

RECORD OF PROCEEDINGS

MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

JUNE 13, 2018

The Regular Meeting of the South Fort Collins Sanitation District was held on June 13, 2018 at 9:00 a.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

1. Roll Call

Present: Directors James Ling, Gary Young, James Stewart, Ernie Brown and Wayne Irelan

Excused Absence:

Others Present: Chris Matkins, District Manager, Terry Farrill, District Engineer, Amanda Proctor, District Controller, John Wright of Raftelis and Dave Oerke of CH2M Hill/Jacobs

2. Reading of the Minutes

The Minutes of the Regular Meeting of May 9, 2018 were read and approved.

3. Public Comments

None

4. Wastewater Reclamation Facility Update

Dave Oerke from CH2M Hill/Jacobs, stated that the wastewater reclamation facility was on time and on budget with the originally scoped project. Staff and CH2M Hill/Jacobs continues to have weekly meetings. Per the project schedule, July 11th is the delivery of the 60% design and 90% early package to the District and Hydro Construction.

During the process CH2M/Jacobs was able to delete the new thickening building and use the excess capacity in the CSSD building. This results in project savings and consolidates Plant Operations.

Dave suggested that the District use these savings to enter the CDPHE voluntary incentive program for Reg. 31, which will delay implementation of the new standard by 10 years. The cost for the District to do so is \$257,500 and the Board supported this addition to the project.

Lastly, Dave stated that CDPHE is reviewing the site application, and CH2M Hill/Jacobs is preparing the process design report, which will be submitted to CDPHE, and the preliminary review set, which will be submitted by Larimer County.

5. Cost of Service Update: System Impact Fee Presentation

John Wright from Raftelis, reviewed the Plant Investment fee process, calculation, and recommended fees that related to each methodology. Raftelis is recommending that the District utilize the incremental cost methodology for the PIF which would result in a \$6,217 tap fee for a single family residential equivalent.

Next, John went over the data between single family and multifamily extracted monthly flows, based off of winter water consumption. After Board discussion, the Board stated that treating the biologics of a single and multifamily account take the same efforts. Therefore, a multifamily discount does not make sense.

6. Easement Request for FCLWD Water Line

Terry Farrill, District Engineer, stated that FCLWD needs construction access on SFCSD property in order to relocate a water line. After Board discussion, Board consented with Terry to proceed with the water line relocation and will execute any necessary easement agreement in the future.

7. Financial Audit Results

Randy Watkins, partner with Anton, Collins and Mitchell, presented the audited Financial Statements to the Board. After discussion, it was:

**Moved by Director Brown and seconded
by Director Young to accept to accept
the audited Financial Statements.
Motion carried 5-0**

8. Manager's Update

A. Plant Operations Report – Eric Bailey

Eric Bailey's (Plant Superintendent) written report was submitted to the Board for review and included in the Board packet.

B. General Information – Chris Matkins

Chris stated that staff is looking into re-designing the website. Both Districts will be hosted on the same website still, but we will be adding more specific SFCSD information to it.

Chris reminded the Board members of the June 22, 2018 tour of the Collections System.

Lastly, the SDA Conference is in Keystone from September 12-15, 2018. The District has reserved rooms for all Board members and staff.

Due to a conflict with the SDA Conference, the regularly scheduled Board meeting will be rescheduled from September 12th to September 19th, 2018.

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 87 taps were sold for the month of May with revenues totaling \$497,250. 230 taps have been sold for the year for a total of \$1,221,750.

9. Other Business

None

10. Disbursements

The Manager presented disbursements for May 2018 in the amount of \$549,734.52. After discussion, it was:

**Moved by Director Irelan and seconded
by Director Stewart to approve the
disbursements for May 2018.
Motion carried 5-0**

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:30 AM.

Respectfully,

Isl James J. Ling

Isl Chris Stewart

Date Approved

7/11/2018