

RECORD OF PROCEEDINGS

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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

NOVEMBER 8, 2017

The Regular Meeting of the South Fort Collins Sanitation District was held on November 8, 2017 at 7:00 p.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

**1. Roll Call**

Present: Directors Gary Young, James Ling, Robert Underhill, James Stewart and Wayne Irelan

Excused Absence:

Others Present: Terry Farrill, District Engineer, Amanda Proctor, District Controller, Eric Bailey, Plant Superintendent, Kile Snider and Dave Oerke of CH2M

**Business Conducted:**

**2. Reading of the Minutes**

The Minutes of the Regular Meeting of October 11, 2017 were read and approved.

**3. Public Comments**

None

**4. Public Hearing for the Petition of Inclusion for 69.417 Acres of Land, Located at 6029 S. Timberline Road**

Terry Farrill, District Engineer, reported that notice of public hearing has been published in accordance with Colorado State Statutes and therefore the meeting should be declared open for the purpose of receiving public comment regarding the inclusion. The District did not receive any written objections and no one appeared at the public hearing. Staff recommends that the Board act favorably on the inclusion request. After review and discussion, it was:

**Moved by Director Irelan and seconded  
by Director Stewart to include the  
property into the District.  
Motion carried 5-0**

**5. Consider Petition of Inclusion for 4.85 Acres of Land, Located at 5117 Ziegler Road**

Terry Farrill, District Engineer, reported that the District has received a properly executed petition of inclusion and fees for 4.85 acres of land into the District. Service is available from existing infrastructure and is located on Ziegler Road. After discussion it was:

**Moved by Director Irelan and seconded  
by Director Young to approve the  
petition and set it for public hearing in  
December 2017  
Motion carried 5-0**

**6. Acceptance of Final 2018 Budget and Resolutions**

District Controller, Amanda Proctor, presented the 2018 Operating and Capital Budget. The main drivers for the budget is the construction and engineering of the Wastewater Treatment Plant expansion. After reviewing the 2018 budget it was:

**Moved by Director Irelan and seconded by Director Stewart to pass the 2018 Operating and Capital Budget and the corresponding Resolutions.  
Motion carried 5–0**

**7. Resolution Authorizing Integrated Project Delivery (CMAR)**

Terry Farrill, District Engineer, presented a resolution for signatures authorizing the Integrated Project Delivery system. After discussion, it was:

**Moved by Director Irelan and seconded by Director Stewart to approve the resolution to use the Integrated Project Delivery methodology for the Wastewater Treatment Plant expansion.  
Motion carried 5–0**

**8. CH2M Hill Update**

Dave Oerke, and Kile Snyder from CH2M Hill presented to the Board the revised ATAD system performance guarantee. The Guarantee has been reviewed by the District's attorney, District Manager, and District Engineer.

**Moved by Director Irelan and seconded by Director Stewart to approve the revised Thermal Process performance guarantee and authorizes CH2M Hill to use the guarantee in the final contractor contract.  
Motion carried 5–0**

Dave then went on to discuss the CMAR contractor selection process and the schedule for the process.

The Board inquired as to how many requests for proposals were sent out and how many were received. Dave stated that the request for proposal was sent to nine prequalified contractors that CH2M Hill has worked with in the past and were qualified to complete the expansion project. Three completed requests were received for review.

Lastly, Dave and Kile discussed the recent design workshop that was held with CH2M Hill and District staff. The design workshop and updated modeling, lead to changes to the design plan that should yield to a reduction in costs. The areas that were modified include: smaller new aeration basin, no modifications will be made to the existing orbal, smaller new anaerobic selector, and small diameter of new secondary clarifier.

No Board action was required.

**9. Rafetelis Cost of Service Scope**

Terry Farrill presented the scoping of the cost of service study for the District. The cost of service study will be over the monthly customer charges and the PIF's. After discussion, it was:

**Moved by Director Young and seconded by Director Irelan to provide District Manager, Chris Matkins, the authority to negotiate the price of the study and authorized him to sign the contract with Raftelis.  
Motion carried 5–0**

**10. Manager's Update**

**A. Plant Operations Report – Eric Bailey**

Eric discussed the project with Hydro Construction. He stated that the final grading is occurring at the site. Hydro has suggested several options to improve the water flow from rain events. District staff is reviewing the potential options. Eric noted that the total project price, including any of the suggested water mitigation options, will be under the Board approved price for the project.

**B. General Information – Terry Farrill**

Terry discussed the upcoming elections. Four Board Directors are up for the election in May. The District's attorney and Chris Matkins are reviewing the election schedule to ensure compliance.

Terry presented the amendment to the IGA with the Town of Timnath. The amendment addresses the reimbursement to Timnath for sewer taps placed along a sewer line that the town paid for. This amount would be in addition to the amount charged by the District. The District would serve as an intermediary for the funds. After discussion it was:

**Moved by Director Irelan and seconded by Director Underhill to approve and execute the amendment to the IGA.  
Motion carried 5–0**

Terry provided updates on the Ptarmigan corrosion control study. The study results show that using ferrous or ferric would be more beneficial, and cheaper, than the current use of bioxide.

Terry reminded the Board of the annual joint Board holiday celebration will be at the Candlelight Dinner Theater on December 6, 2017 starting at 5:00 pm.

Amanda Proctor, District Controller, discussed the recent health insurance open enrollment with the Board.

**C. Financial Statements**

Financial Statements prepared by District Controller, Amanda Proctor, were included in the Board's packet.

**D. Tap Purchases**

The Manager reported that 19 taps were sold for the month of October with revenues totaling \$198,000. 382 taps have been sold for the year for a total of \$2,160,000. Terry Farrill noted that tap purchases continue to be more than the District budgeted.

**11. Other Business**

None

**12. Disbursements**

The Manager presented disbursements for October 2017 in the amount of \$322,968.15. After discussion, it was:

**Moved by Director Irelan and seconded  
by Director Underhill to approve the  
disbursements for October 2017.  
Motion carried 5-0**

**13. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 9:25 PM.

Respectfully,

/s/ James D. Ling

/s/ Chris W. Underhill

Date Approved

12/13/2017