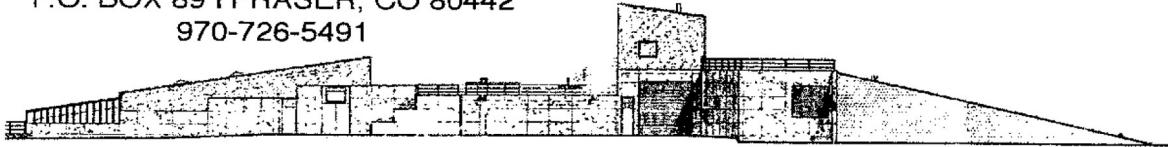


TOWN OF FRASER - JFF
P.O. BOX 891 FRASER, CO 80442
970-726-5491



UPPER FRASER VALLEY WASTEWATER TREATMENT FACILITY

Joint Facilities Oversight Committee Meeting

Regular Meeting Agenda

Fraser Town Hall, 153 Fraser Avenue and Virtually

Thursday, February 12, 2026

3:00 p.m.

Zoom Meeting Information

<https://us02web.zoom.us/j/2590408013>

Meeting ID: 259 040 8013

Phone 1-253-215-8782

1. Roll Call

2. Approval Of Agenda

3. Consent Agenda

a. Minutes November 13, 2025

Documents:

[JFOCM 2025-11-13.Pdf](#)

b. EQR Report 4th Quarter 2025

Documents:

[4th Quarter 2025 EQR Audit.pdf](#)

4. Draft Discharge Permit Update - Gabe, Tetra Tech

5. Plant Expansion Request/EQR Allocation Vs Utilization Rate - Gabe, Tetra Tech

6. Resolution 2026-02-01 JFOC Approval Of 2026 Capital Improvement Plan

Documents:

[Resolution 2026-02-01 JFOC Approval Of 2026 Capital Improvement Plan.pdf](#)
[UFVWWTP_Letter Proposal_ 2026 CIP.pdf](#)

7. Smart Meters Proposals - Tetra Tech
8. Filter Plant Repair Update - Tetra Tech
9. **Adjourn**

Two or more Elected Officials of the Grand County Water & Sanitation District #1, Town of Fraser and the Winter Park Ranch Water and Sanitation District sit as the Joint Facilities Oversight Committee (JFOC) and may attend this meeting.

The JFOC Committee reserves the right to take action on any discussion item presented on the agenda.

RECORD OF PROCEEDINGS

JOINT FACILITIES OVERSIGHT COMMITTEE MEETING

November 13, 2025

Attendees: Winter Park Ranch - Melinda McWilliams, Ryan Weier and Jim Cordell

Town of Fraser – Brian Cerkvenik, Adam Cwiklin and Katie Soles

Grand County #1 - Jeremy Henn, Rob Sorenson and Art Ferrari

Others Present: Michael Brack, Logan Wray, Antoinette McVeigh, Wendy Bourn, Paul Johnson, Laurie Waters, Buff Borras, Jim Fox, and Amanda Smokoff - Tetra Tech,

Virtual: Chris Thorn, Karl Hanlon, Becky Allison

1. Roll Call

The meeting was called to order by Brian Cerkvenik at 3:00 p.m.

2. Approval of Agenda

Melinda McWilliams moved to approve the agenda Adam Cwiklin seconded the motion. The motion passed unanimously.

3. Consent Agenda

- a. Minutes August 14, 2025
- b. EQR Report 3rd Quarter 2025

The committee noted a formatting concern with the EQR report, specifically decimal points. The staff will ensure consistent decimal placement on future EQR reports.

Melinda McWilliams moved to approve the consent agenda Katie Soles seconded the motion. The motion passed unanimously.

4. Resolution 2025-11-02 Adopting the 2026 JFF Budget

Laurie Waters presented the 2026 draft budget for Joint Facilities Funds. Key points include:

- Interest account was reduced slightly due to declining interest rates
- Plant expenditures showed a slight decrease in salaries due to Joe's retirement and Logan becoming the new plant manager at a lower starting salary
- Sludge removal costs were expected to increase due to plant upgrades coming online
- Equipment rental increased to account for a full year of office trailer rental
- Various operating expenses were adjusted based on actual usage patterns
- Electricity costs increased by 20% to accommodate rate increases from Mountain Parks
- The capital replacement projects remained at the same funding level to cover treatment plant updates
- The increased capital improvement projects costs include the UV system, office building, new IPP plan, and flow monitor meter pits

The committee discussed capital reserves and the process for funding capital projects. Michael Brack explained that capital expenses are typically billed to each entity on a one-third basis as they occur, rather than requiring large lump sum payments mid-year.

After reviewing the budget, the committee determined they would like to take the 2026 budget back to their respective boards for approval.

No Action taken on Resolution 2025-11-02 Adopting the 2026 JFF Budget

5. New WWTP Superintendent Introduction Logan Wray

Logan Wray was introduced as the new wastewater treatment plant superintendent. He shared that he had been with the facility for 14 years total, serving as lead operator since 2016. He expressed his enthusiasm for the field and his commitment to the facility.

Logan provided several updates: Most filter underdrain components had arrived, though media was still pending still waiting on the state draft permit, the plant faced a biomass issue for six weeks and he's interviewing a potential hire with 22 years' experience.

6. Resolution 2025-11-02 JFOC Approval for Plant Manager to sign Hensel Phelps Proposal for Underdrain Replacement Installation

Amanda Smokeoff from Tetra Tech presented the proposal from Hensel Phelps for the filter upgrades. She noted the proposal was below budget; however, she was concerned the housing allowance seemed high. She recommended requesting a deductive change order if the full housing allowance wasn't used. She confirmed there were no deficiencies in the scope of work, and Tetra Tech would submit their own change order for engineering oversight.

Adam Cwiklin moved to approve Resolution 2025-11-02 JFOC Approval for Plant Manager to Sign Hensel Phelps Proposal for Underdrain Replacement Installation Art Ferrari seconded the motion. The motion passed unanimously.

7. IPP Monthly Reporting (As of Sept 2025) transitioning to Quarterly Meter Pit Reporting + Denali Collection numbers

Michael Brack presented the monthly IPP (Industrial Pretreatment Program) reports updated through September 2025. The report showed:

- Flow data coming into the plant
- BOD (Biochemical Oxygen Demand) levels, which have been good
- Total suspended solids, which had some violations
- Nitrogen levels, which had been problematic, representing concentrated doses entering the plant

For October, Denali reported collecting approximately 1,150 gallons of waste from commercial users, continuing the pattern of waste collection that began in February, which prevents this waste from entering the sewer system.

Michael indicated they would be transitioning to a new reporting template focusing on meter readings from each sanitation district as waste enters the main trunk line. This would allow monitoring of BOD, nitrogen levels, and inflow/infiltration (I&I) from each district. He emphasized the importance of addressing I&I issues, as leakage into sewer pipes disrupts the treatment process, and the state is imposing more stringent requirements. Michael plans to discuss how each district is budgeting for I&I remediation at the Q1 meeting in 2026.

8. Resolution 2025-11-04 JFOC Approval for Plant Manager to sign FCS Proposal to Evaluate Regional Water Alternatives

Michael Brack explained this proposal was to research third-party management options for the plant, rather than having one sanitation district manage the plant for all districts. This would explore what management could look like from organizational, HR, and accounting perspectives. The proposal would examine different structures, including having the superintendent report directly to the JFOC with administrative support.

Adam Cwiklin motioned to approve Resolution 2025-11-04 JFOC Approval for Plant Manager to sign FCS Proposal to Evaluate Regional Water Alternatives Melinda McWilliams seconded the motion. The motion passed unanimously.

9. Resolution 2025-11-01 JFOC Approval of New General Counsel for the UFVWWTP

Michael Brack presented the proposal for new general counsel. He noted that as per the JFOC agreement, approval is required to enter into an agreement for general counsel. The proposal emphasizes that all three sanitation districts are joint clients, and communication requires either the sanitation manager or individual sanitation attorney to be present for calls.

The committee members confirmed their attorneys had reviewed and approved the document.

Melinda McWilliams motioned to approve Resolution 2025-11-01 JFOC Approval of New General Counsel for the UFVWWTP Art Ferrari seconded the motion. The motion passed unanimously.

10. Adjourn

Adam Cwiklin made a motion to adjourn Katie Soles seconded the motion. The motion passed unanimously at 4:06 p.m.

Antoinette McVeigh, Fraser Town Clerk

MEMORANDUM

To: Jim Fox, Winter Park Ranch Water and Sanitation District; Buff Borras, Grand County Water and Sanitation District No. 1; Michael Brack, Laurie Waters, Lucas Seffens, Paul Johnson and Logan Wray, Town of Fraser

From: Becky Allison, General Accountant

RE: Joint Facilities EQR Sales Reporting and Inventory

Date: February 9, 2026

Listed below are the EQR sales and inventory information for the 4th Quarter of 2025.

Grand County Water and Sanitation District No. 1

4 th Quarter 2025 Sales	9.80
Inventory Total as of December 31, 2025	2884.08

Town of Fraser

4 th Quarter 2025 Sales	2.80
Inventory Total as of December 31, 2025:	2023.18

Winter Park Ranch Water and Sanitation District

4 th Quarter 2025 Sales	1.00
Inventory Total as of December 31, 2025:	1676.18

Members				
Grand County No. 1				
	Residential			
	Commercial			
	Transient Residential			
	Total			
Town of Fraser				
	Residential			
	Commercial			
	Transient Residential			
	Total			
Winter Park Ranch				
	Residential			
	Commercial			
	Total			

2025 Additions by Quarter				EQR Total 2025
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
13.00	8.60	33.20	9.80	2351.67
0.00	0.00	19.00	0.00	383.87
0.00	0.00	0.00	0.00	148.54
13.00	8.60	52.20	9.80	2884.08
0.00	4.00	1.20	2.80	1739.45
0.00	0.00	0.00	0.00	251.54
0.00	0.00	0.00	0.00	32.19
0.00	4.00	1.20	2.80	2023.18
0.00	7.00	3.90	1.00	1638.50
0.00	0.00	0.00	0.00	37.68
0.00	7.00	3.90	1.00	1676.18
				6583.44

Summary of EQR Survey Upper Fraser Valley Wastewater Treatment Plant 2025					
DISTRICTS	ONLINE EQR	% of Total	TOTAL ALLOWABLE	Remainder	PCT USED
Grand County No. 1					
Residential	2,351.67	35.7%			
Commercial	383.87	5.8%			
Transient Residential	148.54	2.3%			
Total	2,884.08	43.8%	3155.00	270.92	91.41
Town of Fraser					
Residential	1,739.45	26.4%			
Commercial	251.54	3.8%			
Transient Residential	32.19	0.5%			
Total	2,023.18	30.7%	2896.00	872.82	69.86
Winter Park Ranch					
Residential	1,638.50	24.9%			
Commercial	37.68	0.6%			
Total	1,676.18	25.5%	2467.00	790.82	67.94
Grand Total	6,583.44	100.0%	8,518.00	1,934.56	77.29
4th Quarter 2025					

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Owners Name: Modern Mountain LLC

Property Address: 1475 Pioneer Trail

Date: 10/02/25 Account #: 2.7148.00

A. RESIDENTIAL CLASSIFICATIONS:	EQR Value
1. Single Family Residential Units (per unit) - (1.0) (single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)	<u>1</u>
Additional SFE for each additional bedroom (0.2)	<u>0.6</u>
2. Multi-Family Residential Units (per unit) (apartments, duplexes, condominiums, townhouses, and similar facilities in the same complex)	
4 or more bedroom unit (per unit) - (1.2)	
3 bedroom unit (per unit) - (1.0)	
2 bedroom unit (per unit) - (0.8)	
Single bedroom or studio unit (per unit) - (0.6)	
3. Other Class of User:	

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units -
Manager's unit

New SFD - 6 beds, 6 full baths, 1 half bath.

JFOC EQR Total 1.6

*pd 10/21/2025
BA*

Joint Facilities
Equivalent Residential Unit Schedule Calculations

Owners Name: Grand Park Homes, LLC

Property Address: 264 Hay Meadow Dr

Date: 5/17/2024 Account #: 3.5594.00

A. **RESIDENTIAL CLASSIFICATIONS:** EQR Value

1. Single Family Residential Units (per unit) - (1.0)
 (single family homes with no more than 3 bedrooms
 or 3 bathrooms per unit & 1 kitchen)

Additional SFE for each additional bedroom (0.2) _____

2. Multi-Family Residential Units (per unit)
 (apartments, duplexes, condominiums, townhouses,
 and similar facilities in the same complex)

4 or more bedroom unit (per unit) - (1.2) 1.2

3 bedroom unit (per unit) - (1.0) _____

2 bedroom unit (per unit) - (0.8) _____

Single bedroom or studio unit (per unit) - (0.6) _____

3. **Other Class of User:**

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units -
 Manager's unit

JFOC EQR Total 1.2

pd 12/17/2025
 BA

Winter Park Ranch Water Sanitation District
Joint Facilities
Equivalent Residential Unit Schedule Calculations

Owners Name: Brenda Ehlen _____

Property Address: 53 Columbine/CR 833, Fraser _____

Date: 20-Oct-25 _____ Account #: 01A37 _____

A. RESIDENTIAL CLASSIFICATIONS:	EQR Value
1. Single Family Residential Units (per unit) - (1.0) (single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)	1
Additional SFE for each additional bedroom (0.2)	_____
2. Multi-Family Residential Units (per unit) - (1.0)	_____
4 or more bedroom unit (per unit) - (1.2)	_____
2 bedroom unit (per unit) - (0.8)	_____
Single bedroom or studio unit (per unit) - (0.6)	_____
3. Other Class of User:	
Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit	
_____	_____
_____	_____
_____	_____
JFOC EQR Total	1

ADU - 1 tap

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Christopher Lowery

Property Address: 487 Leland Creek Way, Winter Park, CO 80482

Date: 10/14/2025

Account #: Location 79096

A. **RESIDENTIAL CLASSIFICATIONS:** EQR Value

1.	Single Family Residential Units (per unit) - (1.0) (single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)	1
	Additional SFE for each additional bedroom (0.2)	0.4
2.	Multi-Family Residential Units (per unit) - (1.0)	
	4 or more bedroom unit (per unit) - (1.2)	
	2 bedroom unit (per unit) - (0.8)	
	Single bedroom or studio unit (per unit) - (0.6)	

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EOR Total

1.4

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP Homes LLC

Property Address: 125 High Grove Loop, Winter Park, CO 80482

Date: 10/21/2025

Account #: Location 79097

A. RESIDENTIAL CLASSIFICATIONS:

EQR Value

1. Single Family Residential Units (per unit) - (1.0)
(single family homes with no more than 3 bedrooms
or 3 bathrooms per unit & 1 kitchen)

Additional SFE for each additional bedroom (0.2)

2. Multi-Family Residential Units (per unit) - (1.0)

4 or more bedroom unit (per unit) - (1.2)

2 bedroom unit (per unit) - (0.8)

Single bedroom or studio unit (per unit) - (0.6)

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EQR Total

1

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP2 Homes LLC, 5291 E. Yale Ave. , Denver, CO 80222

Property Address: 115 High Grove Loop, Winter Park, CO 80482

Date: 10/28/2025

Account #: Location 79101

105 High Grove

A. RESIDENTIAL CLASSIFICATIONS: EQR Value

1. Single Family Residential Units (per unit) - (1.0) 1
(single family homes with no more than 3 bedrooms
or 3 bathrooms per unit & 1 kitchen)

Additional SFE for each additional bedroom (0.2) _____

2. Multi-Family Residential Units (per unit) - (1.0) _____

4 or more bedroom unit (per unit) - (1.2) _____

2 bedroom unit (per unit) - (0.8) _____

Single bedroom or studio unit (per unit) - (0.6) _____

3. **Other Class of User:**

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units -
Manager's unit

JFOC EQR Total

1

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP Homes LLC

Property Address: 114 High Grove Loop, Winter Park, CO 80482

Date: 10/28/2025

Account #: Location 79101

A. RESIDENTIAL CLASSIFICATIONS:

EQR Value

1. Single Family Residential Units (per unit) - (1.0)
(single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)

Additional SFE for each additional bedroom (0.2)

2. Multi-Family Residential Units (per unit) - (1.0)

4 or more bedroom unit (per unit) - (1.2)

2 bedroom unit (per unit) - (0.8)

Single bedroom or studio unit (per unit) - (0.6)

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EQR Total

1

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP2 Homes LLC, 5291 E. Yale Ave. , Denver, CO 80222

Property Address: 115 High Grove Loop, Winter Park, CO 80482

Date: 10/28/2025 Account #: Location 79101

A. **RESIDENTIAL CLASSIFICATIONS:** EQR Value

1.	Single Family Residential Units (per unit) - (1.0) (single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)	1
	Additional SFE for each additional bedroom (0.2)	
2.	Multi-Family Residential Units (per unit) - (1.0)	
	4 or more bedroom unit (per unit) - (1.2)	
	2 bedroom unit (per unit) - (0.8)	
	Single bedroom or studio unit (per unit) - (0.6)	

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EQR Total

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP Homes LLC

Property Address: 118 High Grove Loop, Winter Park, CO 80482

Date: 10/28/2025

Account #: Location 79100

A. RESIDENTIAL CLASSIFICATIONS:

EQR Value

1. Single Family Residential Units (per unit) - (1.0)
(single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)

Additional SFE for each additional bedroom (0.2)

2. Multi-Family Residential Units (per unit) - (1.0)

4 or more bedroom unit (per unit) - (1.2)

2 bedroom unit (per unit) - (0.8)

Single bedroom or studio unit (per unit) - (0.6)

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EOR Total

1

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP Homes LLC

Property Address: 122 High Grove Loop, Winter Park, CO 80482

Date: 10/28/2025

Account #: Location 79102

A. **RESIDENTIAL CLASSIFICATIONS:**

EQR Value

1. Single Family Residential Units (per unit) - (1.0)
(single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)

Additional SFE for each additional bedroom (0.2)

2. Multi-Family Residential Units (per unit) - (1.0)

4 or more bedroom unit (per unit) - (1.2)

2 bedroom unit (per unit) - (0.8)

Single bedroom or studio unit (per unit) - (0.6)

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EQR Total

1

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Rendezvous WP Homes LLC

Property Address: 126 High Grove Loop, Winter Park, CO 80482

Date: 10/28/2025 Account #: Location 79103

A. **RESIDENTIAL CLASSIFICATIONS:** EQR Value

1.	Single Family Residential Units (per unit) - (1.0) (single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)	1
	Additional SFE for each additional bedroom (0.2)	0.2
2.	Multi-Family Residential Units (per unit) - (1.0)	
	4 or more bedroom unit (per unit) - (1.2)	
	2 bedroom unit (per unit) - (0.8)	
	Single bedroom or studio unit (per unit) - (0.6)	

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units - Manager's unit

JFOC EQR Total

1.2

Joint Facilities

Equivalent Residential Unit Schedule Calculations

Grand County Water and Sanitation District No. 1

Owners Name: Jason Scheneider

Property Address: 238 Beavers Lodge Road, Winter Park, CO 80482

Date: 11/24/2025

Account #: Location 79104

A. RESIDENTIAL CLASSIFICATIONS: EQR Value

1.	Single Family Residential Units (per unit) - (1.0) (single family homes with no more than 3 bedrooms or 3 bathrooms per unit & 1 kitchen)	1
	Additional SFE for each additional bedroom (0.2)	0.2
2.	Multi-Family Residential Units (per unit) - (1.0)	
	4 or more bedroom unit (per unit) - (1.2)	
	2 bedroom unit (per unit) - (0.8)	
	Single bedroom or studio unit (per unit) - (0.6)	

3. Other Class of User:

Example: Exhibit 6 - Section: A-3(a) Transient Resident Units -
Manager's unit

_____	_____
_____	_____
_____	_____

JFOC EQR Total 1.2

**UPPER FRASER VALLEY WASTEWATER TREATMENT PLANT
JOINT FACILITY OVERSIGHT COMMITTEE
RESOLUTION NO. 2026-02-01**

**A RESOLUTION BY THE UPPER FRASER VALLEY WASTEWATER TREATMENT PLANT
JOINT FACILITIES OVERSIGHT COMMITTEE APPROVING THE
2026 CAPITAL IMPROVEMENTS PROJECT**

WHEREAS, the Upper Fraser Valley Wastewater Treatment Plant (“UFVWWTP”) is owned and operated pursuant to the Joint Facilities Agreement (“JFA”) by and among the Winter Park Ranch Sanitation District, the Grand County Water and Sanitation District No. 1, and the Town of Fraser; and

WHEREAS, under the JFA, the Town of Fraser serves as the designated Manager of the Joint Facilities, with oversight provided by the Joint Facilities Oversight Committee (“JFOC”), comprised of representatives from each participating entity; and

WHEREAS, the JFOC is responsible for oversight of major capital planning, budgeting, and improvements necessary to ensure the continued reliable, safe, and regulatory-compliant operation of the UFVWWTP; and

WHEREAS, staff and consultants have evaluated the condition, capacity, and operational needs of the UFVWWTP and identified priority capital improvements necessary to maintain system reliability, address aging infrastructure, and support long-term operational efficiency; and

WHEREAS, a proposed 2026 Capital Improvements Project (“2026 CIP”) has been prepared, outlining recommended capital projects, including but not limited to plant water system improvements, piping and pumping upgrades, solids handling improvements, and associated design, permitting, and bid-phase activities, as more fully described in the 2026 Capital Improvement Project documentation and supporting materials presented to the JFOC; and

WHEREAS, the 2026 CIP represents a continuation and advancement of prior capital planning efforts and is intended to guide capital investment decisions for the UFVWWTP during the 2026 planning and budget cycle; and

WHEREAS, the JFOC has reviewed the proposed 2026 Capital Improvements Project, including its scope, objectives, and anticipated benefits to the UFVWWTP and its participating entities, and finds the project to be reasonable, necessary, and in the best interest of the Joint Facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE UPPER FRASER VALLEY WASTEWATER TREATMENT PLANT JOINT FACILITIES OVERSIGHT COMMITTEE THAT:

1. The 2026 Capital Improvements Project for the Upper Fraser Valley Wastewater Treatment Plant is hereby approved, as presented to the Joint Facilities Oversight Committee and included in the JFOC Packet on February 12, 2026. .
2. The JFOC Manager is authorized to proceed with actions consistent with the approved 2026 Capital Improvements Project, including coordination of design, permitting, budgeting, and other implementation activities, subject to future JFOC approvals as required by the Joint Facilities Agreement and applicable policies.

3. Approval of the 2026 Capital Improvements Project does not obligate funding for construction beyond amounts separately approved through the annual budgeting and contracting processes of the participating entities.

READ, PASSED ON ROLL CALL VOTE, AND ADOPTED BY THE UPPER FRASER VALLEY WASTEWATER TREATMENT PLANT JOINT FACILITIES OVERSIGHT COMMITTEE THIS 12TH DAY OF FEBRUARY, 2026.

Votes in favor:

UPPER FRASER VALLEY WASTEWATER
TREATMENT PLANT JOINT FACILITIES
OVERSIGHT COMMITTEE

Votes opposed:

Absent:

Abstained:

BY: _____
JFOC Chair

ATTEST:

(S E A L)

Town Clerk



TETRA TECH

January 26, 2026

Michael Brack – Town Manager for Town of Fraser

Paul Johnson – Public Works Director for Town of Fraser

Jim Fox – District Manager Winter Park Ranch Water & Sanitation District

Buff Borras – District Manager Grand County Water & Sanitation District #1

Logan Wray – UFVWWTP Plant Superintendent

153 Fraser Avenue

Fraser, CO 80442

Re: UFVWWTP 2026 Capital Improvements Project – Design Services

Dear Mr. Brack,

Thank you for the opportunity to submit the scope of services for the 2026 Capital Improvements Project – Design Services (Project). This project carries several of the projects identified in the 2025 Capital Improvements project which sought to identify, conceptually design, cost, and prioritize improvements at the Upper Fraser Valley Wastewater Treatment Plant (UFVWWTP). The proposed Project will focus on the following key areas of improvement for the plant:

- Replacement of the non-potable plant water conveyance piping and design of modified non-potable plant water pump station including new dry-pit configuration and pumps.
- Replacement of the potable water well pump and repair of the potable water conveyance piping
- Addition of tertiary solids conveyance piping and pumping to direct tertiary solids to the activated sludge process
- Survey, utility locates, and geotechnical investigation associated with pipeline design and site improvements

Further details of each task for the Project are provided below.

TASK 1.0 PROJECT MANAGEMENT

1.1 PROJECT MANAGEMENT

Project management services associated with the execution of the Project, including project initiation, project coordination, ongoing management of decision logs, and project administration will be conducted throughout the duration of the Project. Tetra Tech's project manager will monitor team performance for scope, budget, and schedule. Tetra Tech will maintain a Project decision log which will document critical Project events and decisions.

1.2 KICKOFF MEETING

Upon receipt of a signed contract, Tetra Tech shall conduct a 1-hour, kick-off meeting. This meeting will be conducted in-person. Tetra Tech will review and discuss the proposed improvements, design deliverables and anticipated schedule, and review roles, responsibilities, and assumptions.

1.3 PROJECT MEETINGS

Tetra Tech will schedule and facilitate up to 10, half-hour, virtual, biweekly progress meetings throughout the duration of the design services to discuss progress, action items, and formalize decisions. Tetra Tech will organize meetings, prepare agendas, and compile and distribute meeting minutes. It is assumed that the scope of work for this Project will begin in January 2026 and is likely to be completed by December 2026.

1.4 MONTHLY PROGRESS REPORTS

Tetra Tech shall prepare and submit monthly progress reports detailing the work performed during the invoice period, and costs incurred in conjunction with this work. Each invoice shall cover a period of one calendar month. Work shall be invoiced monthly on a time and materials basis. A total of 12 project invoices are assumed for the completion of this scope of services. Requested services that are considered beyond the scope of work described herein will be considered additional services.

1.5 DESIGN WORKSHOPS

Tetra Tech will facilitate two in-person design workshops with stakeholders approximately one week after delivering the 50% submittal and 90% submittal, respectively. Tetra Tech will produce workshop agendas and meeting minutes which will be distributed to attendees.

TASK DELIVERABLES

- Decision Log
- Kickoff Meeting Agenda and Minutes
- Monthly status reports and invoices
- Bi-Weekly Progress Meetings and Minutes
- Design Workshop Meetings and Minutes
 - 50% Design Workshop
 - 90% Design Workshop

TASK 2.0 SURVEY, SUBSURFACE UTILITY ENGINEERING, GEOTECHNICAL

Tetra Tech will coordinate with sub-consultants to prepare a sitewide survey, prepare a SUE report, and prepare a geotechnical investigation report.

2.1 SITE SURVEY

Tetra Tech will coordinate with the professional land surveyor and engineer hired by Owner under a separate contract to review a site model for the areas impacted by the Project, as well as areas expected to be included in the future Wastewater Treatment Plant Upgrades project. Survey datum is assumed to be NAVD88.

Survey is expected to include:

1. Site elevation contours at 1-foot intervals.
2. Site features including manholes lids, facilities, valve boxes, etc. Manhole inverts will be collected as needed.

2.2 SUBSURFACE UTILITY REPORT

Tetra Tech will coordinate with the professional land surveyor and engineer hired by Owner under a separate contract to review a subsurface utility engineering (SUE) report for compliance with State laws and statutes. Utility locates will be collected to Quality Level B (surface level).

Additionally, up to twelve (12) Quality Level A locates (potholes) will be included. The SUE report will be developed, signed, and sealed by the surveyor/ engineering consultant under a separate contract for use in design and provided as an appendix to the BODR (Task 3).

2.3 GEOTECHNICAL INVESTIGATION REPORT

Tetra Tech will coordinate with a professional geotechnical engineering sub-consultant to conduct a geotechnical investigation and prepare a geotechnical report. The investigation will include up to 2 geotechnical bores along proposed pipeline alignments to a depth of up to 20 feet. The investigation will also include groundwater depth measurements.

The report will include details of the geotechnical conditions identified during the investigation, recommendations for pipe bedding and foundation design (as required), provide recommendations for cathodic protection, and provide groundwater depths. The geotechnical report will be provided as an appendix to the BODR (Task 3.1).

TASK DELIVERABLES

- Topographic Survey
- Geotechnical Investigation Report

TASK 3.0 50% DESIGN

Tetra Tech will develop a 50% design that includes the following:

3.1 BASIS OF DESIGN REPORT (BODR)

Basis of Design Report (BODR) will include the following:

1. Summary of existing facility conditions
2. Design Criteria
 - a. Subsurface utility engineering (SUE) design criteria
 - b. Survey information
 - c. Geotechnical design criteria
 - d. Material selection criteria
 - e. Site specific design criteria
 - f. Hydraulic design criteria
 - g. Control strategy considerations (as required)
 - h. Construction sequencing considerations (as required)
 - i. Technical specifications draft table of contents
3. Opinion of Probable Construction Cost (OPCC)
 - a. Provide AACE Level 4 OPCC.

3.2 50% DESIGN DRAWINGS

50% Design Drawings which will include the following:

1. Preliminary pipeline alignment plans
2. Preliminary site plans
3. Preliminary facility layout plans (as required)
4. Preliminary demolition plans (as required)

5. Process and instrumentation diagrams (P&ID)

3.3 50% DESIGN SPECIFICATIONS

Tetra Tech will develop 50% design specifications for the Project that will incorporate the geotechnical recommendations.

TASK DELIVERABLES

- 50% Design Drawings
- 50% Specifications
- 50% Basis of Design Report and Cost Estimate

TASK 4.0 90% DESIGN

Tetra Tech will develop detailed design documents to a 90% design level that will include the following:

4.1 90% DESIGN DRAWINGS

The 90% design drawings will include:

1. Site design drawings
2. Pipeline plan and profile drawings
3. Facility design drawings (as required)
4. Erosion and sediment control drawings (as required)

4.2 90% DESIGN SPECIFICATIONS

Tetra Tech will develop 90% design specifications for the Project.

4.3 FINAL OPINION OF CONSTRUCTION COST

Tetra Tech will develop an AACE Level 2 OPCC for use during the bid phase of the Project.

TASK DELIVERABLES

- 90% Design Drawings
- 90% Specifications
- 90% OPCC

TASK 5.0 BID PHASE SERVICES

5.1 BID SERVICES

Tetra Tech will develop bid ready documents by incorporating final comments and adjustments from the 90% deliverable. Signed and sealed documents will be provided to Owner to advertise the Project for contractor bidding.

Tetra Tech will attend a pre-bid meeting in person to facilitate interested bidders in understanding the Project scope. Tetra Tech will review pre-bid requests for information (RFIs) and prepare responses as addenda, as required.

Tetra Tech will review contractor bids for completeness, contractor qualification, and scope adherence. Tetra Tech will provide a recommendation for award based on the review. Following bid acceptance, Tetra Tech will compile a Conformed to Bid set of construction documents for reference during the construction phase.

TASK DELIVERABLES

- Issued for Bid Drawings
- Issued for Bid Specifications
- Pre-bid Meeting Agenda and Minutes
- Up to 2 bid addendums
- Conformed to Bid Documents

TASK 6.0 PERMITTING SERVICES

Provided below is a list of known permits. Tetra Tech will provide technical support for preparing the following permits and/or jurisdictional requirements:

1. Colorado State Permits
 - a. General Stormwater Permit: This permit will be procured by the contractor. Tetra Tech will develop a Stormwater Management Plan (SWMP) that will be included as an appendix to the bid documents.
 - b. In-Kind Replacement Permitting: In-kind replacement permitting will be completed by Tetra Tech as necessary for the CIP Upgrades.

TASK DELIVERABLES

- SWMP
- In-Kind Replacement Permitting (as needed)

Assumptions

General Assumptions:

- Delays or extensions to the Project schedule not caused by Tetra Tech or their subconsultants may require fee adjustment.
- Owner-Furnished Information
 - Town of Fraser to provide comments, decisions, and reviews to key project deliverables and milestones within two weeks of receipt
 - Town of Fraser to provide any available data, drawings, mapping, ownership information, and information that may assist Tetra Tech in execution of the Work.
 - The Town of Fraser will obtain the licensed land surveyor and engineer to provide site survey and SUE.
- Survey datum is assumed to be NAVD88.
- Access to all properties within the project limits to be coordinated by the client.
- No right of entry to be coordinated by Tetra Tech as a part of this scope of services.
- A representative of the WWTP will be on site for the geotechnical borings to verify the borings are clear of existing utilities. If active lines are believed to be in the vicinity of the borings, private utility locate services may be required which can be requested for an additional fee.
- Engineering services during construction will be scoped at a later date.

ENGINEERING FEE

Tetra Tech proposes a time and materials engineering fee for \$195,605. This scope of services may be amended for services not included in this proposal. Work will be invoiced monthly on a time and materials basis with NET 30 payment terms.

SCHEDULE

Task Name	Duration	Start	Finish
NTP	0 days	Mon 1/26/26	Mon 1/26/26
Kickoff Meeting	0 days	Fri 1/30/26	Fri 1/30/26
Topographic Survey	30 days	Mon 2/2/26	Fri 3/13/26
Geotechnical Investigation	50 days	Mon 2/2/26	Fri 4/10/26
30% Design	43 days	Mon 3/16/26	Wed 5/13/26
30% Design	33 days	Mon 3/16/26	Wed 4/29/26
30% Design Submittal	0 days	Wed 4/29/26	Wed 4/29/26
30% Client Review	10 days	Thu 4/30/26	Wed 5/13/26
30% Design Workshop	0 days	Wed 5/13/26	Wed 5/13/26
60% Design	48 days	Thu 5/14/26	Mon 7/20/26
60% Design	38 days	Thu 5/14/26	Mon 7/6/26
60% Design Submittal	0 days	Mon 7/6/26	Mon 7/6/26
60% Client Review	10 days	Tue 7/7/26	Mon 7/20/26
60% Design Workshop	0 days	Mon 7/20/26	Mon 7/20/26
90% Design	48 days	Tue 7/21/26	Thu 9/24/26
90% Design	38 days	Tue 7/21/26	Thu 9/10/26
90% Design Submittal	0 days	Thu 9/10/26	Thu 9/10/26
90% Client Review	10 days	Fri 9/11/26	Thu 9/24/26
90% Design Workshop	0 days	Thu 9/24/26	Thu 9/24/26
Bidding Phase	49 days	Fri 9/25/26	Wed 12/2/26
IFB Design	23 days	Fri 9/25/26	Tue 10/27/26
Bid Posting	0 days	Tue 10/27/26	Tue 10/27/26
Bidding Period	20 days	Wed 10/28/26	Tue 11/24/26
Bid Opening	0 days	Tue 11/24/26	Tue 11/24/26
Review Bids	3 days	Wed 11/25/26	Fri 11/27/26
Bid Recommendation	3 days	Mon 11/30/26	Wed 12/2/26

AUTHORIZATION

Tetra Tech is prepared to initiate this work upon notice to proceed from the Town. Authorization to proceed can be made by an approved agent of the Town in the form of a signed contract. Additional services that are not included within this Scope of Work can be provided under a separate or amended purchase order, as directed by the Town. Should you have any questions or require additional information, please contact me at 253-722-9838 or by email at amanda.smokoff@tetratech.com.

Sincerely,

TETRA TECH



Amanda Smokoff, PE - Tetra Tech
Project Manager

cc:

Ben Miller, PE - Tetra Tech