULTANT shall be paid for its total charges for labor performed and reimbursable charges incurred to the date of termination of this AGREEMENT, including, if necessary, any additional labor or reimbursable charges incurred in demobilizing.

4.13.3 Client also agrees that the discovery of unanticipated pollutants and/or hazardous substances may make it necessary for CONSULTANT to take immediate measures to protect health and safety. CONSULTANT agrees to notify CLIENT as soon as practically possible should unanticipated pollutants and/or hazardous substances be suspected or encountered. CLIENT authorizes CONSULTANT to take measures that in

CONSULTANT's sole judgement are justified to preserve and protect the health and safety of CONSULTANT's personnel and the public. CLIENT agrees to compensate CONSULTANT for additional cost of taking such additional precautionary measures to protect employees' and the public's health and safety. This section is not intended to impose upon CONSULTANT any duties or obligations other than those imposed by law.

4.14 Established Business Relationship

CLIENT acknowledges that there is an Established Business Relationship between CLIENT and CONSULTANT, and hereby grants CONSULTANT permission to submit information via facsimile or e-mail to CLIENT's equipment and employees.

4.15 Changed Conditions

If during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The CONSULTANT shall notify the CLIENT of the changed conditions necessitating renegotiation, and the CONSULTANT and the CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with this Agreement.

4.16 Timeliness of Performance

The CLIENT and the CONSULTANT are aware that many factors outside the CONSULTANT'S control may affect the ability to complete the services to be provided under this Agreement. CONSULTANT will perform these services with reasonable diligence and expediency consistent with sound professional practices.

5. Professional Responsibility

Amendments to Section 5, if any are included in ATTACHMENT C.

5.1 Standard of Care

CONSULTANT will strive to perform services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

5.2 Limitation of Liability

CLIENT and CONSULTANT have discussed the risks, rewards and benefits of the project and CONSULTANT's total fee for services. The risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, CONSULTANT's total liability to CLIENT for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause or causes shall not exceed the total amount of \$50,000, or the total fee paid to CONSULTANT. Such causes include but are not limited to design professional's negligence, errors, omissions, strict liability, breach of contract and breach of warranty. CLIENT understands that dollar limits higher than that indicated above are available. If CLIENT wishes to discuss these other limits and their impact on CONSULTANT's fee, CLIENT should contact CONSULTANT prior to executing this AGREEMENT.

5.3 No Special or Consequential Damages

CLIENT and the CONSULTANT agree that to the fullest extent permitted by law the CONSULTANT shall not be liable to CLIENT for any special, indirect or consequential damage whatsoever, whether caused by the CONSULTANT's negligence, errors, omissions, strict liability, breach of contract, breach of warranty, or other cause or causes.

5.4 Indemnification

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold CONSULTANT, its agents, subconsultants, and employees harmless from and against any and all claims, damages, losses and expenses, defense costs including attorneys' fees, and court arbitration costs and other liabilities arising out of or resulting from, wholly or in part, the performance of CONSULTANT's services hereunder, including the transport or disposal of hazardous samples or contaminated equipment by CONSULTANT on behalf of CLIENT, or the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the project property; provided that CLIENT shall not indemnify CONSULTANT against liability for damages or expenses to the extent caused by the negligence of CONSULTANT, its agents, subcontractor, or employees.

5.5 No Third Party Beneficiaries

5.5.1 CLIENT and CONSULTANT expressly agree that AGREEMENT does not confer upon any third party any rights as beneficiary to this AGREEMENT. CONSULTANT accepts no responsibility for damages, if any, suffered by any third party as the result of a third party's use of the work product, including reliance, decisions, or any other action taken based

upon it. CLIENT agrees that the CONSULTANT's services and work products are for the exclusive present use of CLIENT. CLIENT agrees that CONSULTANT's compliance with any request by CLIENT to address or otherwise release any portion of the work product to a third party, shall not modify, rescind, waive, or otherwise alter provisions of this AGREEMENT nor does it create or confer any third party beneficiary rights on any third party.

5.5.2 CONSULTANT understands that under some circumstances, CLIENT may require a reliance letter for project financing. CONSULTANT has the right to review and reject any reliance letter language, and the right to limit our liability to any third party involved in the project. As a condition of CONSULTANT providing a reliance letter to a third-party lender, CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify, and hold CONSULTANT, its agents, subconsultants, and employees harmless from and against any and all claims, damages, losses and expenses, defense costs including attorneys' fees, and court arbitration costs and other liabilities arising out of or resulting from, wholly or in part, CONSULTANT providing such a letter.

6. Governing Law

This AGREEMENT is to be governed by the laws of the State of Colorado.



ADMINISTRATIVE DIRECTOR REPORT – MAY 2025

STAFF

- Weekly staff meetings
- Hired billing clerk Cidney Ross

OPERATIONS

- Civil Asset Forfeiture report submitted
- Water and Sanitation contract clean up
- Water storage kickoff meeting with SGM
- Splash Pad – Login and Training
- Xpress Bill Pay – Login and Training
- Floating Solar meeting with EcoAction Partners
- Ballot pick up NSD
- Water/Sewer Transfers and Final Billing
- Delinquent Account Payment Plan
- Interviews for billing clerk
- Adding Landlords to Water/Sewer Accounts
- RMA – Gazebo
- CEPA (Colorado Emergency Preparedness Assessment) Meeting
- DOLA A328 reporting meeting with Ted
- Sewer clean out calls
- Community needs assessment for Growing Water Smart Workshop submitted
- Process Payroll
- DOLA EIAF 25-098 follow up meeting
- CPF water and sewer application
- SEB Spring meeting
- Public Complaint follow up
- Motion Sense Lease

TRAINING

- CCCMA Annual Conference
- Growing Watersmart Workshop
- CIRSA renewal webinar

PUBLIC OUTREACH

- Attended WE Vision Taco Party