

RECORD OF PROCEEDINGS

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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

DECEMBER 12, 2018

The Regular Meeting of the South Fort Collins Sanitation District was held on December 12, 2018 at 9:00 a.m., at 5150 Snead Drive, Fort Collins, Colorado 80525.

**1. Roll Call**

Present: Directors James Ling, Wayne Irelan and Ernie Brown

Excused Absence: Director James Stewart and Gary Young

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, and Terry Farrill, District Engineer

**2. Reading of the Minutes**

The Minutes of the Regular Meeting of November 14, 2018 were read and approved.

**3. Public Comments**

None

**4. Public Hearing for Changes to Rates and Fees and Adoption**

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

Chris presented the time frame of the rate study that was conducted by Raftelis.

The Board discussed the final report issued by Raftelis. The Board discussed the cost of service methodology versus flat rate for monthly service fees. The Board requested to have Raftelis attend a future Board meeting.

The Board did not have any objections to the Plant Investment fee methodology or recommendation by Raftelis. The public hearing was then closed. After discussion, it was:

**Moved by Director Brown and seconded  
by Director Irelan to adopt Exhibits A, B,  
and C effective January 1, 2019.  
Motion carried 3-0**

**5. Resolution 2018-12-01, Adoption of the Budget**

Chris stated that the budget hearing was conducted on November 14, 2018. There have been no changes to the budget since the Budget hearing. After discussion, it was:

**Moved by Director Irelan and seconded  
by Director Brown to approve the 2019  
Budget.  
Motion carried 3-0**

## 6. **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.

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

Chris informed the Board that Northern Water would like to partner with the District in regards to NISP mitigation. Northern Water would like to use the existing wet lands to aid with the Poudre River water quality. Chris stated that he would continue to work with Northern Water on the project.

The manhole re-lining project was done except for hydro seeding of the area that will take place in the spring.

The new Ferric Chloride Building at the Ptarmigan Lift Station is about two months from being complete. The plan is to optimally add Ferric Chloride at the lift station in order to control the nutrients at the Plant.

During the equipment selection workshop, less expensive equipment was selected. This leaves budget availability for spare parts to be ordered and on hand.

Chris Matkins discussed the new website. The website was recently launched. Chris asked the Board if they would like to engage with a photographer to add their photos to the website. The Board agreed.

### 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 7 taps were sold for the month of November with revenues totaling \$38,250. 550 taps have been sold for the year for a total of \$4,356,250.

## 7. **Other Business**

Chairman Ling asked the Board for clarification regarding holiday bonuses for employees who have left the District during the year. The Board and Chris discussed the District awarding bonuses to employees who left during the year. Chris stated that the District had not done so in the past.

Director Brown stated that he would like to review all bonuses and create a structure to award employees.

## 8. **Disbursements**

The Manager presented disbursements for November 2018 in the amount of \$825,577.69. After discussion, it was:

**Moved by Director Irelan and seconded  
by Director Brown to approve the  
disbursements for November 2018.  
Motion carried 3–0**

**9. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:20 AM.

Respectfully,

/s/ James D. King

/s/ Clara White

Date Approved

1/9/2019