

# 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, May 24, 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 2027

Term Expires: May 2025

Term Expires: May 2025

Term Expires: May 2027

Term Expires: May 2027

## **AMENDED AGENDA**

### **A. ADMINISTRATIVE MATTERS**

- A. Call to Order
- B. Declaration of Quorum/Director Qualifications/Conflicts of Interest
- C. Approval of Agenda
- D. Nomination and Election of Officers
- E. Approval of Minutes from April 26, 2023
- F. Public Comments, limited to three minutes per person.

### **B. FINANCIAL MATTERS**

- A. Consideration of April 2023 Disbursements
- B. 2023 First Quarter Financials

### **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 June 28, 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  
April 26, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, April 26, 2023, at 6:00 p.m.

**ATTENDANCE**

Directors in Attendance

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

Excused Absence

JJ Gerard, Treasurer

Also, In Attendance

Chris Olson, Darla Howard, Tayler Pelletier SCWSD  
Justin Beckner, CivilWorx  
Others: Jason and Peggy Watson

**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 6:04 p.m. He noted that a quorum was present. All Directors also confirmed their qualifications 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 Emery it was unanimously

**RESOLVED** to approve the April 26, 2023 agenda as presented.

**Approval of Minutes** -The Directors reviewed the minutes of the March 22, 2023 Regular Meeting. Upon motion duly made by Director Goemans, and seconded by Director Emery, it was unanimously

**RESOLVED** to approve the Minutes of the March 22, 2023 Regular Meeting.

**Public Comments** - Mr. Watson asked whether the fire hydrant would be placed with the Holiday Drive Project. Mr. Beckner stated the project will begin in May 2023, and the fire hydrant will be installed as previously discussed. He also stated that reseeding and corrosion control of the area will be addressed. Manager Olson confirmed that the area disturbed by the other repair will be reseeded as well.

**FINANCIAL  
MATTERS**

**Disbursements** – The Directors reviewed the March 2023 Disbursements identified by checks #3556 through #3588 totaling \$49,672.30. Upon motion duly made by Director Emery, and seconded by Director Goemans, it was unanimously

**RESOLVED** to ratify the March 2023 Disbursements totaling \$49,672.30.

**OPERATIONS  
AND  
MAINTENANCE  
MATTERS**

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

**Engineer's Report** -. The Directors reviewed the Engineer's Report provided by Justin Beckner. After discussion and review, upon motion duly made by Director Emery, seconded by Director Goemans, it was unanimously

**RESOLVED** to ratify approval of the Holiday Drive Loop Project construction contract with Gerrard Excavating Inc. for a total contract amount of \$292,222.55.

**MANAGEMENT  
MATTERS**

Manager Olson reviewed his report with the Directors. After discussion of next steps for the CIP, he reiterated his request for the Directors to compile their questions and submit them in writing by May 10<sup>th</sup>. This would allow him time to get answers prior to scheduling a work session the first week of June for establishing direction and means of moving forward.

**OTHER  
BUSINESS**

Ms. Howard reminded Directors Schmitt, Gerard, and Goemans that Oaths would be ready to be administered after Tuesday, May 2, 2023 and no later than Tuesday, May 23, 2023 to ensure a fully seated board at the May 24<sup>th</sup> meeting.

Per Director Gerard's request, Manager Olson and Director Emery discussed a bid for the removal of the DAF unit from the treatment plant. Management and Directors were in agreement that it would not be in the best interest of the District to expend funds for the removal at this time.

**NEXT MEETING**

The next Regular Board Meeting is scheduled for Wednesday, May 24, 2023.

**ADJOURNMENT**

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

**RESOLVED** to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

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Darla Howard, Secretary for the Meeting



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

<b>Check No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
E-pay	United States Treasury	941 Taxes	\$4,461.80
E-pay	Colorado Department of Reven	First quarter CO withholding	\$2,106.00
3589	Amazon Capital Services	Office supplies	\$26.66
3590	CEGR Law	Legal expense	\$325.00
3591	Civil Worx	General services	\$375.00
3592	Comcast	Internet service	\$181.00
3593	Continental Utility Solutions, Inc	SSL certificate for website portal	\$240.00
3594	Cummins Inc.	Generator service	\$482.94
3595	FCLWD	February consumption & sewer	\$17,161.97
3596	J & J Construction Concepts	Valley Vista sewer line repair	\$1,820.00
3597	MMS Environmental Labs	Lab analyses	\$52.00
3598	Poudre Valley REA	Electric services	\$4,354.58
3599	Verizon	Phone & Cell phone services	\$181.88
3600	Anthony A Cruz	Payroll	\$1,719.37
3601	Chris Goemans	March board meeting	\$69.27
3602	Chris S. Olson	Salary & on-call	\$2,806.57
3603	Darla Howard	Payroll	\$2,222.29
3604	James Gerard	March board meeting	\$69.26
3605	Taylor E. Pelletier	Payroll & On-call	\$2,159.74
3606	Tim Mather	March board meeting	\$69.26
3607	Tim Schmitt	March board meeting	\$69.27
3608	Anthony Cruz	Reimburse out of pocket mileage expense	\$26.20
3609	Colorado State Treasurer	First quarter unemployment insurance	\$109.79
3610	First Bank	Gas, Microsoft, office supplies	\$814.14
3611	Frontier Business Products	Copier/printer maintenance contract	\$57.12
3612	Great West Life & Annuity	Deferred comp contribution	\$337.08
3613	Nathan Webb	IT support	\$425.00
3614	Taylor Pelletier	Reimburse out of pocket mileage expense	\$19.65
3615	UNCC	Locate requests	\$14.19
3616	FAMLI	1st qtr. Family & medical leave insurance	\$247.02
3617	CEBT Payments	May 2023 health insurance premium	\$4,775.34
3618	Schrader Propane	Propane - admin building	\$1,015.25
3619	Anthony A Cruz	Payroll	\$1,453.30
3620	Chris S. Olson	Salary & on-call	\$2,806.57
3621	Darla Howard	Payroll	\$1,874.35
3622	Taylor E. Pelletier	Payroll	\$1,881.92
3623	Amazon Capital Services	Tools, sewer collection materials	\$3,155.83
3624	CEGR Law	Legal expense	\$1,389.00
3625	Comcast	Internet service & static IP for website port:	\$221.94
3626	Cummins Inc.	Generator maintenance	\$2,878.56
3627	Frontier Print center	Uniforms - A. Cruz	\$370.00
3628	Great West Life & Annuity	Deferred comp contribution	\$337.08
3629	Poudre Valley REA	Electric services	\$3,945.00
3630	Timber Line Electric	Remote programming support	\$297.50

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

3631	FCLWD	March consumption & sewer	\$16,165.36
3632	Amazon Capital Services	Tools	\$54.10
3633	Civil Worx	Holiday Loop Design & rock exploration	\$8,800.00
3634	USPS	May 1 Billing postage	\$192.00
		Total April 2023 Disbursements	\$94,617.15



## Management Financial Statements

### BOARD OF DIRECTORS SPRING CANYON WATER AND SANITATION DISTRICT

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2022 and March 31, 2023.

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 black ink, appearing to be "B. J. ...", is written over a light blue horizontal line.

Pinnacle Consulting Group, Inc.  
May 16, 2023

#### Offices Located in Loveland and Denver

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

	<b>BUDGETARY UNAUDITED ACTUAL <u>12/31/2022</u></b>	<b>BUDGETARY UNAUDITED ACTUAL <u>3/31/2023</u></b>
<b>Assets</b>		
Current Assets		
Cash - Checking, First Bank	\$ 146,723	\$ 255,008
Colotrust - CDT General Account	891,446	1,052,076
ColoTrust - Operating Account	1,123,888	1,135,958
ColoTrust - Water Tap Reserve	314,883	318,696
Petty Cash	115	115
Accounts Receivable	129,429	126,441
Property Tax Receivable	74,027	78,062
Due from County Treasurer	361	361
Prepaid Expenses	20,803	-
Total Current Assets	<u>\$ 2,701,675</u>	<u>\$ 2,966,717</u>
<b>Total Assets</b>	<u><u>\$ 2,701,675</u></u>	<u><u>\$ 2,966,717</u></u>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	\$ 42,636	\$ 62,690
Retainage Payable	18,073	18,073
Payroll Liabilities	26,741	33,911
Deferred Property Taxes	74,027	74,027
Total Current Liabilities	<u>\$ 161,477</u>	<u>\$ 188,701</u>
<b>Total Liabilities</b>	<u><u>\$ 161,477</u></u>	<u><u>\$ 188,701</u></u>
<b>Fund Balance</b>		
Nonspendable	\$ 20,803	\$ -
Restricted - Capital	375,156	482,239
Restricted - Operating Reserve	232,052	280,193
Unrestricted	1,912,187	2,015,584
<b>Total Fund Balance</b>	<u>\$ 2,540,198</u>	<u>\$ 2,778,016</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><u>\$ 2,701,675</u></u>	<u><u>\$ 2,966,717</u></u>
	=	=



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

OPERATIONS SUMMARY:

	2022 Unaudited Actual	2023 Adopted Budget	Actual Through 3/31/2023	Budget Remaining 3/31/2023	% Budget Remaining 3/31/2023
Operating Reserve (25% of budgeted O&M) Unrestricted	244,245 1,619,952	250,653 1,705,992	232,052 1,932,990	18,601 (226,998)	7.4% -13.3%
<b>Beginning Budgetary Fund Balance</b>	<b>\$ 1,864,197</b>	<b>\$ 1,956,645</b>	<b>\$ 2,165,042</b>	<b>\$ (208,397)</b>	<b>-10.7%</b>
<b>Revenues and Other Funding Sources:</b>					
Water Operations	\$ 636,806	\$ 583,949	\$ 144,226	\$ 439,723	75.3%
Sewer Operations	467,799	399,639	116,958	282,681	70.7%
Interest Income	31,474	50,000	26,383	23,617	47.2%
Miscellaneous Income	17,899	18,000	2,924	15,076	83.8%
General Property Tax	70,063	74,027	31,143	42,884	57.9%
Specific Ownership Tax	5,013	5,182	1,314	3,868	74.6%
<b>Total Operating and Non-Operating Revenues</b>	<b>\$ 1,229,054</b>	<b>\$ 1,130,797</b>	<b>\$ 322,948</b>	<b>\$ 807,849</b>	<b>71.4%</b>
<b>Total of Beginning Funds and Revenues</b>	<b>\$ 3,093,251</b>	<b>\$ 3,087,442</b>	<b>\$ 2,487,991</b>	<b>\$ 599,451</b>	<b>19.4%</b>
<b>Expenditures:</b>					
Administrative	\$ 388,124	\$ 519,887	\$ 115,874	\$ 404,013	77.7%
Water Maintenance	213,210	270,575	36,698	233,877	86.4%
Sewer Maintenance	150,395	153,830	39,641	114,189	74.2%
<b>Operating Expenditures Before Debt</b>	<b>\$ 751,729</b>	<b>\$ 944,292</b>	<b>\$ 192,213</b>	<b>\$ 752,079</b>	<b>79.6%</b>
Principal	\$ 134,874	\$ 137,585	\$ -	\$ 137,585	100.0%
Interest	41,606	38,895	-	38,895	100.0%
<b>Debt Service Expenditures</b>	<b>\$ 176,479</b>	<b>\$ 176,479</b>	<b>\$ -</b>	<b>\$ 176,479</b>	<b>100.0%</b>
Transfers to Capital Fund	\$ -	\$ 3,358	\$ -	\$ 3,358	100.0%
<b>Total Operating and Debt Service Expenditures &amp; Capital Transfers</b>	<b>\$ 928,208</b>	<b>\$ 1,124,129</b>	<b>\$ 192,213</b>	<b>\$ 931,916</b>	<b>82.9%</b>
<b>Net Revenues Before Capital Transfers</b>	<b>\$ 300,845</b>	<b>\$ 10,026</b>	<b>\$ 130,735</b>	<b>\$ (120,709)</b>	<b>-1204.0%</b>
<b>Net Revenues After Capital Transfers</b>	<b>\$ 300,845</b>	<b>\$ 6,668</b>	<b>\$ 130,735</b>	<b>\$ (124,067)</b>	<b>-1860.6%</b>
Operating Reserve	232,052	280,193	280,193	-	0.0%
Unrestricted	\$ 1,932,990	1,683,120	2,015,584	(332,464)	-19.8%
<b>Ending Budgetary Fund Balance</b>	<b>\$ 2,165,042</b>	<b>\$ 1,963,313</b>	<b>\$ 2,295,777</b>	<b>\$ (332,464)</b>	<b>-16.9%</b>

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

REVENUES:	2022 Unaudited Actual	2023 Adopted Budget	Actual Through 3/31/2023	Budget Remaining 3/31/2023	% Budget Remaining 3/31/2023
Operating Reserve (25% of budgeted O&M) Unrestricted	244,245 1,619,952	250,653 1,705,992	232,052 1,932,990	18,601 (226,998)	7.4% -13.3%
<b>Beginning Funds Available:</b>	<b>\$ 1,864,197</b>	<b>\$ 1,956,645</b>	<b>\$ 2,165,042</b>	<b>\$ (208,397)</b>	<b>110.7%</b>
<b>Water Revenues:</b>					
Active Installed Water	\$ 632,484	\$ 581,830	\$ 143,130	\$ 438,700	75.4%
Water Active Uninstalled	4,322	2,119	1,096	1,023	48.3%
<b>Total Water Operating Revenues</b>	<b>\$ 636,806</b>	<b>\$ 583,949</b>	<b>\$ 144,226</b>	<b>\$ 439,723</b>	<b>75.3%</b>
<b>Sewer Revenues:</b>					
Sewer Active Installed	\$ 446,304	\$ 380,419	\$ 111,585	\$ 268,834	70.7%
Sewer Active Uninstalled	21,494	19,220	5,374	13,846	72.0%
<b>Total Sewer Operating Revenues</b>	<b>\$ 467,799</b>	<b>\$ 399,639</b>	<b>\$ 116,958</b>	<b>\$ 282,681</b>	<b>70.7%</b>
<b>Total Operating Revenues</b>	<b>\$ 1,104,605</b>	<b>\$ 983,588</b>	<b>\$ 261,184</b>	<b>\$ 722,404</b>	<b>73.4%</b>
<b>Non-Operating Revenues:</b>					
Property Taxes, Delinquent Taxes & Interest	\$ 70,063	\$ 74,027	\$ 31,143	\$ 42,884	57.9%
Specific Ownership Taxes	5,013	5,182	1,314	3,868	74.6%
Interest Income	31,474	50,000	26,383	23,617	47.2%
Miscellaneous Income	6,801	8,000	740	7,260	90.7%
Penalties & Interest	9,849	8,000	2,184	5,816	72.7%
Transfer Fees	1,249	2,000	-	2,000	100.0%
<b>Total Non-Operating Revenues</b>	<b>\$ 124,449</b>	<b>\$ 147,209</b>	<b>\$ 61,764</b>	<b>\$ 85,445</b>	<b>58.0%</b>
<b>Total Operating &amp; Non-Operating Revenues</b>	<b>\$ 1,229,054</b>	<b>\$ 1,130,797</b>	<b>\$ 322,948</b>	<b>\$ 807,849</b>	<b>71.4%</b>
<b>Total Beginning Funds and Revenues</b>	<b>\$ 3,093,251</b>	<b>\$ 3,087,442</b>	<b>\$ 2,487,991</b>	<b>\$ 599,451</b>	<b>19.4%</b>

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

**ADMINISTRATIVE/GENERAL EXPENDITURES:**

	<b>2022 Unaudited Actual</b>	<b>2023 Adopted Budget</b>	<b>Actual Through 3/31/2023</b>	<b>Budget Remaining 3/31/2023</b>	<b>% Budget Remaining 3/31/2023</b>
<b>General Administrative Expenditures:</b>					
<b>Professional Services:</b>					
Auditing	\$ 5,700	\$ 8,000	\$ -	\$ 8,000	100.0%
District Management/Finance&Acctng	28,724	29,000	2,139	26,861	92.6%
Election	63	1,000	34	966	96.6%
Legal	1,321	10,000	1,714	8,286	82.9%
<b>Employee Compensation:</b>					
Salaries and Wages	183,039	264,294	53,086	211,208	79.9%
Directors Fees	5,325	5,400	825	4,575	84.7%
Employer Deferred Compensation	4,965	5,835	3,393	2,442	41.8%
Employer Social Security & Medicare	14,418	20,632	4,099	16,533	80.1%
Employee Health Insurance	49,646	58,596	14,004	44,592	76.1%
Employer Unemployment	361	793	78	715	90.1%
Employer FAMILI	-	1,200	-	1,200	100.0%
<b>Insurance:</b>					
Liability Insurance	20,322	22,354	20,803	1,551	6.9%
Workers' Comp Insurance	3,847	5,552	(64)	5,616	101.2%
<b>Other:</b>					
Bad Debt	774	500	-	500	100.0%
Computer Software - License & Maint	25,078	12,000	2,983	9,017	75.1%
Dues & Publications	3,183	3,500	1,177	2,323	66.4%
General Engineering	8,317	20,000	1,715	18,285	91.4%
GIS Mapping	1,029	2,500	36	2,464	98.6%
Lot Line Adjustment Project	-	-	-	-	0.0%
Miscellaneous-Bank Service Charges	1,664	750	1,136	(386)	-51.4%
Office and Other	7,143	10,500	3,044	7,456	71.0%
Parts Inventory	50	2,500	230	2,270	90.8%
Repair and Maintenance	1,781	3,000	89	2,911	97.0%
Storage Expense	-	-	-	-	0.0%
Tools	1,263	2,000	486	1,514	75.7%
Training and Travel	1,505	5,500	462	5,038	91.6%
Treasurer's Fees	1,404	1,481	623	858	57.9%
Uniforms and Safety Equipment	1,156	2,000	-	2,000	100.0%
Utilities	10,273	12,000	3,054	8,946	74.6%
Vehicle Expense	5,773	9,000	729	8,271	91.9%
<b>Total Administrative Expenditures</b>	<b>\$ 388,124</b>	<b>\$ 519,887</b>	<b>\$ 115,874</b>	<b>\$ 404,013</b>	<b>77.7%</b>
<b>CAPITAL TRANSFER:</b>					
Transfer to Capital Fund	\$ -	\$ 3,358	\$ -	3,358	100.0%
<b>Total Capital Transfers</b>	<b>\$ -</b>	<b>\$ 3,358</b>	<b>\$ -</b>	<b>\$ 3,358</b>	<b>100.0%</b>

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

<b>WATER EXPENDITURES:</b>	<b>2022 Unaudited Actual</b>	<b>2023 Adopted Budget</b>	<b>Actual Through 3/31/2023</b>	<b>Budget Remaining 3/31/2023</b>	<b>% Budget Remaining 3/31/2023</b>
<b>Water Treatment:</b>					
ORC Contracted Services	\$ 9,933	\$ 8,000	\$ -	\$ 8,000	100.0%
Lab Analysis	2,204	4,000	342	3,658	91.5%
Materials	-	1,000	-	1,000	100.0%
Utilities	1,237	1,500	338	1,163	77.5%
Water Treatment (Contract)	135,947	141,075	26,986	114,089	80.9%
<b>Water Transmission &amp; Distribution:</b>					
Comprehensive Tank Inspections	3,500	-	-	-	0.0%
Contract Maintenance & Repair	34,102	75,000	3,092	71,908	95.9%
Materials	6,413	15,000	630	14,370	95.8%
Utilities	19,873	25,000	5,311	19,689	78.8%
<b>Total Water Operating Expenditures</b>	<b>\$ 213,210</b>	<b>\$ 270,575</b>	<b>\$ 36,698</b>	<b>\$ 233,877</b>	<b>86.4%</b>
<b>Debt Retirement:</b>					
Loans-Principal	\$ 134,874	\$ 137,585	\$ -	\$ 137,585	100.0%
Loans-Interest	41,606	38,895	-	38,895	100.0%
<b>Total Water Non-Operating Expenditures</b>	<b>\$ 176,479</b>	<b>\$ 176,479</b>	<b>\$ -</b>	<b>\$ 176,479</b>	<b>100.0%</b>
<b>Total Water Expenditures</b>	<b>\$ 389,689</b>	<b>\$ 447,054</b>	<b>\$ 36,698</b>	<b>\$ 410,356</b>	<b>91.8%</b>

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

<b>SEWER EXPENDITURES:</b>	<b>2022 Unaudited Actual</b>	<b>2023 Adopted Budget</b>	<b>Actual Through 3/31/2023</b>	<b>Budget Remaining 3/31/2023</b>	<b>% Budget Remaining 3/31/2023</b>
<b>Collection &amp; Transmission:</b>					
Materials	\$ 3,258	\$ 10,000	\$ 1,082	\$ 8,918	89.2%
Repair & Maintenance	33,253	30,000	8,485	21,515	71.7%
Utilities	22,084	25,000	7,125	17,875	71.5%
<b>Sewer Treatment:</b>					
Sewer Treatment(Contract)	91,800	88,830	22,950	65,880	74.2%
<b>Total Sewer Operating Expenditures</b>	<b>\$ 150,395</b>	<b>\$ 153,830</b>	<b>\$ 39,641</b>	<b>\$ 114,189</b>	<b>74.2%</b>

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

CAPITAL FUND:	2022 Unaudited Actual	2023 Adopted Budget	Actual Through 3/31/2023	Budget Remaining 3/31/2023	% Budget Remaining 3/31/2023
Capital Reserve	\$ 13,008	\$ 358,282	\$ 375,156	\$ (16,874)	-4.7%
<b>Beginning Funds Available:</b>	<b>\$ 13,008</b>	<b>\$ 358,282</b>	<b>\$ 375,156</b>	<b>\$ (16,874)</b>	<b>-4.7%</b>
<b>Capital Contributions:</b>					
Monthly Surcharge	\$ 445,412	\$ 438,360	\$ 111,622	\$ 326,738	74.5%
Tap Sales - Water	29,925	-	-	-	0.0%
Tap Sales - Sewer	4,500	-	-	-	0.0%
<b>Total Capital Contributions</b>	<b>\$ 479,837</b>	<b>\$ 438,360</b>	<b>\$ 111,622</b>	<b>\$ 326,738</b>	<b>74.5%</b>
<b>Capital Expenditures</b>					
Arrowhead	\$ 34,027	\$ 115,000	\$ -	\$ 115,000.00	100.0%
General Capital Services	1,505	5,000	-	5,000	100.0%
Holiday Dr Loop	17,414	675,000	4,539	670,461	99.3%
Swim Beach Line Replacement	64,744	5,000	-	5,000	100.0%
<b>Total Capital Expenditures</b>	<b>\$ 117,690</b>	<b>\$ 800,000</b>	<b>\$ 4,539</b>	<b>\$ 795,461</b>	<b>99.4%</b>
<b>Transfers from General Fund</b>	<b>\$ -</b>	<b>\$ 3,358</b>	<b>\$ -</b>	<b>\$ 3,358</b>	<b>100%</b>
<b>Net Revenues Before General Fund Transfers</b>	<b>\$ 362,148</b>	<b>\$ (361,640)</b>	<b>\$ 107,084</b>	<b>\$ (468,724)</b>	<b>129.6%</b>
<b>Net Revenues After General Fund Transfers</b>	<b>\$ 362,148</b>	<b>\$ (358,282)</b>	<b>\$ 107,084</b>	<b>\$ (465,366)</b>	<b>129.9%</b>
Capital Reserve	\$ 375,156	\$ -	\$ 482,239	\$ (482,239)	0.0%
<b>Ending Budgetary Fund Balance</b>	<b>\$ 375,156</b>	<b>\$ -</b>	<b>\$ 482,239</b>	<b>\$ (482,239)</b>	<b>0.0%</b>



# Spring Canyon WSD Monthly Operations Report

Prepared by: Tayler Pelletier

Date: 5/17/2023

## Service Line Repair on Key Largo:

At the time of writing, a repair is scheduled for Thursday, May 18<sup>th</sup> for a water service line leak in Inlet Knolls.

## Lift Station 2:

A relay in lift station 2 failed and disabled some of the automated controls. A replacement has been ordered and will be installed upon delivery.

## Electrical Monitoring Hardware:

To make gathering information safer and more accessible, we are installing electrical metering at all the lift stations. Currently, lift station 2 has been completed as a trial run. Everything looks good so far so we will continue installing the hardware at the other stations.

## Lift Station 3:

We have received seal failure alarms from one pump at lift station 3 and will be pulling the pump to change the oil and troubleshoot the problem.

## New Sewer Tap:

A new sewer tap was purchased and fully installed on Rimrock Lane.

## Larimer County Decontamination Boat Wash:

We have been working with Larimer County to make our requirements clear for water and sewer infrastructure. South Fort Collins Sanitation has also been involved to make sure the pre-treatment meets their standards.

## Engineer's Report – May 18, 2023

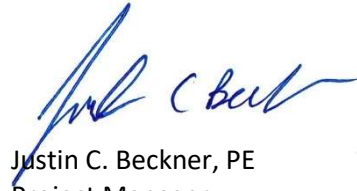
### Holiday Drive Waterline Construction Project

We worked with PVREA to schedule the pole relocation for the Holiday Drive project and that was done by May 4<sup>th</sup> and we have been waiting for Xfintiy to place the new guy wire for the pole. They are currently behind schedule due to the rain but should have it replaced mid next week.

We currently have a preconstruction meeting scheduled with Gerrard for Wednesday May 24<sup>th</sup> and at that time they will start some of their pre-construction activities like clearing and grubbing and placing their erosion control for the project.

They will then start the construction of the waterline on May 30<sup>th</sup>.

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



Justin C. Beckner, PE  
Project Manager



**Safety and Loss Prevention Grant** – The District received a Safety and Loss Prevention Grant of \$1,107.92 for 2023 from the CSD Safety Grant Program. This money will be used to continue implementation and further development of the District’s Safety program and PPE for employees.

**Anthony Cruz CCWP Certifications** – District Operation Maintenance Technician Anthony Cruz is on track to complete the Level I Water Distribution and Level I Sewer Collection certification exams in early June. Anthony’s first few months with the District have been going well and his previous knowledge and experience proven very valuable in his position with the District. There have been multiple circumstances within system operations over the previous two months that we have turned to positive training opportunities. We continue to pursue additional training and educational opportunities for all employees through our vendors and partners including but not limited to attendance of the CRWA Conference, continued on-site training with CRWA staff, touring of SFCSO facilities and ongoing discussion with staff, webinars, and online course packages focused specifically on CCWP collections and distribution.

**Employee Benefits Transition** – The transition from our previous Anthem benefits plan to the CEBT plan was seamless. Our Anthem plan ended April 30th 2023 at 12:00P.M. and the CEBT plan effective May 1, 2023 at 12:00P.M. All employees were enrolled successfully in the new plan and the invoicing/payment structure in place.

**Water Loss Tracking** - The customer service line leak in Inlet Knolls was a contributing factor to non-revenue water over the previous cycle/cycles. This will have a small impact on the water loss numbers. Due to the very damp conditions, it has made internal efforts of identifying leaks in vulnerable parts of the system more difficult. This effort will continue into the summer and should improve with dryer conditions.

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%

2/20/23 – 3/20/23	2,240,500	1,519,155	721,345	\$2,640.12	32.20%
3/20/23 – 4/20/23	2,602,200	1,803,786	798,414	\$2,922.19	30.68%
4/20/23 – 5/20/23	2,547,300	1,875,900	671,400	\$2,457.32	26.36%

**Special Meeting / BIL Funding** – From the responses received from the Board, I have reach out with additional questions to the appropriate agencies (DOLA, CDPHE, etc.) for additional information and clarity surrounding the BIL funding opportunity under the WPCRF. I hope to receive all answers to your questions from the previous meeting and emails to provide for an efficient work session to determine a clear path forward and next steps. If possible, I would greatly appreciate your time to attend a special meeting ideally before 6/16/23 to ensure we are still in a good position given the current opportunities and deadlines.