

Pinewood Springs Water District

Special Meeting – SRF Project Pre-Construction Meeting Minutes April 3, 2025

- Special Meeting – SRF Project Pre-Construction Meeting of the Board of Directors of the Pinewood Springs Water District’s Enterprise. Conducted in-person and via Zoom.
- Board Members present in-person: Stephen Stewart, Evan Jones, Patty Peritz
- Board Members present via Zoom: Kim Bologna, Dan Robinson
- SRF - Project Manager Present via Zoom: Erick Worker, Kathy Boyer
- District Employees present in-person: Gabi Benson, Jen Taylor, Cam Hubrecht
- ORC – Wolf Compliance Consulting LLC present in-person: Mike Wolf, Chris Cobbley
- Engineers – Merrick & Company present in-person: Greg Steed, Catie Bartone
- Contractor – Colorado Civil Infrastructure, Inc.(CCI) present in-person: Mark LoVecchio, Ramon Vias
- Quorum established. Meeting opened at 2:47 PM

1. SRF Project Roles and Responsibilities

- Owner (borrower), Contractor, Sub-Contractor: SRF funded, responsibilities defined.
 - Owner is responsible for the design, construction, and operation & maintenance of the facility to comply with all applicable statutory and regulatory requirements.
 - Owner is responsible for the SRF program loan and conditions requirements stated in the State of Colorado specifications for SRF Loan Projects.
 - Owner can delegate reporting and/or duties to the consulting engineer, general contractor, and/or subcontractor resulting in shared responsibility.
- WQCD Grants and Loan Unit (GLU):
 - Review Pay Requests and Change Orders: SRF responsibility-forms and requirements.
 - Monitor SRF program requirements: SRF responsibilities.
 - Davis Bacon Wages
 - American Iron and Steel (AIS)
 - Scope / Environmental changes
 - Conduct final inspection – Project closeout

2. SRF Loan Conditions

- Maintain required O&M reserve: PSWD responsibility per contract. Kristan provided project budget template to incorporate into QuickBooks Online.
- Complete O&M manual and Plan of operations: PSWD employees responsibility to provide.
- Review loan agreement...: PSWD responsibility.

3. SRF Program Requirements

Davis-Bacon (D-B) (Prevailing Wages): CCI payroll responsibility. PSWD submits reimbursement. Prevailing wage information is included in the Merrick-provided Plans and Specifications, beginning on page 149 (spec ID 22025002, dated January 3, 2025) and is tagged at the end of the Specs. CCI confirmed D-B compliance, with wage determination locked in upon execution of the contractor contract. Contractors must pay no less than the rates outlined.

Contractors are responsible for ensuring D-B compliance when processing payroll and certifications, which must be submitted weekly. For previously completed work, Form WH-347 should be used. Contractors may use their own payroll forms if the required fields are present and clearly labeled. All payroll submissions must be sent to the District on a weekly basis.

The District will review and certify payroll forms for compliance. When a contractor employs a laborer, Form 1445 must be used. For any additional job classifications, Form 1445 should be submitted with the proposed rate and fringe details for approval by DOLA. DOLA requires documentation demonstrating back pay and one round of labor interviews, along with a D-B certification for each request.

- Based on locked-in Wage Decision is specs: CCI responsibility.
 - Certified payrolls (may use own forms but check Form WH-347), must conduct on-site interviews (Form 1445), and must post job-site poster: CCI / PSWD responsibilities.
 - The Request for Authorization of Additional Classification & Rate (Form 1444) may require proof of backpay: CCI responsibility.
 - Submit SRF Davis Bacon certification form with each Pay Request: CCI / PSWD responsibility.
- American Iron and Steel (AIS): CCI responsibility. Merrick approves. PSWD submits reimbursement. AIS is made in America.

Must provide AIS certification letters including;

- 1) Vendor letterhead
 - 2) AIS certification text in certification letter
 - 3) Reference to project in subject line
 - 4) Statement stating manufactured in City/State
 - 5) Name manufacturer
 - 6) Minimum language requirement with DATE
 - 7) CCI = Standard
- Obtain Manufacturer AIS certification letters: CCI obtains letters. Merrick approves. PSWD submits reimbursement.
 - Owner or representative required to collect, track, and maintain all manufacturer AIS certifications: PSWD / Merrick responsibility.
 - Submits SRF Certification Form, Tracking Log, and all manufacturer certs with each pay request: PSWD responsibility.
- Suspension & Debarment
 - Must verify contractors and subcontractors are not excluded from federal contracts (<https://sam.gov/SAM/pages/public/index.jsf>) : CCI / Merrick / PSWD responsibilities. CDPHE confirms none are barred or suspended.
 - Other SRF Requirements
 - Equal Employment Opportunity Requirements – follow all EEO regulations and display EEO poster: CCI / PSWD responsibilities. Jen will post the EEO, Whistleblower, and Wage Determination posters at the PSWD plant. She will take a photo of the displayed posters, which will be retained as part of the Davis-Bacon and American Iron & Steel (AIS) compliance records.
 - OSHA – regular safety meetings: CCI / PSWD responsibilities.
 - Archeological findings – work stop, Notify SHPO and GLU Project Manager: CCI / Merrick / PSWD responsibilities. If a relic, bone, or similar item is discovered during digging, work must stop immediately. A photo must be taken, the item securely stored, and the SRF Project Manager contacted. The State Historic Preservation Office (SHPO) will then follow up with PSWD regarding next steps.

4. Pay Requests

- Pay requisitions are submitted through CEOS on a monthly basis: PSWD responsibility. Pay requisitions will be submitted monthly and must include Davis-Bacon and AIS certifications, the contractor's pay application, and the full project schedule (covering contractor, engineer, and owner responsibilities). The contractor is responsible for paying labor directly. The District will then pay the contractor and submit a reimbursement request.
- GLU PM review – certs and compliance verification prior to approval: PSWD responsibility.
- Disbursement typically within 7-10 days of request: SRF responsibility. PM turn around 7-10 business days, then less than 10 days funds wired to PSWD account.

5. Change Orders

- State approval for eligibility is required: CCI / Merrick / PSWD / SRF PM responsibility.
 - SRF approval required PRIOR to Change Order.
 - Non-significant changes i.e. ducts, no approval required.
 - When quantities exceed Plans & Specs a Change Order is required.
 - Need justification of breakdown of costs.
- Changes to the scope of work or changes requiring additional loan funds require prior written state approval: CCI / Merrick / PSWD / SRF PM responsibility.
- May require a review of design approval by the WQCD engineering section and/or environmental approval: CCI / Merrick / PSWD / SRF PM & engineer responsibility.
- Contract time extensions require approval to assure eligibility of applicable costs: CCI / Merrick / PSWD / SRF PM responsibility.
- Adequate breakdown of costs including approval by Owner, engineer, and contractor must be submitted: CCI / Merrick / PSWD responsibility.

6. Project Closeout – Construction Completion

- Notify Gants and Loans Unit 30 days before substantial completion! PSWD responsibility. Let SRF know 30-days prior to completion.
- Owner is responsible for submitting the following documentation before the final payment is released.: PSWD responsibility.
 - 30-day notice substantial completion: PSWD responsibility.
 - Submit the DWRF or WPCRF Construction Completion form: PSWD responsibility.
 - Resolution from Borrower to contractor accepting construction: PSWD responsibility.
 - 30-day legal notice regarding the contractor's final payment: PSWD responsibility. Publish 30-day legal notice in the newspaper.
 - Final project budget summary: PSWD responsibility.

Closeout and Final Inspection: Complete project files must be submitted to the project manager in addition to a final inspection performed before the final pay request is processed.: CCI / Merrick / PSWD responsibilities.

Discussion post SRF agenda: Discussion anticipated regarding the rock removal plan and potential additional costs. The contractor's contract has not yet been signed. The engineer and CCI will review the contract to determine if any additional clauses need to be included. There is currently an 8-week lead time for the HDPE pipe order.

Motion: Steve moved to adjourn meeting. Patty seconded. Motion passed unanimously.

Meeting adjourned at 4:05 PM

Respectfully submitted by Patty Peritz, Board Secretary