
MINUTES

FORT COLLINS-LOVELAND WATER DISTRICT

FEBRUARY 20, 2018

The Regular Meeting of the Fort Collins-Loveland Water District was held on February 20, 2018 at 7:00 p.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

1. Roll Call

Present: Directors: George Holter, James Borland, Ron Ruff and William Dieterich

Excused Absence: Director Dale Leach

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, and Richard Raines, Water Resources

Business Conducted:

2. Reading of The Minutes

The Minutes of the Regular Board Meeting on January 16, 2018, and the Special Board Meeting on February 2, 2018, were read and approved.

3. Public Comment

None

4. Divide, Tunnel, North Poudre Irrigation Company Annual Meetings Update – Dale Leach

This item was tabled until the next meeting.

5. Water Resources Update: Overland Trails Master Plan – Richard Raines

Richard Raines, Tri-District Water Resource Manager, gave an update on snow pack. He stated that as of February 1, 2018, the Upper Colorado River Basin is at 81% and the Poudre River Basin is at 82%. Richard stated that the snow pack and water season is showing signs of trending upward.

Richard went over the draft Pond 5 purchase contract. Pond 5 is the last gravel pit pond in the Overland's project that is left to purchase.

Richard reviewed the Overland Ponds Master Plan that was finalized. The Master Plan used estimates in 2017 dollars to price out the work that is necessary to be able to get water in and out of the Overland Ponds. The total estimated price is \$55 million, with construction being over 20 years. The District owns 21% of the project; total cost to the District is \$11.6 million.

No Board action was required.

6. Review of Water Impact Fees and Service Charge Increases, Timeline, and Public Outreach Plan

Included in the Board packet are two proposals from Raftelis Financial Consultants. The first proposal is to develop a public outreach plan for the rate increase. This will include creating all FAQ's, talking points, developer meetings, and any other communications that needs to be done. After discussion, it was:

Moved by Director Ruff and seconded by Director Holter to accept the proposal for Raftelis Financial Consultants to aid the District in communicating the increase in fees.

Motion carried 4-0

The second proposal from Raftelis is in regards to requesting additional fees related to work completed to calculate a water resource surcharge on the irrigation and commercial tap holders. After discussion it was:

Moved by Director Holter and seconded by Director Ruff to pay Raftelis for the additional work completed in regards to the water resource surcharge.

Motion carried 4-0

Chris went over the timeline for the rate increases that was discussed in the last meeting.

March 2018

- Notification of a 4% rate increase, effective May 1, 2018, will be included on the customer bills.
- At the March Board meeting, the rate hearing will be set for the April Board meeting.
- An FAQ will be developed and posted on the District website, and available for District front office staff.
- Developer meetings will be scheduled.

April 2018

- At the April Board meeting, the public hearing will take place.
- The Board will vote on the following rate increases:
 - Effective 5/1/18 – 4% rate increases to service charges
 - Effective 5/1/18 – Tap fees will be based on lot size and type of customer (residential, irrigation, commercial, and multi-family)
 - Effective 1/1/19 – Phase 1 of the full rate increase for service charges
 - Effective 1/1/20 – Phase 2 of the full rate increase for service charges
 - Effective 1/1/21 – Phase 3 of the full rate increase for service charges

7. Managers Update

A. General Information

Chris Matkins, District Manager, stated Northern Water is going to have a sealed bid auction for 75 Units of CBT. After discussion, it was:

**Moved by Director Holter and seconded by Director Ruff to submit a bid on the CBT Units for a unit price up to \$29,100 or to purchase CBT Units for up to \$29,100 per unit.
Motion carried 4-0**

Chris stated that on February 22, 2018, the District was meeting with the Town of Windsor to discuss the renewal of the IGA Agreement that expires in March of 2018

Chris gave an update to the Board in regards to the changes in the on-call policy and results from an anonymous survey of the Operations Department. Chris stated that the changes have transitioned smoothly, with new on-call staff performing well. 75% of the Operations staff indicated this has been a step forward for the group and has provided growth opportunities for the staff.

Chris also stated that all year end staff evaluations have been completed. The average raise was about 3% overall, which is within the budgeted increases. Chris asked the Board if they would like to conduct a formal evaluation of his position this Spring. The Board discussed it and will start the evaluation process of the District manager this Spring.

Lastly, Chris submitted a vacation request for approximately March 12, 2018 through March 16, 2018. The Board had no objections.

B. Financial Statements

The General Manager reported that the Financial Statements prepared by Amanda Proctor, District Controller, are included with the agenda packet for their review.

C. Tap Purchases

The Manager reported that 20 taps have been sold in the month of January for revenues of \$659,200 and for the year, 20 taps have been sold with revenues in the amount of \$659,200.

8. Other Business

None

9. Disbursements

The Manager presented disbursements for January 2018 in the amount of \$2,232,415.30. After discussion, it was:

**Moved by Director Holter and seconded by Director Borland to approve the disbursements for January 2018.
Motion carried 4-0**

10. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:45 PM.

Respectfully,

/s/  _____

/s/  _____

Date Approved: 3/20/2019