

## NOTICE OF MEETINGS

**To the Board of Directors of the South Fort Collins Sanitation District and to all other persons to Whom It May Concern:**

NOTICE IS HEREBY GIVEN THAT the regular meetings of the Board of Directors of the South Fort Collins Sanitation District for the year 2019, will be held at the Office of the South Fort Collins Sanitation District, 5150 Snead Drive, Fort Collins, CO on the 2<sup>nd</sup> Wednesday of each month as follows or as otherwise listed:

January 9, 2019	9:00 AM
February 13, 2019	9:00 AM
March 13, 2019	9:00 AM
April 10, 2019	9:00 AM
May 8, 2019	9:00 AM
June 12, 2019	9:00 AM
July 10, 2019	9:00 AM
August 14, 2019	9:00 AM
September 11, 2019	9:00 AM
October 9, 2019	9:00 AM
November 13, 2019	9:00 AM
December 11, 2019	9:00 AM

At each meeting the Board of Directors will take up any business to come before it.

GIVEN under my hand and the seal of said District this 14<sup>th</sup> Day of November 2018.



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Chris Matkins, Secretary- Manager

RECORD OF PROCEEDINGS

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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

OCTOBER 10, 2018

The Regular Meeting of the South Fort Collins Sanitation District was held on October 10, 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, Wayne Irelan and Ernie Brown

Excused Absence:

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, and Eric Bailey, Plant Superintendent

**2. Reading of the Minutes**

The Minutes of the Regular Meeting of September 19, 2018 were read and approved.

**3. Public Comments**

None

**4. Second Reading for Petition of Inclusion for Horton Enterprises for 52 Acres of Land**

Chris Matkins, District Manager, read through the petition for inclusion of 52 acres of land and answered questions regarding the inclusion process. He stated that there had been no communications received against the inclusion. After discussion, it was:

**Moved by Director Stewart and  
seconded by Director Brown to approve  
the Petition of Inclusion.  
Motion carried 5-0**

**5. Health Insurance Update**

Chris Matkins, District Manager, went through the history of the health insurance benefits offered to the employees. He stated that due to escalating costs, the District changed brokers and health insurance plans offered to employees in the fall of 2017. In 2018 the District is adding a third health insurance plan to address the concern of employees regarding out of pocket expenses. This third plan option will not cost the District any additional money. Chris stated that the health insurance plans offered had a 5% increase from the prior year, and that this is budgeted accordingly.

The Board inquired as to what other districts and municipalities were offering and whether the benefits were competitive. Chris stated that Amanda did research the benefits and that they were. The Board inquired as to whether or not the employees were informed of the value of the benefit. Chris stated that annually the employees receive a statement that outlines the value of all their benefits.

## **6. Budget Update**

Chris stated that due to scheduling and staffing, he'd like to have the budget work session on October 30, 2018, at 9 am if all Board Directors were amiable to it. The Board had no objections. Drivers and major components of the Budget were reviewed. The budget is less conservative than years past, with revenues and expenses forecasted closer to expected.

Director Brown inquired into the safety budget and asked if it was adequate for a robust safety program. Chris stated that he did increase the budget for it in 2019.

## **7. 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. Eric stated that he is currently looking into new options for hauling biosolids. The Waste Management landfill is currently over on their allowed amount of radioactivity. The District's biosolids are currently being tested for their levels. If the levels are higher than Waste Management's permit from the State, a new hauler will need to be contracted. Eric did not expect there to be a large price increase.

### **B. General Information – Chris Matkins**

Chris Matkins discussed the new website. It is anticipated to go live in November.

Chris informed the Board that the joint Board holiday party was scheduled for December 6, 2018 at the Candlelight Theater. Electronic invites will also be going out soon.

Chris updated the Board on potential litigation concerning timing of water impact fees with respect to a multifamily project. It's unknown whether this may be a concern for the Sewer District.

### **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 40 taps were sold for the month of September with revenues totaling \$265,500. 521 taps have been sold for the year for a total of \$3,503,500.

## **8. Other Business**

None

**9. Disbursements**

The Manager presented disbursements for September 2018 in the amount of \$609,107.14. After discussion, it was:

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

**10. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 10:30 AM.

Respectfully,

/s/ James A. Young

/s/ [Signature]

Date Approved

11/14/18