

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:

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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, February 22, 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 January 25, 2023
- E. Public Comments, limited to three minutes per person.

B. FINANCIAL MATTERS

- A. Consideration of January 2023 Disbursements

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 is scheduled for March 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
January 25, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, January 25, at 6:00 p.m.

ATTENDANCE

Directors in Attendance

Tim Schmitt, President
Tim Mather, Director
Rick Emery, Vice President
Chris Goemans, Director

Absent and Excused

JJ Gerard, Treasurer

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 6:02 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 -. Upon motion duly made by Director Goemans, and seconded by Director Mather, it was unanimously

RESOLVED to approve the January 25, 2023 agenda as presented.

Approval of Minutes -The Directors reviewed the minutes of the December 7, 2022 Regular Meeting. Upon motion duly made by Director Mather, and seconded by Director Goemans, it was unanimously

RESOLVED to approve the Minutes of the December 7, 2022 Regular Meeting.

Adopt Resolution 23-01-01 – Upon motion duly made by Director Goemans, seconded by Director Emery, it was unanimously

RESOLVED to adopt Resolution 23-01-01 Establishing Regular Meeting Dates, Times, and Location of Agenda Posting.

Adopt Resolution 23-01-02 – Three directors will be elected to four-year terms at the May 2, 2023 election. Self- Nomination and Acceptance forms are available in the office or on the website. The deadline for returning the form to the DEO is Friday, February 24, 2023 at 4:00 p.m. Upon motion duly made by Director Goemans, seconded by Director Mather, it was unanimously

RESOLVED to adopt Resolution 23-01-02 Call for Regular Election.

Public Comments – There were no public comments.

**FINANCIAL
MATTERS**

Disbursements – The Directors reviewed the December 2022 Disbursements identified by checks #3442 through #3486 totaling \$134,617.03. Upon motion duly made by Director Mather, and seconded by Director Goemans, it was unanimously

RESOLVED to ratify the December 2022 Disbursements totaling \$134,617.03.

Consider Pinnacle Consulting 2023 Addendum of Services - Jennifer Ondracek presented the Directors with the 2023 Addendum of Services prepared by Pinnacle Consulting Group for accounting services. This addendum reflects a decrease in hours in anticipation of District staff performing more tasks. Jennifer advised the Directors of the following:

- She anticipates presenting the 2022 fourth quarter financials at the February meeting.
- The audit field work is scheduled for late March.
- The 2023 annual budget will be filed with Division of Local Government by January 31, 2023 as required.

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

RESOLVED to approve the 2023 Pinnacle Addendum of Services.

Consideration of CivilWorx Task Order 2023-01 General Services – The Directors reviewed the task order for General Services in 2023. Upon motion duly made by Director Goemans, seconded by Director Emery, it was unanimously

RESOLVED to approve CivilWorx Task Order 2023-01 in the amount of \$10,000.

**OPERATIONS AND
MAINTENANCE
MATTERS**

Engineer's Report -. The Directors reviewed the Engineer's Report provided by Justin Beckner. Mr. Beckner stated the rock exploration is being rescheduled due to inclement weather. Once the rock exploration is complete, work on the bid package can be finalized.

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

**MANAGEMENT
MATTERS**

Manager Olson reviewed his report with the Directors. The Directors and staff revisited the discussion of on-call compensation. The Directors asked the manager to investigate whether AWWA offers any policy guidance and to prepare a proposal for presentation at the February 22, 2023 regular meeting.

NEXT MEETING

The next Regular Board Meeting is scheduled for Wednesday, February 22, 2023.

ADJOURNMENT

Upon motion duly made by Director Goemans, seconded by Director Mather, it was unanimously **RESOLVED** to adjourn the meeting at 8:12 p.m.

Respectfully submitted,

Darla Howard

Darla Howard, Secretary for the Meeting

Spring Canyon Water Sanitation District Disbursements

January 2023

Check No.	Vendor	Description	Amount
E-pay	United States Treasury	941 FIT taxes	\$4,801.52
E-pay	Colorado Department of Revenue	2022 4th Quarter Colorado Withholdir	\$2,238.00
3487	Chris S. Olson	Salary	\$2,269.13
3488	Darla Howard	Payroll	\$1,932.37
3489	Taylor E. Pelletier	Payroll	\$2,091.69
3490	Amazon Capital Services	Office supplies, LS#4 circuit breaker	\$937.79
3491	Canyon Utilities Service	Trash service	\$187.00
3492	Colorado Rural Water	Annual Dues	\$300.00
3493	Colorado Special District Pool	2023 Worker's Comp	\$2,300.00
3494	Ferguson Waterworks	Dist. & Collection materials	\$136.79
3495	Frontier Business Products	Copier mainteance contract	\$57.12
3496	Frontier Print center	Window Decal	\$55.00
3497	Great West Life & Annuity	Deferred comp contributions	\$311.23
3498	Sam's Club	Annual membership	\$110.00
3499	Schrader Propane	Propane	\$1,020.33
3500	UNCC	Locates	\$19.50
3501	Verizon	Cell and phone service	\$181.26
3502	Chris S. Olson	Salary	\$2,654.88
3503	Darla Howard	Payroll	\$1,874.34
3504	Taylor E. Pelletier	Payroll	\$1,677.00
3505	Amazon Capital Services	Monitor, submersible pump	\$592.87
3506	Anthem Blue Cross Blue Shield	February health insurance premium	\$4,668.13
3507	Colorado State Treasurer	2022 4th Qtr. Unemployment insuranc	\$110.32
3508	Darla N. Howard	Reimburse mileage expense	\$172.13
3509	ESRI Inc.	Annual contract (GIS)	\$700.00
3510	First Bank	Gas, ,training/testing,leak detection	\$2,269.76
3511	Frontier Print center	Uniforms and safety equipment	\$1,058.00
3512	Great West Life & Annuity	deferred	\$337.08
3513	J & J Construction Concepts	Holiday Drive repair	\$3,700.00
3514	Pinnacle Consulting Group, Inc.	2022 Final out project administration	\$875.00
3515	USA Bluebook	Dist. & collection materials	\$110.58
3516	YourMembership.com Inc.	AWWA Classified Ad -60 days	\$699.00
3517	Taylor E. Pelletier	Longevity pay	\$43.70
3518	USPS	Billing postage	\$184.36
Total January 2023 Disbursements			\$40,675.88

Engineer's Report – February 15, 2023

Holiday Drive Waterline Construction Project

The snow has kept us from completing the rock excavation, but with the recent melt off we have in tentatively scheduled for the week of February 20th. Once that is complete, we will finalize the bid package/contract and get the construction scheduled.

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: 2/14/2023

CDPHE Compliance:

Regularly scheduled sampling is going as planned.

2022 Sanitary Survey:

The corrections for the significant deficiency have been made and documented. Our response has been submitted to CDPHE.

New Station Checklists:

The station checklists have been remade to better fit each station rather than being a general checklist. These changes also streamline O&M tracking like quarterly and annual maintenance tasks.

Meter Pit Inspections:

The meter pit inspection form has also been updated to better fit the information we are hoping to gather from them this year. From now on these inspections will be done every spring to find any leaks that could be caused by freezing.

Lift Station 6:

Pump 1 in Lift Station 6 had to be replaced, we discovered the motor was broken and could not be rebuilt.

Sewer Force Main Break:

The force main from Lift Station 5 cracked. It is currently unknown what the cause was, we are investigating it.

Lift Station 1 Mechanical Seal:

Ramey Environmental replaced the mechanical seal on pump 2 in Lift Station 1. This is a repair that I hadn't seen before, so I was able to learn a lot from the procedure.

Spring Canyon Water & Sanitation District
District Manager's Report
February 17, 2023
Prepared by: Chris Olson

Operation Maintenance Position– We made an offer to Anthony Cruz for the position on February 17, 2023 which he accepted. Anthony's first day with SCWSD will be March 6, 2023. Anthony comes to us from his most recent position where he spent 3.5 years with the City of Fort Collins Parks Department utilizing his skills in general facility maintenance and maintenance of equipment and irrigation systems. Anthony interviewed over the phone with me, in person with Darla, Tayler and I, and then an in-depth follow-up with me after taking a couple days to think about whether this would be the right move for him. We are all confident this will be a great fit and are very excited for Anthony to begin his career with us.

WPCRF Pre-Qualification Review Letter – We still have not received the review letter from our meeting with Agency staff on January 17, 2023. I have reached out a couple times via email and phone to our project manager and not received a response. In reaching out to separate contact, I was told that staff is still working on it and will send it over when it is complete. They did not offer a specific time.

Employee Benefits Research – We received a quote from Sage Benefit Advisors after the January 17th meeting, very similar all in all to our current benefit advisors and what they can offer. I do not believe making a change from our current advisors would result in any additional cost savings to the District in a comparable plan. We can, however, look at other less expensive plans as an option.

A more promising option came from a meeting I had with CEBT – Colorado Employer Benefit Trust, an employee benefit pool for the SDA. CEBT is a non-profit health benefit trust of approximately 35,000 members from over 400 participating groups, 240 of which are special districts. As the pool is self-insured, the participating groups continuously benefit from positive overall claims experience and low administrative costs. CEBT members receive rates from 5% to 15% below similar type employers outside of the trust.

The largest constraint the District faces with benefits is our small number of employees. Through CEBT, we will be able to select from benefits we otherwise would not have access to and I believe this may be one of the districts best and most viable options for benefits going forward. I have provided all necessary information to the Associate Director and currently waiting for a quote to see what our options look like.

Pinnacle 4th Quarter Financials – Jennifer was unexpectedly out for the last two weeks which fell during a time that Brendan had planned to be on vacation. Amanda Castle reached out and promised that she would work with Brendan and Jennifer to ensure the financials are sound and presented in the March 2023 meeting. We will continue to push that the Audit remain on time which is scheduled for the end of March.

SCWSD Operator On-Call Compensation Discussion

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%
1/20/23-2/20/23	New #'s available after 2/20/23				