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MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

MAY 15, 2019

The Regular Meeting of the South Fort Collins Sanitation District was held on May 15, 2019 at 9:00 a.m., at 2560 E. County Road 32, Fort Collins, CO 80528.

**1. Roll Call**

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

Excused Absence: Director James Ling

Others Present: Chris Matkins, District Manager, Amanda Proctor, District Controller, Eric Bailey, Plant Superintendent, Dave Haughey, Pretreatment Coordinator, Mike Hoffman, Will Welch and John Tufte

**2. Reading of the Minutes**

The Minutes of the Regular Meeting of April 10, 2019 were read and approved.

**3. Public Comments**

None

**4. Petition of Inclusion for Interstate Holdings and B3 Ventures Property**

Mike Hoffman, Will Welch and John Tufte presented the requested inclusion of about 22 acres in the I-25 and Highway 392 area. After discussion, it was:

**Moved by Director Young and seconded  
by Director Stewart to set the public  
hearing for the inclusion at the Regular  
June Board Meeting.  
Motion carried 4-0**

**5. 2019 EPA Audit Update**

Dave Haughey, Pretreatment Coordinator, presented the Environmental Protection Agency (EPA) audit process for wastewater treatment facilities. He then went through a timeline of past EPA audits and findings.

Dave and Chris stated that in the next couple of months they will be going through the EPA's findings with the Board.

**6. Construction Project Update**

Chris provided an update on the WWTP expansion. He stated that the project is still on budget and on schedule. The contractor successfully acquired an FAA permit for the onsite crane activities. He stated that Hydro Construction will be providing a tour after the Board meeting.

**7. Multi-Family Service Charge Delay Request**

Chris stated that a multi-family project developer has sent in a written request to delay monthly service charges on a project until temporary certificate of occupancy is received. Chris stated that normally monthly service charges begin, for every tap, the day after it is purchased.

The Board discussed possible constraints, including minimum building sizes, rebate time limitations of 1 year, multi-family classification only, and rebate based, with no changes to the existing processing of fees and charges. Directors Irelan and Stewart supported a process and policy to be developed, rather than approving single projects. Chris stated that staff would develop a draft policy to present to the Board at the June meeting for Board consideration.

**8. IT Network and Overhaul Stabilization Update**

Chris stated that the proposal for the IT network overhaul with labor and equipment is approximately \$100,000. Amanda Proctor, District Controller, is recommending that the District pay for 33% of the project and FCLWD pay 67% of the project. The cost split is the percentage used in the management fee for the office department allocation. There were no Board objections to the cost split.

The Board discussed the project, backups and ongoing support. Chris stated that at the joint Board meeting with FCLWD, Greystone will attend to present the IT network overhaul project, discuss backups, and their on-going monthly service plan.

**9. Collections Vehicle Replacement**

Chris stated that the details of the trade-in and purchase of a new fleet vehicle are included in the Board packet. After discussion, it was:

**Moved by Director Brown and seconded  
by Director Young to approve the fleet  
vehicle purchase and trade-ins.  
Motion carried 4-0**

**10. 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 the Plant is seeing positive results with ferric dosing at the Ptarmigan Lift Station. He also stated that a new Machinist is being used to fix auger parts on the solid compactor which results in cost savings versus buying a new part.

**B. General Information – Chris Matkins**

Chris attended a solids conference with Jacob’s Engineering to present a paper on the expansion. He stated that the session was full and the District received great feedback and excitement regarding the project and innovations. He thanked the Board for authorizing staff attendance. The Board supported additional opportunities for Eric and his staff this summer in Minneapolis.

Steamboat Partners Investment, LLC and River Bluffs Ventures, LLC requested additional time to gather the information the Board requested regarding their inclusion this information included floodplain elevations, floodplain modeling results and county building permit support for the project. They are expected to attend the June meeting. Chris stated that the District lawyer will also attend to provide guidance on the inclusion process.

Managers, Supervisors, and potential supervisors will be attending an in-house training by CPS. This is the second of four trainings that will be completed this year.

Chris received a request for the District to help with a condemnation of a property by a developer. The Board stated that they would not aid with the condemnation.

Chris recommended engaging with an architect to do a master plan study on the admin building site on what the future needs will be for build out. There were no objections from the Board.

Chris stated that in June, SDA will be having their annual Board workshop in Windsor.

The Joint Board meeting with FCLWD is scheduled for May 24, 2019 at 9:00 a.m.

**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 19 taps were sold for the month of April with revenues totaling \$111,600. For the year, 81 taps have been sold with revenues totaling \$539,400.

**11. Other Business**

None

**12. Disbursements**

The Manager presented disbursements for April 2019 in the amount of \$2,014,535.93. After discussion, it was:

**Moved by Director Stewart and  
seconded by Director Brown to approve  
the disbursements for April 2019.  
Motion carried 4–0**

**13. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:15 AM.

Respectfully,

/s/ James D. King

/s/ Clara Mills

Date Approved

6/12/2019