

RECORD OF PROCEEDINGS

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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

JANUARY 10, 2018

The Regular Meeting of the South Fort Collins Sanitation District was held on January 10, 2018 at 9:00 a.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

**1. Roll Call**

Present: Directors James Ling, Robert Underhill, Gary Young, Ernie Brown and Wayne Irelan

Excused Absence: Director James Stewart

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, Rick Giardina and John Wright from Raftelis Financial Consultants

**2. Reading of the Minutes**

The Minutes of the Regular Meeting of December 13, 2017 were read and approved.

**3. Public Comments**

Bob Underhill submitted his resignation from the Board of Directors.

**4. Nomination and Oath of Office for J. Ernest Brown to Replace Director Bob Underhill**

The Oath of Office was recited by Director J. Ernest Brown and signed by Board President James Ling.

**5. Resolution Designating Location for District's Meeting Notice**

The Manager reviewed the 2018 schedule for Board meetings and related transparency notice. After review, it was:

**Moved by Director Irelan and seconded  
by Director Young to accept the  
transparency notice as presented.  
Motion carried 4-0**

**6. Election Resolution Appointing Amanda Proctor as Designated Election Official**

The Manager reported that an election to elect eligible Directors to the Board is set for May 8, 2018. The Board is required to appoint a Designated Election Official to oversee the election. After discussion it was:

**Moved by Director Young and seconded  
by Director Irelan to appoint Amanda  
Proctor as the Designated Election  
Official.  
Motion carried 4-0**

**7. Cost of Service and Rate Design Kickoff (Raftelis Financial Consultants)**

Raftelis Financial Consultants kicked off the rate study for the District by going through a rate making 101 workshop. During the workshop, the Board and Raftelis went through the objectives the rate study should accomplish, developed expectations and timelines.

**8. 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.

**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.

Chris informed the Board about a force main bore in the Strauss Cabin area that a developer was doing under a ditch. There was an issue with the bore. The Developer and the ditch company are working through a way to fix or re-do the bore. The District has not accepted the infrastructure; therefore, the District is not financially responsible for any damages nor any solutions to the current problem.

Lastly, Chris stated that the District's Attorney will attend the February Board meeting for a general legal update and to meet the new Board members.

**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 44 taps were sold for the month of December with revenues totaling \$247,500. 465 taps have been sold for the year for a total of \$2,704,500. 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 December 2017 in the amount of \$664,098.43. After discussion, it was:

**Moved by Director Irelan and seconded  
by Director Young to approve the  
disbursements for December 2017.  
Motion carried 4–0**

**11. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:25 AM.

Respectfully,

/s/ James D. Ling

/s/ Chris Williams

Date Approved

2/14/2010