



MEMO TO: Mayor Vandernail and the Board of Trustees  
FROM: Adam Cwiklin, Water and Wastewater Superintendent and  
Russell Pennington, P.E., Public Works Director  
DATE: January 19, 2022  
SUBJECT: Water System 10-year Capital Improvement Plan funding request

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**SUBJECT: Water System 10-Year Capital Improvement Plan**

**DEPARTMENT: Public Works**

**PRESENTER/PREPARER: Adam Cwiklin, Water and Wastewater Superintendent**

**FISCAL INFORMATION:**

Cost as Recommended: \$60,000 (includes 20% contingency)  
Balance Available: \$90,000  
Fund: Water  
Budget Line-Item Number: 50-40-330  
New Appropriation Required: No

**REQUESTED ACTION:**

Approve the Resolution to appropriate funding from the Engineering Account (50-40-330) of the 2022 Water Fund and authorize the appropriate Town officer to expend said funds and contingency funds.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Capital planning is critical to water, sewer, transportation, sanitation, and other essential public services. It is also an important component of a community's economic development program and strategic plan.

A capital improvement plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a

multi-year period. A properly prepared (CIP) is essential to the future financial health of a utility and continued delivery of services to citizens and businesses.

The CIP includes a description of proposed capital improvement projects ranked by priority, a year-by-year schedule of expected project funding, and an estimate of project costs and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Capital facilities and infrastructure are important legacies that serve current and future generations. It is extremely difficult for governments to address the current and long-term needs of their citizens without a sound multi-year capital plan that clearly identifies capital needs, funding options, and operating budget impacts. Infrastructure, technology, and major equipment are the physical foundation for providing utility services to constituents. The procurement, design, construction, maintenance, and operation of capital assets are a critical activity of governments and require careful planning.

Merrick and Company is the Towns general services contract engineer and will complete the Water System 10 year CIP upon approval.

### **Scope of Work:**

- Review the current Fraser water supply systems and the most recent Water Supply Report dated June 2020.
- Compare the current water supply systems to ultimate demands based on the ultimate Fraser build-out.
- Identify preliminary additional conveyance, storage, and source areas for the North and South Systems and create models to demonstrate the upgrades. This will be based on the layout, condition, and capacity of the water supply, storage, and distribution systems.
- Coordinate with HRS Water Consultants of Lakewood Colorado, who will conduct preliminary groundwater studies that will consist of:
  - Build out the current Fraser well field and optimize well field production
  - Predict additional supply and locations to be developed after the current well fields are exhausted
- Prepare a summary report which will include the following:
  - A narrative description of the current Town water supply system, broken out by the North and South Systems.

- A description of current North and South System assets including storage, pumping systems and conveyance.
- Separate descriptions and calculations of ultimate water supply needs in the North and South Systems.
- A description of new needs in each system and reconciliation of the calculated needs with the Water Master Plan.
- A summary of additional water supply sources and tentative water supply well locations and sizes, and timing of those needs at the corresponding EQR.
- A demonstration of how the new systems and supply will operate by modelling the current versus new systems. The North and South Systems will be included in the model.
- A spreadsheet calculation of CIP costs in projected years over a 10-year period to meet ultimate needs. The CIP will be broken down by North and South Systems and will predict what infrastructure will be required for growth in each system.

**PROJECT SCHEDULE**

Sign Proposal	January 2022
10-yr Water System CIP kickoff	February 2022
10-yr Water System CIP Draft Report	October 2022
10-yr Water System CIP Adoption	November Board Meeting (TBD)

**BUDGET:**

Merrick and Company proposal	\$50,000
Contingency (20%)	\$10,000
Total	\$60,000

**ATTACHMENTS:**

Proposal for a 10-Year Water System CIP Report, Fraser Colorado

**STAFF RECOMMENDATION:**

Motion to approve **Resolution No. 2022-01-07** authorizing the Town Staff to contract with Merrick and Company to develop a Water System 10-yr Capital Improvement Plan funded from Engineering Account (50-40-330) of the Water Fund.

Town of Fraser  
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