

RECORD OF PROCEEDINGS

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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

NOVEMBER 14, 2018

The Regular Meeting of the South Fort Collins Sanitation District was held on November 14, 2018 at 9:00 a.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

**1. Roll Call**

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

Excused Absence: Director James Stewart

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, and Eric Bailey, Plant Superintendent, and Dave Oerke, CH2M/Jacobs

**2. Reading of the Minutes**

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

**3. Public Comments**

None

**4. Public Hearing for Adoption of 2019 Budget**

Chris Matkins, District Manager, opened up the public hearing for the budget. Chris stated that the hearing had been properly noticed, and that he had not received any objections to the budget.

District Controller, Amanda Proctor, reviewed the budget with Board and answered questions.

The budget hearing was closed.

**5. Approve Meeting Dates for 2019**

Chris Matkins presented the meeting dates for 2019 to the Board. After discussion, it was:

**Moved by Director Irelan and seconded  
by Director Brown to approve the 2019  
meeting dates.  
Motion carried 4-0**

**6. Staff Holiday Bonus**

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

## **7. WRF Construction Project Update (CH2M Hill/Jacobs)**

Dave Oerke, CH2M Hill/Jacobs, presented to the Board an update on the expansion of the wastewater reclamation facility. He stated that the project was on time and within budget. On October 23, 2018, the 90% drawings were submitted to Hydro Construction. On October 22, 2018, Hydro Construction started their mobilization to the site. In November there will be a design review workshop and a workshop regarding the final equipment choices.

Director Irelan expressed concern regarding the guaranteed maximum price and having equipment prices affect it should more expensive equipment be selected. Dave stated that Hydro had estimated equipment prices within their gross maximum price and should not provide a change order to the equipment being selected.

Chris thanked Jacobs for their work on the regulatory submissions. The process went smoothly without multiple iterations.

## **8. Manager's Update**

### **A. Plant Operations Report – Eric Bailey**

Eric Bailey's (Plant Superintendent) written report was submitted to the Board for review and included in the Board packet. Eric stated that he is looking into sending solid wastes to a compost facility.

### **B. General Information – Chris Matkins**

Chris informed the Board about the annual employee holiday party.

Chris stated that going forward, Joe Fonfara, will be completing the paperwork for all petitions of inclusion into the District to ensure that this work complies with legal requirements.

Chris requested to have CPS HR Consulting provide specialized training to all employees. The training costs would be split with FCLWD. For 2018, the price should not exceed \$3,000; for 2019 the price should not exceed \$5,000.

**Moved by Director Irelan and seconded  
by Director Young to approve the  
training proposal.  
Motion carried 4–0**

Chris discussed the new website. It is anticipated to go live in November.

Chris informed the Board that the joint Board Holiday party was scheduled for December 6, 2018 at the Candlelight Dinner Theatre.

### **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 22 taps were sold for the month of October with revenues totaling \$814,500. 543 taps have been sold for the year for a total of \$3,503,500.

## **9. Other Business**

None

**10. Disbursements**

The Manager presented disbursements for October 2018 in the amount of \$409,458.21. After discussion, it was:

**Moved by Director Irelan and seconded  
by Director Brown to approve the  
disbursements for October 2018.  
Motion carried 4-0**

**11. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:10 AM.

Respectfully,

/s/ James D. King

/s/ Clair A. Allen

Date Approved

12/2/2018