

RECORD OF PROCEEDINGS

MINUTES

FORT COLLINS-LOVELAND WATER DISTRICT

AUGUST 21, 2018

The Regular Meeting of the Fort Collins-Loveland Water District was held on August 21, 2018 at 7:00 p.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

1. Roll Call

Present: Directors: Dale Leach, James Borland, William Dieterich and Michael Pruznick

Excused Absence: Director Ron Ruff

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, Josh Lehnherr, FCLWD, Kristin Gollier, and Alicia Beard for WildRock Public Relations and Marketing, Stephanie Cecil and Carl Brouwer of Northern Colorado Water Conservancy District

Business Conducted:

2. Public Comment

None

3. Consent Agenda

Several Items were presented for the consent agenda. After discussion it was:

**Moved by Director Leach and seconded
by Director Pruznick to approve the
presented consent agenda.
Motion carried 4-0**

4. Commercial and HOA/Irrigation Impact Fee Outreach Update

Josh Lehnherr, FCLWD Meter Department Supervisor, provided the Board an update on the rate outreach meetings with HOA and Commercial Customers. He stated that to date there has only been one meeting with each group; two more are scheduled with each group.

He stated that feedback has been positive from customers. He also stated that after the Outreach meetings, he provided side-by-side analysis for a few HOA's. The feedback from the HOA's that he has helped was positive as well.

5. Communication Plan Review and Ongoing Contract Approval for WildRock Support

Kristin Gollier and Alicia Beard from WildRock Public Relations and Marketing made a presentation to the Board in regards to the communication plan that will be used for monthly marketing. They also provided metrics and goals for the next 12 months in regards to PR and Marketing Outreach for the Phase 2 contract. The also stated that the contract can be canceled at any time with a 60-day notice. After discussion, it was:

**Moved by Director Dieterich and seconded by Director Pruznick to allow Chris Matkins to execute the Phase 2 monthly retainer contract with WildRock for a 12 month period.
Motion carried 3-0 with Director Leach abstaining.**

6. NISP Update

Carl Brouwer and Stephanie Cecil from Northern Colorado Water Conservancy District provided the Board with an update to the NISP project.

The 2019 Budget and potential bridge financing were also discussed. The Board expressed an interest in paying cash for the 2019 expenses, rather than be a part of the bridge financing.

7. Annual FCLWD Board of Directors Retreat Agenda Review

Chris Matkins provided a draft agenda for the Board Retreat on September 24, 2018 at the Tamasag Conference Center.

The Board discussed the items on the agenda, and also suggested: Staff Operational Goals, Cash Reserve Goals and Future Spending, Goals for Water Resources, and Phasing of Rate Structure.

Chris stated that he would revise the Agenda and send it out to the Board for further editing.

8. Managers Update

A. General Information

Chris stated that Northern Water Conservancy District had passed a rate increase on the Big Thompson C-BT project units by about 4%.

Chris also informed the Board that he is involved in the NISP Project and City of Fort Collins negotiation meetings.

There is a NISP participant only West Slope Collection facilities tour on September 20, 2018. It will be an all-day tour. Interested Board members should let Chris know so that the District can reserve their spot.

Chris stated that the 2019 Budget process is currently underway. In September the Board will receive the first draft of the Budget to review. In October a revised Budget will be presented to the Board. A final Budget will be presented in November. Chris stated that if the Board would like a work session regarding the Budget, that the last week of October would be a good time to schedule the work session.

The SDA Conference is in Keystone from September 12-15, 2018. The District has reserved rooms for all Board members and staff. On Wednesday, September 12, will be the annual dinner with the South Fort Collins Sanitation District Board and potentially ELCO and NWCWD.

On October 18, 2018, at the Ptarmigan Country Club will be the Annual Tri-Districts meeting and dinner.

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 23 taps have been sold in the month of July for revenues of \$1,343,200 and for the year, 360 taps have been sold with revenues in the amount of \$12,847,100.

9. Other Business

None

10. Disbursements

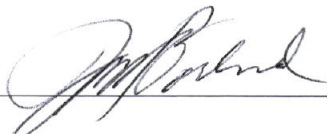
The Manager presented disbursements for July 2018 in the amount of \$842,841.18. After discussion, it was:

**Moved by Director Leach and seconded
by Director Dieterich to approve the
disbursements for July 2018.
Motion carried 4-0**

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:55 PM.

Respectfully,

/s/  _____

/s/  _____

Date Approved: 9/18/2018