

MINUTES OF THE REGULAR MEETING OF  
SPRING CANYON WATER AND SANITATION DISTRICT  
HELD  
May 24, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, May 24, 2023, at 6:00 p.m.

**ATTENDANCE**

Directors in Attendance

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

Excused Absence

Also, In Attendance

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

**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 6:06 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 Gerard, and seconded by Director Goemans, it was unanimously

**RESOLVED** to approve the May 24, 2023 agenda as presented.

**Nominations and Election of Officers** – Upon motion duly made by Director Goemans,, seconded by Director Gerard, and unanimously

**RESOLVED** that sitting officers would remain the same.

**Approval of Minutes** -The Directors reviewed the minutes of the April 26, 2023 Regular Meeting. Upon motion duly made by Director Gerard, and seconded by Director Goemans, it was unanimously

**RESOLVED** to approve the Minutes of the April 26, 2023 Regular Meeting.

**Consideration and Review of Customer Request** - Mr. Jorge Vivanco requested an exception to District policy regarding sign off of Larimer County Utility Checklist prior to purchase of tap rights in order to obtain the building permit for construction of a new residence at 4950 WCR 38E. Mr. Vivanco requested a three month payment plan for water and sewer taps beginning June 1, 2023 and ending August 1, 2023. Manager Olson requested the name on the contract be changed from Spring Creek to Spring Canyon, and he requested the July 1<sup>st</sup> payment date be changed to June 30, 2023. Manager Olson stated tap contracts would be issued with the final payment on August 1, 2023. After discussion and review and upon motion duly made by Director Gerard, seconded by Mather, it was unanimously

**RESOLVED** to approve Mr. Jorge Vivanco promissory note in the amount of \$34,425.00 for purchase of ¾" -5/8" residential water tap and 4" residential sewer tap, due in full August 1, 2023 pending legal review, the noted date change, and legal expense to be solely born by Mr. Vivanco.

**Public Comments -**

**FINANCIAL  
MATTERS**

**Disbursements** – The Directors reviewed the April 2023 Disbursements identified by checks #3589 through #3634 totaling \$94,617.15. Upon motion duly made by Director Mather, and seconded by Director Gerard, it was unanimously

**RESOLVED** to ratify the April 2023 Disbursements totaling \$94,617.15.

**First Quarter 2023 Financials** — Ms. Ondracek presented the first quarter financials for Director review. The Directors reviewed the expenses to budget through March 31, 2023.

Ms. Ondracek advised the Directors that she has not received a confirmation the auditor will present the draft audit at the June 28, 2023 meeting. The draft is due to the Directors by June 30, 2023.

**OPERATIONS  
AND  
MAINTENANCE  
MATTERS**

**Engineer's Report** -. The Directors reviewed the Engineer's Report provided by Justin Beckner. The contract is complete. Preconstruction meeting was held May 24, 2023. Project start date is scheduled for May 30, 2023.

**Operations Report** – The Directors reviewed the Operations Report prepared by Tayler Pelletier. The Directors inquired whether the County Boat wash station would generate tap fees; Mr. Pelletier advised them the County will be required to purchase a water and sewer tap for their project.

**MANAGEMENT  
MATTERS**

Manager Olson reported the District is also anticipating the sale of two (2) water taps and three (3) sewer taps over the next few months in addition to the Vivanco and County purchases. The Directors reviewed the manager's report and agreed to respond to Mr. Olson's request for a date to hold a work session.

**NEXT MEETING**

The next Regular Board Meeting is scheduled for Wednesday, June 28, 2023.

**ADJOURNMENT**

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

**RESOLVED** to adjourn the meeting at 7:19 p.m.

Respectfully submitted,

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Darla Howard, Secretary for the Meeting

