

RECORD OF PROCEEDINGS

MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

FEBRUARY 14, 2018

The Regular Meeting of the South Fort Collins Sanitation District was held on February 14, 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, Amanda Proctor, District Controller, Kile Snider and Dave Oerke of CH2M Hill/Jacobs

2. Reading of the Minutes

The Minutes of the Regular Meeting of January 10, 2018 were read and approved.

3. Public Comments

None

4. Board Reorganization and Election of Officers

The Board reorganized after the resignation of Bob Underhill and Ernie Brown being sworn in. After Board discussion it was:

**Moved by Director Young and seconded by Director Stewart to elect the following as officers; Jim Ling, President, Wayne Irelan, Vice President and J. Ernest Brown as Treasurer.
*Motion carried 5-0***

5. Resolution to Authorize Bank Signors

The Board motioned to change the authorized signors on all bank and investment accounts. After discussion, it was:

**Moved by Director Irelan and seconded by Director Young to change the authorized signors to Chris Matkins, District Manager, Jim Ling, Wayne Irelan and J. Ernest Brown, Board Officers
*Motion carried 5-0***

6. Introduction of SFCSD Legal Counsel, Joe Fonfara, to New Board Members

The District's Attorney, Joe Fonfara, introduced himself to the Board. Joe discussed his relationship with the Board and the District. He also discussed the various projects and matters he has been involved in and represented the District.

7. Petition of Inclusion for 57.83 Acres of Land – Harry O. Rennat Trust

Chris Matkins, District Manager, reported that the District has received a properly executed petition of inclusion and fees for 57.83 acres of land into the District. Service is available from existing infrastructure and is located on Timberline Road. After discussion, it was:

**Moved by Director Young and seconded
by Director Irelan to approve the petition
and set it for public hearing in March
2018.
Motion carried 5–0**

8. Wastewater Reclamation Facility Capital Improvement Project Update (CH2M Hill/Jacobs)

Kile Snider and Dave Oerke from CH2M Hill/Jacobs updated the Board on the progress of the final design of the Phase 1 expansion of the Wastewater Reclamation facility. Currently they are anticipating being 30% complete with design in March. A report will then be issued for the staff for review. They anticipate presenting the report to the Board in May. CH2M Hill/Jacobs, Hydro Construction, and staff are meeting monthly for design workshops. Weekly Kile Snider and Eric Bailey, WWTP Supervisor, meet to discuss the progress and any questions. Currently, members from the Wastewater Treatment Staff and CH2M Hill/Jacobs are visiting other Wastewater Reclamation facilities in the area to view the different choices of equipment. This is providing the opportunity for Operators to discuss the performance and maintenance issues of equipment. The information gathered from the tours will be used in future design workshops to make final equipment selections.

Lastly, CH2M Hill/Jacobs discussed the regulatory process for the expansion that has been started. A utility plan update has been submitted to the North Front Range (208) Board. The CDPHE is also reviewing the preliminary effluent limits. Both review processes are happening in parallel.

9. Manager's Update

A. Plant Operations Report – Eric Bailey

Eric was not in attendance at the meeting. His written report was submitted to the Board for review. One item of note is that the new roof on the old administration building is complete.

B. General Information – Chris Matkins

Chris Matkins went over the election self-nomination form that is due by March 2, 2018.

Chris stated that in April, after the Board meeting, there would be a tour of the District for anyone who is interested in attending. During this tour and dependent on weather, the Board should be able to see a manhole being lined as well.

Ayres, the consultant who completed the Flow Monitoring Study, will be at the March Board meeting to give a final presentation on the Flow Monitoring Study.

Lastly, District staff is working on developing the details of the corrosion control pilot study that will be performed in the Spring at the Ptarmigan Lift Station.

The Board requested updates to the Board notebooks, including updated maps, an organization chart, and the personnel manual. These updates are requested to be made annually thereafter.

C. Financial Statements

Financial Statements prepared by District Controller, Amanda Proctor, were included in the Board's packet. Upon reviewing the financial statements, the Board requested changes to the report to better calculate revenue projections, including YTD instead of monthly comparisons for tap sales.

D. Tap Purchases

The Manager reported that 29 taps were sold for the month of January with revenues totaling \$144,000. 29 taps have been sold for the year for a total of \$144,000.

10. Other Business

None

11. Disbursements

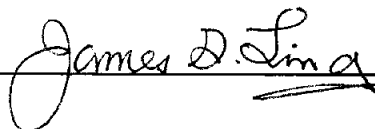
The Manager presented disbursements for January 2018 in the amount of \$664,098.43. After discussion, it was:

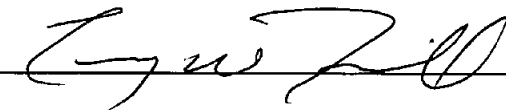
**Moved by Director Irelan and seconded
by Director Ling to approve the
disbursements for January 2018.
Motion carried 5-0**

12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:05 AM.

Respectfully,

/s/  _____

/s/  _____

Date Approved

3/14/18