
MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

JUNE 12, 2019

The Regular Meeting of the South Fort Collins Sanitation District was held on June 12, 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, James Ling, Gary Young and Ernie Brown

Excused Absence:

Others Present: Chris Matkins, District Manager; Amanda Proctor, District Controller; Eric Bailey, Plant Superintendent; Joe Fonfara, District's Legal Counsel; Alicia Beard, WildRock; Dave Oerke, Jacobs Engineering; Dino DiTullio, Steamboat Partners; Andy Reese, Northern Engineering; Shana Morgan, Steamboat Partners; Brad Anderson, Anderson Consulting; Chris Serbousek, River Bluffs Ventures; Mike Hoffman, Will Welch and John Tufte.

2. Reading of the Minutes

The Minutes of the Regular Meeting of May 15, 2019 were read and approved.

3. Public Comments

None

4. Communication and Public Relations Proposal

Alicia Beard, WildRock, presented, to the Board, a proposal to provide marketing and public relations services to the District. Alicia discussed the benefit of conveying information through multiple channels of communications to ensure the public is informed. After Board discussion, it was:

**Moved by Director Stewart and
seconded by Director Brown to approve
the contract with WildRock
Motion carried 5-0**

5. Public Reading for Petition of Inclusion for Interstate Holdings and B3 Ventures

The public hearing for the presented petition was opened. Chris Matkins, District Manager, read through the petition for inclusion of 19.9 acres of land and answered questions regarding the inclusion process. He stated that there had been no communication received against the inclusion. The public hearing was closed. After Board discussion, it was:

**Moved by Director Irelan and seconded
by Director Young to accept the petitions
of inclusion for 19.9 acres.
Motion carried 5-0**

6. Further Considerations of Petition of Inclusion: Steamboat Partners Investments, LLC and River Bluff Ventures, LLC for 410.74 Acres of Land

Dino DiTullio, Steamboat Partners, discussed the process of getting a development approved in a floodplain. He discussed the County's floodplain administrator and the flood review board.

Brad Anderson, Anderson Consulting, discussed the floodplain mapping in the County and with the project. He stated that his firm is working on updating the floodplain map within the area. He also stated that there will not be any basement or floor drains that will be lower than the floodplain. Brad stated that the updated FEMA modeling had been submitted to the County and surrounding municipalities to be included in the larger maps and modeling.

Directors Brown and Ling expressed concerns regarding the Ptarmigan Lift Station and the potential for the District's infrastructure and wastewater flows during flood events to be negatively impacted.

Dino stated that the County determines land use and ensures that anything built will not infiltrate the existing infrastructure under the 100-year flood design standard.

Joe Fonfara, District legal counsel, verified that the Board can deny or accept the request in whole or part.

Director Stewart requested the floodplain administrator to attend and explain the process and to educate the Board.

Director Irelan asked questions about the sewer infrastructure that is being proposed. Dino stated that it has not been designed yet. Chris Matkins verified that the District will be involved in the process of reviewing the proposed infrastructure.

Chris stated that he will request the County floodplain administrator to attend a future meeting.

Director Ling requested to understand what the old floodplain was, what changed, and what it looks like today with the revisions. Director Ling expressed concern for the lift station and potential harm to customers, should flooding occur. After discussion, it was:

**Moved by Director Young and seconded
by Director Brown to continue the
hearing at the July Board Meeting.
Motion carried 5-0**

7. Construction Update and Solids Disposal Study

Dave Oerke, Jacobs Engineering, provided an update on the construction. He stated the project continues to be on time and on budget. He stated that all submittals are up to date and the new design drawings were issued for the blower building to match the selected blowers. Dave stated that there are two major concrete pours that will be done for the step feed aeration basin. The ATAD facility has installed wall pipes and the wall formwork and reinforcement is being completed.

Dave also discussed a proposal to complete a Class A Biosolids study to determine options for the disposal. He stated that the most common uses for the biosolids is for agriculture, parks and athletic fields, and land reclamation.

Director Stewart stated that he'd like to have a meeting with Chris and Hageman's Earth Cycle to discuss a potential partnership regarding the biosolids disposal. The Board discussed the value and possibilities of the solids.

8. Proposed Change in Multi-Family Service Charge

Amanda Proctor, District Controller, presented a proposal to the Board to rebate service charges for multi-family sewer only projects. After discussion by the Board, they requested a Resolution at the next Board meeting in order to enact the rebates.

9. 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 Plant passed the second quarter WET Test.

Matt Carrillo, the District's new Plant employee, was introduced to the Board

Eric stated that he and Jason will be attending a conference and thanked the Board for their continued support in their education.

B. General Information – Chris Matkins

Chris informed the Board that the District Controller position has been identified by the FCLWD Board of directors as the Custodian of Records and recommends the Sewer Board adopt this approach as well and reflect this in the Board minutes. The Board concurred.

In the Timnath area there are approximately 14 Metro Districts. If the Districts state, in their service plan, that they will be providing sanitary sewer service an overlapping consent IGA must be requested. There are several Districts who have not requested this. In the future, there may be consent IGA's that will be presented to the Board.

Chris stated that Amanda will be working with Employers Council to perform a benefit and insurance package analysis.

Chris stated that the new IT backups are working properly both locally and on the cloud. Each night the backups are being tested to ensure they can be restored properly. The major IT project is broken into three smaller projects. The first project involving network overhaul and stabilization has started.

There have been no responses received from the recent Coloradoan article.

As part of the NISP project, Northern Water must provide environmental mitigating projects. Part of that is creating new wetlands. Northern Water will attend a future Board meeting to discuss opportunities for partnership with the SFCSD.

The EPA final audit was received. More details will be presented in the coming months.

The architect master plan for the administrative building has been kicked off. The administrative building also had a garden in a box planted and a new bike rack installed.

Chris stated that the Ptarmigan Lift Station Ferric dosing is slowly being increased to aid in the phosphorous removal at the Plant. There has been no measurable hydrogen sulfide in the liquid or vapor phase from the lift station to the plant.

Chris stated that in June, SDA will be having their annual Board workshop in Windsor. Chris also reminded the Board of the upcoming SDA annual conference September 17-20.

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 18 taps were sold for the month of May with revenues totaling \$210,800. For the year, 99 taps have been sold with revenues totaling \$750,200.

10. ACM Audit

ACM, LLP presented the audited financial statements to the Board. After discussion, it was:

**Moved by Director Brown and seconded
by Director Young to approve the
December 31, 2018 audit.
Motion carried 5-0**

11. Other Business

Director Young stated that he is interested in old pipe and an old generator that are at the Plant and not in use. He stated that he would be willing to work with Amanda to determine a reasonable amount to purchase the generator. There were no objections from the Board.

12. Disbursements

The Manager presented disbursements for May 2019 in the amount of \$2,593,153.11. After discussion, it was:

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

13. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:15 PM.

Respectfully,

/s/ James A. Ling

/s/ Kevin P. Allen

Date Approved

7/10/2019