

RECORD OF PROCEEDINGS

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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

FEBRUARY 13, 2019

The Regular Meeting of the South Fort Collins Sanitation District was held on February 13, 2019 at 9:00 a.m., at 2560 E. County Road 32, Fort Collins, CO 80528.

**1. Roll Call**

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

Excused Absence: Director James Stewart

Others Present: Chris Matkins, District Manager, Eric Bailey, Plant Superintendent, Amanda Proctor, District Controller, Jason Meier, Kile Snider and Dave Oerke of Jacobs Engineering

**2. Reading of the Minutes**

The Minutes of the Regular Meeting of January 9, 2019 were read and approved.

**3. Public Comments**

None

**4. SFCSD Staff Introduction**

Jason Meier, Lead Lab Operator III, introduced himself to the Board and discussed his role in the treatment process.

**5. WRF Construction Project Update**

Dave Oerke and Kile Snider, Jacobs Engineering, provided an update on the wastewater treatment plant expansion. He stated that the final design of the expansion came in under budget by approximately \$350,000. Dave stated that the District has all plans approved with the State, but is still waiting on Larimer County to get the final site plan approved and receive the building permit. Dave said all items requested by the County have been provided to them. We are now waiting on their review process. Dave stated that in regards to the onsite work, there has been significant demolition work done to the CSSD building including concrete pads placed for RAS pumps in the CSSD building.

**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. Eric stated that the 4<sup>th</sup> quarter WET test resulted in a failure. The Plant is currently in accelerated testing. The Plant is also now starting to track bacterial counts to gather more data to aid in negotiating the state permit in future.

The Board discussed the testing and the measurements with Eric.

Eric informed the Board that the biosolids are now being hauled to Kersey for composting and other beneficial uses of the biosolids. This will reduce our costs for biosolids removal.

**B. General Information – Chris Matkins**

Chris stated that in regards to the rate study report, Raftelis is updating the report to more accurately reflect the Board’s discretion in rate setting.

Chris asked for Ernie and Gary’s biographies for the website.

Chris stated that the Board room modifications will cost approximately \$15,000. The cost will be split with FCLWD.

Chris informed the Board of a recent ransomware event. Steps are being taken to understand what happened and how long the recovery will take.

Chris updated the Board regarding the potential litigation. He stated that he has not received any further communication regarding the issue.

Chris stated the onsite staff training with CPS HR Consulting did take place on January 28, 2019.

District and Jacobs staff will be attending a Water Environment Federation/International Water Association conference in Fort Lauderdale in May to present an accepted paper featuring the SFCSD Plant Expansion.

Lastly, Chris stated that on April 30, 2019 from 6-8 PM there will be an open house with both Districts.

**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 21 taps were sold for the month of January with revenues totaling \$136,400.

**7. Other Business**

None

**8. Disbursements**

The Manager presented disbursements for January 2019 in the amount of \$737,267.71. After discussion, it was:

**Moved by Director Young and seconded  
by Director Irelan to approve the  
disbursements for January 2019.  
Motion carried 4–0**

**9. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 10:45 AM.

Respectfully,

/s/ James A. Ling

/s/ Clara Whitman

Date Approved

3/19/2019