

NOTICE OF REGULAR MEETING OF SPRING CANYON WATER AND SANITATION DISTRICT

This meeting is being held via telephone and video conference and may be joined the following ways:

Join Via Web Browser:

<https://bit.ly/Regular2023>

+1 323-694-0227,,445046158#

Phone Conference ID: 445 046 158#

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Board of Directors of the Spring Canyon Water and Sanitation District, Larimer County, Colorado, has been scheduled for Wednesday, January 25, 2023 at 6:00 p.m. via teleconference.

Board of Directors

Tim Schmitt, President/Chairman

Term Expires: May 2023

Richard Emery, Vice President/Vice Chairman

Term Expires: May 2025

Tim Mather, Director

Term Expires: May 2025

James Gerard, Treasurer

Term Expires: May 2023

Chris Goemans, Director

Term Expires: May 2023

AMENDED AGENDA

A. ADMINISTRATIVE MATTERS

- A. Call to Order
- B. Declaration of Quorum/Director Qualifications/Conflicts of Interest
- C. Approval of Agenda
- D. Approval of Minutes from December 7, 2022
- E. Adopt Resolution 23-01-01 Establishing Regular Meeting Dates, Times, Location of Agenda Posting
- F. Adopt Resolution 23-01-02 Call for Regular Election
- G. Public Comments, limited to three minutes per person.

B. FINANCIAL MATTERS

- A. Consideration of December 2022 Disbursements
- B. Pinnacle Consulting 2023 Addendum of Services
- C. Consideration of CivilWorx Task Order 2023-01 General On Call Services

C. OPERATIONS AND MAINTENANCE MATTERS

- A. Engineer's Report
- B. Operations Report

D. MANAGEMENT MATTERS

- A. Manager's Report

E. OTHER MATTERS

F. EXECUTIVE SESSION

- A. Pursuant to CRS 24-6-402(4)(f), for discussion of personnel matters

*The next regular meeting and Budget Hearing is scheduled for February 22, 2023 at 6:00 p.m.

By/s/ Darla Howard, Secretary for the meeting

MINUTES OF THE REGULAR MEETING OF
SPRING CANYON WATER AND SANITATION DISTRICT
HELD
December 7, 2022

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, December 7, 2022, at 6:00 p.m.

ATTENDANCE

Directors in Attendance

Tim Schmitt, President
Tim Mather, Director
JJ Gerard, Treasurer
Rick Emery, Vice President
Chris Goemans, Director

Also, In Attendance

Chris Olson, Darla Howard, Tayler Pelletier, SCWSD
Jennifer Ondracek, Pinnacle Consulting Group
Justin Beckner, CivilWorx
Others:

**ADMINISTRATIVE
MATTERS**

Call to Order -The Regular Meeting of the Board of Directors of Spring Canyon Water & Sanitation District was called to order by Chairman Schmitt 6:05 p.m. He noted that a quorum was present. All Directors also confirmed their qualification to serve on the Board, and that prior to the meeting they had been notified of the meeting.

Agenda - Manager Olson requested item Other Matters be placed on the agenda to follow Management Matters. Upon motion duly made by Director Mather, and seconded by Director Emery, it was unanimously

RESOLVED to approve the December 7, 2022 agenda as amended.

Approval of Minutes -The Directors reviewed the minutes of the November 16, 2022 Regular Meeting. Upon motion duly made by Director Goemans, and seconded by Director Emery, it was unanimously

RESOLVED to approve the Minutes of the November 16, 2022 Regular Meeting.

Adopt Resolution 22-12-01 – Upon motion duly made by Director Gerard, seconded by Director Goemans, it was unanimously

RESOLVED to adopt Resolution 22-12-01 Establishing Budget Year 2023 District Participation Deferred Compensation Supplemental Retirement Plan authorizing an annual contribution of five percent (5%) of the base salary of each eligible employee into the pre-existing 457b Deferred Compensation Retirement Plan.

Public Comments – There were no public comments.

FINANCIAL MATTERS

Disbursements – The Directors reviewed the November 2022 Disbursements identified by checks #3417 through #3422 and 3429 through 3441 totaling \$28,153.34. Upon motion duly made by Director Gerard and seconded by Director Goemans, it was unanimously

RESOLVED to ratify the November 2022 Disbursements totaling \$28,153.34.

FY 2023 Audit – Upon motion duly made by Director Goemans, seconded by Director Gerard, it was unanimously

RESOLVED to approve the FY 2022 Audit Engagement letter from WIPFLI LLC.

PUBLIC HEARING FY 2023 BUDGET

Public Hearing Proposed Fiscal Year 2023 Budget Expenditure Funds and Mill Levy Setting
Chairman Schmitt opened the Public Hearing to consider the proposed Fiscal Year 2023 Budget. Ms. Ondracek stated the mill levy would be filed with Board of County Commissioners by the December 15th due date. There being no public comments, Chairman Schmitt closed the Public Hearing for proposed Fiscal Year 2023 Budget.

Upon motion duly made by Director Gerard, seconded by Director Goemans, it was unanimously

RESOLVED to adopt Resolution 22-12-02 Summarizing Revenues and Expenditures, adopting a Budget, setting forth Mill Levies, and Appropriating Sums of Money to the General Fund in the amounts and for the purposes set forth herein, for the Spring Canyon Water and Sanitation District, Larimer County, Colorado, for the calendar year beginning the first day of January 2023 and ending the last day of December 2023.

OPERATIONS AND MAINTENANCE MATTERS

Engineer’s Report - The Directors reviewed the Engineer’s Report provided by Justin Beckner. Mr. Beckner discussed the price received from Gerard Excavation for rock exploration. He presented the Directors with a task order for Project Administration, inclusive of the rock exploration cost, of the Holiday Loop Project. After consideration and review, and upon motion duly made by Director Emery, seconded by Director Goemans, it was unanimously

RESOLVED to approve Civil Worx Task Order 22-02, for Project Administration of the Holiday Loop Project.

Operations Report – The Directors reviewed the Operations Report prepared by Tayler Pelletier.

MANAGEMENT MATTERS

Manager Olson reviewed his report with the Directors.

EXECUTIVE SESSION

Upon motion duly made by Director Gerard, seconded by Director Mather, it was unanimously

RESOLVED to convene in Executive Session, pursuant C.R.S. 24-6-402(4)(f) for discussion of personnel matters.

Chairman Schmitt reported: “It is December 7, 2022 and the time is 7:15 p.m. I am the presiding officer of the Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District. As required by Colorado Open Meetings Laws, the Executive Session is being recorded. Present at the Executive Session: Tim Schmitt, James Gerard, Tim Mather, Rick Emery, and Chris Goemans. The Board was advised to confine all discussion to the stated purpose of the Executive Session. The Board was further advised that if at any point in the Executive Session, a participant believes that the discussion is beyond the proper scope of the Executive Session, such participant

should interrupt the Executive Session and make an objection. The Executive Session was recorded pursuant to the Open Meeting Law. Executive session ended at 7:39 p.m. Present at the Executive Session at conclusion were Tim Schmitt, James Gerard, Tim Mather, Rick Emery, and Chris Goemans. The Board did not engage in substantial discussion of any matter not enumerated in C.R.S. 24-6-402(4)(f). The Board did not adopt any proposed policy, position, rule, regulation, or formal action.

The public meeting was reconvened 7:39 p.m.

NEXT MEETING

The next Regular Board Meeting is scheduled for Wednesday, January 25, 2023.

ADJOURNMENT

Upon motion duly made by Director Gerard, seconded by Director Goemans, it was unanimously **RESOLVED** to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Darla Howard

Darla Howard, Secretary for the Meeting

RESOLUTION NO. 23-01-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SPRING CANYON WATER AND SANITATION DISTRICT**

**ESTABLISHING REGULAR MEETING DATES, TIME AND LOCATION, AND
DESIGNATING LOCATIONS FOR POSTING OF 72-HOUR AND 24-HOUR NOTICES**

WHEREAS, pursuant to Section 32-1-903 C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings; and

WHEREAS, pursuant to Section 24-6-402(2)(c) C.R.S., special districts are required to designate annually by the District Board's first regular meeting of each calendar year, the place at which notices of the District's regular and special meetings will be posted at least 24 hours prior to each meeting; and

WHEREAS, pursuant to Section 24-6-402(2)(c) C.R.S. special districts may designate a public website as the place at which notices of the district board's regular and special meetings will be posted at least 24 hours prior to each meeting, and

WHEREAS, the Spring Canyon Water and Sanitation District ("District") Board of Directors ("Board") believes it is in the best interests of the District and the citizens it serves to post notices of regular and special Board meetings online on the District's website, and, to the extent practicable, to link the online Board meeting notices on social media platforms the District may utilize now or in the future, if any; and

WHEREAS, pursuant to Section 32-1-903, C.R.S., all special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the district boundaries unless such provision is waived;

WHEREAS, the provisions of Section 32-1-903, C.R.S., may be waived: (a) if the proposed change of location of a meeting of the Board appears on the agenda of a regular or special meeting; (b) if a resolution is adopted by the board stating the reason for which a meeting is to be held in a location other than under Section 32-1-903(1), C.R.S., and further stating the date, time and place of such meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SPRING CANYON WATER AND SANITATION DISTRICT OF THE COUNTY OF LARIMER, COLORADO:

1. That, regular meetings of the Board of Directors of the Spring Canyon Water and Sanitation District for the year 2023 shall be held on the fourth Wednesday of January through October, the third Wednesday of November, and the first Wednesday of December at 6:00 p.m. at 4908 Shoreline Drive, Fort Collins, Colorado. That,

special meetings of the Board shall be held as often as the needs of the District require, upon notice to each Director and as such other notice as is required by law.

2. That, until circumstances change, and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda(s) of said special and regular meetings.

3. That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s), location(s) and any such objections shall be considered by the Board in setting future meetings.

4. The Board hereby designates its public website, <https://www.springcanyonwsd.com/>, as the 24-hour posting place for meeting notices that are not otherwise posted under Title 32, C.R.S. In accordance with 24-6-402(2)(c), C.R.S. the Board hereby designates the posting location of 4908 Shoreline Drive, Fort Collins, CO 80526 for meeting notices if the District is unable to post a notice online in exigent or emergency circumstances.

RESOLUTION APPROVED AND ADOPTED on this 25th day of January 2023.

SPRING CANYON WATER AND
SANITATION DISTRICT

By: _____
President

Attest:

Secretary

**NOTICE OF SCHEDULE OF BOARD MEETINGS
OF
SPRING CANYON WATER AND SANITATION DISTRICT**

The routine board meetings of the Spring Canyon Water and Sanitation District will
be held via teleconference:

DATE	TIME
January 25, 2023	6:00 PM
February 22, 2023	6:00 PM
March 22, 2023	6:00 PM
April 26, 2023	6:00 PM
May 24, 2023	6:00 PM
June 28, 2023	6:00 PM
July 26, 2023	6:00 PM
August 23, 2023	6:00 PM
September 27, 2023	6:00 PM
October 25, 2023	6:00 PM
**November 15, 2023	6:00 PM
**December 6, 2023	6:00 PM

*Meetings shall consider such business as is appropriate at the time and place of such meetings and meets on the fourth Wednesday of each month except **November meets on the third Wednesday, and December meets on the 1st Wednesday.*

Dated this 25th day of January 2023.

Darla Howard
Board Secretary

RESOLUTION NO. 23-01-02

RESOLUTION OF THE BOARD OF DIRECTORS OF SPRING CANYON WATER & SANITATION DISTRICT

A RESOLUTION CALLING FOR THE 2023 REGULAR DISTRICT ELECTION

WHEREAS, the terms of office of Directors Tim Schmitt, James Gerard and Chris Goemans shall expire after their successors are elected at the regular special district election to be held on May 2, 2023 ("Election") and have taken office; and

WHEREAS, in accordance with the provisions of the Special District Act ("Act") and the Uniform Election Code of 1992 ("Code") or any amendments thereto, the Election must be conducted to elect THREE (3) Directors to serve for a term of Four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Spring Canyon Water and Sanitation District in the County of Larimer, State of Colorado that:

1. The regular election of the eligible electors of District shall be held on May 2, 2023, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Act, the Code and other applicable laws. At that time, three (3) Directors will be elected to serve a four-year term.

2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one (1) polling place at the following location:

4908 Shoreline Drive, Fort Collins, CO 80526

situated in the County of Larimer, State of Colorado. The polling place located at 4908 Shoreline Drive, Fort Collins, CO shall also be the polling place for disabled electors and for eligible electors not residing within the District.

3. The Board of Directors hereby designates Darla Howard as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Act, the Code or other applicable laws. The Election shall be conducted in accordance with the Act, the Code and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

4. Applications for absentee ballots may be filed with the Designated Election Official at 4908 Shoreline Drive, Fort Collins, CO, no later than the close of business on the Tuesday immediately preceding the election (Tuesday, April 25, 2023).

5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no later than the close of business on Friday, February 24, 2023.

6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on February 28, 2023 there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 27, 2023, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

8. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

10. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 25th day of January, 2023.

SPRING CANYON WATER AND SANITATION
DISTRICT

By _____
Tim Schmitt, Chairman

ATTEST:

By _____
Darla Howard, Secretary

**Spring Canyon Water Sanitation District
December 2022 Disbursements**

Check No	Vendor	Description	Amount
E-pay	United States Treasury	FIT taxes (November)	\$4,792.22
3442	Comcast	Internet service	\$175.34
3443	FCLWD/SFCSD	October consumption	\$18,213.24
3444	Glass Doctor	Windshield replacement	\$361.04
3445	Poudre Valley REA	Electric service	\$3,416.49
3446	Ramey Environmental	Contract labor	\$360.00
3447	Chris Goemans	November Board Meeting	\$69.26
3448	Chris S. Olson	Salary	\$2,259.14
3449	Darla Howard	Payroll	\$1,959.63
3450	James Gerard	November Board Meeting	\$69.26
3451	Rick Emery	November Board Meeting	\$69.27
3452	Taylor E. Pelletier	Payroll	\$1,733.48
3453	Tim Mather	November Board Meeting	\$69.26
3454	Tim Schmitt	November Board Meeting	\$69.26
3455	Great West Life & Annuity	Deferred Comp (211.23 District)	\$311.23
3456	UNCC	Locates	\$7.80
3457	Verizon	Phones	\$181.46
3458	Chris Goemans	December Board Meeting	\$69.26
3459	Chris S. Olson	Salary	\$2,259.13
3460	Darla Howard	Payroll	\$1,959.62
3461	James Gerard	December Board Meeting	\$69.27
3462	Rick Emery	December Board Meeting	\$69.26
3463	Taylor E. Pelletier	Payroll	\$1,761.50
3464	Tim Mather	December Board Meeting	\$69.27
3465	Tim Schmitt	December Board Meeting	\$69.26
3466	Chris S. Olson	Bonus	\$893.50
3467	Darla Howard	Bonus	\$807.50
3468	Taylor E. Pelletier	Bonus	\$1,597.00
3469	A+ Fence Deck Landscape	Fence	\$28,026.94
3470	Amazon Capital Services	Office supplies	\$79.51
3471	Civil Worx	General services & Holiday Loop Design	\$2,399.26
3472	Colorado Analytical Labs	Lab analyses	\$316.00
3473	CSD Pool	Property & liability insurance	\$20,803.00
3474	Coloradoan Media Group	Publish budget notice	\$25.25
3475	Comcast	Internet service	\$175.34
3476	First Bank	Gas, office supplies, auto maintenance	\$1,622.21
3477	Frontier Business Products	Copier/printer maintenance contract	\$57.12
3478	Great West Life & Annuity	Deferred comp	\$311.23
3479	Pinnacle Consulting Group	Acctg. Service October & November	\$8,133.75
3480	Ramey Environmental	Contract labor	\$360.00
3481	St. Vrain Companies Inc.	Customer asphalt repair	\$2,750.00
3482	Timber Line Electric	Sandstone tank level detector	\$997.10
3483	FCLWD/SFCSD	November 2022 Consumption	\$17,035.89
3484	Anthem	Adjusted health insurance (November)	\$3,983.03
3485	Poudre Valley REA	Electric service	\$3,614.21
3486	USPS	Jan 1 Billing postage	\$185.24

Total December 2022 Disbursements **\$134,617.03**



**ADDENDUM TO SERVICE AGREEMENT
(SPECIAL DISTRICT CONSULTING SERVICES)**

This ADDENDUM TO SERVICE AGREEMENT (“Addendum”) is made and entered into as of the 25th day of January, 2023, by and between Spring Canyon Water & Sanitation District, a quasi-municipal corporation and political subdivision of the State of Colorado (the “District”) and Pinnacle Consulting Group, Inc., a Colorado corporation, hereinafter referred to as (the “Consultant”), collectively referred to herein as the “Parties.”

The District and the Consultant entered into that certain Service Agreement, dated January 27, 2021 (the “Original Agreement”), pursuant to which the Consultant provides certain services related to the District. Pursuant to Section 4 of the Original Agreement, the District and the Consultant may analyze the Scope of Work and the fee schedules contemplated by the Original Agreement. The Parties may, with mutual consent, adjust the schedule of fees and/or the Scope of Work as deemed appropriate by the Parties. Thus, the Parties desire to adjust the Scope of Work and schedule of fees for calendar year 2023 as contemplated by the Original Agreement.

2023 Special District Consulting Services

Spring Canyon WSD

HOURLY FEE

DISTRICT FINANCE / ACCOUNTING			2023 SERVICES
Accounting	ACC	Monthly accounting	75
Accounts Payable	AP	Accounts payable	0
Audit	AUDIT	Audit preparation and work papers	35
Audit Exemption	AUDITEXMPT	Audit exemption preparation	0
Board Meeting	BM	Board meeting preparation, financial presentation, attendance	20
Bond/Debt Compliance	BOND/DEBT	Bond and debt service compliance	0
Budget	BUDGET	Budget preparation and monthly monitoring of annual budget	30
Cash Management	CASH	Cash management: cash flow and investing	2
Compliance	COMP	Compliance (filing, reporting)	0
Financial Management	FINMGMT	Financial management: oversight of financial functions, internal controls, policies/procedures	20
Financial Statements	FS	Financial statement preparation	18
Payroll	PAYROLL	Payroll processing for District employees	0
Proforma	PRO	Proforma: short term and long term planning	0
Receivables	RCVBL	Receivables: revenue billing, collection	0
District Finance / Accounting Hours			200
District Finance / Accounting Cost			\$29,000

2023 Services Total Hours	200
2023 Services Total Cost	\$29,000

Spring Canyon Water & Sanitation District
Date: _____

January 19, 2023

Spring Canyon Water and Sanitation District
Mr. Chris Olson, District Manager
4908 Shoreline Drive
Fort Collins, CO 80526

Re.: **Engineering Services Proposal**
Spring Canyon Water and Sanitation District

Dear Board of Directors,

The Spring Canyon Water and Sanitation District has ongoing operations and maintenance responsibility for the water and sewer infrastructure within the district. At various times, the district may need engineering services ranging from advice and coordination on operations issues to capital project design. CivilWorx, LLC would like to continue our relationship providing general civil engineering services to the District.

CivilWorx has through knowledge of the District's infrastructure acquired through our work done in 2019 - 2022 for SCWSD. These projects include:

- Water Phase 1 design
- Water Phase 1 construction observation
- 2019 Capital Improvements Plan for water and sewer infrastructure
- Analysis and Feasibility Study for Sewer Over Inlet Canal
- Swim Beach Emergency Response Plan
- Addenda to SCWSD Engineering Standards, including Municipex and a meter pit with PRV detail
- Swim Beach Utility Replacement and Repair

CivilWorx would like to offer the following engineering services to Spring Canyon, as needed and subject to work order approval by the District:

- Water and Sewer hydraulic analysis, construction / repair recommendations, and project design services
- Development proposal review for new connections or changes to the system
- Coordination on repairs, including engineering, construction observation, and consultation on requirements and options.
- On-call consultation and meeting attendance.
- CIP updates

Our standard rate schedule for 2023 is attached. As Project Manager, I will be your primary point of contact and resource for District needs.

We propose that general on-call services be covered under a limited time and materials task order established at an amount of \$10,000 for specific requests of District staff with the approval of the District Manager. This amount is intended to cover at a minimum the first part of 2023. We have prepared Work Order 2023-01 as a new task approval under our existing Master Agreement for your review and consideration.

Specific and defined scope projects are recommended to be developed as project-specific task orders to define the scope, schedule and deliverables of each project for financial and scope accountability. These work orders can be developed by CivilWorx as needed by the District and will be subject to individual approval of the scope and fee under the terms of the Master Agreement.

We appreciate the opportunity to provide engineering services to Spring Canyon. Please contact me at 970-698-6046 or justin.beckner@CivilWorxeng.com if you have any questions. If the proposal is acceptable, please sign the attached Task Order and return to CivilWorx.

Sincerely,



Justin C. Beckner
CivilWorx, LLC

2023 Billing Rate Table

Title	Hourly Rate
Principal	\$160
Project Manager	\$140
Senior Engineer	\$130
Professional Engineer	\$120
Associate Engineer	\$110
Junior Engineer	\$90
Senior Designer	\$100
CAD Tech	\$80

Notes:

- Mileage will be charged at the current IRS mileage rate.
- Direct expenses and subconsultants will be invoiced at cost plus 10%
- Rate changes are subject to contract terms and mutual agreement of client and consultant.

**EXHIBIT A
TASK ORDER**

Task Order No. 2023-01

Effective Date: January 19, 2023

**Task Order Amendment to the
CivilWorx, LLC
Master Agreement for Professional Services**

Civilworx, LLC (Consultant) agrees to provide to: Spring Canyon Water and Sanitation District (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 26th day of September, 2018.

TASK ORDER PROJECT NAME: 2023-01

TASK ORDER PROJECT DESCRIPTION: On-Call Engineering Services and Meeting Attendance 2023

CONSULTANT CONTACT PERSON: Justin C. Beckner (970) 698-6046

CLIENT CONTACT PERSON: Chris Olson (970) 217-2456

SCOPE OF WORK: Phone calls, meetings, and related work as requested by District staff, with approval of District Manager

FEE ARRANGEMENT: Time and Materials Not to Exceed \$10,000

SPECIAL TERMS AND CONDITIONS: none

(Client)

CivilWorx, LLC

(Consultant)

By: _____

By: _____
Justin C. Beckner

Title: _____
(Authorized signature and Title)

Title: Principal

(Authorized signature and Title)

Date: _____

Date: January 19, 2023

Address: _____

Address: 4025 Automation Way, Ste B2

City: _____

City: Fort Collins, Colorado 80525

Engineer's Report – January 19, 2023

Holiday Drive Waterline Leak

A leak was noticed on the upper end of Holiday Drive on December 15 and I was notified by the district. Chris Olson determined it would be beneficial to get Colorado Underground Detection to the site to locate the leak and determine if it was just one area or was from multiple locations and to assist in finding it to minimize the amount of digging required. Colorado Underground Detection showed up onsite on December 19th and determined that with the pvc pipe they were not able to locate the leak through acoustic leak detection, so we went to gas detection of the leak where they pump gas into the waterline and then traverse the waterline with a sniffer to detect the gas. Through this process they were able to locate the leak fairly quickly and it was located approximately 130 feet west of the end of Holiday Drive at a 11.25 degree bend where it had not been constructed correctly. The remainder of the line was checked and no other leaks were detected. The leak was repaired successfully by J&J.



Holiday Drive Waterline Construction Project

We have been working with Gerrard to get the rock exploration completed and they had locates done and the work scheduled for January 18th, but due to the snow storm they were unable to get the exploration done that date. We are currently working on rescheduling it, but we do need the majority of the snow to melt off, so it is not too slick to be safe in the excavator. I will hopefully have a tentative reschedule date for the rock exploration for the meeting.

We are working with the District staff to put together the bid package/contract for the waterline and have completed the majority of the work with the rock excavation being on of the outstanding items.

CIP

Chris Olson and I met with the Colorado Department of Health and Environment and DOLA on January 17, 2023. The meeting discussed the process to move forward with loans and grant funding applications for the District and provided a lot of useful information. I will let Chris update you on the details of it, but we are planning an onsite discussion/meeting with State Grant funding manager for later this month.

Thank you for continuing to allow us to serve the district,



Justin C. Beckner, PE
Project Manager



Spring Canyon WSD Monthly Operations Report

Prepared by: Tayler Pelletier

Date: 1/20/2023

CDPHE Compliance:

Regularly scheduled sampling is going as planned.

Employee Certification:

Chris Olson has passed his exams and earned his Water Distribution 1 and Wastewater Collection 1 certifications.

2022 Sanitary Survey:

The sanitary survey on December 21st went very well. While we received no violations, there are a couple of sanitary concerns to be addressed with the Arrowhead Storage Tanks. This is limited to some vents not being completely covered. Corrections are currently being made and will be complete before the deadline.

Backup Generators:

A coolant leak was discovered on the generator at Trilby. During a power outage shortly after, we also discovered that multiple generators failed to start. We contacted Cummins who provided information that helped us get some generators running again, and they also dispatched a technician to repair the others.

Arrowhead Pump Station:

A separate power outage caused issues with Sandstone and Arrowhead. While Sandstone was fixed with a reset, Arrowhead would not turn on due to a problem with the main disconnect box. Brent's electric was contacted for an emergency response and was able to return power to the station before the Sandstone tank levels went too low.

Sewer Jetting and CCTV:

The Lower Horsetooth Lake Estates sewer was cleaned and videoed.

Lift Station 6:

A pump in Lift Station 6 has stopped working. I suspect it is due to debris lodged in the pump, once it is cleaned out it should function normally.

Lift Station 4:

We replaced a breaker in Lift Station 4 that is the most likely cause of most of our alarm responses.

Edith Drive Line Extension:

A new sewer mainline extension on Edith Drive is in the works. We are waiting for engineered plans from the property owner.

Holiday Water Line Leak:

Water was surfacing in the same place as the last few holiday leaks. We investigated the previous repair to ensure it was not the problem and Peter Huisman from CWRA was on site to try and detect leaks with sound. When he didn't find any leaks in the road, we decided to delay the repair in case the leak was coming from up the hill past the road. Peter had a specialized leak detection contact who was able to come up and detect the leak. It was past the top of the road and the cause was determined to be an incorrectly installed original fitting. While we were planning for the outage to last overnight to allow for sampling to be conducted, the health department allowed us to resume service and conduct sampling as a follow up confirmation because there was no concern of contamination. Photos attached.





Spring Canyon Water & Sanitation District
District Manager's Report
January 19,2023
Prepared by: Chris Olson

WPCRF Pre-Qualification Submittal – Justin from Civil Worx and I attended the WPCRF Pre-Qualification Meeting with SRF agency staff on Tuesday 1/17/23. We expect to receive the Pre-Qualification post meeting review letter and analysis sometime in the next 1-2 weeks. The combined CIP projects of Sewer Over Inlet Canal and Shoreline Drive were determined to be eligible projects for the WPCRF BIL funds and the District qualifies for up to 50% of the loan as forgivable. We will have more information regarding the criteria and District's score once we receive the review letter. Interest rates are still within the 1-3% range and there are certain guidelines and requirements specifically required under BIL. We are still in the very early stages and will have more information in the coming weeks. The next step of the process is the PNA – Project Needs Assessment, followed by Design & Engineering, and multiple related requirements prior to loan application which is on track for August as we continue to move forward at this time.

Meeting with DOLA Regional Manager – Justin from CivilWorx and I have a meeting planned with DOLA Regional Manager Chris La May to review the Districts CIP and discuss more opportunities for potential grants and funding sources that SCWSD can take advantage of. The meeting is scheduled at the District office for 1/24/23 at 1:00P.M. We will have more information to share after this meeting.

Operations and Maintenance Technician Job Ad – Our Job Ad is re-posted at FRCC and still available on the CRWA and SDA Websites, through the Handshake platform, and was posted on AWWA for 60 days on 1/10/23. January & February statistically have the highest rate for job seekers thus we are making a big push not only with the AWWA Ad but also reviewing resumes and an outward approach to potential candidates. Up until posting on AWWA, we had not received a single applicant and only engaged in conversations with potential applicants from District staff reaching out. Since the posting on 1/10/23 on AWWA, we have received two applicants genuinely interested in the position. Unfortunately, both candidates were determined to not be good fits based on poor tenure and lack of applicable experience. It is our aim to be patient in seeking the very best candidate for the position given the consequences of hiring the wrong person. We remain open to different prospects and backgrounds if we can find someone who will be a good fit. Although there are no strong applicants at this time, it is positive to see that we have had some interest from the AWWA ad and we anticipate seeing more.

Employee Benefits Research – Director Mather referred Tim Hebert from Sage Benefit Advisors to the District to help in exploring alternative benefit options prior to our renewal in September 2023. I met with Mr. Hebert on Thursday 1/18/23 at the District office to discuss our position and alternative options and am expecting to receive more information from him soon. I have also reached out to the Colorado Employer Benefit Trust Program, a pool available to the District through the SDA. Once I have collected and evaluated all the information, I will be better prepared to recommend making a change or staying with our current benefits.

Ramey Operator/On-Call – On 1/6/23, we were informed that Ben Johnson, the only Ramey employee previously trained to our system and within a 30-minute response time, had accepted another position.

Ben's last day with Ramey was 1/12/23. He was previously assisting us in our on-call rotation every 5th week. In a meeting Tayler and I had with Mike Murphy, VP of Operations at Ramey, he added that given the loss of Ben and their own struggle to find and retain employees, that they could no longer offer the services in the previous agreement which we were paying \$360.00/month for. These included the on-call services offered by Ben, and guaranteed response of less than 24hours. Mike provided Tayler and I a contact in our area and expressed that Ramey will still respond and help as much as they possible can but could not guarantee the services in the previous contract. Tayler and I will be reaching out to the contact Mike gave us and continue researching to see what other services and companies are available that may be able to fill in where Ramey cannot. We will continue to maintain a relationship with Ramey and use their services when they fit and plan to revisit this again with Mike in a couple months.

Since Thanksgiving, Tayler and I have been sharing on-call evenly. In light of the current situation, Tayler and I had a discussion and agreed on a rotating on-call schedule between the two of us which includes him on-call for two weeks and off one, with me covering the other week. This will remain in effect until we hire and train another employee and address the missing role from Ramey. We will continue to evaluate the situation.

Water Loss Tracking – We are storing larger volumes of water over the winter months in the Arrowhead tanks to limit contact times. Since the previous meeting, the early-mid December detection of the Holiday leak is a contributing factor in the increase for the December cycle which decreased over the January cycle since the repair was made.

Water Loss Tracking

Billing Cycle	Trilby Pump Station Consumption (Gal.)	SCWSD Sold (Gal.)	Non-Revenue Water (Gal.)	Non-Revenue Water (\$3.39/1,000Gal) (\$3.66/1,000Gal)2023	Non-Revenue Water (%)
4/20/22-5/20/22	3,053,500	2,263,298	790,202	\$2,678.78	25.88%
5/20/22-6/20/22	3,416,700	2,638,857	777,843	\$2,636.88	22.77%
6/20/22-7/20/22	4,727,000	3,769,422	957,578	\$3,246.19	20.26%
7/20/22-8/20/22	4,537,100	3,460,398	1,076,702	\$3,650.02	23.73%
8/20/22-9/20/22	4,419,600	3,277,624	1,141,976	\$3,871.30	25.84%
9/20/22-10/20/22	3,789,900	2,704,244	1,085,656	\$3,680.37	28.65%
10/20/22-11/20/22	2,681,700	1,999,952	681,748	\$2,311.13	25.42%
11/20/22-12/20/22	2,249,600	1,595,820	653,780	\$2,216.31	29.06%
12/20/23-1/20/23	2,724,600	1,993,388	731,212	\$2,676.23	26.83%