



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - MEMO SUMMARY**

<b>DATE:</b> January 9, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Authorize Services of Hydro Corp
<b>Presented by:</b> Town Administrator Dawn Collins		

**Background**

The town is required to comply with annual administration of backflow testing / cross connection control program for commercial water accounts. Supervisor Steve Orcutt has reviewed and recommended the services of Hydro Corp Inc., to administer and manage the annual program.

Historically, the Water Supervisor has administered the program – admin staff create/distribute notices, manage collection of inspection reports and follow up, and subsequent reporting. There are platform programs that can be purchased to manage the annual program or as laid out in the proposal, Hydro Corp will administer/manage the cross connection program, removing it from the Water Supervisor and administration – working directly with the water account owners. The proposal, including the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports, is a two-year contract for a total of \$11,026.84.

**Recommended Action**

Staff recommends approval of the resolution to authorize services with Hydro Corp Inc to manage the annual cross connection program as presented.