

RECORD OF PROCEEDINGS

MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

MARCH 19, 2019

The Regular Meeting of the South Fort Collins Sanitation District was held on March 19, 2019 at 3:00 p.m., at 5150 Snead Drive, Fort Collins, CO 80525.

1. Roll Call

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

Excused Absence: None

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, and Bob Cole, Special Counsel

2. Reading of the Minutes

The Minutes of the Regular Meeting of February 13, 2019 were read and approved.

3. Public Comments

None

4. Executive Session to Receive Legal Advice from Counsel Regarding Use of District Computers. Section 24-6-402(4)(B), C.R.S.

It was moved by Director Young and seconded by Director Stewart to enter Executive Session to receive legal advice from Bob Cole, District Special Counsel, regarding use of District computers according to Section 24-6-402(4)(B) of the Colorado Revised Statutes.

Motion carried 5-0

Upon exiting the Executive Session, Chris provided the Board with correspondence that was received and addressed to the Board.

5. Petition of Inclusion for Steamboat Partners Investment, LLC and River Bluff Ventures, LLC for a Total of 410.74 Acres of Land

Chris presented the petitions of inclusion to the Board and discussed the process of the petitions. The Board made inquiries as to the potential for flooding in the area and the safeguards that will be used. After discussion, it was:

Moved by Director Stewart and seconded by Director Irelan to schedule a public hearing for the petitions at the next regularly scheduled meeting.

Motion carried 5-0

6. WWTP Construction Project Update

Chris presented pictures of the construction that is taking place. Chris stated that the building permit from Larimer County was received.

Director Ling requested to have the April meeting at the Plant in order to tour the construction site after the meeting.

7. 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.

Chris stated that the Plant is beta testing an aqueous hydrogen sulfide measuring tool. This tool will be helpful in measuring the differences between using bioxide and ferric.

Chris also stated that Eric is experiencing hiring roadblocks for the open operator position at the Plant related to experience and pay. Eric will continue to advertise and look for candidates.

B. General Information – Chris Matkins

Chris stated that he and other staff are covering the District Engineer position for the short term. He stated that an Engineering consultant, Chris Pletcher with CivilWorx, will be used to fill in the gaps and aid with plan review. The Board discussed the difference between a contractor and an employee to ensure that the District does not encounter any legal employment issues.

Chris handed out the final version of the Raftelis rate study report to the Board.

Chris provided an update to the Board regarding the ransomware. He stated that the Districts have recovered from the ransomware. He stated that the ransom was not paid. District personnel have looked several times to confirm that customer data was not a part of the event. As a precaution, the District and the new IT firm will be going over this one more time to ensure that customer data was not compromised in any way. Also, there will be IT specific staff training this year for employees.

Chris stated that the Ptarmigan Lift Station Pumps have been delivered and are waiting for installation by Hydro. He estimated that the transition from bioxide to ferric will take place in about a month.

Chris stated that the annual financial statement audit has started. The auditors will be presenting the financial statements in June.

Chris informed the Board about the new sound system that was installed in the front office. Also, the new TV's for the Board room have been delivered and are waiting installation.

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

Lastly, Chris stated that he will be at a conference with Jacobs to present a paper on the Plant. The dates conflict with the May Board meeting. After discussion, it was:

**Moved by Director Stewart and
seconded by Director Ling to re-
schedule the May meeting from May 8th
to May 15th.
Motion carried 5–0**

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 23 taps were sold for the month of February with revenues totaling \$173,600. For the year, 44 taps have been sold with revenues totaling \$310,000.

8. **Other Business**

None

9. **Disbursements**

The Manager presented disbursements for February 2019 in the amount of \$1,562,911.92. After discussion, it was:

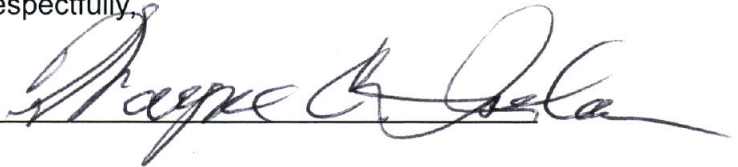
**Moved by Director Brown and seconded
by Director Irelan to approve the
disbursements for February 2019.
Motion carried 5-0**

10. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 4:45 PM.

Respectfully,

/s/



/s/



Date Approved

4/10/19