



South Fort Collins Sanitation District

Record of Proceedings

MINUTES

The Regular Meeting of the South Fort Collins Sanitation District was held on December 11, 2019 at 9:00 am at 5150 Snead Drive, Fort Collins, Colorado 80525. The work session was properly noticed pursuant to Code [§§32-1-903\(1\)-\(2\) and 24-6-402\(2\)\(c\), C.R.S.](#)

1. Roll Call

Present:

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

Excused Absence:

Others Present:

Chris Matkins, District Manager; Brittany Lamb, Executive Administrative Professional; Dave Haughey, District Pre-Treatment Coordinator; Alicia Beard, WildRock; Annika Deming, WildRock

2. Public Comments

None.

3. Acceptance of the minutes of the Regular Board Meeting of November 13, 2019

The November 13, 2019 Regular Board Meeting Minutes were presented for approval by the Board. A copy of the minutes are included in the Board packet for review.

After Board Discussion, it was:

Moved by Director Young and seconded by Director Brown to approve the meeting minutes of the Regular Board Meeting of November 13, 2019.

Motion Carried 5-0.

4. Acceptance of the 2020 Transparency Notice

The 2020 Transparency Notice was presented for Board approval. Pursuant to Code [§32-1-809](#), Colorado Revised Statutes for Transparency Notices are to be filed with the Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

After Board Discussion, it was:

Moved by Director Brown and seconded by Director Stewart to approve the 2020 Transparency Notice.

Motion carried 5-0.

5. WildRock Update

Alicia Beard and Annika Deming from WildRock were present to give the Board an update on the past six months efforts. (A copy of the presentation is included in Exhibit A.) Ms. Beard discussed the updated website and social media efforts that have generated new visitors and engagements with the District webpages.



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Discussion was generated around the quarterly newsletter transitioning to a monthly newsletter in 2020.

After viewing the progress WildRock has made in marketing efforts with the District, Ms. Beard presented recommendations for moving into 2020. These recommendations include expanded social media services, more in-depth newsletter inclusions, and additional website content development.

After Board Discussion, it was:

Moved by Director Young and seconded by Director Stewart to authorize the District Manager, Chris Matkins, to extend the WildRock Contract for 2020.

Motion Carried 5-0.

6. EPA Audit Update

Dave Haughey, District Pre-Treatment Coordinator, was present to discuss an update to an EPA (Environmental Protection Agency) Audit. Mr. Haughey reviewed portions of a recent Pretreatment Response letter from the EPA. Discussion centered around revision and reevaluation of rules and regulations, development of local limits, and inspections of companies to ensure they are following the District's rules and regulations.

Mr. Haughey also discussed a letter the District received from the EPA stating the District violated the Clean Water Act because of deficiencies in the treated water. Mr. Matkins requested the Board work with legal counsel on the issue, and he will set up a conference call with the EPA to understand what the District needs to do to fix the issue.

After Board Discussion, it was:

Moved by Director Brown and seconded by Director Young to authorize Mr. Matkins to work with Bob Cole on resolving the EPA Letter.

Motion Carried 5-0.

7. Timnath IGA Update/Resolution

This item was tabled until January 2020.

8. Manager's Report

A. General Information/Plant Operations Report

A copy of the Manager's report is available in the Board packets. Mr. Matkins highlighted the importance of staff development and plans for potentially sending employees to the WefTec Conference in the future.

B. Financial Statements

Financial Statements prepared by the District Controller, Amanda Proctor, were included in the Board packet for review.

C. Tap Purchases

The manager reported that 14 taps were sold for the month of November with revenues totaling \$117,800.00. For the year, 215 taps have been sold with revenues