
MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

AUGUST 14, 2019

The Regular Meeting of the South Fort Collins Sanitation District was held on August 14, 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; Chris Pletcher, Contract District Engineer; Kile Snider, Jacobs Engineering; Dino DiTullio, Steamboat Partners; James Darrick, Anderson Consulting; Chris Serbousek, River Bluffs Ventures; Dan Brown, River Bluffs Ventures; Eric Tracey, Larimer County Floodplain Administration; Dallas Horton and Mary Wohnrade, Fossil Creek Metro Districts

2. Reading of the Minutes

The Minutes of the Regular Meeting of July 10, 2019 were read and approved with corrections.

3. Public Comments

None

4. County Flood Plain Analysis for Three Bells Inclusion Request

Eric Tracey, Larimer County Floodplain Administrator, presented an overview of the Larimer County Floodplain regulations. He stated that the cumulative amount of building in the flood fringe can only raise the floodplain by six inches.

Dino DiTullio, River Bluffs Ventures, provided new additional information regarding the recent removal of an earthen berm. Dino and James, Anderson Consulting, explained that this berm likely caused the 2013 inundation of the Ptarmigan lift station site. James and Eric stated that model results confirm that removal of the berm should ensure that the Ptarmigan lift station, under similar flooding conditions, will see a lowered flooding risk.

He stated that currently the hatches of the Ptarmigan lift station are about two feet above the 100-year floodplain. Therefore, if the flood fringe was 100 percent filled, the hatches would still be about 1.5 feet above the floodplain.

After Board discussion, it was:

**Moved by Director Young and seconded
by Director Stewart to accept the petition
of inclusion.
Motion carried 5-0**

5. Public Reading for Petition of Inclusion for 4.294 Acres of Land – Mark and Mary Brophy, Fort Collins Montessori School

The public hearing for the petition was opened.

Chris Matkins, District Manager, stated that the hearing had been noticed according to C.R.S. requirements and read through the petition for inclusion of 4.294 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 petition
of inclusion of 4.294 acres.
Motion carried 5–0**

6. Horton Overlapping Consent

Joe Fonfara, the District's attorney, explained that overlapping IGA's are a requirement when there are two Special Districts providing the same service in a service area: East Fossil Creek Ranch Metropolitan Districts Nos. 1-2. The two Metro Districts will be financing their sewer infrastructure; therefore, the Board must approve the overlapping consent IGA. Once the infrastructure is complete, the infrastructure will be turned over to the District to own and maintain it in perpetuity.

After Board discussion, it was:

**Moved by Director Stewart and seconded
by Director Brown to accept the
overlapping consents for East Fossil
Creek Ranch Metropolitan Districts Nos.
1-2 as presented.
Motion carried 5–0**

7. Jacobs Construction Update

Kile Snider from Jacobs Engineering informed the board that the project is on time and on budget. Currently Hydro is rehabbing the ATAD building foundation, and the drum screens have been installed in the CSSD building.

8. 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

Jason Meier and Eric attended a nutrient conference. They both appreciated the opportunity to attend and learn more about nutrient removal.

Amanda Proctor, controller, provided an update regarding the technology park tap fees and monthly rate charges. She stated that no tap fees have been paid for, but we have been receiving payment for the monthly rate charges.

Amanda also informed the Board regarding hail damage to District trucks and the Admin building. The insurance payouts have already been received and the District is deciding on whether to repair the damage to the trucks as it is only cosmetic.

Regarding the litigation, the District has retained Nathan Dumm and Mayer and a response has been filed.

Draft budgets will be delivered to the Board in September. These budgets will be reviewed in October and a work session will be scheduled. A few of the budget highlights include: holding one position open for collections; utility locate expenses will be increasing due to increased requests for locates; FCLWD will be budgeting for an additional engineer to provide redundancy which will affect the management fee.

The Board made inquiries into succession planning for key District staff. Chris stated that this is currently ongoing.

Chris introduced the new District Engineer, Chris Pletcher.

The safety program is in place and has an annual schedule set. Additional work remains such as goals, performance evaluations, etc.

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 23 taps were sold for the month of July with revenues totaling \$322,400. For the year, 142 taps have been sold with revenues totaling \$1,243,100.

9. *WildRock Introduction of Claire and Annika*

Alicia Beard of WildRock introduced two other members of the WildRock team, Claire and Annika. She discussed their roles and upcoming marketing plans.

10. *Other Business*

The Board inquired into Duck Lake and Carpenter Road. Potential solutions were discussed and the parties that will need to be involved.

11. *Disbursements*

The Manager presented disbursements for July 2019 in the amount of \$1,928,680.16. After discussion, it was:

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

12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:45 AM.

Respectfully,

/s/ James D. King

/s/ Kevin M. Mc

Date Approved

9/11/19