

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, August 23, 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. Approval of Minutes from July 26, 2023
- E. Public Comments, limited to three minutes per person.

B. FINANCIAL MATTERS

- A. Consideration of July 2023 Disbursements
- B. Appoint Budget Officer for FY 2024 Budget

C. OPERATIONS AND MAINTENANCE MATTERS

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

D. MANAGEMENT MATTERS

- A. Manager's Report

*The next regular meeting is scheduled for September 27, 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
July 26, 2023

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

ATTENDANCE

Directors in Attendance

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

Also, In Attendance

Chris Olson, Daria Howard, SCWSD
Jennifer Ondracek, Pinnacle Consulting Group
Justin Beckner, CivilWorx
Joe Silhacek, Wipfli LLP
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 6:01 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 Mather, it was unanimously

RESOLVED to approve the July 26, 2023 agenda as presented.

Approval of Minutes -The Directors reviewed the minutes of the June 28, 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 June 28, 2023 Regular Meeting.

Public Comments -

**FINANCIAL
MATTERS**

Disbursements – The Directors reviewed the June 2023 Disbursements identified by checks #3670 through #3706 totaling \$39,944.5. Upon motion duly made by Director Emery, and seconded by Director Gerard, it was unanimously

RESOLVED to ratify the June 2023 Disbursements totaling \$39,944.85

Fiscal Year 2022 Audit – Joe Silhacek of Wipfli LLP presented the Fiscal Year 2022 audit. He issued the District a clean/unmodified opinion. Upon motion by Director Gerard, seconded by Director Goemans, it was unanimously

RESOLVED to accept the Fiscal Year 2022 audit as presented.

Wipfli LLP will file the audit with the state per statute.

Second Quarter Financials – Ms. Ondracek presented the second quarter financials for Director review. The Directors reviewed the expenditures to budget through June 30, 2023.

**OPERATIONS
AND
MAINTENANCE
MATTERS**

Engineer's Report -. The Directors reviewed the Engineer's Report provided by Justin Beckner. The Holiday Loop Project is substantially complete; seeding is scheduled for the first week of August.

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 Goemans, seconded by Director Gerard, it was unanimously

RESOLVED to convene in Executive Session, pursuant C.R.S. 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations, and/or instructing negotiators.

Chairman Schmitt reported, "It is July 26, 2023 and the time is 6:48. 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: Tim Mather, Rick Emery, James Gerard, Tim Schmitt, Chris Goemans, and Chris Olson. 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. Executive Session ended at 7:28p.m. Present at the conclusion of the Executive Session were Tim Schmitt, Tim Mather, Rick Emery, James Gerard, Chris Goemans, and Chris Olson. The Board did not engage in substantial Discussion of any matter not enumerated in C.R.S. 24-6-402(4)(e). The Board did not adopt any proposed policy, position, rule, regulation, or formal action.

The public meeting was reconvened 7:28 p.m.

NEXT MEETING

The next Regular Board Meeting is scheduled for Wednesday, August 23, 2023.

ADJOURNMENT

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

RESOLVED to adjourn the meeting at 7:29 p.m.

Respectfully submitted,

Darla Howard

Darla Howard, Secretary for the Meeting

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

| Check No. | Vendor | Description | Amount |
|--------------------------------------|--------------------------------|---|---------------------|
| E-pay | United States Treasury | 941 Taxes | \$5,881.16 |
| 3707 | Anthony A Cruz | Payroll | \$1,672.06 |
| 3708 | Chris Goemans | Board meetng | \$69.27 |
| 3709 | Chris S. Olson | Salary | \$2,854.65 |
| 3710 | Darla Howard | Payroll | \$2,069.11 |
| 3711 | Rick Emery | Board meetng | \$69.26 |
| 3712 | Tayler E. Pelletier | Payroll | \$2,186.83 |
| 3713 | Tim Schmitt | Board meetng | \$69.27 |
| 3714 | Amazon Capital Services | No Trespassing signs for bridge | \$120.76 |
| 3715 | CEBT Payments | Health insurance premium | \$4,775.34 |
| 3716 | Civil Worx | General svc, Holiday Loop management | \$2,222.50 |
| 3717 | Colorado Analytical Labs Inc. | Lab analyses | \$235.00 |
| 3718 | Colorado Underground Detection | Leak detection service | \$1,200.00 |
| 3719 | Comcast | Internet service | \$205.85 |
| 3720 | FCLWD | May consumption | \$10,746.86 |
| 3721 | Great West Life & Annuity | Deferred comp contributions | \$337.08 |
| 3722 | J & J Construction Concepts | Leak exploration Foothills & Fawn | \$1,467.50 |
| 3723 | Poudre Valley REA | Electric services | \$4,114.47 |
| 3724 | Schrader Propane | Propane | \$165.00 |
| 3725 | SFCSD | Sewer IGA - May-June | \$13,958.28 |
| 3726 | Tayler Pelletier | Reimburse out of pocket gas expense | \$71.13 |
| 3727 | Verizon | Cell services | \$181.57 |
| 3728 | Canyon Utilities Service | Trash service | \$187.00 |
| 3729 | First Bank | Cloud backup, gas, Microsoft, tools, training | \$3,131.81 |
| 3730 | UNCC | Locate request service | \$29.67 |
| 3731 | Colorado Department of Revenue | 2nd Quarter CO withholding | \$2,643.55 |
| 3732 | Colorado State Treasurer | 2nd quarter unemployment insurance | \$130.79 |
| 3733 | Gerrard Excavating Inc. | Holiday Loop Pay App #1 | \$103,970.09 |
| 3734 | Pinnacle Consulting | Accounting svc - June | \$1,232.50 |
| 3735 | Timber Line Electric | Sandstone Tanks diagnostics | \$327.50 |
| 3736 | Anthony A Cruz | Payroll | \$1,747.78 |
| 3737 | Chris S. Olson | Salary | \$2,702.97 |
| 3738 | Darla Howard | Payroll | \$1,924.62 |
| 3739 | Tayler E. Pelletier | Payroll | \$1,765.94 |
| 3740 | CEGR Law | Election filings | \$72.50 |
| 3741 | Extreme Plumbing LLC | Backflow device testing | \$3,120.00 |
| 3742 | Frontier Business Products | Copier/printer maintenance contract | \$57.12 |
| 3743 | Great West Life & Annuity | Deferred comp contributions | \$337.08 |
| 3744 | USA Bluebook | Lab test kits | \$101.40 |
| 3745 | FAMLI | 2nd Quarter | \$294.27 |
| 3746 | USPS | Billing postage | \$203.49 |
| Total July 2023 Disbursements | | | \$178,653.03 |

Engineer's Report – August 17, 2023

Holiday Drive Waterline Construction Project

The seeding for the project was completed but will likely need to be redone in areas due to the heavy rains that we have received since it was completed and the steep slope. We are working with the contractor to get a quote for some additional erosion control that would not normally be necessary, but due to the rains this year might be worth pursuing.

We are working with the contractor to finalize the final numbers and will hopefully have it in the next week or so, so that we can close out the project.

CIP

We appreciate the board taking the time to meet with us on the CIP this week and work through the prioritization of the projects. We will have an updated CIP packet in the next couple of weeks and will provide that to the board and the district in electronic format.

In addition, we are working with Chris Olson on the Project Needs Assessment for the grant funding.

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: 8/17/2023

Lift Station 4 and Arvada Pumps:

We have been working with Arvada Pumps to finetune lift station 4 and stop the pump trips we have been experiencing. We are also working with them to implement more preventative maintenance procedures.

Medicine Ridge Level Transducer:

The replacement transducer has been ordered.

Valve Exercising:

I am currently re-developing the valve exercising program.

Possible Leak:

We are aware of a puddle in the road in Continental North. The water coming from it has been varying substantially so we are not sure at this time if it is a leak or ground water. American Leak Detection is scheduled to assess it on Friday 8/18.

Lead and Copper Compliance:

The final LCR sample has been collected and delivered to the lab.

Backflow Prevention Device Testing:

All devices have been tested and passed. Once we receive the final reports, I will be able to fill out the annual reporting paperwork and the BPCCC rule will be completed for the year.

Cushman's Lakeview Sanitary Sewer Mainline Extension –The items requiring attention from last month and shown below have all been completed with the exception of those in red.

1. Fix the bent stair in MH3
2. Grout to be applied above the pipe where entering and exiting all manholes
3. As built drawings signed and sealed by Forbes Engineering
4. Mandrel deflection testing completed and provide results
5. **Pressure testing of pipe completed and provide results**
6. Bollards and **concrete pan** around MH3
7. Final invoice

Once complete, Civilworx will accept the improvements, we will issue payment, and title to all work, materials, and equipment furnished under the contract will pass to the District free and clear of all liens and other title defects, and a two-year warranty period will begin.

Old Arrowhead Tank Coating Proposals – We have received proposals from USG Water Solutions and National Tank. We are waiting on a third from TMI Tank Coating. After all proposals are received, we will review, analyze, and make a recommendation.

CSD Pool Insurance Renewal Updates – We are anticipating receiving the initial documents for our Worker's Compensation and Property & Liability Renewals in the coming weeks. Below are the discounts we received last year and plan to take advantage of again this year. We have already completed the required amount of Vector Safety Training courses to receive full credit for this discount as shown below in green.

- a. Complete online renewal updates prior to October 31, 2023 to avoid an automatic 10% increase above the prior year's contributions
- b. 8% Multi-Program Discount on the Property and Liability contribution when Workers' Compensation is also placed with the CSD Pool
- c. Members with sanitation operations can receive a 33% credit for participation in the Sanitation Maintenance Warranty Program. This discount applies to the portion of liability contributions attributed to sanitation operating expenses.
- d. **10% discount by completing training courses through Vector Solutions.**

WPCRF Loan Application Status – Progress continues to be made toward the PNA. There are a few remaining items we are still working through with accounting and engineering. We are still looking at the very earliest loan application of November 15, 2023 but more realistically January 15, 2024 or February 15, 2024. These targets are well within the 18-month application requirement from the date of the initial Pre-Qualification meeting.

Culvert Additions to SCWSD District Office & Shop - J&J completed work around the District office to correct the drainage issues the district has been experiencing. Two old, damaged culverts were replaced with a single larger culvert and an additional culvert was added to the west side of the office. In addition to the culverts being added, the work allowed for more usable space on our two properties since losing the storage space of the DAF property.

CIP Update – Thank you all for attending the CIP work session at the District Office on Tuesday 8/15/23. This work session was very beneficial. I made a few additional corrections and am continuing to work on finalizing the CIP Schedule sent out on Friday 8/18/23. I greatly appreciate the feedback received.

Water Loss Tracking – Colorado Underground met with District Staff on Friday 7/28/23 to leak detect all fire hydrants and flushing hydrants within our District. No leaks were found. Their next recommendation of most vulnerable areas to leak detect is through curbstops/meter pits, sections at a time. There is a piece of equipment we can purchase to do this on our own. The recommended equipment that would fit our needs best is approximately \$5,000.00. If we purchase the equipment, CU will come up and train District staff how to use it. During this year’s budget, we will consider the costs and benefits of purchasing this equipment vs what it would cost to continue to schedule CU as part of an ongoing leak detection program.

| 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% |
| 5/20/23 – 6/20/23 | 2,987,300 | 2,258,096 | 729,204 | \$2,668.89 | 32.29% |
| 6/20/23 – 7/20/23 | 3,529,400 | 2,897,018 | 632,382 | \$2,314.52 | 21.83% |
| 7/20/23 – 8/20/23 | TBD As of 8/17/23 | | | | |