

RECORD OF PROCEEDINGS

MINUTES

SOUTH FORT COLLINS SANITATION DISTRICT

OCTOBER 9, 2019

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

1. Roll Call

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

Excused Absence: Directors James Stewart

Others Present: Chris Matkins, District Manager; Amanda Proctor, District Controller; Eric Bailey, Plant Superintendent; Chris Pletcher, District Engineer; and Dave Oerke of Jacobs

2. Reading of the Minutes

The Minutes of the Regular Meeting of September 11, 2019 were read and approved with corrections.

3. Public Comments

None

4. Petition of Inclusion for 41.75 Acres of Land

Chris Pletcher, District Engineer, presented a petition of inclusion to the Board and discussed the process of the petition. The Board made inquiries into the availability of infrastructure to support the area. Chris stated that sanitary service is available in the area and one existing farmhouse will continue to be supported by the existing septic system. After discussion, it was:

**Moved by Director Irelan and seconded by Director Brown to schedule a public hearing for the petition at the next regularly scheduled meeting.
Motion carried 4-0**

5. Budget Update and Scheduling of Public Hearing

Chris Matkins discussed the main budget drivers and discussed tap fees for the budget. The Board discussed whether an increase for tap fees was needed or whether tap fees would remain unchanged for 2020.

After discussion, it was;

**Moved by Director Brown and seconded by Director Irelan to set the date of the public hearing for the budget and rates to be at the next regularly scheduled meeting.
Motion carried 4-0**

6. Technology Park Fees and Charges Update

Amanda Proctor updated the Board regarding the technology park customers. She stated that all tap fees and monthly charges have been paid. She stated that staff did a great job of communicating with the customers to work out a plan to receive payments. Going forward, staff will conduct visual inspections of the area twice per year.

7. Construction Update

Dave Oerke, Jacobs Engineering, presented an update on the construction. The project remains on time and on budget. In the past month, the walls of the step feed aeration basin were placed. The hydrostatic test on the step feed aeration basin will start today. On the ATAD Building, the majority of the masonry walls have been installed. Concrete continues to be poured for the odor control structure and the secondary clarifier.

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. Eric stated the results from the ferric test have not been received back. He is still working on investigating the cause of the biologic even from last month.

B. General Information – Chris Matkins

Chris Pletcher is working with the Treatment Plant staff and the Pretreatment Coordinator to start flow monitoring on the interceptors coming into the Plant. The information will help kick off the Master Plan in 2020.

Chris Matkins stated that the discussions with Hagemans and the Class A solids removal is continuing. In November there will be a report to the Board regarding the possibilities for disposal of the solids. Director Brown asked if there was any risk to the District in giving away the solids. Chris stated that he would look into the matter further.

Chris stated that Managers have assigned vehicles and incur some personal use of the vehicle. The personal use is included in gross pay of the employee and the personal miles will be tracked. There were no Board objections to this practice.

Chris stated that the District is continuing to provide IT Training to employees by utilizing phishing campaigns.

A second Engineer position will be requested at the next FCLWD Board meeting. This will increase the Management fee.

Chris provided an update on the September 30, 2019 re-organization that occurred.

The Architectural Master Plan will be presented in November with a few site options being recommended. The Admin building is a FCLWD asset; therefore, FCLWD will be bearing the cost of the project which may result in a rent increase to SFCSD.

The Executive Administrative Professional will be starting on October 15, 2019. She will be making changes to some of the Board processes.

The Board Calendar and upcoming events were reviewed.

Chris stated that he will be meeting with the Timnath Town Manager to discuss amending the IGA per the EPA's Audit recommendation.

Lastly, Chris provided an update on the lawsuit with Journey Homes. He stated that the attorneys are gathering statements from employees.

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 6 taps were sold for the month of September with revenues totaling \$220,100. For the year, 180 taps have been sold with revenues totaling \$2,290,900.

9. **Other Business**

None

10. **Disbursements**

The Manager presented disbursements for September 2019 in the amount of \$1,849,170.27. After discussion, it was:

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

11. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:30 AM.

Respectfully,

Isl James D. Lincy

Isl Clive Allen

Date Approved

11/12/2019