

RECORD OF PROCEEDINGS

MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

DECEMBER 13 2017

The Regular Meeting of the South Fort Collins Sanitation District was held on December 13, 2017 at 9:00 a.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

1. Roll Call

Present: Directors James Ling, Robert Underhill, James Stewart and Wayne Irelan

Excused Absence: Director Gary Young

Others Present: Chris Matkins, District Manager, Terry Farrill, District Engineer, Amanda Proctor, District Controller, Eric Bailey, Plant Superintendent, and James Ernest (Ernie) Brown, a potential Board member

2. Reading of the Minutes

The Minutes of the Regular Meeting of November 8, 2017 were read and approved.

3. Public Comments

James E. Brown (Ernie) provided a brief professional background and expressed interest in joining the Board of Directors.

4. Public Hearing for the Petition of Inclusion for 4.85 Acres of Land Located at 5117 Ziegler Road

Chris Matkins, District Manager, reported that notice of public hearing has been published in accordance with Colorado State Statutes and therefore the meeting should be declared open for the purpose of receiving public comment regarding the inclusion. The District did not receive any written objections and no one appeared at the public hearing. Staff recommends that the Board act favorably on the inclusion request. After review and discussion, it was:

**Moved by Director Irelan and seconded
by Director Underhill to include the
property into the District.
Motion carried 4-0**

5. CMAR Recommendation and Board Authorization for Contract Negotiations

Board authorization to authorize the General Manager to enter into contract with Hydro Construction for pre-construction services at staffing hourly rates quoted in the proposal up to a maximum not to exceed contract amount of \$214,740.

**Moved by Director Irelan and seconded
by Director Underhill to approve the
contract with Hydro Construction
Motion carried 4-0**

Board authorization to further negotiate a CMAR contract with Hydro Construction, with support from District Counsel and CH2M Hill, for future Board consideration.

**Moved by Director Stewart and
seconded by Director Irelan to approve
the future negotiations with Hydro
Construction
Motion carried 4-0**

6. Corrosion Control Study Results and Final Presentation

Terry Farrill, District Engineer, presented the final results of the corrosion control study that was performed by CH2M Hill and District staff.

The final results of the study show that the use of ferric or ferrous will reduce corrosion in the manholes, lines, and headworks. In the spring the District will conduct a pilot test to see if the ferric/ferrous will react to the system like the models suggest. After the pilot test is completed, Terry and CH2M Hill will present the results to the Board and their final recommendation.

No Board action was required.

7. Staff Holiday Bonus

Chris Matkins, District Manager, presented the proposed holiday bonus for staff. The Board unanimously approved the holiday bonus proposal.

8. Manager's Update

A. Plant Operations Report – Eric Bailey

Eric discussed the failure of a wet test. The District is now in accelerated testing where the District will need to pass two tests in a row or pass three out of five tests. Eric stated the Treatment staff has been investigating the failure to ensure that the District will pass the accelerated testing.

Eric discussed the soil stabilization project with Hydro Construction. He stated that Hydro has laid asphalt to control the water runoff. Seeding has also been completed. The last item that needs to be finished is a custom electrical panel and related conduit. It is anticipated that it will be delivered mid-January.

B. General Information – Chris Matkins

Chris informed the Board that CH2M Hill has completed the abstract of the expansion to WEFTEC, the largest national wastewater conference. If the project is selected, CH2M Hill and District staff (Chris Matkins and Eric Bailey), will present the project at the conference in 2018.

Chris stated that the District will be updating the personnel manual in 2018. This process will begin in January.

Chris stated that in January, Raftelis Consulting will be kicking off the rate study by attending the Board meeting and conducting a rate making workshop in order to have Board guidance before the process begins.

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 39 taps were sold for the month of November with revenues totaling \$297,000. 421 taps have been sold for the year for a total of \$2,457,000. Chris Matkins noted that tap purchases continue to be more than the District budgeted.

9. Other Business

None

10. Disbursements

The Manager presented disbursements for November 2017 in the amount of \$278,435.46. After discussion, it was:

**Moved by Director Underhill and
seconded by Director Stewart to approve
the disbursements for November 2017.
Motion carried 4-0**

11. Adjournment

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

Respectfully,

Is/ James J. Ling

Is/ Chris White

Date Approved

1/10/2018