



# Town Board Agenda Regular Meeting June 11, 2024 6:00 P.M.

## MISSION STATEMENT

*"The Town of Center, Colorado shall provide strong leadership, inspire community pride, maintain fiscal accountability and through its employees offer a high level of service to the residents, businesses, and visitors of the community."*

"THIS AGENDA MAY BE AMENDED"

### MEETING CALLED TO ORDER, ROLL CALL AND PLEDGE ALLEGIANCE

1. APPROVAL OF AGENDA
2. CITIZEN COMMENTS
3. CONSENT AGENDA
  - A. MINUTES  
05/06/24, 05/08/24 and 05/14/24
  - B. COURT REPORT
  - C. POLICE REPORT
  - D. PUBLIC WORKS DEPT. REPORTS
    1. Utilities
    2. Water
    3. Streets and Parks
    4. Code Enforcement
4. PAYABLES
5. RESOLUTIONS  
RESOLUTION 061124 – CAPITAL RESERVES
6. NEW BUSINESS
  - A. EXTENSION CORDS
  - B. CRIMINAL CODE & COURT OF RECORD
  - C. CONVERSION BANK ELECTRICAL UPGRADE – 3 PHASE PAD MOUNT 500 KVA/ IN 1-4" HOLE POLE BACK
  - D. URA ATTORNEY CONTRACT
  - E. RESPONSIBILITIES OF THE TOWN MANAGER
  - F. ANIMAL CONTROL
  - G. VENDOR PERMITS - DISCUSSION
7. OLD BUSINESS
  - A. CDOT – NO PARKING SIGNS
  - B. TRANSFER POLICY OR PROCEDURES
  - C. CORRECTED FINANCIALS – GAS PORTION

CALENDAR ITEMS –
8. ITEMS FOR NEXT MEETING
9. ADJOURNMENT

Posted on

June 7, 2024

Center Town Hall and Center Post office

This agenda may be amended

CENTER TOWN BOARD  
SPECIAL MEETING  
MAY 6, 2024  
5:30 p.m.

The meeting was called to order at 5:30 p.m.

Executive Session

A motion to enter into Executive Session for **discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of the City Council or any elected official; the appointment of any person to fill an office of the City Council or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;**

was made by Mayor Pro-Tem Beiriger, seconded by Trustee Lopez. Roll Call – All in favor. Motion Carries.

A motion to adjourn out of Executive Session and back into regular session was made by Trustee McClure, seconded by Trustee Sanchez. Roll Call – All in favor. Motion Carries.

Added to Agenda after Executive

**MEDICAL LEAVE**

A motion to place Beatrice Casados on Medical Leave for 3 months without pay, and the Town will continue to pay her health insurance for three months, the situation will be reevaluated on August 1<sup>st</sup> was made by Trustee McClure, seconded by Mayor Pro-Tem Beiriger. Roll Call – All in favor. Motion Carries.

**JOB ADVERTISEMENT AND WAGE INCREASE**

A motion to advertise for a full time Utility Clerk and to give Rose and Natalia a temporary five-dollar increase to be backdated to all but the first three weeks and be temporary through the six-month training period was made by Trustee Gonzales, seconded by Trustee McClure. Roll Call –All in favor. Motion Carries.

**FINANCIAL STATEMENT**

A motion to place a financial statement for the Police Department online was made by Trustee Sanchez, seconded by Trustee Gonzales. Roll Call – All in favor. Motion Carries.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Trustee McClure, seconded by Trustee Gonzales. Roll Call – All in favor. Motion Carries. Meeting adjourned at 6:58 p.m.

Submitted by,

Rose Marie DeHerrera – CMC  
Town Clerk

Archie Gallegos  
Mayor

CENTER TOWN BOARD  
SPECIAL MEETING  
MAY 8, 2024  
5:30 P.M.

The meeting was called to order at 5:30 by Mayor Gallegos

ROLL CALL

**ROLL CALL**

Mayor Gallegos	P
Mayor Pro-Tem Beiriger	P
Trustee Lopez	P
Trustee Gonzales	E
Trustee Sanchez	P
Trustee Barela	E
Trustee McClure	P

EXECUTIVE SESSION

A motion to go into Executive Session for Personnel Matter was made by Trustee McClure, seconded by Trustee Lopez. Roll Call – All in favor. Motion Carries.

A motion to adjourn out of Executive Session **for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of the City Council or any elected official; the appointment of any person to fill an office of the City Council or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;**

was made by Mayor Pro-Tem Beiriger, seconded by Trustee Sanchez. Roll Call – All in favor. Motion Carries.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee McClure, seconded by Mayor Pro-Tem Beiriger. Roll Call – All in favor. Motion Carries. The meeting adjourned at 7:05 p.m.

Submitted by,

Rose Marie DeHerrera – CMC  
Town Clerk

Archie Gallegos  
Mayor

**CENTER TOWN BOARD**  
**REGULAR MEETING**  
**MAY 14, 2024**  
**5:30 P.M.**

A workshop was held for the presentation of the Audit.

The meeting was called to order by Mayor Gallegos at 6:17 p.m.

**ROLL CALL**

Mayor Gallegos	P
Mayor Beiriger	P
Trustee Lopez	P
Trustee Gonzales	E
Trustee Sanchez	P
Trustee Barela	P
Trustee McClure	P

**APPROVAL OF AGENDA**

A motion to approve the agenda with the addition of the Audit and set a date for an Executive Session for Personnel Issues was made by Trustee McClure, seconded by Trustee Sanchez. Roll Call – All in favor. Motion Carries.

**CITIZEN COMMENTS**

Nadine Martinez – read a letter from Anthony Lucero about his termination. Mr. Lucero believes that he has been wrongfully terminated. Mr. Lucero talked about Jaime and the termination. There are few thoughts – Why is Keith signing a termination. Nadine feels that it is a conspiracy theory.

Jennie Doran – Ms. Doran had one concern with animal control. Ms. Doran did not contact because they do not answer after hours. Ms. Doran believes they need to come up with a number just for animal control, they cannot call the police all the time. More dogs in Town need to be licensed.

Adeline Sanchez – Ms. Sanchez long-time resident and is here in support of Anthony Lucero. It is unfair to Anthony and the community. Evaluations on employees? Who gives the supervisor the right to fire employees it should be up to the Board. Make it right.

**CONSENT AGENDA**

Minutes – There were no questions asked.

Court Report – Natalia gave the Court report.

Police Report – Chief thanked the council for their support. The court tickets were short as they just hired new officers. Chief Fresquez read a quote that was inspirational for the betterment of the Town of

Center. Chief Fresquez is implementing better tracking with the K9 program, training and their succession. Chief Fresquez has added training programs to the Dept. Trustee Sanchez talked about the lack of tickets with so many speeders. Trustee McClure asked about the camera's, Chief Fresquez responded that they are just waiting on some parts.

Public Works Dept. Report – Jaime presented his report about his work during the month. The Sanitation has received quite a few plugged sewers. The Sanitation District may make a policy to start charging customers if they are called out more than a few times. Jaime met with Attorney Trujillo about the issues on 3<sup>rd</sup> and White. The owners must submit a variance to the planning commission before a letter is issued. Also talked about the letter from XCEL. The gas price has been going up.

Utilities – Two newest utility workers have left the Town of Center. Marcus resigned and Ty is a no show.

Water – No Questions.

Streets and Parks – The staff attended the pruning class, and came back with some grant information. Trees were planted around the park. The bathrooms were cleaned and are ready to go. Tables were placed at the park. The flag poles are very delicate and need to be replaced.

Code Enforcement – There were Thirty- one building permits issued, has been helping Streets and parks with snow removal and cleaning. Jaime will be meeting with Keith, Rose and Chief, Looking for a better protocol. Trustee Lopez recommended a larger generator that would service a building that would be warm in the winter for the community. Trustee Sanchez said that there are no code violations reported from Sergio. Jaime said that he told Sergio to be equal with everyone. Trustee McClure said that this has been ongoing for five months. Duran variance is not on the agenda.

A motion to approve the consent agenda was made by Trustee Barela, seconded by Trustee Lopez. Roll Call –All in favor. Motion Carries.

#### PAYABLES

A motion to approve the payables was made by Trustee McClure, seconded by Mayor Pro-Tem Beiriger. Roll Call –All in favor. Motion Carries.

#### NEW BUSINESS

Swear In New Officers – Chief Fresquez swore in all the officers.

National Officers Week – Jennie Doran presented the officers with a goodie bag for National Officers week.

Special Events Permit – St. Francis Jerome Catholic Church – San Juan Fiesta – The Church was seeking a special Events permit for San Juan Fiesta. A motion to approve

CDOT – MOU for the New No Parking Signs – Problem with people parking in the right of way. School Buses have been waiting to go. Mayor Pro-Tem Beiriger said there is a sign in place on Hwy 112. Total cost of the signs will be over \$5,000. Jaime would like to know if the Board to proceed or not.

Approval of the 2023 Audit – Jessica Bogner and Kelene Sandoval presented the audit to the Town Board in a work session and Jessica read the letter about their audit opinion to the community. A motion to

approve the audit as presented was made by Trustee Barela, seconded by Trustee McClure. Roll Call – All in favor. Motion Carries

Date for Executive Session – The Board set a possible Executive Session for May 16, 2024 at 7:00 p.m.

#### OLD BUSINESS

RG Weed Management – MOU – There is a law for weed removal. They have been doing this for a while. The old town Shop and parks around Town for goat heads and weeds. Twice a year. A motion to approve the MOU with RG Weed Management was made by Trustee McClure, seconded by Trustee Lopez.

CALENDAR ITEMS – URA Community Room on May 15, 2024 @ 5:30 p.m.

May 16, 2024 Interview for 6:00 p.m. and an Executive Session depending on Attorney Trujillo's availability.

#### ITEMS FOR NEXT MEETING –

Adrian Duran – Variance

#### ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Barela, seconded by Trustee McClure. Roll Call – All in favor. Motion Carries. Meeting adjourned at 8:00 p.m.

Submitted by,

Rose Marie DeHerrera – CMC  
Town Clerk

Archie Gallegos  
Mayor

Start Time	End Time	Description	Schedule Type
04:00 PM	04:10 PM	Case Number: 24-005 – DHILLON, RAMANDEEP Case number: 24-005 Name: DHILLON, RAMANDEEP All offenses: SPEEDING 20+ MPH OVER LIMIT Posted Speed: 69 Actual Speed: 45 Posted Speed: 69 Actual Speed: 45 Officer Name: MARTINEZ, ERIC Violation date: 01/08/2024	ARRAIGNMENT
04:00 PM	04:10 PM	Case Number: 24-017 – PRIETO, OMAR Case number: 24-017 Name: PRIETO, OMAR All offenses: TRESPASSING Officer Name: MORENO, JONATHAN Violation date: 04/13/2024	ARRAIGNMENT
05:00 PM	05:10 PM	Case Number: 23-147 – SANCHEZ, RANDOLPH Case number: 23-147 Name: SANCHEZ, RANDOLPH All offenses: TRESPASSING Officer Name: ADAM FRESQUEZ Violation date: 09/23/2023	ARRAIGNMENT
05:00 PM	05:10 PM	Case Number: 23-189 – GONZALES, ROBERT Case number: 23-189 Name: GONZALES, ROBERT All offenses: DRIVER FAILED TO YIELD RIGHT OF WAY AT STOP SIGN Officer Name: P. AGUILERA Violation date: 11/02/2023	ARRAIGNMENT
05:00 PM	05:10 PM	Case Number: 24-015 – LOPEZ, JOSHUA Case number: 24-015 Name: LOPEZ, JOSHUA All offenses: FAILED TO OBSERVE OR DISREGARDED TRAFFIC CONTROL DEVICE Officer Name: DONALDSON, K Violation date: 04/05/2024	ARRAIGNMENT
05:00 PM	05:10 PM	Case Number: 24-018 – MARTINEZ, DANIEL Case number: 24-018 Name: MARTINEZ, DANIEL All offenses: SPEEDING 10-19 MPH OVER LIMIT Officer Name: DONALDSON, K Violation date: 04/04/2024	ARRAIGNMENT

Report Criteria:

- Include convictions
  - Include dispositions for minors
- 

Date	Case Number	Name	Description	Total Amount
05/09/2024	24-018	MAES, TWILA	PLEA BY MAIL - DISREGARDED STOP SIGN AT THROUGH HIGH	120.00
05/09/2024	24-018	MAES, TWILA	FINE - DISREGARDED STOP SIGN AT THROUGH HIGHWAYS	120.00
05/15/2024	23-189	GONZALES, ROBERT	FINE - DRIVER FAILED TO YIELD RIGHT OF WAY AT STOP SIGN	70.00
05/15/2024	23-189	GONZALES, ROBERT	DEFERRED - DRIVER FAILED TO YIELD RIGHT OF WAY AT STO	70.00
05/31/2024	24-025	PEREZ, JONATHAN	FINE - SPEEDING 10-19 MPH OVER LIMIT	185.00
05/31/2024	24-027	OCHOA- GARCIA, MARIO	FINE - SPEEDING 10-19 MPH OVER LIMIT	185.00

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Case Number	Offense Code	Offense Type	Date	Sequence Number	Disposition Code	Disposition Type
24-019	110119	SPEED	06/03/2024	500	FINE	GU
Grand Totals:	<u>1</u>					

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# Town of Center

## Public Works Department.

### **Public Works Director Report**

Good evening mayor and board of trustees, here is a detailed report for this month of Public Works Director and what is going on within the department and department that I oversee.

On May 22<sup>nd</sup> of this year, our Town Clerk received an email from Randy Edelen (CO Department of Regulatory Agency – Public Utilities Commission), stating that the town of Center was scheduled for the 2024 Drug and Alcohol Program Audit with the Pipeline Safety Staff, who will be evaluating our program on May 28<sup>th</sup> at 8:00 a.m.

In all honesty, I had no idea what this was all about, and as I spoke to the Town clerk and the Center Utility Supervisor, they also stated there was nothing like that done before. On May 28<sup>th</sup>, Center Utility Supervisor, myself, and the Pipeline safety staff, along with Randy Edelen attended the online audit meeting. In that meeting, I spoke to Randy and asked him for a brief explanation of what this audit was all about. Randy stated that every municipality is required to have a Drug and Alcohol audit every 4 years, but he did mention that this has not been done in a long time because they (PUC) have been short-handed and didn't have the staff to get it done till now. I told Randy that we were not prepared and since we had never done one, we didn't know what to expect or prepare with for this, so he was willing to work with us and give us (the Town of Center) time (2-3 months) to prepare and get a drug and alcohol policy for our gas system operators in place. Since then, we have been able to get a hold of Rick Nummy (Pipeline Safety Consultant). Rick ended up referring us to Pipeline Testing Consortium, Inc. and we are in the process of working out details on implementing a program plan. The initial cost of this plan will be around \$710, which will include A one-time fee of \$250.00, a \$400 annual subscription fee, and an annual employee fee of \$30 x 2 (employee). After this year it will reduce to \$550 with 2 employees, \$520 with 4 employees, and/or \$550 with 5 employees.

This company is a full-service administrator of federally mandated alcohol and drug testing programs. In addition, we administrate company and/or customer-required policies. With 31 years of experience in the industry, we are recognized for our commendable service and knowledge of the DOT regulations. Our service consists of three main parts: Programs, Testing, and Compliance.

### **PROGRAMS OFFERS**

1. **Anti-Drug Plan and Alcohol Misuse Prevention Plan Provided** - PTC's plans meet all of the current federal regulations (updates are provided as necessary due to regulatory changes). Both state and federal agencies have audited these plans regularly. If needed, PTC also provides a client-required policy that meets the requirements of specific pipeline operators. A NON-DOT plan template from PTC is available for use as well. →
2. **Designated Account Executive** - Assists with daily administration of alcohol and drug testing program. Includes assistance and communication with corporate office and/or

field locations as designated by the client. PTC Account Executive also provides expertise and experience (average 10 years) in meeting the compliance requirements of the DOT regulations or assisting with state law requirements.

3. **Comprehensive Website "PTC Online"** - Features include: -Receive and view alcohol and drug test results. -Search employee testing history. -View current random pool list. -View client-required pool list. -Remove/edit employees from the pool. -Printable Plans and Acknowledgement Forms -View and manage random selection listing per quarter. -Track background/history checks. -Supervisor training module and materials. -Downloadable forms and information. -Edit company information. -Link to online bill payment. -Track testing kit shipments, and more...

➤ **Utilities Department Update:**

Utilities – As I mentioned to the board in our last meeting, gas has been increasing, I have seen an increase in the gas price from May 1<sup>st</sup> to June 10<sup>th</sup>, of approximately 42.7% (\$1.93 to \$2.76) +.83 that's almost a dollar difference in one month, which I believe we are going to make some adjustments in our cost probably for next month. As far as the Electricity, I am seeing a small increase but not significant enough to make any cost adjustments to our community just yet.

As you all know by now, both of our recent hires left us. We know that one left for a better-paying job, and the other for unknown reasons. The other employees before this, also left for better paying jobs.

The position for utility workers is open and it has been open for about 3 weeks now, and we have approximately 10 applicants as of right now. I believe that there are a couple of necessary changes we need to make to retain employees, especially in this department; 1) increase starting pay, 2) sign a 2 yr. contract with the Town of Center, and 3) work on a pay scale that would increase pay while employed in the Town of Center.

I also would like to recommend to the board to allow to hire 3 employees instead of 2. The plan for the future is to have 5 in the utility department:

1 – Superintendent of Utilities: will focus on ensuring all reports submitted to the state and federal level, as well as making sure employees are receiving and keeping up with their training, He will also help out on calls and supervise workers.

2 – Focused on gas calls throughout the week, but will be certified on electric also to help on mayor calls.

2 – Focused on electric calls through the week, but will be certified on gas also to help on mayor calls.

A lot of state and Federal requirements are been implemented, and this is forcing the supervisor to spend more time filling out paperwork.

➤ **Street and Parks Department Update:**

We have been having some major issues at our Community Park this last couple of weeks;

1. Just before school ended, we found a busted sprinkler line on the HS baseball field, but we had to wait to repair it because there were still baseball games going on.
2. The weekend after the last HS game (about 3 weeks now), we had a break-in at our main pump, and someone messed with our water program system. This disrupted our water zoning times. As we were trying to get it back, our main pump pipe busted so we had to repair it, and that took a few days.

After we repaired the main pipe, the guys had to dig out the busted pipe at the baseball field, approximately 60 ft. of pipe was busted and repaired.

Our Street and Parks employee has been doing a good job managing all aspects of the department. He has been doing a lot of prioritizing and working together with our Code Enforcer to complete tasks, being that we are short-handed.

➤ **Code Enforcement/Animal Control Update:**

As of today 5/28/24 our code enforcer officer has received 35 building permits, from re-roofing to Stucco, Fencing, remodeling, concrete, etc. Also, keep in mind that after the code enforcer gets these permits he has to do follow-ups to make sure all requirements are being met and there are no additions or changes to what was permitted. Code enforcement has also issued several citations for; Property Nuisance (x2) and Construction without permits/variances on town right ways (x1), and one that is pending because he has not been able to contact the owner of the property.

- Property on HWY 112
- Property on 2<sup>nd</sup> St./Miles St.
- Property on West 1<sup>st</sup> St.

Code enforcer has also caught 3 dogs; 2 were reunited with their owners and were given verbal warnings, and 1 was transported to Alamosa animal shelter (aggressive) and the owner was not able to be contacted because there were no tags on the animal.

He has also contacted several property owners about their properties, and most of the property owners have complied with what they were asked to do.

- Property on 1<sup>st</sup> St./White – renter clean up property.
- Property on Hurts St. – The owner tore down the shed and will be cleaning up the yard, possibly selling it.
- Property on Hurt/5<sup>th</sup> St. – The owner sold and the new owner started to clean up.
- Property on Hurt/2<sup>nd</sup> St. – Cleaned up.
- Property on 200 block of Hurt – Working on getting a contractor to come clean up in the next 2 weeks.
- Property on 200 block of Warden (old Ford garage) – cleaned up.
- Property on Fullenwider/2<sup>nd</sup> St. – Cleaning up.

- Property on Southeast of 3<sup>rd</sup>/Broadway – Cleaning up.
- Property on 3<sup>rd</sup>/Sylvester – 5<sup>th</sup> wheel moved.
- Trailer Park on Garcia St. – Big difference, the owner has been cleaning up.
- Commercial Property on North Broadway – Has fence and Still working on it.
- Property on West 2<sup>nd</sup> St. near Broadway – Has fenced-up property.

Code Enforcer, has been working and following up with the Rio Grande Weed management crew on spraying some of our facilities such as the Community Park, water tower, Sanitation district, old town shop, old water tower property, power plant, and Casa Blanca park.

For the last 2 – 3 weeks, I have had Code Enforcer help out with streets and parks to stay on top of things that need to be done, mowing, weeding, picking up trash, sprinklers repairing, etc.

The role of code enforcement officers is to keep the community clean and safe. For many officers, their day-to-day focus is on tackling properties in disrepair and preventing neglect from turning into blight. Safety is one of the primary ways that Code Enforcement Officers impact communities. Municipalities adopt ordinances, rules and regulations that take into consideration the safety and well-being of the public.

#### **Code Enforcement Service Goals and Standards**

- Provide responsive and practical service to all.
- Be honest, fair and consistent in our enforcement efforts.
- Present a professional attitude and image at all times, conveying respect and sincerity.
- Practice great communication skills.

Another name for a Code Enforcement Officer is a "**Compliance Officer**" or "**Regulatory Compliance Officer.**" These individuals are responsible for ensuring that local laws, codes, and regulations are followed by businesses and residents within a municipality or jurisdiction.

#### ➤ **Sanitation Department Update:**

Working continuously to monitor and collect bac-T samples for testing, everything is passing requirements. Working on an updated list for those who need backflow retesting. The bolts on the East Well kept coming loose to the point they couldn't be retightened so everything there was replaced.

It is time for the Annual Water Tank inspection, we received several quotes from different companies and at this time we decided to go with Rubicon Applied Divers – this company is a Certified Commercial Divers, Rubicon Applied Diving will provide all personnel and equipment necessary to perform all services to the tank. The proposal is valid for 30 days (Proposal Cost \$2950.000), so we had to make a decision fast. The contract is valid for one year, as of right now they are planning to be here sometime in July to complete the inspection.

The crew is continuing to follow up on commercial meter and backflow compliances, they have delivered 60-day notices to commercial water users that have tested. We constantly check for high usage to let customers know of possible leaks.

The sanitation department completes daily Lift station checkups, and lets the community know, a few of the major problems/issues they face when they check are with grease and “disposable” towels.

The Jetter or Vector Truck was delayed for delivery at the beginning of July now. The plan is that as soon as they receive the truck, is; 1) train all utility crew members on it, 2) go out and clean all pipes around town.

Last but not least, the Sanitation District adopted a new policy. I still have not received a copy of it, but hoping to get one soon to review it and get familiarized with it, and will advise the board about it.

End of report –  
Jaime Hurtado  
Public Works Director

## Utility Reports May-24

### Gas and Electrical System

#### Gas

Gas reports for PUC and PHMSA

Checked Cathodic Protection test points

Spray painted gas services at Casa de Cortez

Sent out Odorometer and Flame Pack out for Callibration

Dug up old gas service at 565 ½ Sisneros, repaired leak in shutoff valve and pulled out old service line

Weekend call – Combo Alarm going off at 456 East 8<sup>th</sup>

Dug in and installed Anode north of bridge on Fullenwider for gas CP

Worked on gas system records

Audit and direction from PUC on Drug and Alcohol Program/Policy/Plan

#### Electrical

Unloaded overhead wire from Western United – Upgrade

Boring Quote from J4M for Casa de Cortez upgrade

Changed light on 2<sup>nd</sup>/Wills

Took balloon out of power lines on 2<sup>nd</sup> between Broadway/Hurt

Looked over 69k incoming line from the 8 S substation

Meeting with MEAN about Emergency Generator's

Snow storm Emergency – refused west Center Conversion bank, cut trees at Casa de Cortez, contacted VEMCO about generators not coming on at Town Hall and east/west wells, and repaired 2 primary lines that were down behind the school along the canal

Emergency call Pole caught on fire – Disassemble hardware, stabbed new power pole, Mounted and installed 2 sets of cross arms, brackets, insulators, fuse blocks, transformers, reconnected everything and restored power to everybody affected

Emergency call trees shorted out secondary overhead line

Shut off power at Mountain King storages to replace disconnect and breaker box

Rebuilt 3 phase CT meter service for storages on the back side of Mountain King, due to old service shorting out

Meeting about old electrical services on houses that are needing to be upgraded as we upgrade

Replace light on Garcia St

New secondary overhead and service upgrade for 632 Broadway

Changed out light on 2<sup>nd</sup> and Hurt

Took down steel messenger carrier line behind Jones Oil

### Water

CRWA Apprenticeship – Instructional, Classes, Zooms and logging

Turned on Water at the park for bathrooms and concessions

Change chlorine barrel at east well

### Sanitation

Jetted sewer on 6<sup>th</sup> between Hurt/Warden

Jetted sewer on 6<sup>th</sup> between Worth/Wills

Dug and reconnected sewer service line behind Pizza y Mas building

Jetted 2 sewer – on 6<sup>th</sup> between Wills/Miles and 7<sup>th</sup> between Miles/Sisneros

### Miscellaneous

Reports

Supervisor's Meeting

Locates (emergency) and service orders

Read Meters / Re-reads

Deliver Delinquent Notices (60)

Disconnect and Reconnect of delinquent customers (7)

Vehicle Inspection Logs

Cleaned and shop/trucks

Trimmed trees on 2<sup>nd</sup>/Miles and 4<sup>th</sup>/Broadway

Burned weeds at Town properties



Electrical rough in of offices at Sanitation building

Ran conduit at Sanitation building and pulled wire to feed offices

Took down low voltage lines at Bob Maez

Assemble/disassembled turtle power box at Town Park Pavilion for bike rally

Took branches off overhead electrical service at 26 Central

Looked at low hanging low voltage lines in alley between 1<sup>st</sup>/2<sup>nd</sup> and Worth/Broadway

Put on canopies at Casa Blanca park

Checked out sink hole at Allied Potato

Defensive driving with PD

Repaired Electric Vehicle Charging Station

Took down 3 old overhead service lines – 632 Broadway, 145 West 2<sup>nd</sup> and northwest corner of 5<sup>th</sup>/Hurt

# WATER AND SANITATION DEPARTMENT

## MAY 2024 REPORT

6/4/2024

### WATER OVERVIEW

#### 1. Drinking Water Monitoring Schedule

**i** We are continuing this year's monitoring schedule and results are still meeting requirements. We continue to collect the bac-T samples and they come back good.

#### 2. Chlorine Residual

**i** The residual chlorine continues to be consistent throughout the distribution system with some variation at entry point. We changed the Cl<sub>2</sub> barrel at the West and East Well.

#### 3. Water Quality

**i** We conducted water quality assurance calls to customers as directed and we did water turn on and offs as needed.

#### 4. Projects

**i** A list of customers has been created and updated on who needs back flow for retesting. We have been working on meter to read on the computer. The SIV Farm Workers have installed meters and backflows. The East Well packing an housing were replaced. The bolts on the housing kept coming lose to the point we were no longer able to retighten them. We also received and installed an endpoint instead of a MXU at City Hall to run a trial on whether we could get it to read on setflow. A few meter pit and lids had to be replaced on some of the resident side. We are Talking to the Utility guy to help us fix a miter pit that got ran over by a vehicle. The Ortega school and the southern Colorado farm are up and running. We hand deliver reminders to Skyline and Ortega Jr. college about there. We also addressed a few calls on low water pressure.

#### 5. Water Tank

**i** We have completed the Water Tank inspection for the month.

#### 6. Other Tasks

**i** Backflow compliance for commercial water meters continues to be ongoing projects. We are hand delivering 60-day reminder to commercial water users that have tested. We are checking high usage to let customers know for possible leaks.

## 7. Chlorine Residual

**i** *The residual chlorine continues to be consistent throughout the distribution system with some variation at entry point. We repaired the injector at both the East and West Well.*

# SANITATION OVERVIEW

## 1. Process Control Monitoring

**i** *We continue to run daily process control tests. There's nothing to report as all the numbers have been good.*

## 2. Lift Station Checks

**i** *Daily lift station checks have been completed. Grease is one of the major issues that the Board is looking at addressing in the new policies.*

## 3. Sewer Obstructions

**i** *We have several calls this last month on sewer issues and backups. We do not foresee the amount of calls for sewer obstructions to decrease until we get the vector, thoroughly go through, and clean the system.*

## 4. Jetter Truck

**i** *We recently got word that the delivery of the vector truck has been delayed to the beginning of July. We are still planning on having all the utility departments train on the Vector when it arrives.*

## 5. Sampling and DMR's

**i** *All sampling and lab work continue to be completed with no issues. All of our labs and DMRs have been compliant.*

## 6. Plant Operations

**i** *We have continues to work on putting together an inventory list and order spare parts. This is an ongoing project. We have had a few warranty items come up with the rainstorms that we had this past month. Not all of the electrical panels were sealed watertight. Some of the electrical equipment was damaged with the water. We have a few places where the protection coating on the basins are peeling. All of the warranty work has been tentatively scheduled.*

## 7. Other Tasks

**i** *The Sanitation Board has adopted the new policies on the second reading. The construction for our office will be completed soon. We are working with CRWA to finally get the apprenticeship program going again.*

# Center Street and Parks

## Report – May 2024

- Cleaned Casa Blanca Parks bathrooms.
- Mow and Trim grass at Casa Blanca Parks, Chamizo Park, Central Park, and Community Park.
- Daily walk through all parks and pick up trash.
- Empty trash bins on Main Street and all parks.
- Filled potholes and street cuts.
- Dirt work on some of the main street right ways.
- Worked on Community Sprinklers System for several days, not working properly due to someone breaking in and messing up with our sprinkler system, valves, and busted pipes.
- Picked up Branches that fell on our right away from the last snowstorm.
- Planted 2 trees at Casa Blanca Park and 1 at Chamizo Park.

# Code Enforcer/Animal Control

Most of my time this last couple of weeks has been assisting the Streets and Parks Department with; mowing, trimming, trash, and repairing pipes at the community park.

- **Code Enforcer:**

- New Permits: Reroofing, Gas Watering Variance, Fences, Concrete Slab, Permit Renew.
- Permit Follow-up.
- Citations for failure to comply after verbal warning(s).

- **Animal control:**

- Picked up 2 dogs and were transported to Alamosa animal shelter.

Report Criteria:

Report type: GL detail

Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
0											
06/24	06/07/2024	0	1259	AMERICAN ELECTRIC COMPAN	0116-109538	1	12-552-676-00	.00	384.73	384.73	Sanitation office
06/24	06/07/2024	0	1259	AMERICAN ELECTRIC COMPAN	0116-109791	1	12-552-675-00	.00	62.47	62.47	SUPPLIES
06/24	06/07/2024	0	3355	LARRY RICHARDSON	051824	1	01-557-587-70	.00	500.00	500.00	DRAG RACE
06/24	06/07/2024	0	2664	CIELLO	052524	1	01-552-537-00	.00	203.14	203.14	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524	2	10-552-537-10	.00	203.14	203.14	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524	3	11-552-537-01	.00	203.14	203.14	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524	4	12-552-537-01	.00	203.12	203.12	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-1	1	01-552-537-00	.00	15.99	15.99	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-1	2	10-552-537-10	.00	15.99	15.99	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-1	3	11-552-537-01	.00	15.99	15.99	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-1	4	12-552-537-01	.00	15.98	15.98	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-2	1	01-552-537-00	.00	15.99	15.99	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-2	2	10-552-537-10	.00	15.99	15.99	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-2	3	11-552-537-01	.00	15.99	15.99	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-2	4	12-552-537-01	.00	15.98	15.98	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-3	1	01-552-537-00	.00	23.74	23.74	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-3	2	10-552-537-10	.00	23.74	23.74	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-3	3	11-552-537-01	.00	23.74	23.74	INTERNET
06/24	06/07/2024	0	2664	CIELLO	052524-3	4	12-552-537-01	.00	23.73	23.73	INTERNET
06/24	06/07/2024	0	1973	TOWN AND COUNTRY	052924	1	01-557-587-40	.00	1,850.58	1,850.58	POLICE VEHICLE
06/24	06/07/2024	0	1973	TOWN AND COUNTRY	052924-1	1	01-557-587-40	.00	1,878.60	1,878.60	POLICE VEHICLE
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	1	01-557-544-00	.00	223.47	223.47	UTILITIES
06/24	06/07/2024	0	1312	CENTER SANITATION DISTRICT	053124	1	01-238-000-00	.00	86,324.33	86,324.33	SANITATION MONTHLY
06/24	06/07/2024	0	3132	PURCHASE POWER	053124	1	01-552-542-20	.00	14.80	14.80	POSTAGE
06/24	06/07/2024	0	3176	PAUL C. BENEDETTI	053124	1	06-552-538-00	.00	2,220.00	2,220.00	SERVICES RENDERED
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	2	01-552-544-00	.00	82.97	82.97	UTILITIES
06/24	06/07/2024	0	3132	PURCHASE POWER	053124	2	10-552-542-20	.00	14.80	14.80	POSTAGE
06/24	06/07/2024	0	3176	PAUL C. BENEDETTI	053124	2	06-552-000-71	.00	2,220.00	2,220.00	SERVICES RENDERED
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	3	10-552-544-00	.00	1,451.28	1,451.28	UTILITIES
06/24	06/07/2024	0	3132	PURCHASE POWER	053124	3	11-552-542-20	.00	14.80	14.80	POSTAGE
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	4	11-552-544-00	.00	1,302.51	1,302.51	UTILITIES
06/24	06/07/2024	0	3132	PURCHASE POWER	053124	4	12-552-542-20	.00	14.78	14.78	POSTAGE
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	5	12-552-544-00	.00	91.68	91.68	UTILITIES
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	6	01-581-544-00	.00	2,402.98	2,402.98	UTILITIES

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	7	01-552-544-00	.00	687.35	687.35	UTILITIES
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	8	10-552-544-00	.00	233.70	233.70	UTILITIES
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	9	11-552-544-00	.00	233.70	233.70	UTILITIES
06/24	06/07/2024	0	1042	CENTER MUNICIPAL UTILITIES	053124	10	12-552-544-00	.00	219.95	219.95	UTILITIES
06/24	06/07/2024	0	3354	MARVAJOY MILLER	10019011	1	10-220-000-00	.00	35.17	35.17	DEPOSIT REFUND
06/24	06/07/2024	0	2034	CASELLE	133538	1	01-552-534-20	.00	583.75	583.75	APPLICATION SOFTWARE
06/24	06/07/2024	0	2034	CASELLE	133538	2	10-552-534-20	.00	583.75	583.75	APPLICATION SOFTWARE
06/24	06/07/2024	0	2034	CASELLE	133538	3	11-552-534-20	.00	583.75	583.75	APPLICATION SOFTWARE
06/24	06/07/2024	0	2034	CASELLE	133538	4	12-552-534-20	.00	583.75	583.75	APPLICATION SOFTWARE
06/24	06/07/2024	0	3322	FENIX USA	1569	1	12-552-538-11	.00	793.10	793.10	SRI DATA AND SOFTWARE HOSTING
06/24	06/07/2024	0	1078	DAVIS ENGINEERING SERVICE	15733	1	01-561-000-70	.00	1,615.74	1,615.74	ENGINEERING FOR SRTS
06/24	06/07/2024	0	1192	S&S DISTRIBUTING, INC	20171	1	01-552-542-10	.00	43.50	43.50	COFFEE SUPPLIES
06/24	06/07/2024	0	1192	S&S DISTRIBUTING, INC	20171	2	11-552-542-10	.00	43.50	43.50	COFFEE SUPPLIES
06/24	06/07/2024	0	1192	S&S DISTRIBUTING, INC	20171	3	10-552-542-10	.00	43.50	43.50	COFFEE SUPPLIES
06/24	06/07/2024	0	1192	S&S DISTRIBUTING, INC	20171	4	12-552-542-10	.00	43.50	43.50	COFFEE SUPPLIES
06/24	06/07/2024	0	3161	HEALY LAW OFFICES, LLC	21894	1	10-552-538-10	.00	2,638.97	2,638.97	COLORADO PATHWAY PROJECT
06/24	06/07/2024	0	2127	STEFFENS QUALITY PLUMBING	22401	1	01-552-543-00	.00	255.43	255.43	AIR CONDITIONER
06/24	06/07/2024	0	1239	UTILITY NOTIFICATION CENTE	224050413	1	10-552-537-00	.00	11.61	11.61	UTILITY LOCATES
06/24	06/07/2024	0	1239	UTILITY NOTIFICATION CENTE	26107	1	10-552-537-00	.00	24.57	24.57	UTILITY LOCATES
06/24	06/07/2024	0	3005	AT&T MOBILITY	2873091713	1	01-552-537-00	.00	451.07	451.07	TELEPHONE
06/24	06/07/2024	0	3005	AT&T MOBILITY	2873091713	2	10-552-537-10	.00	451.07	451.07	TELEPHONE
06/24	06/07/2024	0	3005	AT&T MOBILITY	2873091713	3	11-552-537-01	.00	451.07	451.07	TELEPHONE
06/24	06/07/2024	0	3005	AT&T MOBILITY	2873091713	4	12-552-537-01	.00	451.08	451.08	TELEPHONE
06/24	06/07/2024	0	1153	MOUNTAIN STATES PIPE & SUP	29708	1	11-552-675-00	.00	85.28	85.28	SUPPLIES
06/24	06/07/2024	0	2377	GREATAMERICA FINANCIAL SE	36585172	1	01-552-542-30	.00	55.39	55.39	LEXMARK COPIER
06/24	06/07/2024	0	2377	GREATAMERICA FINANCIAL SE	36585172	2	10-552-542-30	.00	55.39	55.39	LEXMARK COPIER
06/24	06/07/2024	0	2377	GREATAMERICA FINANCIAL SE	36585172	3	11-552-542-30	.00	55.39	55.39	LEXMARK COPIER
06/24	06/07/2024	0	2377	GREATAMERICA FINANCIAL SE	36585172	4	12-552-542-30	.00	55.39	55.39	LEXMARK COPIER
06/24	06/07/2024	0	1249	VEMCO ELECTRICAL CONTRACT	4308	1	10-552-676-00	.00	28.59	28.59	MATERIAL
06/24	06/07/2024	0	2795	KLAWN	53760	1	01-561-624-45	.00	70.00	70.00	PARKS
06/24	06/07/2024	0	2795	KLAWN	53761	1	01-561-624-45	.00	300.00	300.00	PARKS
06/24	06/07/2024	0	2795	KLAWN	53762	1	01-561-624-45	.00	900.00	900.00	PARKS
06/24	06/07/2024	0	2795	KLAWN	53763	1	01-561-624-45	.00	1,000.00	1,000.00	PARKS
06/24	06/07/2024	0	2795	KLAWN	53764	1	01-561-624-45	.00	330.00	330.00	PARKS
06/24	06/07/2024	0	2795	KLAWN	53765	1	01-561-624-45	.00	210.00	210.00	CASA BLANCA PARK
06/24	06/07/2024	0	1992	CLEAR WATER SOLUTIONS	7197	1	12-552-537-00	.00	245.00	245.00	WATER RIGHTS
06/24	06/07/2024	0	1088	EMPLOYER REPRESENTATIVE	9655	1	01-552-538-00	.00	47.50	47.50	UI COST CONTROL
06/24	06/07/2024	0	1088	EMPLOYER REPRESENTATIVE	9655	2	10-552-538-00	.00	47.50	47.50	UI COST CONTROL
06/24	06/07/2024	0	1088	EMPLOYER REPRESENTATIVE	9655	3	11-552-538-00	.00	47.50	47.50	UI COST CONTROL

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
06/24	06/07/2024	0	1088	EMPLOYER REPRESENTATIVE	9655	4	12-552-538-11	.00	47.50	47.50	UI COST CONTROL
Total 0:								.00		116,733.18	
<b>17227</b>											
05/24	05/28/2024	17227	3348	KRIS DONALDSON	052824	1	01-557-535-30	.00	196.00-	196.00-	V PER DIEM
Total 17227:								.00		196.00-	
<b>17249</b>											
05/24	05/28/2024	17249	3352	BIANCA MAESTAS	052824	1	06-552-000-71	.00	150.00	150.00	ARTIST
Total 17249:								.00		150.00	
<b>17250</b>											
05/24	05/28/2024	17250	3351	CASEY MCCOY	052824	1	06-552-000-71	.00	150.00	150.00	ARTIST
Total 17250:								.00		150.00	
<b>17251</b>											
05/24	05/31/2024	17251	3353	COLE WEBB	053124	1	01-552-535-20	.00	750.00	750.00	RELOCATION BONUS
05/24	05/31/2024	17251	3353	COLE WEBB	053124	2	10-552-535-20	.00	750.00	750.00	RELOCATION BONUS
05/24	05/31/2024	17251	3353	COLE WEBB	053124	3	11-552-535-20	.00	750.00	750.00	RELOCATION BONUS
05/24	05/31/2024	17251	3353	COLE WEBB	053124	4	12-552-535-20	.00	750.00	750.00	RELOCATION BONUS
Total 17251:								.00		3,000.00	
<b>17253</b>											
06/24	06/04/2024	17253	3301	CIVICPLUS LLC	276429	1	12-552-534-30	.00	1,700.00	1,700.00	MUNICODE - CODIFICATION
Total 17253:								.00		1,700.00	
<b>17254</b>											
06/24	06/06/2024	17254	1373	FAMILY SUPPORT REGISTRY	060524	1	01-213-000-00	.00	248.30	248.30	FAMILY SUPPORT REGISTRY- 13993688
Total 17254:								.00		248.30	
<b>921859</b>											
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	1	01-552-523-40	.00	552.23	552.23	M HEALTH CARE



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount		
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	2	01-557-523-40	.00	4,936.48	4,936.48	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	3	01-558-523-40	.00	65.38	65.38	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	4	01-559-523-40	.00	43.62	43.62	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	5	01-561-523-40	.00	44.30	44.30	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	6	12-565-523-40	.00	1,592.23	1,592.23	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	7	10-552-523-40	.00	1,869.45	1,869.45	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	8	11-552-523-40	.00	1,869.58	1,869.58	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	9	12-552-523-40	.00	1,513.45	1,513.45	M	HEALTH CARE
06/24	06/01/2024	921859	1018	ANTHEM BLUE CROSS & BLUE	2024069218	10	01-208-000-10	.00	449.32	449.32	M	HEALTH CARE
Total 921859:								.00		12,936.04		
<b>921861</b>												
05/24	05/31/2024	921861	2137	XCEL ENERGY GAS	878156310	1	11-550-300-00	.00	44,248.15	44,248.15	M	PURCHASE OF GAS
Total 921861:								.00		44,248.15		
<b>921862</b>												
05/24	05/31/2024	921862	3035	XPRESS BILL PAY	XPRO01287	1	01-552-534-20	.00	29.00	29.00	M	ACCOUNT SOFTWARE
05/24	05/31/2024	921862	3035	XPRESS BILL PAY	XPRO01287	2	10-552-534-20	.00	29.00	29.00	M	ACCOUNT SOFTWARE
05/24	05/31/2024	921862	3035	XPRESS BILL PAY	XPRO01287	3	12-552-534-20	.00	29.00	29.00	M	ACCOUNT SOFTWARE
05/24	05/31/2024	921862	3035	XPRESS BILL PAY	XPRO01287	4	11-552-534-20	.00	29.00	29.00	M	ACCOUNT SOFTWARE
Total 921862:								.00		116.00		
<b>921863</b>												
05/24	05/31/2024	921863	2250	GOOGLE INC	4984451214	1	01-552-534-30	.00	148.50	148.50	M	WEBSITE/EMAIL
05/24	05/31/2024	921863	2250	GOOGLE INC	4984451214	2	10-552-534-30	.00	148.50	148.50	M	WEBSITE/EMAIL
05/24	05/31/2024	921863	2250	GOOGLE INC	4984451214	3	11-552-534-30	.00	148.50	148.50	M	WEBSITE/EMAIL
05/24	05/31/2024	921863	2250	GOOGLE INC	4984451214	4	12-552-534-30	.00	148.50	148.50	M	WEBSITE/EMAIL
Total 921863:								.00		594.00		
<b>21692457</b>												
05/24	05/30/2024	21692457	1188	PINNACOL ASSURANCE	21692457	1	01-552-533-00	.00	125.74	125.74	M	WORKER'S COMP
05/24	05/30/2024	21692457	1188	PINNACOL ASSURANCE	21692457	2	01-557-533-00	.00	1,131.64	1,131.64	M	WORKER'S COMP
05/24	05/30/2024	21692457	1188	PINNACOL ASSURANCE	21692457	3	01-558-533-00	.00	20.96	20.96	M	WORKER'S COMP
05/24	05/30/2024	21692457	1188	PINNACOL ASSURANCE	21692457	4	01-559-533-00	.00	34.94	34.94	M	WORKER'S COMP
05/24	05/30/2024	21692457	1188	PINNACOL ASSURANCE	21692457	5	01-561-533-00	.00	373.03	373.03	M	WORKER'S COMP

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount		
05/24	05/30/2024	21692457	1168	PINNACOL ASSURANCE	21692457	6	12-565-533-00	.00	419.13	419.13	M	WORKER'S COMP
05/24	05/30/2024	21692457	1168	PINNACOL ASSURANCE	21692457	7	10-552-533-00	.00	608.02	608.02	M	WORKER'S COMP
05/24	05/30/2024	21692457	1168	PINNACOL ASSURANCE	21692457	8	11-552-533-00	.00	608.01	608.01	M	WORKER'S COMP
05/24	05/30/2024	21692457	1168	PINNACOL ASSURANCE	21692457	9	12-552-533-00	.00	534.53	534.53	M	WORKER'S COMP
Total 21692457:								.00		3,856.00		
<b>97434487</b>												
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	1	01-557-587-10	.00	1,933.29	1,933.29	M	POLICE FUEL
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	2	01-561-627-10	.00	835.32	835.32	M	STREETS/PARKS FUEL
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	3	10-552-627-10	.00	233.62	233.62	M	UTILITIES 1/2
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	4	11-552-527-10	.00	233.61	233.61	M	UTILITIES 1/2
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	5	12-552-627-10	.00	199.30	199.30	M	WATER/SANITATION FUEL
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	6	01-559-587-10	.00	49.63	49.63	M	CODE ENFORCEMENT
05/24	05/31/2024	97434487	2953	WEX FLEET UNIVERSAL	97434487	7	01-557-587-10	.00	43.44-	43.44-	M	ADJUSTMENT
Total 97434487:								.00		3,441.33		
Grand Totals:								.00		186,977.00		

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	239.44	111,858.00-	111,618.56-
01-208-000-10	449.32	.00	449.32
01-213-000-00	248.30	.00	248.30
01-238-000-00	86,324.33	.00	86,324.33
01-552-523-40	552.23	.00	552.23
01-552-533-00	125.74	.00	125.74
01-552-534-20	612.75	.00	612.75
01-552-534-30	148.50	.00	148.50
01-552-535-20	750.00	.00	750.00
01-552-537-00	709.93	.00	709.93
01-552-538-00	47.50	.00	47.50
01-552-542-10	43.50	.00	43.50
01-552-542-20	14.80	.00	14.80

GL Account	Debit	Credit	Proof
01-552-542-30	55.39	.00	55.39
01-552-543-00	255.43	.00	255.43
01-552-544-00	770.32	.00	770.32
01-557-523-40	4,936.48	.00	4,936.48
01-557-533-00	1,131.64	.00	1,131.64
01-557-535-30	.00	196.00-	196.00-
01-557-544-00	223.47	.00	223.47
01-557-587-10	1,933.29	43.44-	1,889.85
01-557-587-40	3,729.18	.00	3,729.18
01-557-587-70	500.00	.00	500.00
01-558-523-40	65.38	.00	65.38
01-558-533-00	20.96	.00	20.96
01-559-523-40	43.62	.00	43.62
01-559-533-00	34.94	.00	34.94
01-559-587-10	49.63	.00	49.63
01-561-000-70	1,615.74	.00	1,615.74
01-561-523-40	44.30	.00	44.30
01-561-533-00	373.03	.00	373.03
01-561-544-00	2,402.98	.00	2,402.98
01-561-624-45	2,810.00	.00	2,810.00
01-561-627-10	835.32	.00	835.32
06-201-000-00	.00	4,740.00-	4,740.00-
06-552-000-71	2,520.00	.00	2,520.00
06-552-538-00	2,220.00	.00	2,220.00
10-201-000-00	.00	9,517.35-	9,517.35-
10-220-000-00	35.17	.00	35.17
10-552-523-40	1,869.45	.00	1,869.45
10-552-533-00	608.02	.00	608.02
10-552-534-20	612.75	.00	612.75
10-552-534-30	148.50	.00	148.50
10-552-535-20	750.00	.00	750.00
10-552-537-00	36.18	.00	36.18
10-552-537-10	709.93	.00	709.93
10-552-538-00	47.50	.00	47.50
10-552-538-10	2,638.97	.00	2,638.97
10-552-542-10	43.50	.00	43.50
10-552-542-20	14.80	.00	14.80
10-552-542-30	55.39	.00	55.39
10-552-544-00	1,684.98	.00	1,684.98
10-552-627-10	233.62	.00	233.62

GL Account	Debit	Credit	Proof
10-552-676-00	28.59	.00	28.59
11-201-000-00	.00	50,963.21-	50,963.21-
11-550-300-00	44,248.15	.00	44,248.15
11-552-523-40	1,869.58	.00	1,869.58
11-552-527-10	233.61	.00	233.61
11-552-533-00	608.01	.00	608.01
11-552-534-20	612.75	.00	612.75
11-552-534-30	148.50	.00	148.50
11-552-535-20	750.00	.00	750.00
11-552-537-01	709.93	.00	709.93
11-552-538-00	47.50	.00	47.50
11-552-542-10	43.50	.00	43.50
11-552-542-20	14.80	.00	14.80
11-552-542-30	55.39	.00	55.39
11-552-544-00	1,536.21	.00	1,536.21
11-552-675-00	85.28	.00	85.28
12-201-000-00	.00	10,137.88-	10,137.88-
12-552-523-40	1,513.45	.00	1,513.45
12-552-533-00	534.53	.00	534.53
12-552-534-20	612.75	.00	612.75
12-552-534-30	1,848.50	.00	1,848.50
12-552-535-20	750.00	.00	750.00
12-552-537-00	245.00	.00	245.00
12-552-537-01	709.89	.00	709.89
12-552-538-11	840.60	.00	840.60
12-552-542-10	43.50	.00	43.50
12-552-542-20	14.78	.00	14.78
12-552-542-30	55.39	.00	55.39
12-552-544-00	311.63	.00	311.63
12-552-627-10	199.30	.00	199.30
12-552-675-00	62.47	.00	62.47
12-552-676-00	384.73	.00	384.73
12-565-523-40	1,592.23	.00	1,592.23
12-565-533-00	419.13	.00	419.13
<b>Grand Totals:</b>	<b>187,455.88</b>	<b>187,455.88-</b>	<b>.00</b>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Report type: GL detail

Check.Type = {<->} "Adjustment"

Report Criteria:

Report type: Summary  
 Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Amount
06/24	06/07/2024	0	CENTER MUNICIPAL UTILITIES	6,929.59
06/24	06/07/2024	0	DAVIS ENGINEERING SERVICE	1,615.74
06/24	06/07/2024	0	EMPLOYER REPRESENTATIVE	190.00
06/24	06/07/2024	0	MOUNTAIN STATES PIPE & SUPPLY	85.28
06/24	06/07/2024	0	TOWN AND COUNTRY	3,729.18
06/24	06/07/2024	0	CLEAR WATER SOLUTIONS	245.00
06/24	06/07/2024	0	CASELLE	2,335.00
06/24	06/07/2024	0	S&S DISTRIBUTING, INC	174.00
06/24	06/07/2024	0	UTILITY NOTIFICATION CENTER OF COLORADO	36.18
06/24	06/07/2024	0	VEMCO ELECTRICAL CONTRACTOR, INC	28.59
06/24	06/07/2024	0	AMERICAN ELECTRIC COMPANY	447.20
06/24	06/07/2024	0	CENTER SANITATION DISTRICT	86,324.33
06/24	06/07/2024	0	STEFFENS QUALITY PLUMBING & HEATING INC.	255.43
06/24	06/07/2024	0	GREATAMERICA FINANCIAL SERVICES	221.56
06/24	06/07/2024	0	CIELLO	1,035.39
06/24	06/07/2024	0	KLAWN	2,810.00
06/24	06/07/2024	0	AT&T MOBILITY	1,804.29
06/24	06/07/2024	0	PURCHASE POWER	59.18
06/24	06/07/2024	0	HEALY LAW OFFICES, LLC	2,638.97
06/24	06/07/2024	0	PAUL C. BENEDETTI	4,440.00
06/24	06/07/2024	0	FENIX USA	793.10
06/24	06/07/2024	0	MARVAJOY MILLER	35.17
06/24	06/07/2024	0	LARRY RICHARDSON	500.00
05/24	05/28/2024	17227	KRIS DONALDSON	196.00
05/24	05/28/2024	17249	BIANCA MAESTAS	150.00
05/24	05/28/2024	17250	CASEY MCCOY	150.00
05/24	05/31/2024	17251	COLE WEBB	3,000.00
06/24	06/04/2024	17253	CIVICPLUS LLC	1,700.00
06/24	06/06/2024	17254	FAMILY SUPPORT REGISTRY	248.30
06/24	06/01/2024	921859	ANTHEM BLUE CROSS & BLUE SHIELD	12,936.04
05/24	05/31/2024	921861	XCEL ENERGY GAS	44,248.15
05/24	05/31/2024	921862	XPRESS BILL PAY	116.00
05/24	05/31/2024	921863	GOOGLE INC	594.00
05/24	05/30/2024	21692457	PINNACOL ASSURANCE	3,856.00
05/24	05/31/2024	97434487	WEX FLEET UNIVERSAL	3,441.33
Grand Totals:				<u>186,977.00</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	239.44	111,858.00-	111,618.56-
01-208-000-10	449.32	.00	449.32
01-213-000-00	248.30	.00	248.30
01-238-000-00	86,324.33	.00	86,324.33
01-552-523-40	552.23	.00	552.23
01-552-533-00	125.74	.00	125.74
01-552-534-20	612.75	.00	612.75
01-552-534-30	148.50	.00	148.50
01-552-535-20	750.00	.00	750.00
01-552-537-00	709.93	.00	709.93

GL Account	Debit	Credit	Proof
01-552-538-00	47.50	.00	47.50
01-552-542-10	43.50	.00	43.50
01-552-542-20	14.80	.00	14.80
01-552-542-30	55.39	.00	55.39
01-552-543-00	255.43	.00	255.43
01-552-544-00	770.32	.00	770.32
01-557-523-40	4,936.48	.00	4,936.48
01-557-533-00	1,131.64	.00	1,131.64
01-557-535-30	.00	196.00-	196.00-
01-557-544-00	223.47	.00	223.47
01-557-587-10	1,933.29	43.44-	1,889.85
01-557-587-40	3,729.18	.00	3,729.18
01-557-587-70	500.00	.00	500.00
01-558-523-40	65.38	.00	65.38
01-558-533-00	20.96	.00	20.96
01-559-523-40	43.62	.00	43.62
01-559-533-00	34.94	.00	34.94
01-559-587-10	49.63	.00	49.63
01-561-000-70	1,615.74	.00	1,615.74
01-561-523-40	44.30	.00	44.30
01-561-533-00	373.03	.00	373.03
01-561-544-00	2,402.98	.00	2,402.98
01-561-624-45	2,810.00	.00	2,810.00
01-561-627-10	835.32	.00	835.32
06-201-000-00	.00	4,740.00-	4,740.00-
06-552-000-71	2,520.00	.00	2,520.00
06-552-538-00	2,220.00	.00	2,220.00
10-201-000-00	.00	9,517.35-	9,517.35-
10-220-000-00	35.17	.00	35.17
10-552-523-40	1,869.45	.00	1,869.45
10-552-533-00	608.02	.00	608.02
10-552-534-20	612.75	.00	612.75
10-552-534-30	148.50	.00	148.50
10-552-535-20	750.00	.00	750.00
10-552-537-00	36.18	.00	36.18
10-552-537-10	709.93	.00	709.93
10-552-538-00	47.50	.00	47.50
10-552-538-10	2,638.97	.00	2,638.97
10-552-542-10	43.50	.00	43.50
10-552-542-20	14.80	.00	14.80
10-552-542-30	55.39	.00	55.39
10-552-544-00	1,684.98	.00	1,684.98
10-552-627-10	233.62	.00	233.62
10-552-676-00	28.59	.00	28.59
11-201-000-00	.00	50,963.21-	50,963.21-
11-550-300-00	44,248.15	.00	44,248.15
11-552-523-40	1,869.58	.00	1,869.58
11-552-527-10	233.61	.00	233.61
11-552-533-00	608.01	.00	608.01
11-552-534-20	612.75	.00	612.75
11-552-534-30	148.50	.00	148.50
11-552-535-20	750.00	.00	750.00
11-552-537-01	709.93	.00	709.93
11-552-538-00	47.50	.00	47.50
11-552-542-10	43.50	.00	43.50
11-552-542-20	14.80	.00	14.80
11-552-542-30	55.39	.00	55.39
11-552-544-00	1,536.21	.00	1,536.21

GL Account	Debit	Credit	Proof
11-552-675-00	85.28	.00	85.28
12-201-000-00	.00	10,137.88-	10,137.88-
12-552-523-40	1,513.45	.00	1,513.45
12-552-533-00	534.53	.00	534.53
12-552-534-20	612.75	.00	612.75
12-552-534-30	1,848.50	.00	1,848.50
12-552-535-20	750.00	.00	750.00
12-552-537-00	245.00	.00	245.00
12-552-537-01	709.89	.00	709.89
12-552-538-11	840.60	.00	840.60
12-552-542-10	43.50	.00	43.50
12-552-542-20	14.78	.00	14.78
12-552-542-30	55.39	.00	55.39
12-552-544-00	311.63	.00	311.63
12-552-627-10	199.30	.00	199.30
12-552-675-00	62.47	.00	62.47
12-552-676-00	384.73	.00	384.73
12-565-523-40	1,592.23	.00	1,592.23
12-565-533-00	419.13	.00	419.13
<b>Grand Totals:</b>	<u>187,455.88</u>	<u>187,455.88-</u>	<u>.00</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



**RESOLUTION NO 061124**

**A RESOLUTION ALLOCATING 1% OF ALL SALES BILLED AND SOLD EACH MONTH FROM THE WATER FUND, LIGHT AND POWER FUND AND GAS FUND TO THE CAPITAL RESERVE**

**WHEREAS**, the Town Trustees of the Town of Center of Center desire to allocate to Capital Reserve 1% of all sales billed and sold each month from the Water Fund, 1% of all sales billed and sold each month from the Light and Power Fund and 1% of all sales billed and sold each month from the Gas Fund.

**NOW THEREFORE** be it Resolved by the Board of Trustees of the Town of Center, hereby allocate to the Capital Reserve as follows:

1. 1% of all sales billed and sold each month from the Water Fund.
2. 1% of all sales billed and sold each month from the Light and Power Fund.
3. 1% of all sales billed and sold each month from the Gas Fund.

This Resolution shall be effective starting January 1, 2024, through December 31, 2024, and shall continue each year thereafter until changed by the Town Trustees of the Town of Center.

**PASSED AND ADOPTED** this \_\_\_ day of June 2024.

Attest:

\_\_\_\_\_  
Rose DeHerrera, Town Clerk

\_\_\_\_\_  
Archie Gallegos, Mayor



Drug Programs for the Oil & Gas Industry

800-294-8758  
7 Compound Drive  
Hutchinson, KS 67502  
pipelinetesting.com

**FEE'S FOR ALL SERVICES AS OUTLINED**

\$250.00	<u>Account Setup Fee</u> (one time set-up charge)
\$400.00	<u>Subscription Fee</u> (This fee covers statistical data reporting, assistance with compliance audits, regular ground shipping costs for kits, etc.)
\$ 30.00	<u>Annual Employee Fee</u> (This fee covers the supervisor training module, EAP informational material, posters, employee testing schedules, etc. <i>If over 150 employees covered under this policy then the maximum employee fee is \$4,500.</i> )
\$ 85.00	<u>Each Drug Test</u> (This fee covers the specimen collection, laboratory and MRO fees.)*
\$ 85.00	<u>Each Alcohol Test</u> (This fee covers the initial and confirmation alcohol testing fee.)*
\$ 18.00	<u>Each Drug/Alcohol History Check</u> conducted on new applicants for a DOT position as required by 49 CFR Part 40.25. \$25 fee for manual processed History Checks. <i>(Checks performed thru PTC Assist, LLC.)</i>

**"Enrollment Example Estimate Based on Five (5) Employees"**  
(Adjust the estimate to accommodate the number of "covered" employees for your company.)

Account Setup Fee (one-time fee)	\$250.00
Annual Subscription Fee	400.00
Annual Employee Fee	
(5 Employees X \$30.00)	<u>150.00</u> (Maximum Employee Fee \$4,500)
Total	\$800.00

**\*\*NOTE\*\* All drug and/or alcohol tests will be invoiced after completion at \$85.00 per test if and when any testing is completed. The DOT required history checks will also be invoiced after completion.**

If previous drug testing had been conducted with a SAMHSA certified lab and all tests were DOT 5-panel tests and your company has been conducting random testing at the proper DOT rate. The drug testing records can then be transferred with employee release. Contact us with further questions regarding the potential for you to transfer your past DOT records.

If your company is interested in our services and has already contacted our office, please complete the on-line enrollment using the link you were sent by our sales department. Should you have any questions, need additional information, or an enrollment link, please contact our office at (800) 294-8758 ext. 405 or visit [www.pipelinetesting.com](http://www.pipelinetesting.com).

\* PTC consolidates all fees associated with alcohol and drug testing. PTC will pay up to a pre-determined, maximum collection fee per test. Other charges may apply for after-hour, on-site, out-of-network, or non-standard rate testing.



Drug Programs for the Oil & Gas Industry

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pipelinetesting.com

## Drug & Alcohol Program Administrators

Pipeline Testing Consortium, Inc. (PTC) is a full-service administrator of federally mandated alcohol and drug testing programs. In addition, we administrate company and/or customer required policies. With 31 years of experience in the industry, we are recognized for our commendable service and knowledge of the DOT regulations. Our service consists of three main parts: Programs, Testing, and Compliance.

### **PROGRAMS**

- **Anti-Drug Plan and Alcohol Misuse Prevention Plan Provided** - PTC's plans meet all of the current federal regulations (updates are provided as necessary due to regulatory changes). Both state and federal agencies have audited these plans regularly. If needed, PTC also provides a client required policy that meets the requirements for specific pipeline operators. A NON-DOT plan template from PTC is available for use as well.
- **Designated Account Executive** - Assists with daily administration of alcohol and drug testing program. Includes assistance and communication with corporate office and/or field locations as designated by the client. PTC Account Executive also provides expertise and experience (average 10 years) in meeting the compliance requirements of the DOT regulations or assisting with state law requirements.
- **Comprehensive Website "PTC Online"** - Features include:
  - Receive and view alcohol and drug test results.
  - Search employee testing history.
  - View current random pool list.
  - View client-required pool list.
  - Remove/edit employees from the pool.
  - Printable Plans and Acknowledgement Forms
  - View and manage random selection listing per quarter.
  - Track background/history checks.
  - Supervisor training module and materials.
  - Downloadable forms and information.
  - Edit company information.
  - Link to on-line bill payment.
  - Track testing kit shipments, and more...

### **TESTING**

- **Alcohol and Drug Testing Kits** - PTC offers an Electronic Chain of Custody (eTEST™) testing method for all clients at over 2,100 collection sites nation-wide. PTC also furnishes all relevant supplies, chain-of-custody forms and overnight air bills for our standard testing kit. Each testing kit is an individual box or envelope with all of the supplies and forms to perform the alcohol or drug test. Instructions for collection and billing are included in each testing kit.
- **Alcohol and Drug Collection Fee** - (includes initial & confirmation breath testing). This includes certified drug collectors and certified breath alcohol technicians. There is a maximum allowed fee based on price per test.
- **Certified Laboratory Services** - Provided through Clinical Reference Laboratory (Lenexa, KS), for all drug testing. PTC also conducts an annual review and inspection of the laboratory.
- **Medical Review Officer (MRO) Services** - Provided through PTC's exclusive subsidiary American Medical Review Officers, LLC (Hutchinson, KS). The MRO oversees the drug testing results to ensure validity of the results and to make sure that the employee's rights and confidentiality are preserved.
- **Process/report All Test Results and Electronically Store Each Test Result** - Includes: pre-employment, random, post-accident, reasonable cause, return-to-duty, follow-up, and annual (if required).
- **Special Packaging of Post-Accident Kits** - PTC provides a combined alcohol and drug post-accident kit that can be stored in company vehicles and offices. Each kit contains an after-hours contact number to assist with coordinating testing.
- **Regular Ground Shipping** - Shipping costs for testing kits as well as employee and supervisor education and training materials are paid for by PTC.
- **Coordination of Multiple Alcohol and Drug Testing Collection Sites Across the U.S.** - Over 4,000 collection sites across the country are within our collection site network. Visit [www.pipelinetesting.com](http://www.pipelinetesting.com) to see the closest sites to your location(s).



Drug Programs for the Oil & Gas Industry

800-294-8758  
7 Compound Drive  
Hutchinson, KS 67502  
pipelinetesting.com

- **Consolidation of Testing Fees** - The fees below are paid for by Pipeline Testing Consortium, Inc. and are included in the drug and alcohol price charged by PTC:
  - ✓ Urine collection and breath alcohol testing fee charged by collection site. PTC will pay up to a pre-determined maximum collection fee per test. Other charges may apply for after-hour, on-site, out of network, or non-standard rate testing.
  - ✓ Initial and confirmation laboratory testing.
  - ✓ Medical Review Officer services.
  - ✓ FedEx overnight shipping fees for urine specimens shipped to Clinical Reference Lab.

## **COMPLIANCE**

- **Assistance with Compliance Audits** - PTC provides test records, statistical data reports and any other items requested by the auditor/inspector.
- **Statistical Data Reporting (to clients and companies)** - Included is the annual Management Information System (MIS) submission to DOT. Statistical reporting is accommodated quarterly, semi-annually or annually per client need.
- **Data Provider of Program Information** - PTC automatically provides program information to over 50 pipeline auditing agencies on a daily, quarterly, semi-annual, and annual basis. This information includes: testing records, supervisor training, history checks, statistical information, plans, and more. PTC may pay for the website login fee for National Compliance Management Services, Inc. (NCMS) on behalf of their clients.<sup>1</sup> Program information can also be sent directly to pipeline operators upon request.
- **DOT Drug/Alcohol History Checks** - DOT required verification of an applicant or employee's prior DOT drug and alcohol testing history. (As required by 49 CFR Part 40.25). Employers hiring any applicant for a DOT position must obtain information about any DOT alcohol and/or drug misuse from the applicant's previous employers for the previous two years (three years if applicant is a CDL driver). PTC Assist, LLC provides this verification service for PTC and will also respond, on behalf of client, to DOT drug/alcohol history checks requested on former employees.
- **Additional Background Check Services Available** - FMCSA Clearinghouse queries, MVR's, Criminal Checks, and Employment/Education Verifications can easily be requested from our affiliate - PTC Assist, LLC. Email [admin@ptcassist.com](mailto:admin@ptcassist.com) for a complete list of services and pricing.
- **Testing Schedule** (Random, Return to Duty and Follow-ups) - PTC coordinates random testing and uses a computerized random number generator. This procedure provides utmost objectivity and fairness to employees.
- **Manage Client Random Testing Pool(s)** - Daily entry of employee information, name changes, proper pool selection, addition or deletion of employees.
- **Employee Assistance Program (EAP) and Supervisor Material** - PTC provides informational material for employees and supervisors. Two Supervisor Training handbooks, two hot-line posters, and up to fifty employee guides/brochures are available annually. All materials are also available electronically and are included in the annual employee fee. They can be downloaded at any time from the PTC website. The employee guides are available in English or Spanish.
- **Online-based Employee Training Modules** - Each client is issued a username and password to our interactive supervisor training program displayed on our website ([www.pipelinetesting.com](http://www.pipelinetesting.com)). This program is available any time of day and meets the Department of Transportation's requirements for an hour of drug and an hour of alcohol training for supervisors to recognize the signs and symptoms of controlled substance use and alcohol misuse. Employee and DER training programs are also included.
- **Substance Abuse Professional (SAP) services** - PTC will assist with this process and also coordinate the follow-up schedule established by the SAP.
- **Recordkeeping** - PTC provides all recordkeeping which includes maintaining files in accordance with all federal recordkeeping requirements, as well as company policy requirements. All files are secure and confidential and kept electronically.
- **Quality Control Management** - PTC audits its vendors periodically to ensure compliance with any applicable state or federal regulations.
- **Compliance Education** - PTC provides Designated Employee Representative (DER) training information, hosts a bi-annual client seminar, and has a former DOT official on staff to assist with compliance needs.

Pipeline Testing Consortium, Inc. charges an annual fee for services, charge per drug and alcohol test, history check report, safety performance check, and an Employee Assistance Program (EAP) fee.<sup>2</sup> If you would like a breakdown of the costs associated with our services, including our enrollment information, please contact Jeff Martens at 800-294-8758 ext. 405 or Bret Towell, ext. 406.

<sup>1</sup>. Additional fees payable to NCMS may apply to companies classified as "sub-contractors" by NCMS. Call PTC for details.

<sup>2</sup>. Additional fees may apply. Request PTC's Detail of Services for more information.



APPLIED DIVERS

# TOWN OF CENTER

## WATER TANK CLEANING AND INSPECTION PROPOSAL

RAD QUOTE #24-191

### CONFIDENTIALITY

This document is the exclusive property of Rubicon Applied Divers, Inc. It has been provided for the purpose for which it has been supplied and is not for general disclosure. The person or entity receiving this document agrees to ensure the information contained herein is only disclosed to those persons or entities having a legitimate right to receive it. The recipient should further note that this document is not to be distributed or disclosed in whole or in part to any third parties without the prior written consent of Rubicon Applied Divers, Inc.

STEVE MOSES

RUBICON APPLIED DIVERS 602-258-1116



**Corporate Headquarters Address:**

7429 Teaswood Drive  
 Conroe, Texas 77304

**Contact Information**

Tel: 602-258-1116  
 Fax: 480-214-0118

Email: smoses@rubiconfab.com

Arizona License No. ROC 160416 California License No. 942354

April 29, 2024  
 Town of Center  
 719-849-1206  
 Mario Duron  
 mduron@centerco.gov  
 249 S Worth  
 Center, CO 81125

<b>Scope of Work: Cleaning and Inspection</b>	
Remove sediment levels of up to three (3) inches on the floor. Inspection report will include the interior and exterior of tank. You will receive a full assessment report of the tank within 14 days, using the below checklist.	
<p style="text-align: center;">150KG elevated steel welded</p> <hr/> <p>Rubicon Applied Divers is a member of the Association of Diving Contractors, and all dive personnel are Certified Commercial Divers.</p>	
<b>Proposal Total \$2,950.00</b>	
Rubicon Applied Diving will provide all personnel and equipment necessary to perform all services to the tank listed above. Proposal is valid for 30 days. Contract valid for one year	

**Diving Regulations**

All work will be completed in compliance with AWWA, NACE, OSHA, ACI, AWS, and SSPC regulations for diving and potable water tanks. All equipment entering the tank will be disinfected with a minimum of 200ppm Chlorine.



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**Typical Inspection Checklist – Steel Tanks**

1. Foundation: observe for settling, cracks and deterioration.
2. Exterior tank coating: observe for coating failure, corrosion and leaks.
3. Interior tank coating: observe as allowed from access hatches.
4. Water level indicator: check operational condition.
5. Level Telemetry and/or Auto-fill control floats
6. Overflow pipe: check interior opening for obstruction, exterior flap valve cover as operable and sealed.
7. Access ladder: check for loose bolts and rungs, fall protection/prevention devices as operational
8. Fall protection devices: check operation.
9. Roof: check for holes, rust, and ponding water low spots.
10. Air vents: check screens, sealed edges and seams.
11. Cathodic protection
12. Roof hatch: check locks, hinges and gaskets.
13. Water quality: observe for foreign matter
14. Observe tank site security: check fences, gates and access doors.
15. Man Ways: exterior - for hardware and leaking, interior - gasket condition
16. Drain condition and any impediments
17. Column, Column Bases
18. Interior ladder condition
19. Inlet/Outlets condition
20. Presence and/functionality of Mixers
21. Ceiling and rafter condition
22. Photograph tank components, both exterior and interior
23. Photograph all areas of concern, describe component and condition
24. Provide final video of entire tank inspection, Electronically, USB or DVD
25. Written recommendations for corrective action, if required



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**CONDITIONS OF DIVING RATES - Extra Work Rate is \$455.00/hour**

- 7.1. Open access to tank at time of project is the responsibility of CLIENT. 20" is the minimum. In certain circumstances, 18" can be accomplished, however notice must be given the CONTRACTOR and additional safety planning is required. If hatch is less than 20", or if there is an obstruction to the access, extra work rates, or cancellation fees would apply.
- 7.2. If the sediment is greater than 3" or if sediment is atypical, such as Clay, Rocks, Calcification, extra work rates would apply, or if Rust nodules are so many that vacuuming is obstructed. Discharge during the cleaning will be ground applied
- 7.3. If CONTRACTOR cannot park the dive truck and trailer within 100' of the tank, extra work rates would apply
- 7.4. If water level is not within 8' of the hatch opening, extra work rate would apply until the water level reaches 8' from the hatch opening
- 7.5. Standby for Utility personnel to provide access or stoppage at the direction of the Utility for due to reasons not caused by Rubicon Applied Divers
- 7.6. Wall cleaning and/or epoxy repairs will be billed at the extra work rate. Epoxy kits are \$250.00 each. 1 kit is usually sufficient for typical diver repairs
- 7.7. The CONTRACTOR Supervisor will have the ultimate decision concerning safe working conditions.
- 7.8. Extra work rate applies, or cancellation fees apply, if radio or microwave antenna are emitting harmful amounts of energy and are not turned off or re-directed.
- 7.9. CONTRACTOR'S proposal excludes all unforeseen applicable federal and state charges. If charges are relevant to this job, CONTRACTOR will submit price at Cost Plus 15% for approval prior to invoicing
- 7.10. Contracted work can be cancelled and rescheduled up to 48 hours prior to mobilization. Cancelled or rescheduled work without 48 hour notice shall be subject to a cancellation or rescheduling fee of \$1,800.00 or 50% of the contract price, whichever is less

**To accept, please sign and date proposal. Please scan and email ALL pages to**  
[smoses@rubiconfab.com](mailto:smoses@rubiconfab.com) and [krissy@rubiconfab.com](mailto:krissy@rubiconfab.com)

JAIME HUETADO - Public Works Director  
Printed Name and Title

JUNE 6<sup>th</sup> 2024  
Date

  
Signature

PO \_\_\_\_\_



Paul C. Benedetti

2730 Iliff Street  
Boulder, Colorado 80305

Attorney at Law

Telephone: (303) 499-6340  
Cell: (303) 725-2738  
E-mail: paul.benedetti@comcast.net

June 4, 2024

Town of Center  
Center Urban Renewal Authority  
294 South Worth Street  
Center, CO 81125

RE: Agreement for continued legal services in connection with urban renewal matters

Dear Ladies and Gentlemen:

Thank you for the opportunity to continue providing legal services in connection with the proposed urban renewal project or projects in the Town of Center.

Services to be rendered may include, without limitation, assistance with preparation and review of various urban renewal documents, conditions surveys, proposed project boundaries, one or more urban renewal plans; preparation and negotiation of all required taxing entity agreements; review of tax increment calculations, projections and impact reports; drafting and review of notices, resolutions and other documents and agreements related to plan approval and the urban renewal project; attendance at meetings; legal research; telephone conferences; office and video conferences; correspondence and memoranda; coordination and communication with other counsel, consultants, and the Town; and any other services mutually agreed to by the parties, including services related to redevelopment and reimbursement agreements. This agreement is not intended to cover certain specialized services such as those of bond or metropolitan district counsel.

My fees are \$300.00 per hour. All services will be provided by me. The time to be charged will be recorded and billed in one/tenth hour increments. In addition, I will be reimbursed for actual costs of such items as lodging (if required), unusual copy charges, or delivery and courier fees. These costs will be paid by this firm and reimbursed by you or sent to you for direct payment. I do not charge for mileage, gasoline, regular postage, routine copies, or long distance calls.

All fees and expenses will be paid monthly upon receipt by you of an itemized statement. The fees and costs shall not exceed \$15,000 without your prior written approval.

This agreement is effective as of the date of acceptance by you and may be terminated at any time by either party upon written notice. If the agreement is terminated, I will be paid the stated hourly fees for services rendered through the date of receipt of the termination notice and any fees required

Town of Center

June 4, 2024

Page 2 of 2

for an orderly transfer of work-in-progress, including reimbursement for costs incurred. If I withdraw from this agreement, I will allow a reasonable time for employment of new counsel, if necessary, and will deliver to you all papers and other property to which you are entitled.

If you agree with the terms and conditions of this letter, please sign a copy as evidence of the agreement by you and return one signed copy to me.

Very truly yours,



Paul C. Benedetti

PCB/cb

Accepted on behalf of the Town of Center as of \_\_\_\_\_

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

Note from Keith: This contract would be 50% paid for by the DOLA Administrative Planning Grant we recieved for the purposes of establishing an Urban Renewal Project and developing a strategy to encourage private sector investment and economic development in the North 90 and Downtown. It's \$7,500 Grant and \$7,500 professional service fee—in the ED Fund.

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# Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

## Vender Permit Application

Applicant Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Description of Business and Goods to be Sold \_\_\_\_\_

Desired length of time to do business \_\_\_ Month(s) - \$25.00 per month \_\_\_ Yearly - \$100.00

Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No

If yes, please give a brief description of the offense and conviction. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant

Background Check Fee required with application-----\$10.00

Result of background check \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Total Fee Amount \_\_\_\_\_ Permit No. Issued \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Town Of Center Representative

TOWN OF CENTER  
 BALANCE SHEET  
 FEBRUARY 29, 2024

GAS FUND

ASSETS

11-100-000-00	CASH - COMBINED FUND	21,621.01	
11-100-000-01	PETTY CASH	76.70	
11-112-000-04	COLOTRUST - X8002	2,621,994.06	
11-132-000-00	A/R - USERS	285,697.81	
11-150-000-00	INVENTORY	14,605.10	
11-160-000-00	LAND	5,750.00	
11-166-000-00	DISTRIBUTION	378,977.56	
11-167-000-00	DISTRIBUTION - ACCUM DEPR.	( 276,115.00)	
11-168-000-00	TRUCKS & EQUIPMENT	201,702.00	
11-169-000-00	TRUCKS & EQUIP. ACCUM DEPR.	( 127,952.89)	
11-170-000-00	OFFICE EQUIPMENT	54,944.64	
11-171-000-00	OFFICE EQUIP - ACCUM DEPREC	( 54,944.64)	
11-176-000-00	BUILDINGS AND PUMP	105,689.60	
11-177-000-00	BUILDING AND PUMP - ACCUM DEPR	( 77,994.00)	
11-186-000-00	VALVE SYSTEM	16,016.00	
11-187-000-00	VALVE SYSTEM - ACCUM DEP	( 5,200.00)	
	TOTAL ASSETS		<u>3,164,867.95</u>

LIABILITIES AND EQUITY

LIABILITIES

11-200-000-00	WAGES PAYABLE	( 54.03)	
11-201-000-00	A/P - TRADE	4,256.67	
11-201-000-01	ACCRUED EXPENDITURES	5,183.56	
11-206-000-00	COLORADO STATE W/H PAYABLE	808.37	
11-210-000-00	COMPENSATED ABSENCES	22,204.46	
11-211-000-00	SALES TAX PAYABLE	2,315.41	
11-220-000-00	DEPOSITS - METERS	52,716.45	
11-220-000-10	UNALLOCATED LEAP PAYMENTS	54,338.59	
11-221-000-80	VEHICLE/EQUIPMENT LEASE	72,496.12	
	TOTAL LIABILITIES		214,265.55

FUND EQUITY

11-300-000-00	OPENING BALANCE EQUITY	2,654,701.09	
11-391-000-00	INVESTED IN CAPITAL ASSETS NET	206,555.71	
11-391-000-10	CAPITAL RESERVE	5,925.74	
	REVENUE OVER EXPENDITURES - YTD	<u>83,419.86</u>	
	BALANCE - CURRENT DATE	<u>83,419.86</u>	
	TOTAL FUND EQUITY		<u>2,950,602.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,164,867.95</u>

TOWN OF CENTER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GAS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERFUND CHARGES</u>					
11-430-000-40	2,597.16	5,194.32	31,164.00	25,969.68	16.7
11-430-000-50	468.75	937.50	5,625.00	4,687.50	16.7
	<u>3,065.91</u>	<u>6,131.82</u>	<u>36,789.00</u>	<u>30,657.18</u>	<u>16.7</u>
<u>GAS SALES</u>					
11-436-000-00	288,005.24	592,573.93	2,430,000.00	1,837,426.07	24.4
11-436-000-50	.00	.00	10,000.00	10,000.00	.0
	<u>288,005.24</u>	<u>592,573.93</u>	<u>2,440,000.00</u>	<u>1,847,426.07</u>	<u>24.3</u>
<u>MISC INCOME</u>					
11-445-000-00	25.00	25.00	1,000.00	975.00	2.5
	<u>25.00</u>	<u>25.00</u>	<u>1,000.00</u>	<u>975.00</u>	<u>2.5</u>
<u>INTEREST</u>					
11-446-000-00	11,116.64	22,668.42	100,000.00	77,331.58	22.7
	<u>11,116.64</u>	<u>22,668.42</u>	<u>100,000.00</u>	<u>77,331.58</u>	<u>22.7</u>
<u>LABOR/SERVICE CHARGES</u>					
11-459-000-00	.00	.00	7,500.00	7,500.00	.0
	<u>.00</u>	<u>.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>.0</u>
	<u>302,212.79</u>	<u>621,399.17</u>	<u>2,585,289.00</u>	<u>1,963,889.83</u>	<u>24.0</u>

TOWN OF CENTER  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GAS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COST OF GOODS SOLD</u>						
11-550-300-00	PURCHASE OF GAS	405,003.66	405,003.71	1,657,500.00	1,252,496.29	24.4
	TOTAL COST OF GOODS SOLD	405,003.66	405,003.71	1,657,500.00	1,252,496.29	24.4

TOWN OF CENTER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GAS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL ADMINISTRATION</u>					
11-552-522-00 SALARIES - GAS	21,810.92	46,466.88	251,383.00	204,916.12	18.5
11-552-522-10 EMPLOYEE MERIT BONUS	.00	.00	3,297.00	3,297.00	.0
11-552-523-20 EMPLOYER - FICA/MEDICARE	1,608.13	3,111.04	19,231.00	16,119.96	16.2
11-552-523-30 EMPLOYER SHARE - PENSION	322.96	687.30	7,541.00	6,853.70	9.1
11-552-523-40 EMPLOYER SHARE - HEALTH	1,614.38	4,143.44	41,163.00	37,019.56	10.1
11-552-526-00 MUTUAL OF OMAHA	25.52	48.64	750.00	701.36	6.5
11-552-526-10 REQUIRED HEALTH CARE	.00	.00	800.00	800.00	.0
11-552-526-20 UNEMPLOYMENT	.00	.00	800.00	800.00	.0
11-552-527-10 FUEL & OIL	267.47	435.14	5,000.00	4,564.86	8.7
11-552-530-00 TOWN BOARD COMPENSATION	.00	.00	4,500.00	4,500.00	.0
11-552-532-00 AUDIT EXPENSE	.00	.00	10,500.00	10,500.00	.0
11-552-533-00 WORKERS COMP EXPENSE	615.05	1,231.69	9,000.00	7,768.31	13.7
11-552-534-10 SENSUS/RMS SUPPORT	.00	.00	2,000.00	2,000.00	.0
11-552-534-20 ACCOUNTING SOFTWARE	590.75	1,186.00	7,500.00	6,314.00	15.8
11-552-534-30 WEB SITE/EMAIL ACCOUNTS	148.50	297.00	1,875.00	1,578.00	15.8
11-552-534-40 ELECTRONIC EQUIPMENT/SOFTWARE	57.25	.00	2,500.00	2,500.00	.0
11-552-534-45 IT/AUTOMOTIVE SERVICES	.00	.00	3,000.00	3,000.00	.0
11-552-534-50 COMPUTERS	483.29	483.29	2,750.00	2,266.71	17.6
11-552-535-11 TOWN BOARD TRAINING/EXP	.00	.00	3,000.00	3,000.00	.0
11-552-535-20 TRAVEL EXPENSES	26.33	26.33	6,000.00	5,973.67	.4
11-552-535-30 TRAINING EXPENSES	.00	( 18.75)	20,000.00	20,018.75	( .1)
11-552-537-00 ENGINEERING/PROFESSIONAL FEES	.00	59.94	20,000.00	19,940.06	.3
11-552-537-01 TELEPHONE/CELL PHONE	336.80	1,127.16	7,500.00	6,372.84	15.0
11-552-537-20 DONATIONS	312.50	312.50	500.00	187.50	62.5
11-552-538-00 PROFESSIONAL SERVICE FEES	142.50	195.00	10,000.00	9,805.00	2.0
11-552-538-10 LEGAL SERVICES	962.50	1,159.36	6,500.00	5,340.62	17.8
11-552-538-20 LITIGATION DEDUCTABLE	.00	.00	1,250.00	1,250.00	.0
11-552-540-00 ELECTION EXPENSE	.00	407.49	3,000.00	2,592.51	13.6
11-552-540-10 PUBLIC SAFETY	1,800.00	3,600.00	21,600.00	18,000.00	16.7
11-552-542-10 OFFICE SUPPLIES	115.37	573.49	6,900.00	6,326.51	8.3
11-552-542-20 POSTAGE	138.34	138.34	1,500.00	1,361.66	9.2
11-552-542-30 OFFICE EQUIPMENT/LEASES	55.39	187.99	15,000.00	14,812.01	1.3
11-552-544-00 UTILITIES	2,307.51	4,348.55	18,000.00	13,651.45	24.2
11-552-545-10 INSURANCE-GENERAL LIABILITY	.00	5,478.87	24,500.00	19,021.13	22.4
11-552-548-10 MEMBERSHIP/DUES	148.60	798.60	2,250.00	1,451.40	35.5
11-552-550-10 ADVERTISING	185.24	323.18	750.00	426.82	43.1
11-552-551-00 DRUG TESTING	109.43	160.43	625.00	464.57	25.7
11-552-556-00 MISCELLANEOUS EXPENSE	8.00	8.00	2,000.00	1,992.00	.4
11-552-556-20 VEHICLE PURCHASE/EQUIPMENT	19,834.64	19,834.64	28,000.00	8,165.36	70.8
11-552-587-30 VEHICLE MAINT/REPAIR	154.62	243.07	5,000.00	4,756.93	4.9
11-552-595-00 UNIFORMS	366.54	366.54	1,800.00	1,433.46	20.4
11-552-675-00 TOOLS/EQUIPMENT/SUPPLIES	.00	.00	7,400.00	7,400.00	.0
11-552-676-00 SHOP/FACILITY MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
11-552-679-00 SAFETY EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
11-552-731-00 PIPELINE/VALVING/DISTRIBUTION	.00	.00	5,000.00	5,000.00	.0
11-552-731-20 REPAIR OF LEAKS	.00	.00	15,000.00	15,000.00	.0
11-552-772-00 CONTINGENCY	.00	.00	10,450.00	10,450.00	.0
11-552-772-05 ALLOC TO ECONOMIC DEV FUND	.00	.00	17,500.00	17,500.00	.0
11-552-776-00 METER EXPENSE	.00	.00	3,000.00	3,000.00	.0
11-552-779-00 SYSTEM CAPITAL IMPROVEMENTS	.00	.00	35,000.00	35,000.00	.0
11-552-820-00 UTILITY FRANCHISE FEE	17,280.31	35,554.43	145,800.00	110,245.57	24.4
11-552-850-00 REVERSE 911 SYSTEM	.00	.00	1,000.00	1,000.00	.0

TOWN OF CENTER  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

GAS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
11-552-860-00 VERIFORCE	.00	.00	3,025.00	3,025.00	.0
11-552-880-00 SUMMER ENTERTAINMENT	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>71,828.84</b>	<b>132,975.60</b>	<b>831,940.00</b>	<b>698,964.40</b>	<b>16.0</b>
 <b>DEPRECIATION</b>					
11-565-682-00 DEPRECIATION	.00	.00	12,000.00	12,000.00	.0
<b>TOTAL DEPRECIATION</b>	<b>.00</b>	<b>.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>.0</b>
 <b>TOTAL FUND EXPENDITURES</b>	 <b>476,832.50</b>	 <b>537,979.31</b>	 <b>2,501,440.00</b>	 <b>1,963,460.69</b>	 <b>21.5</b>
 <b>NET REVENUE OVER EXPENDITURES</b>	 <b>( 174,619.71)</b>	 <b>83,419.86</b>	 <b>83,849.00</b>	 <b>429.14</b>	 <b>99.5</b>