

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, March 22, 2023 at 6:00 p.m. via teleconference.

Board of Directors

Tim Schmitt, President/Chairman

Richard Emery, Vice President/Vice Chairman

Tim Mather, Director

James Gerard, Treasurer

Chris Goemans, Director

Term Expires: May 2023

Term Expires: May 2025

Term Expires: May 2025

Term Expires: May 2023

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

B. FINANCIAL MATTERS

- A. Consideration of February 2023 Disbursements

C. OPERATIONS AND MAINTENANCE MATTERS

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

D. MANAGEMENT MATTERS

- A. Manager's Report

E. OTHER MATTERS

*The next regular meeting is scheduled for April 26, 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
February 22, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, February 22, 2023, at 6:00 p.m.

ATTENDANCE

Directors in Attendance

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

Also, In Attendance

Chris Olson, Darla Howard, Tayler Pelletier, SCWSD
Others:

**ADMIN
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 -. Upon motion duly made by Director Gerard, and seconded by Director Goemans, it was unanimously

RESOLVED to approve the February 22, 2023 agenda as presented.

Approval of Minutes -The Directors reviewed the minutes of the January 25, 2023 Regular Meeting. Upon motion duly made by Director Mather, and seconded by Director Goemans, it was unanimously

RESOLVED to approve the minutes of the January 25, 2023 Regular meeting as presented.

Public Comments – There were no public comments.

FINANCIAL MATTERS

Disbursements – The Directors reviewed the January 2023 Disbursements identified by checks #3487 through #3518 totaling \$40,675.88. Upon motion duly made by Director Gerard, and seconded by Director Goemans, it was unanimously

RESOLVED to ratify the January 2023 Disbursements totaling \$40,675.88.

OPERATIONS & MAINTENANCE MATTERS

Engineer's Report -. The Directors reviewed the Engineer's Report provided by Justin Beckner. The rock exploration is being rescheduled due to inclement weather.

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

MANAGEMENT MATTERS

Manager Olson reviewed his report with the Directors. He stated he was happy to report the maintenance technician position has now been filled. Anthony Cruz will begin on March 6, 2023.

After consideration, discussion, and review of On-Call Compensation Director Gerard duly motioned, and Director Goemans seconded, it was unanimously

RESOLVED to begin paying On-Call compensation at the rate of \$200.0 per week effective February 23, 2023.

OTHER BUSINESS

Director Emery stated the realtor suggested lowering the price to \$975K. The realtor believes the unknown cost of the DAF unit may be a stumbling block to a sale. Director Emery will be obtaining a quote for the DAF unit removal from the treatment building.

The next Regular Meeting is scheduled for Wednesday, March 22, 2023 at 6:0 p.m.

ADJOURNMENT

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

RESOLVED to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

Darla Howard

Darla Howard, Secretary

**Spring Canyon Water Sanitation District
February 2023 Disbursements**

Check No	Vendor	Description	Amount
E-pay	United States Treasury	FIT taxes	\$3,955.92
3519	Chris Goemans	Jan 25 Board Meeting	\$69.26
3520	Chris S. Olson	Salary	\$2,654.88
3521	Darla Howard	Payroll	\$2,222.29
3522	Rick Emery	Jan 25 Board Meeting	\$69.26
3523	Tayler E. Pelletier	Payroll	\$2,039.59
3524	Tim Mather	Jan 25 Board Meeting	\$69.26
3525	Tim Schmitt	Jan 25 Board Meeting	\$69.26
3526	Amazon Capital Services	Annual fee, office supplies, tools	\$363.67
3527	Civil Worx	General services, Holiday Loop	\$1,997.50
3528	Comcast	Internet service	\$181.00
3529	Continental Utility Solutions, Inc.	Annual maintenance contract	\$1,600.00
3530	Darla N. Howard	Reimburse out of pocket postage	\$16.76
3531	Ferguson Waterworks	Distribution materials	\$839.70
3532	Fort Collins Loveland Water District	December 2022	\$16,811.71
3533	Great West Life & Annuity	Deferred comp contribution	\$337.08
3534	MMS Environmental Labs	Lab analysis	\$100.00
3535	Nathan Webb	IT support December 2022	\$112.50
3536	Personnel Concepts	Labor law poster	\$26.65
3537	Pinnacle Consulting Group, Inc.	Accounting service Dec 2022	\$1,755.00
3538	Poudre Valley REA	Electric service Dec/Jan	\$4,380.06
3539	Ramey Environmental	Repair services	\$555.60
3540	Verizon	Phone services	\$181.88
3541	Bret's Electric LLC	Arrowhead pump station repair	\$452.50
3542	Chris S. Olson	Salary	\$2,654.89
3543	Darla Howard	Payroll	\$2,019.85
3544	Tayler E. Pelletier	Payroll	\$1,855.19
3545	Amazon Capital Services	Collection system camera	\$403.97
3546	Anthem Blue Cross Blue Shield	3/1-4/1 Health insurance	\$4,668.13
3547	Civil Worx	General services, Holiday Loop	\$3,881.25
3548	Coloradoan Media Group	Election publication -Call	\$34.02
3549	First Bank	Gas, Microsoft, misc. inventory	\$834.93
3550	Frontier Business Products	Coier maint. & color copies	\$222.63
3551	Great West Life & Annuity	Deferred comp contribution	\$337.08
3552	Pinnacle Consulting Group, Inc.	Jan 2023 Accounting service	\$12,341.25
3553	Poudre Valley REA	Electric service Jan 2023	\$4,573.28
3554	UNCC	Locate requests	\$19.35
3555	USPS	Billing postage 3/1/23	\$200.64
Total February 2023 Disbursements			\$74,907.79



Management Financial Statements

BOARD OF DIRECTORS SPRING CANYON WATER AND SANITATION DISTRICT

We have prepared the accompanying management financial statements for the periods ended as of December 31, 2021 and December 31, 2022. We have also presented the accompanying 2023 adopted budgets of revenues, expenditures, and funds available prepared on the modified accrual basis.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in blue ink, appearing to be "B. H. ...", is written over a faint horizontal line.

Pinnacle Consulting Group, Inc.
March 16, 2022

**SPRING CANYON WATER AND SANITATION DISTRICT
BALANCE SHEET**

	BUDGETARY AUDITED ACTUAL <u>12/31/2021</u>	BUDGETARY UNAUDITED ACTUAL <u>12/31/2022</u>
Assets		
Current Assets		
Cash - Checking, First Bank	\$ 560,461	\$ 146,723
Colotrust - CDT General Account	679,264	891,446
ColoTrust - Operating Account	335,552	1,123,888
ColoTrust - Water Tap Reserve	309,468	314,883
Petty Cash	115	115
Accounts Receivable	98,677	129,429
Property Tax Receivable	70,066	74,027
Due from County Treasurer	335	361
Prepaid Expenses	24,169	20,803
Total Current Assets	<u>\$ 2,078,107</u>	<u>\$ 2,701,675</u>
Total Assets	<u><u>\$ 2,078,107</u></u>	<u><u>\$ 2,701,675</u></u>
Liabilities		
Current Liabilities		
Accounts Payable	\$ 88,291	\$ 42,636
Retainage Payable	18,073	18,073
Payroll Liabilities	24,471	26,741
Deferred Property Taxes	70,066	74,027
Total Current Liabilities	<u>\$ 200,901</u>	<u>\$ 161,477</u>
Total Liabilities	<u><u>\$ 200,901</u></u>	<u><u>\$ 161,477</u></u>
Fund Balance		
Nonspendable	\$ 24,169	\$ 20,803
Restricted - Capital	13,008	375,156
Restricted - Operating Reserve	244,245	287,284
Unrestricted	1,595,783	1,856,955
Total Fund Balance	<u>\$ 1,877,205</u>	<u>\$ 2,540,198</u>
Total Liabilities & Fund Balance	<u><u>\$ 2,078,107</u></u>	<u><u>\$ 2,701,675</u></u>
	=	=

SPRING CANYON WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS (SUMMARY)

OPERATIONS SUMMARY:

	2021 Audited Actual	2022 Adopted Budget	Actual Through 12/31/2022	Budget Remaining 12/31/2022	% Budget Remaining 12/31/2022	2023 Adopted Budget
Operating Reserve (25% of budgeted O&M) Unrestricted	244,051 1,475,221	264,860 1,198,765	244,245 1,619,952	20,615 (421,187)	7.8% -35.1%	250,970 1,702,885
Beginning Budgetary Fund Balance	\$ 1,719,272	\$ 1,463,625	\$ 1,864,197	\$ (400,572)	-27.4%	\$ 1,953,855
Revenues and Other Funding Sources:						
Water Operations	\$ 598,003	\$ 586,499	\$ 636,806	\$ (50,307)	-8.6%	\$ 583,949
Sewer Operations	437,069	399,639	467,799	(68,160)	-17.1%	399,639
Interest Income	533	2,500	31,474	(28,974)	-1159.0%	50,000
Miscellaneous Income	18,493	18,000	17,899	101	0.6%	18,000
General Property Tax	66,413	70,066	70,063	3	0.0%	74,027
Specific Ownership Tax	5,045	4,905	5,013	(108)	-2.2%	5,182
Total Operating and Non-Operating Revenues	\$ 1,125,557	\$ 1,081,609	\$ 1,229,053	\$ (147,444)	-13.6%	\$ 1,130,797
Total of Beginning Funds and Revenues	\$ 2,844,829	\$ 2,545,234	\$ 3,093,250	\$ (548,016)	-21.5%	\$ 3,084,652
Expenditures:						
Administrative	\$ 408,485	\$ 478,704	\$ 388,124	\$ 90,580	18.9%	\$ 519,887
Water Maintenance	223,056	325,125	213,210	111,915	34.4%	270,575
Sewer Maintenance	168,960	168,830	150,395	18,435	10.9%	153,830
Operating Expenditures Before Debt	\$ 800,501	\$ 972,659	\$ 751,729	\$ 220,930	22.7%	\$ 944,292
Principal	\$ 132,216	\$ 134,873	\$ 134,874	\$ (1)	0.0%	\$ 137,585
Interest	44,263	41,605	41,606	(1)	0.0%	38,895
Debt Service Expenditures	\$ 176,479	\$ 176,478	\$ 176,479	\$ (1)	0.0%	\$ 176,479
Transfers to Capital Fund	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 3,358
Total Operating and Debt Service Expenditures & Capital Transfers	\$ 976,980	\$ 1,149,137	\$ 928,208	\$ 220,929	19.2%	\$ 1,124,129
Net Revenues Before Capital Transfers	\$ 148,577	\$ (67,528)	\$ 300,845	\$ (368,373)	545.5%	\$ 10,026
Net Revenues After Capital Transfers	\$ 148,577	\$ (67,528)	\$ 300,845	\$ (368,373)	545.5%	\$ 6,668
Operating Reserve	244,245	287,284	287,284	-	0.0%	280,193
Unrestricted	\$ 1,619,952	1,108,813	1,877,758	(768,945)	5	1,680,330
Ending Budgetary Fund Balance	\$ 1,864,197	\$ 1,396,097	\$ 2,165,042	\$ -	0.0%	\$ 1,960,523

SPRING CANYON WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS (DETAIL)

REVENUES:	2021 Audited Actual	2022 Adopted Budget	Actual Through 12/31/2022	Budget Remaining 12/31/2022	% Budget Remaining 12/31/2022	2023 Adopted Budget
Operating Reserve (25% of budgeted O&M)	244,051	264,860	244,245	20,615	7.8%	250,970
Unrestricted	1,475,221	1,198,765	1,619,952	(421,187)	-35.1%	1,702,885
Beginning Funds Available:	\$ 1,719,272	\$ 1,463,625	\$ 1,864,197	\$ (400,572)	127.4%	\$ 1,953,855
Water Revenues:						
Active Installed Water	\$ 593,137	\$ 581,830	\$ 632,484	\$ (50,654)	-8.7%	\$ 581,830
Water Active Uninstalled	2,594	2,119	4,322	(2,203)	-104.0%	\$ 2,119
Materials Income - Water	2,273	2,550	-	2,550	100.0%	-
Total Water Operating Revenues	\$ 598,003	\$ 586,499	\$ 636,806	\$ (50,307)	-8.6%	\$ 583,949
Sewer Revenues:						
Sewer Active Installed	\$ 415,996	\$ 380,419	\$ 446,304	\$ (65,885)	-17.3%	\$ 380,419
Sewer Active Uninstalled	21,073	19,220	21,494	(2,274)	-11.8%	19,220
Total Sewer Operating Revenues	\$ 437,069	\$ 399,639	\$ 467,799	\$ (68,160)	-17.1%	\$ 399,639
Total Operating Revenues	\$ 1,035,072	\$ 986,138	\$ 1,104,605	\$ (118,467)	-12.0%	\$ 983,588
Non-Operating Revenues:						
Property Taxes, Delinquent Taxes & Interest	\$ 66,413	\$ 70,066	\$ 70,063	\$ 3	0.0%	\$ 74,027
Specific Ownership Taxes	5,045	4,905	5,013	(108)	-2.2%	5,182
Interest Income	533	2,500	31,474	(28,974)	-1159.0%	50,000
Miscellaneous Income	9,278	8,000	6,800	1,200	15.0%	8,000
Penalties & Interest	7,339	8,000	9,849	(1,849)	-23.1%	8,000
Transfer Fees	1,876	2,000	1,249	751	37.5%	2,000
Total Non-Operating Revenues	\$ 90,485	\$ 95,471	\$ 124,449	\$ (28,978)	-30.4%	\$ 147,209
Total Operating & Non-Operating Revenues	\$ 1,125,557	\$ 1,081,609	\$ 1,229,053	\$ (147,444)	-13.6%	\$ 1,130,797
Total Beginning Funds and Revenues	\$ 2,844,829	\$ 2,545,234	\$ 3,093,250	\$ (548,016)	-21.5%	\$ 3,084,652

SPRING CANYON WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS (DETAIL)

ADMINISTRATIVE/GENERAL EXPENDITURES:	2021 Audited Actual	2022 Adopted Budget	Actual Through 12/31/2022	Budget Remaining 12/31/2022	% Budget Remaining 12/31/2022	2023 Adopted Budget
General Administrative Expenditures:						
Professional Services:						
Auditing	\$ 7,000	\$ 7,750	\$ 5,700	\$ 2,050	26.5%	\$ 8,000
District Management/Finance&Acctng	46,374	38,610	28,724	9,886	25.6%	29,000
Election	-	1,000	63	937	93.7%	1,000
Legal	2,541	10,000	1,321	8,680	86.8%	10,000
Employee Compensation:						
Salaries and Wages	194,402	230,392	183,039	47,353	20.6%	264,294
Directors Fees	6,375	5,400	5,325	75	1.4%	5,400
Employer Deferred Compensation	2,935	2,500	4,965	(2,465)	-98.6%	5,835
Employer Social Security & Medicare	15,573	18,038	14,418	3,620	20.1%	20,632
Employee Health Insurance	41,516	45,000	49,646	(4,646)	-10.3%	58,596
Employer Unemployment	593	691	361	330	47.7%	793
Employer FAMLII	-	-	-	-	0.0%	1,200
Insurance:						
Liability Insurance	19,659	21,625	20,322	1,303	6.0%	22,354
Workers' Comp Insurance	4,588	5,047	3,847	1,200	23.8%	5,552
Other:						
Bad Debt	-	500	774	(274)	-54.9%	500
Computer Software - License & Maint	12,911	12,000	25,078	(13,078)	-109.0%	12,000
Dues & Publications	3,326	3,000	3,183	(183)	-6.1%	3,500
General Engineering	8,578	20,000	8,317	11,683	58.4%	20,000
GIS Mapping	1,136	7,500	1,029	6,471	86.3%	2,500
Lot Line Adjustment Project	1,677	-	-	-	0.0%	-
Miscellaneous-Bank Service Charges	1,654	750	1,664	(914)	-121.9%	750
Office and Other	8,952	10,500	7,143	3,357	32.0%	10,500
Parts Inventory	286	2,500	50	2,450	98.0%	2,500
Repair and Maintenance	3,072	6,000	1,781	4,219	70.3%	3,000
Storage Expense	-	-	-	-	0.0%	-
Tools	1,364	1,000	1,263	(263)	-26.3%	2,000
Training and Travel	1,238	2,500	1,505	995	39.8%	5,500
Treasurer's Fees	1,332	1,401	1,404	(3)	-0.2%	1,481
Uniforms and Safety Equipment	209	1,000	1,156	(156)	-15.6%	2,000
Utilities	10,528	12,000	10,273	1,727	14.4%	12,000
Vehicle Expense	10,665	12,000	5,773	6,227	51.9%	9,000
Total Administrative Expenditures	\$ 408,485	\$ 478,704	\$ 388,124	\$ 90,580	18.9%	\$ 519,887
CAPITAL TRANSFER:						
Transfer to Capital Fund	\$ -	\$ -	\$ -	-	0.0%	3,358
Total Capital Transfers	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 3,358

SPRING CANYON WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS (DETAIL)

WATER EXPENDITURES:

	2021 Audited Actual	2022 Adopted Budget	Actual Through 12/31/2022	Budget Remaining 12/31/2022	% Budget Remaining 12/31/2022	2023 Adopted Budget
Water Treatment:						
ORC Contracted Services	\$ -	\$ 36,000	\$ 9,933	\$ 26,067	72.4%	\$ 8,000
Lab Analysis	3,189	4,000	2,204	1,796	44.9%	4,000
Materials	-	1,000	-	1,000	100.0%	1,000
Repairs & Maintenance	-	1,500	-	1,500	100.0%	-
Utilities	1,462	2,000	1,237	763	38.1%	1,500
Water Treatment (Contract)	123,275	130,625	135,947	(5,322)	-4.1%	141,075
Water Transmission & Distribution:						
Comprehensive Tank Inspections	-	10,000	3,500	6,500	65.0%	-
Contract Maintenance & Repair	68,189	75,000	34,102	40,898	54.5%	75,000
Engineering	-	25,000	-	25,000	100.0%	-
Materials	4,210	15,000	6,413	8,587	57.2%	15,000
Utilities	22,730	25,000	19,873	5,127	20.5%	25,000
Total Water Operating Expenditures	\$ 223,056	\$ 325,125	\$ 213,210	\$ 111,915	34.4%	\$ 270,575
Debt Retirement:						
Loans-Principal	\$ 132,216	\$ 134,873	\$ 134,874	\$ (1)	0.0%	\$ 137,585
Loans-Interest	44,263	41,605	41,606	(1)	0.0%	38,895
Total Water Non-Operating Expenditures	\$ 176,479	\$ 176,478	\$ 176,479	\$ (1)	0.0%	\$ 176,479
Total Water Expenditures	\$ 399,535	\$ 501,603	\$ 389,689	\$ 111,914	22.3%	\$ 447,054

SPRING CANYON WATER AND SANITATION DISTRICT
 STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS (DETAIL)

SEWER EXPENDITURES:

	2021 Audited Actual	2022 Adopted Budget	Actual Through 12/31/2022	Budget Remaining 12/31/2022	% Budget Remaining 12/31/2022	2023 Adopted Budget
Collection & Transmission:						
Engineering	\$ -	\$ 5,000	\$ -	\$ 5,000	100.0%	\$ -
Materials	18,485	20,000	3,258	16,742	83.7%	10,000
Repair & Maintenance	39,405	30,000	33,253	(3,253)	-10.8%	30,000
Utilities	25,270	25,000	22,084	2,916	11.7%	25,000
Sewer Treatment:						
Sewer Treatment(Contract)	85,800	88,830	91,800	(2,970)	-3.3%	88,830
Total Sewer Operating Expenditures	\$ 168,960	\$ 168,830	\$ 150,395	\$ 18,435	10.9%	\$ 153,830

SPRING CANYON WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS (SUMMARY)

CAPITAL FUND:	2021 Audited Actual	2022 Adopted Budget	Actual Through 12/31/2022	Budget Remaining 12/31/2022	% Budget Remaining 12/31/2022	2023 Adopted Budget
Capital Reserve	\$ -	\$ -	\$ 13,008	\$ (13,008)	0.0%	\$ 358,282
Beginning Funds Available:	\$ -	\$ -	\$ 13,008	\$ (13,008)	0.0%	\$ 358,282
Capital Contributions:						
Monthly Surcharge	\$ 218,116	\$ 438,360	\$ 445,412	\$ (7,052)	-1.6%	\$ 438,360
Tap Sales - Water	89,775	-	29,925	(29,925)	0.0%	-
Tap Sales - Sewer	9,000	-	4,500	(4,500)	0.0%	-
Total Capital Contributions	\$ 316,891	\$ 438,360	\$ 479,837	\$ (41,477)	-1.6%	\$ 438,360
Capital Expenditures						
Arrowhead	\$ -	\$ -	\$ 34,027	\$ -	0.0%	\$ 115,000
Capital Engineering	-	-	-	-	0.0%	-
General Capital Services	2,405	5,000	1,505	3,495	69.9%	5,000
Central Transmission Corridor - Phase 2a	27,432	-	-	-	0.0%	-
Central Transmission Corridor Engineering	-	-	-	-	0.0%	-
Holiday Dr Loop	6,188	450,000	17,414	432,586	96.1%	675,000
Sandstone Tank Engineering	-	-	-	-	0.0%	-
Shoreline Engineering	-	-	-	-	0.0%	-
Shoreline Drive	-	-	-	-	0.0%	-
Swim Beach Line Replacement	207,907	-	64,744	(64,744)	0.0%	5,000
Water Meter Replacement - Phases 1 & 2	59,951	-	-	-	0.0%	-
Total Capital Expenditures	\$ 303,883	\$ 455,000	\$ 117,690	\$ 371,337	166.0%	\$ 800,000
Transfers from General Fund	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,358
Net Revenues Before General Fund Transfers	\$ 13,008	\$ (16,640)	\$ 362,148	\$ (412,815)	2480.9%	\$ (361,640)
Net Revenues After General Fund Transfers	\$ 13,008	\$ (16,640)	\$ 362,148	\$ (412,815)	2480.9%	\$ (358,282)
Capital Reserve	\$ 13,008	\$ (16,640)	\$ 375,156	\$ (425,823)	2559.0%	\$ 0
Ending Budgetary Fund Balance	\$ 13,008	\$ (16,640)	\$ 375,156	\$ (425,823)	2559.0%	\$ 0

Engineer's Report – March 16, 2023

Holiday Drive Waterline Construction Project

The rock excavation was completed on Friday March 10, 2023. We explored 5 locations along the alignment and found that the majority of the alignment did not contain rock in the elevation range that we are proposing the waterline to be constructed in. There was some rock found in the 3.5 foot to 4 foot range from existing ground right near the Holiday Drive connections. This area will require rock excavation as part of the bid and the bid documents are being updated accordingly. We are working with Gerrard to have full pricing before the end of the month. Below are several photos from the rock exploration for your information.



Figure 1 - Hard rock by Holiday Drive



Figure 2 - Weathered rock that is diggable.



Figure 3 - Large Surface rock.



Figure 4 - Weathered rock that is diggable.

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: 3/16/2023

CDPHE Compliance:

Regularly scheduled sampling is going as planned.

Maintenance Technician Anthony Cruz:

Anthony Cruz has begun working for Spring Canyon as the new Maintenance Technician. We are working to make the training process move as smoothly as possible.

Lift Station 5:

A potential blockage afterwards that we suspect was cleared with the camera when we pushed it down the line to view the blockage. An unknown buried gate valve was also discovered, and a valve box was installed so it is accessible.

Meter Pit Inspections:

The meter pit inspections are currently nearing completion. At the time of writing, we have discovered 4 leaks. Two are before the meter and it is unknown how long they have been active for.

Lift Station 6:

After replacing pump 1 last month, we have not been able to get the mounting bracket to seal properly. This may be the cause of the original motor's failure. We found substantial corrosion around the gasket. We plan to replace the mounting bracket.

Sewer Mainline Extension:

Below are the proposed plans for a sewer mainline extension to 4117 Edith Drive. For the homeowner to move forward, it is required that the board approves the extension. I sent the plans to Justin Beckner to see if he had any recommendations. He had a couple of small adjustments to make. These are the updated plans that reflect those changes.



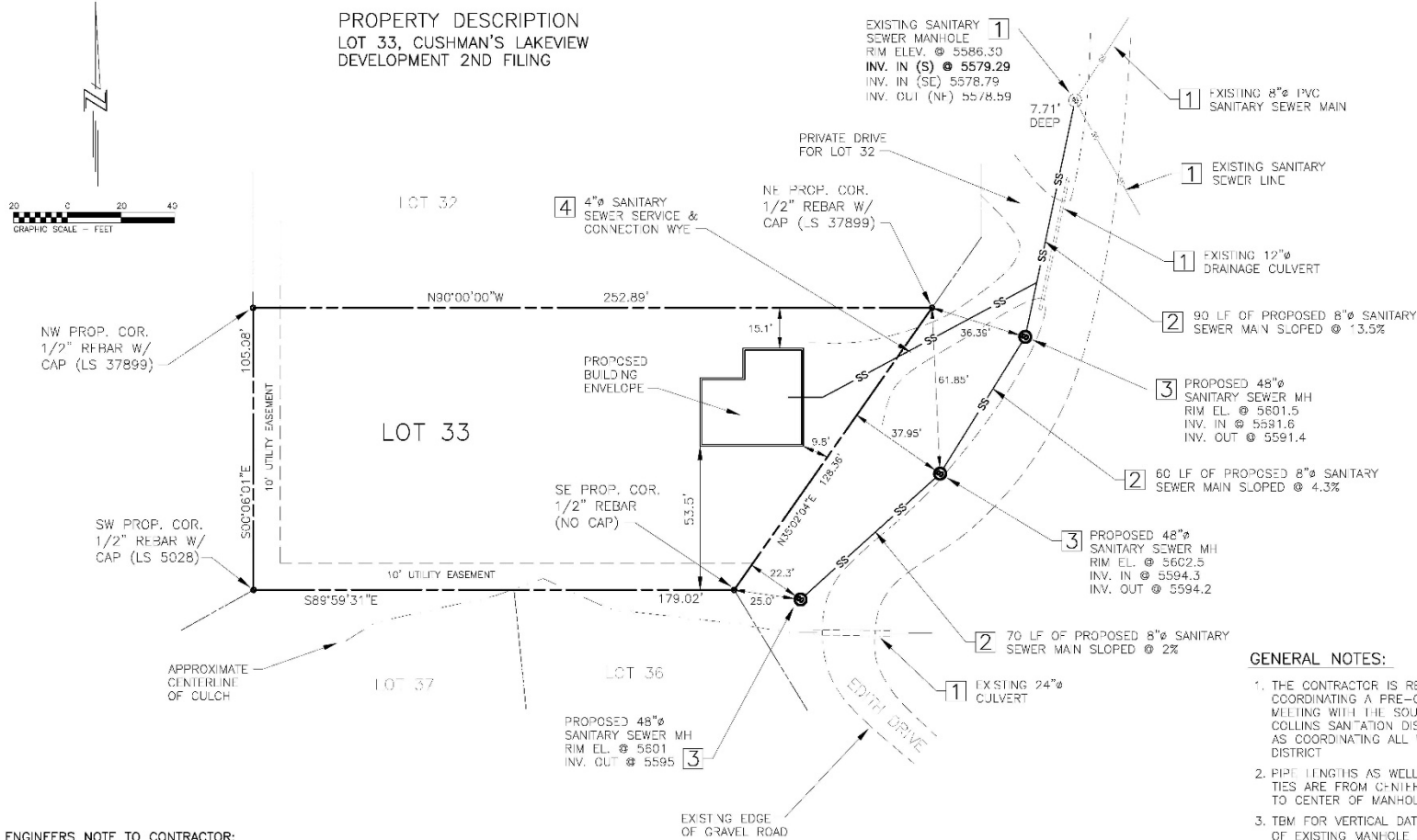
DATE	BY	RECORD OF ISSUE

CLIENT: KEVIN DWANYE BROWN
 PROJECT: SANITARY SEWER MAIN LINE EXTENSION PLAN
 PROJECT ADDRESS: 4117 EDITH DR., FT. COLLINS, CO

FORBES ENGINEERING
 2808 CHEERY STREET, FORT COLLINS, CO 80524
 OFFICE NUMBER (970) 285-4974
 CELL SERVICE: ENGINEERING AND DESIGN
 CIVIL / STRUCTURAL, GEOTECHNICAL AND FOUNDATIONS,
 LAND AND MUNICIPAL PLANNING, LAND AND CONSTRUCTION SURVEYS

Date:	3-10-23
Scale:	AS NOTED
Drawn:	KEF
Verified:	KEF
Drawing Size:	24"x36"
Drawing Name:	SANITARY SEWER PLAN
Drawing No.:	S1
Sheet No.:	1 OF 2

PROPERTY DESCRIPTION
 LOT 33, CUSHMAN'S LAKEVIEW
 DEVELOPMENT 2ND FILING



ENGINEERS NOTE TO CONTRACTOR:
 THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITIES, PIPES, AND/OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO EXISTING UTILITIES EXCEPT AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL ASCERTAIN THE TRUE VERTICAL AND HORIZONTAL LOCATION OF THOSE UNDERGROUND UTILITIES TO BE USED AND SHALL BE RESPONSIBLE FOR ANY DAMAGES TO ANY PUBLIC OR PRIVATE UTILITIES, SHOWN OR NOT SHOWN HEREON.

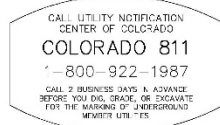
UNAUTHORIZED CHANGES & USES:
 THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, INCLUDING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF DESIGN PROFESSIONAL.

LEGEND:

- PROPERTY LINE
- UTILITY EASEMENT
- STREAM/DITCH CENTERLINE
- EXISTING BUILDING
- PROPOSED BUILDINGS
- EDGE OF GRAVEL
- EDGE OF ASPHALT
- EXISTING SEWER
- EXISTING WATER
- PHONE/CABLE
- POWER/LLC/CIRC

**SANITARY SEWER
 EXTENSION PLAN**

SCALE 1" = 20'



GENERAL NOTES:

- THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING A PRE-CONSTRUCTION MEETING WITH THE SOUTH FORT COLLINS SANITATION DISTRICT AS WELL AS COORDINATING ALL WORK WITH THE DISTRICT
- PIPE LENGTHS AS WELL AS DIMENSION TIES ARE FROM CENTER OF MANHOLE TO CENTER OF MANHOLE
- TBM FOR VERTICAL DATUM BASED ON RIM OF EXISTING MANHOLE AS BEING 5586.3'

UTILITY CONSTRUCTION NOTES:

- PROTECT IN PLACE ALL EXISTING IMPROVEMENTS
- PROVIDE 8" SDR35 SANITARY SEWER MAIN PER SOUTH FORT COLLINS SANITATION DISTRICT STANDARDS & SPECIFICATIONS, SLOPE & LENGTH AS NOTED
- INSTALL 48" PRE-CAST SANITARY SEWER MANHOLE PER SOUTH FORT COLLINS SANITATION DISTRICT STANDARDS & SPECIFICATIONS, SLOPE & LENGTH AS NOTED
- INSTALL 90 LF OF 4" SANITARY SEWER SERVICE @ MAXIMUM GRADE (PROVIDE DROPS AS NEEDED), TRENCH AND BED PIPE PER SOUTH FORT COLLINS SANITATION DISTRICT'S STANDARDS & SPECIFICATIONS

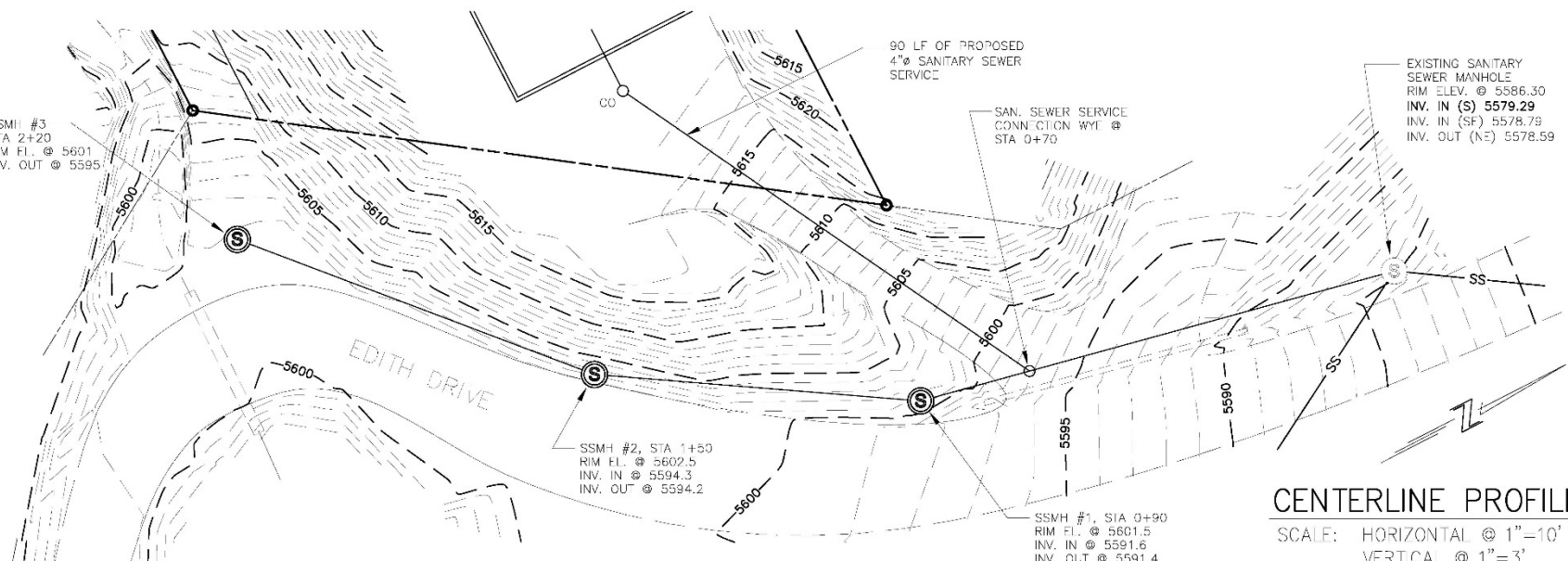


RECORD OF ISSUE
BY: CK
DATE

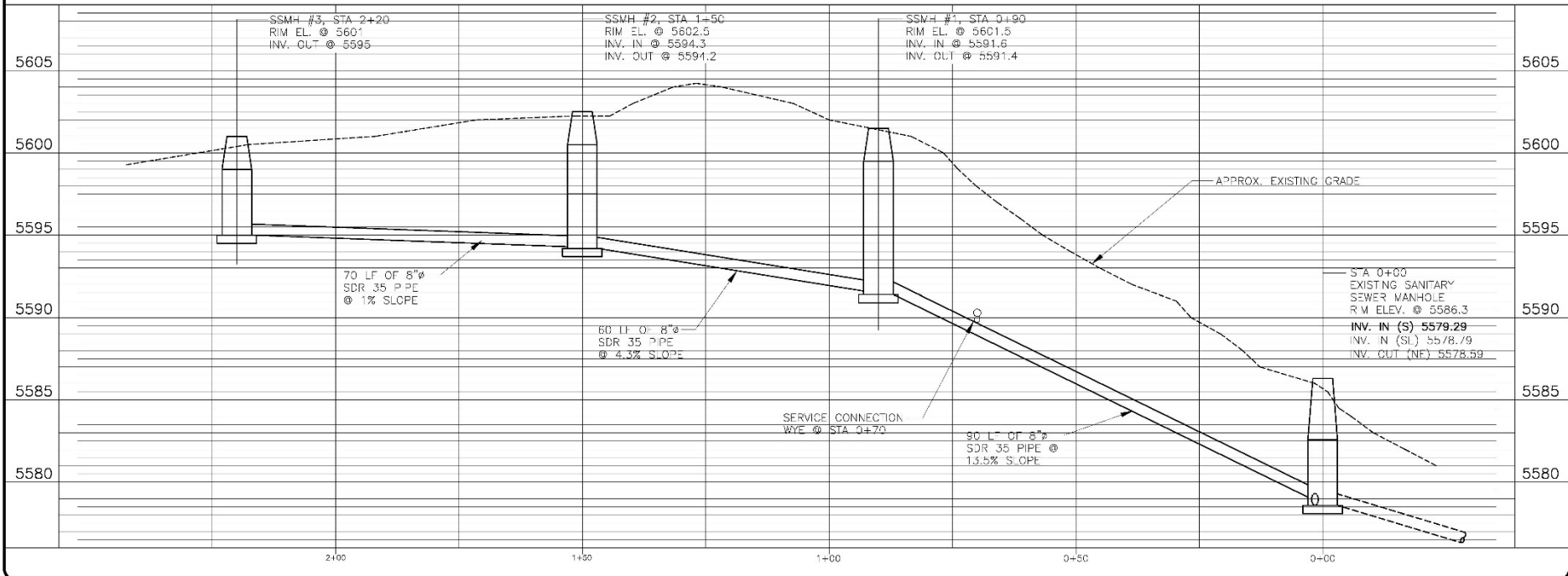
CLIENT: KEVIN DWAYNE BROWN
 PROJECT: SANITARY SEWER MAIN LINE EXTENSION PLAN
 PROJECT ADDRESS: 4117 EDITH DR., FT. COLLINS, CO

FORBES ENGINEERING
 2008 CHERYL STREET, FORT COLLINS, CO 80524
 OFFICE NUMBER (970) 235-4874
 FULL SERVICE ENGINEERING AND DESIGN
 CIVIL / STRUCTURAL, GEOTECHNICAL AND FOUNDATIONS,
 LAND AND MUNICIPAL PLANNING, LAND AND CONSTRUCTION SURVEYS

Date: 3-10-23
 Scale: AS NOTED
 Drawn: KEF
 Verified: KEF
 Drawing Size: 24"x36"
 Drawing Name: SEWER PLAN & PROFILE
 Drawing No.: S2
 Sheet No.: 2 OF 2



CENTERLINE PROFILE
 SCALE: HORIZONTAL @ 1"=10'
 VERTICAL @ 1"=3'



Spring Canyon Water & Sanitation District
 District Manager's Report
 March 16, 2023
 Prepared by: Chris Olson

Operation Maintenance Position– Anthony's first day with the District was Monday March 6, 2023. Over the last few weeks, he has been working closely with Tayler in the field and doing very well. There have been a few unfortunate system issues that we have been working through, but they have also been very good training opportunities for Anthony. We are all very excited to have him on the team and look forward to his future with the District. Please help us in welcoming Anthony to the team.

Employee Benefits Research – I have taken the next steps to move forward with CEBT as our benefits advisors. The financial savings to the District are immediate and we are neither penalized nor obligated to remain with our current plan or advisors for any specified period of time. Based on this, I wanted to move quickly to make the transition. The new plan will begin May 1, 2023, and there will be no overlap of coverage or gap in coverage. The annual savings from our current medical plan to CEBT is approximately \$11,095.44 for very similar coverage as shown below. Dental, Vision, STD, and Life insurance are much smaller amounts and very similar in pricing between our current plan and CEBT. There will be additional savings in 2024 as CEBT advised that we discontinue STD since we are opted into FAMLI, a more robust and comprehensive plan.

MEDICAL- 2023		
	Current	Colorado Employer Benefit Trust
Plan	Anthem Gold PPO 2000/40%/4250 RX Copay	PPO 4
Coinsurance	40% In / 50% Out	20% In / 40% Out
Office Visit	\$20 Copay	\$40 Copay
Specialist Visit	\$40 Copay	\$40 Copay
Preventive Visit	Covered 100%	Covered 100%
Lab	Deductible + 40% to OOP Max	\$40 Copay
X-ray	Deductible + 40% to OOP Max	\$40 copay in office setting, outpatient subject to deductible
Deductible Single In / Out	\$2,000 / \$6,000	\$1,500 Combined
Deductible Family In / Out	\$4,000 / \$12,000	\$3,000 Combined
Out of Pocket Single In / Out	\$4,250 / \$12,750	\$4,000 / \$8,000
Out of Pocket Family In / Out	\$8,500 / \$25,500	\$8,000 / \$16,000
Telemedicine	Covered 100%	Covered 100%
Imaging CT/PET/MRI	Deductible + 40% to OOP Max	Deductible + 20% to OOP Max
Inpatient Hospital	Deductible + 40% to OOP Max	Deductible + 20% to OOP Max
Outpatient Hospital	Deductible + 40% to OOP Max	Deductible + 20% to OOP Max
Urgent Care	\$40 Copay	\$75 Copay
Emergency Care	\$300 Copay	Deductible + 20% to OOP Max
RX Retail Preferred/ In/ Out	T1a: \$0/ \$10 / 50% coinsurance T1b: \$10/ \$20/ 50% coinsurance T2: \$60/ \$70/ 50% coinsurance T3: \$125/ \$135/ 50% coinsurance T4: \$200/ \$210/ 50% coinsurance	Generic \$20 Preferred \$40 NonPreferred \$60
RX Mail Order	Preferred Network only: T1a: \$0 T1b: \$25 T2: \$180 T3: \$375 T4: \$200	2 X Copay
Rates	Current	SDA Rates effective January 1, 2023
Employee	2	\$763.00
Employee + Sp		\$1,677.00
Employee + Child		\$1,602.00
Family	1	\$1,907.00
TOTAL	3	\$4,357.62
Annualized		\$52,291.44
Change from Current (\$)		\$41,196.00
Change from Current (%)		(\$11,095.44) -21%

2023 Audit – We are very happy to welcome Jennifer back. The audit is still scheduled for the same March 27th, 2023, timeframe we originally requested and planned for. The District is taking on a larger role to reduce Pinnacle’s time and while Jennifer was out, Brendan compiled a list of audit related items to split between the District and Pinnacle which will help to accomplish the goal of limiting Pinnacle’s hours, while keeping the audit on track. A big thank you to Darla for her help with taking on a larger role.

On-Call Assistance – In an effort to continue working toward a less demanding on-call rotation, I have continued to stay in touch with multiple contacts to see if they are able to help. Ramey Environmental still does not have the staff to support our needs. Direct Discharge, a referral from Ramey responded that they are unable to commit to support with our on-call as needed based on their staffing. I reached back out to a Ramey employee who previously was trained to our system to let him know the decision regarding on-call compensation and inquired again if he or anyone he knew may be interested. He is not interested at this time given his desire to focus on his new career but is keeping eyes and ears out and will let us know if he comes across anyone that may be interested in helping. Anthony will soon begin studying for his Level 1s and once certified and fully trained on our system, will join the rotation with me and Tayler, this is most likely a couple months out from now.

Bipartisan Infrastructure Law Funding / SRF

The annual WQCD Eligibility Survey will open again June 1, 2023 and will close on June 30, 2023. Successful completion of the Eligibility Survey for both the DWRF and WPCRF is required for SCWSD to get on the Intended Use Plans for 2024 but does not require completion of an application for funding. This is the annual process to become eligible for BIL funds flowing through the SRF, and where we began the WPCRF application for the funding opportunity for the Sewer Over Inlet Canal and Shoreline Dr. Communities not identified on the list will not be eligible to secure funding through the SRF. SCWSD will complete this step each year to ensure eligibility should we decide to apply for funding.

WPCRF Pre-Qualification Review Letter – We are still waiting to receive the review letter from our January 17, 2023 meeting with agency staff. Given the delay and that we were already looking at a loan application of August 15, or October 15, there is a good chance this could extend into 2024. The loan application deadlines continue in 2024; January 15, February 15, April 15. The Authority Board meetings where the application is presented for action takes place two months after the loan application is submitted. For example, if we meet the August 15, 2023 loan application deadline, the Authority Board meeting where this will be presented for action would be in October with funds dispersed after that time, followed by construction. CDPHE will accept applications once the required steps are completed:

- Eligibility Survey
- Pre-qualification form and completed meeting with SRF Agencies.
- Pre-qualification review letter with approval. → **We are here.**
- Project Needs Assessment Approval
- Environmental Review with approval by GLU to move forward with the application.
- Public meeting.
- Plans and specification submission.

In anticipation of this and not wanting to remain idle, Justin and I met to discuss proceeding with other available funding opportunities we could take advantage of this year.

Energy & Mineral Impact Assistance Fund - EIAF Grant Application

Given the delay since early January to complete the rock exploration for the Holiday Dr. Project, which is required to get a final bid from Gerrard, construction is slightly delayed. As we have been working through the SRF/BIL WPCRF process, we have made contacts and become aware of other separate funding opportunities. The most exciting of the potential options that we have learned about is through the EIAF Program. Currently, there is a window of opportunity to apply for a 1:1 match of a Tier I Grant (up to \$200,000) from EIAF. The application period for the most current cycle of funding opened March 1, 2023 and all applications are due by April 3, 2023 with final awards in July 2023.

To be eligible for the EIAF Grants, there is an application and process. The first step in the required process has been completed, which is to contact, communicate, and coordinate with the DOLA Regional Manager on the application prior to submittal to DOLA. In meeting with our Regional Manager Chris LeMay, and discussing the details and timeline of the Holiday Project, we believe it is worth the District applying during this application period. This opportunity is exciting because Chris believes we have a fair chance given the project, our score through the WPCRF Pre-Qualification, the project being shovel ready, and that we already have been collecting CIP money which would be available to meet the 1:1 match requirement.

Applications are rated on the following criteria on a 100-point scale:

- Demonstration of Need 20 Points
- Priority, Community Goal, Outcome 10 Points
- Local Effort 20 Points
- Readiness 15 Points
- Resiliency 10 Points
- Energy & Mineral Impact 25 Points. (Larimer County scores 50% in this category)

*NOTE: Grantees **cannot** begin work or expend funds on a project that has been awarded grant funds until after receiving an executed contract from DOLA. An executed grant contract is one that has been signed by the State Controller. Funds expended prior to the date of the executed contract will not be eligible for reimbursement.*

In nearly all programs, it is recommended to involve bond counsel early in the process to avoid TABOR-related delays. It is recommended to consult with a bond attorney to determine whether an election will be required to authorize the debt. If the bond attorney recommends forming an enterprise, audited financial statements reflecting the new enterprise will be required prior to closing a loan or securing a grant.

Annual CIP Update and 2023 Special Meeting – As we continue to explore funding opportunities, complete projects, and identify new or adjust existing priority order of our CIP projects, I believe it would be beneficial to hold a special meeting late summer with Civilworx and the Board to discuss the CIP and make any necessary changes/revisions. Last year, we held this meeting at the District Office in July and given the timeline of current projects and applications, August might be a good time for the meeting this year.

Water Loss Tracking

The EPA (Environmental Protection Agency) states "Average water loss in systems is 16 percent - up to 75 percent of that is recoverable." SCWSD is averaging closer to 25% and may be higher than average based on specific features of our system; terrain, pipe material, etc. If 75% of our current water loss was recoverable, averaging \$3,000.00/month in non-revenue water, we could potentially save \$2,250.00/month or \$27,000/year.

With a big push, meter pit inspections should be completed by the meeting on 3/22/23. During the inspections, there were a few areas identified contributing to water loss within the District both affecting customers consumption (after the meter) and some on service lines before the meter contributing to District non-revenue water.

Recommendation of next potential steps from Peter Hueisman of CRWA in order of cost:

- Annual Meter Pit Inspections
- Valve Exercising / System Flushing program
- Acoustic Wave, sniff testing, loggers, correlators (Colorado Underground/Holiday Dr.)
- K-9s
- Satellite Leak Detection
- *Purchase equipment for the District to perform testing on our own*

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	2,692,700	1,878,653	814,047	\$2,979.41	30.23%