

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, November 15, 2023 at 6:00 p.m. via teleconference.

Board of Directors

Tim Schmitt, President/Chairman

Term Expires: May 2027

Richard Emery, Vice President/Vice Chairman

Term Expires: May 2025

Tim Mather, Director

Term Expires: May 2025

James Gerard, Treasurer

Term Expires: May 2027

Chris Goemans, Director

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 October 25, 2023
- E. Public Comments, limited to three minutes per person.

B. FINANCIAL MATTERS

- A. Consideration of October 2023 Disbursements
- B. Second Draft Fiscal Year 2024 Budget
 - Budgetary Fund Balance/Reserve
 - Tap Fee Increase

C. OPERATIONS AND MAINTENANCE MATTERS

- A. Engineer's Report
 - Consideration of CivilWorx Task Order 2023-04
- B. Operations Report

D. MANAGEMENT MATTERS

- A. Manager's Report

E. EXECUTIVE SESSION - Pursuant to §24-6-402(4)(f) C.R.S., for discussion of personnel matters

*Public Rate Hearing is scheduled for November 29, 2023 at 6:00 p.m. The next regular meeting and Budget Hearing is scheduled for December 6, 2023 at 6:00 p.m.

By/s/ Darla Howard, Secretary

MINUTES OF THE REGULAR MEETING OF
SPRING CANYON WATER AND SANITATION DISTRICT
HELD
October 25, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, October 25, 2023, at 6:00 p.m.

ATTENDANCE

Directors in Attendance

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

Also, In Attendance

Chris Olson, Darla Howard, Tayler Pelletier SCWSD
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 6:00 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 Emery, seconded by Director Goemans, it was unanimously

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

Approval of Minutes -The Directors reviewed the minutes of the September 27, 2023 Regular Meeting. Upon motion duly made by Director Gerard, and seconded by Director Mather, it was unanimously

RESOLVED to approve the Minutes of the September 27, 2023 Regular Meeting.

Public Comments – There were no public comments.

**FINANCIAL
MATTERS**

Disbursements – The Directors reviewed the September 2023 Disbursements identified by checks #3795 through #3833 totaling \$91,931.64. Upon motion duly made by Director Gerard, and seconded by Director Emery, it was unanimously

RESOLVED to ratify the September 2023 Disbursements totaling \$91,931.64

Fiscal Year 2024 Draft Budget – The Fiscal Year 2024 Draft Budget was presented to the full board on October 13, 2023 as required by state statute. Manager Olson presented the first draft budget for perusal, comments, and questions. The next iteration will include refined administrative, operations, and capital expenses at the regular meeting on November 15, 2023 prior to the Rate Hearing on November 29, 2023. Director Mather will present his research on area tap fees.

**OPERATIONS
AND
MAINTENANCE
MATTERS**

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

RESOLVED to approve CivilWorx Task Order 2023-02 and CivilWorx Task Order 2023-03.

Mr. Beckner will present Task Order 2023-04 for the Sandstone Tank Replacement project design at the next regular meeting.

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

**MANAGEMENT
MATTERS**

Manager Olson reviewed his report with the Directors. After discussion, the Directors stated they will continue consideration of follow through with the BIL funding application process at the next regular meeting.

NEXT MEETING

The next Regular Board Meeting is scheduled for Wednesday, November 15, 2023.

ADJOURNMENT

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

RESOLVED to adjourn the meeting at 9:16 p.m.

Respectfully submitted,

Darla Howard

Darla Howard, Secretary for the Meeting

Spring Canyon Water Sanitation District Disbursements October 2023

Check No.	Vendor	Description	Amount
E-pay	United States Treasury		5,702.66
3834	Anthony A Cruz	Payroll	1,681.63
3835	Chris Goemans	Board meeting	69.26
3836	Chris S. Olson	Salary	2,702.98
3837	Darla Howard	Payroll	1,446.62
3838	James Gerard	Board meeting	69.26
3839	Rick Emery	Board meeting	69.26
3840	Taylor E. Pelletier	Payroll	1,823.64
3841	Tim Mather	Board meeting	69.26
3842	Tim Schmitt	Board meeting	69.27
3843	Cintas Fire	Fire extinguisher inspections	550.22
3844	Civil Worx	General engineering	3,812.63
3845	CUSI	Bill forms	1,410.16
3846	eAnalytics Laboratory	Lab analyses	80.00
3847	CEBT Payments	Health insurance premium	4,775.34
3848	Comcast	Internet service	221.74
3849	Ferguson Waterworks	Level transducer	888.16
3850	First Bank	Gas, Microsoft, D & C materials, parking lot	2,492.01
3851	FCLWD	Water contract	12,285.89
3852	Gerrard Excavating Inc.	Pay Ap #3	78,190.31
3853	Nathan Webb	IT support	255.00
3855	SFCSD	Sewer contract	7,631.25
3856	Taylor Pelletier	Reimburse mileage expense	94.32
3857	Timber Line Electric	SCADA alarms tech support	460.00
3858	UNCC	Locates	11.61
3859	Verizon	Cell phones	181.95
3860	Great West Life & Annuity	Deferred comp contributions	837.08
3861	Poudre Valley REA	Electric service	2,571.87
3862	CO Department of Revenue	3rd quarter withholding	2,598.81
3863	FAMLI	3rd quarter short term leave	285.22
3864	Anthony A Cruz	Payroll	1,704.00
3865	Chris Goemans	Work session	69.26
3866	Chris S. Olson	Salary	2,725.34
3867	Darla Howard	Payroll	1,874.36
3868	James Gerard	Work session	69.26
3869	Rick Emery	Board meeting	69.27
3870	Taylor E. Pelletier	Payroll	1,779.86
3871	Tim Mather	Work session	69.26
3872	Tim Schmitt	Work session	69.26
3873	Amazon Capital Services	Office supplies	12.99
3874	Colorado State Treasurer	3rd quarter unemployment	126.77
3875	Frontier Business Products	Maintenance contract	62.83
3876	Great West Life & Annuity	Deferred comp contribution	337.08
3877	J & J Construction Concepts	Install 1" tap for brewery	3,555.00
3878	Wipfli	FY 2022 Audit	6,200.00

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

3879	J & J Construction Concepts	Lonepine galvanized replacement	4,035.00
3880	Tri-State Concrete & Excavation	SW mainline extension retainage	2,000.00
3881	USPS	Billing postage	203.49
Total October 2023 Disbursements			\$158,300.44

Spring Canyon Water & Sanitation District

November 2, 2023

Board of Directors

Spring Canyon Water & Sanitation District

Attached is a draft proposed 2024 budget for Spring Canyon Water & Sanitation District, submitted pursuant to C.R.S. Section 29-1-105. The proposed budget will be presented at an upcoming board meeting for review and approval.

If there are any questions on the budget, please contact the District office at 970-226-5605.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Olson", with a long horizontal flourish extending to the right.

Chris Olson
District Manager
Spring Canyon WSD
4908 Shoreline Drive
Fort Collins, CO 80526
chriso@springcanyonwsd.com

Spring Canyon Water & sanitation District

Management Budget Report

BOARD OF DIRECTORS

SPRING CANYON WATER AND SANITATION DISTRICT

The following is the forecasted budget of revenues, expenditures and fund balances for the year ending December 31, 2024, including the comparative information of the forecasted estimate for the year ending December 31, 2023, and the actual historic information for the year 2022.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. The accompanying forecast has not been audited nor assurance provided whether the forecast is in accordance with accounting principles generally accepted in the United States of America.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Olson', is positioned above the typed name.

Chris Olson
District Manager
Spring Canyon WSD
4908 Shoreline Drive
Fort Collins, CO 80526
chriso@springcanyonwsd.com

Statement of Revenues & Expenditures w/ Budget (Summary)	2022 Audited	2023 Adopted	2023 Projected	2024 Proposed	Actual Through	Budget Remaining	% Budget Remaining
	Actual	Budget	Actual	Budget	9/30/2023	9/30/2023	9/30/2023
Revenues							
Restricted Operating (Water Reserve)	\$ -	\$ -	\$ 379,013	\$ 379,013			
Operating Reserve (25% of budgeted O&M)	\$ 244,245	\$ 250,653	\$ 234,832	\$ 263,178			
Unrestricted	\$ 1,619,848	\$ 1,705,992	\$ 1,562,668	\$ 1,771,441			
Beginning Budgetary Fund Balance	\$ 1,864,093	\$ 1,956,645	\$ 2,176,512	\$ 2,413,631			
Revenues & Other Funding Sources							
Water Operations	\$ 636,032	\$ 583,949	\$ 589,322	\$ 679,994	\$ 469,486	\$ 114,463	19.60%
Sewer Operations	\$ 467,798	\$ 399,639	\$ 467,798	\$ 467,000	\$ 351,660	\$ 47,979	12.01%
Interest Income	\$ 31,474	\$ 50,000	\$ 135,000	\$ 125,000	\$ 110,183	\$ (60,183)	-120.37%
Miscellaneous Income	\$ 16,365	\$ 18,000	\$ 18,500	\$ 18,500	\$ 17,294	\$ 706	3.92%
Sale of Land	\$ -	\$ -	\$ 906,802	\$ -	\$ 906,802	\$ (906,802)	90680200%
General Property Tax	\$ 70,063	\$ 74,027	\$ 74,027	\$ 78,469	\$ 73,260	\$ 767	1.04%
Specific Ownership Tax	\$ 5,013	\$ 5,182	\$ 5,182	\$ 5,493	\$ 3,644	\$ 1,538	29.68%
Total Operating & Non Operating Revenues	\$ 1,226,745	\$ 1,130,797	\$ 2,196,631	\$ 1,374,456	\$ 1,932,329	\$ (801,532)	-70.88%
Total of Beginning Funds & Revenues	\$ 3,090,838	\$ 3,087,442	\$ 4,373,143	\$ 3,788,087			
Expenditures							
Administrative	\$ 409,176	\$ 519,887	\$ 511,192	\$ 539,106	\$ 374,258	\$ 145,629	28.01%
Water Maintenance	\$ 203,276	\$ 270,575	\$ 209,239	\$ 284,234	\$ 137,222	\$ 133,353	49.29%
Sewer Maintenance	\$ 150,395	\$ 153,830	\$ 155,800	\$ 166,800	\$ 116,586	\$ 37,244	24.21%
Operating Expenditures Before Debt	\$ 762,847	\$ 944,292	\$ 876,231	\$ 990,140	\$ 628,066	\$ 316,226	33.49%
Debt Service Expenditures							
Principal	\$ 134,874	\$ 137,584	\$ 137,584	\$ 140,350	\$ 67,772	\$ 69,812	50.74%
Interest	\$ 41,605	\$ 38,895	\$ 38,895	\$ 36,129	\$ 20,467	\$ 18,428	47.38%
Total Debt Service Expenditures	\$ 176,479	\$ 176,479	\$ 176,479	\$ 176,479	\$ 88,240	\$ 88,239	50.00%
Transfers to Capital	\$ -	\$ 3,358	\$ 906,802	\$ -	\$ 906,802	\$ (903,444)	-26904.23%
Total Operating & Debt Service Expenditures & Capital Transfers	\$ 939,326	\$ 1,124,129	\$ 1,959,512	\$ 1,166,619	\$ 1,623,108	\$ (498,979)	-44.39%
Net Revenues Before Capital Transfers	\$ 287,419	\$ 10,026	\$ 1,143,921	\$ 207,837	\$ 1,216,023	\$ (1,205,997)	-12028.70%
Net Revenues After Capital Transfers	\$ 287,419	\$ 6,668	\$ 237,119	\$ 207,837	\$ 309,221	\$ (302,553)	-4537.39%
Restricted Operating (Water Reserve)	\$ -	\$ -	\$ 379,013	\$ 379,013			
Operating Reserve	\$ 234,832	\$ 280,193	\$ 263,178	\$ 291,655			
Unrestricted	\$ 1,916,681	\$ 1,683,120	\$ 1,771,441	\$ 1,950,800			
Ending Budgetary Fund Balance	\$ 2,151,512	\$ 1,963,313	\$ 2,413,631	\$ 2,621,468			

Statement of Revenues (Detail)	2022 Audited	2023 Adopted	2023 Projected	2024 Proposed	Actual Through	Budget Remaining	% Budget Remaining
	Actual	Budget	Actual	Budget	9/30/2023	9/30/2023	9/30/2023
Revenues							
Water Revenues							
Active Installed Water	\$ 631,710	\$ 581,830	\$ 585,000	\$ 675,672	\$ 466,198	\$ 115,632	19.87%
Water Active Uninstalled	\$ 4,322	\$ 2,119	\$ 4,322	\$ 4,322	\$ 3,288	\$ (1,169)	-55.17%
Total Water Operating Revenues	\$ 636,032	\$ 583,949	\$ 589,322	\$ 679,994	\$ 469,486	\$ 114,463	19.60%
Sewer Revenues							
Sewer Active Installed	\$ 446,304	\$ 380,419	\$ 446,304	\$ 457,000	\$ 341,757	\$ 38,662	10.16%
Sewer Active Uninstalled	\$ 21,494	\$ 19,220	\$ 21,494	\$ 10,000	\$ 9,903	\$ 9,317	48.48%
Total Sewer Operating Revenues	\$ 467,798	\$ 399,639	\$ 467,798	\$ 467,000	\$ 351,660	\$ 47,979	12.01%
Total Operating Revenues	\$ 1,103,830	\$ 983,588	\$ 1,057,120	\$ 1,146,994	\$ 821,146	\$ 162,442	16.52%
Non Operating Revenues							
Property Taxes, Delinquent Taxes & Interest	\$ 70,063	\$ 74,027	\$ 74,027	\$ 78,469	\$ 73,260	\$ 767	1.04%
Specific Ownership Taxes	\$ 5,013	\$ 5,182	\$ 5,182	\$ 5,493	\$ 3,644	\$ 1,538	29.68%
Interest Income	\$ 31,474	\$ 50,000	\$ 135,000	\$ 125,000	\$ 110,183	\$ (60,183)	-120.37%
Miscellaneous Income	\$ 5,267	\$ 8,000	\$ 9,000	\$ 9,000	\$ 8,331	\$ (331)	-4.14%
Penalties & Interest	\$ 9,849	\$ 8,000	\$ 9,000	\$ 9,000	\$ 8,563	\$ (563)	-7.04%
Sale of Land	\$ -	\$ -	\$ 906,802	\$ -	\$ 906,802	\$ (906,802)	90680200%
Transfer Fees	\$ 1,249	\$ 2,000	\$ 500	\$ 500	\$ 400	\$ 1,600	80.00%
Total Non-Operating Revenues	\$ 122,915	\$ 147,209	\$ 1,139,511	\$ 227,462	\$ 1,111,183	\$ (963,974)	-654.83%
Total Operating & Non Operating Revenues	\$ 1,226,745	\$ 1,130,797	\$ 2,196,631	\$ 1,374,456	\$ 1,932,329	\$ (801,532)	-70.88%

Statement of Expenditures (Detail)	2022 Audited	2023 Adopted	2023 Projected	2024 Proposed	Actual Through	Budget Remaining	% Budget Remaining
Administrative Expenditures	Actual	Budget	Actual	Budget	9/30/2023	9/30/2023	9/30/2023
Professional Services							
Auditing	\$ 5,700	\$ 8,000	\$ 6,200	\$ 8,500	\$ 6,200	\$ 1,800	22.50%
District Accounting	\$ 28,724	\$ 29,000	\$ 29,500	\$ 12,000	\$ 22,185	\$ 6,815	23.50%
Election	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 289	\$ 711	71.10%
Rate Analysis	-	-	\$ -	\$ -	\$ -	\$ -	-
Legal	\$ 10,000	\$ 10,000	\$ 3,500	\$ 10,000	\$ 2,284	\$ 7,716	77.16%
Employee Compensation							
Salaries & Wages	\$ 192,971	\$ 264,294	\$ 255,000	\$ 264,851	\$ 181,272	\$ 83,022	31.41%
Director Fees	\$ 5,325	\$ 5,400	\$ 5,400	\$ 5,400	\$ 3,750	\$ 1,650	30.56%
Employer Deferred Compensation	\$ 4,965	\$ 5,835	\$ 5,325	\$ 6,605	\$ 4,242	\$ 1,593	27.30%
Employer Social Security & Medicare	\$ 14,418	\$ 20,632	\$ 20,000	\$ 20,000	\$ 14,600	\$ 6,032	29.24%
Employee Health Insurance	\$ 49,646	\$ 58,596	\$ 52,000	\$ 55,000	\$ 38,934	\$ 19,662	33.56%
Employer Unemployment	\$ 361	\$ 793	\$ -	\$ -	\$ -	\$ 793	100.00%
On-Call Compensation	\$ -	\$ -	\$ 8,400	\$ 10,400	\$ 5,808	\$ (5,808)	0.00%
Employer Family	\$ -	\$ 1,200	\$ 1,200	\$ 1,400	\$ 783	\$ 417	34.75%
Insurance							
Liability Insurance	\$ 20,322	\$ 22,354	\$ 20,867	\$ 21,650	\$ 20,867	\$ 1,487	6.65%
Workers' Comp Insurance	\$ 3,847	\$ 5,552	\$ 5,500	\$ 6,000	\$ 2,300	\$ 3,252	58.57%
Other							
Bad Debt	\$ 774	\$ 500	\$ -	\$ -	\$ -	\$ 500	100.00%
Computer Software - License & Maintenance	\$ 25,078	\$ 12,000	\$ 14,500	\$ 15,000	\$ 13,820	\$ (1,820)	-15.17%
Dues & Publications	\$ 3,183	\$ 3,500	\$ 4,000	\$ 4,000	\$ 3,453	\$ 47	1.34%
General Engineering	\$ 9,821	\$ 20,000	\$ 15,000	\$ 20,000	\$ 9,890	\$ 10,110	50.55%
GIS Mapping	\$ 1,029	\$ 2,500	\$ 2,500	\$ 7,500	\$ 700	\$ 1,800	72.00%
Miscellaneous - Bank Service Charges	\$ 1,664	\$ 750	\$ 1,800	\$ 1,800	\$ 1,776	\$ (1,026)	-136.80%
Office & Other	\$ 7,143	\$ 10,500	\$ 10,000	\$ 10,500	\$ 7,466	\$ 3,034	28.90%
Parts Inventory	\$ 50	\$ 2,500	\$ 2,500	\$ 2,500	\$ 434	\$ 2,066	82.64%
Repair & Maintenance	\$ 1,781	\$ 3,000	\$ 17,000	\$ 20,000	\$ 13,676	\$ (10,676)	-355.87%
Tools	\$ 1,263	\$ 2,000	\$ 3,000	\$ 4,000	\$ 2,027	\$ (27)	-1.35%
Training & Travel	\$ 1,505	\$ 5,500	\$ 5,000	\$ 5,000	\$ 4,007	\$ 1,493	27.15%
Treasurer's Fees	\$ 1,404	\$ 1,481	\$ 1,500	\$ 1,500	\$ 1,466	\$ 15	1.01%
Uniforms & Safety Equipment	\$ 1,156	\$ 2,000	\$ 5,000	\$ 7,500	\$ 999	\$ 1,001	50.05%
Utilities	\$ 10,273	\$ 12,000	\$ 11,000	\$ 12,000	\$ 7,573	\$ 4,427	36.89%
Vehicle Expense	\$ 5,773	\$ 9,000	\$ 5,500	\$ 6,000	\$ 3,457	\$ 5,543	61.59%
Total Administrative Expenses	\$ 409,176	\$ 519,887	\$ 511,192	\$ 539,106	\$ 374,258	\$ 145,629	28.01%
Water Expenditures							
Water Treatment							
Orc Contracted Services	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	100.00%
Lab Analysis	\$ 2,204	\$ 4,000	\$ 2,500	\$ 2,500	\$ 1,762	\$ 2,238	55.95%
Materials	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	100.00%
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Utilities	\$ 1,237	\$ 1,500	\$ 739	\$ -	\$ 739	\$ 761	50.73%
Water Treatment (Contract)	\$ 135,947	\$ 141,075	\$ 120,000	\$ 175,734	\$ 92,263	\$ 48,812	34.60%
Water Transmission & Distribution							
Comprehensive Tank Inspections	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contract Maintenance & Repair	\$ 34,102	\$ 75,000	\$ 55,000	\$ 65,000	\$ 20,904	\$ 54,096	72.13%
Materials	\$ 6,413	\$ 15,000	\$ 8,000	\$ 15,000	\$ 5,326	\$ 9,674	64.49%
Utilities	\$ 19,873	\$ 25,000	\$ 23,000	\$ 25,000	\$ 16,228	\$ 8,772	35.09%
Total Water Operating Expenditures	\$ 203,276	\$ 270,575	\$ 209,239	\$ 284,234	\$ 137,222	\$ 133,353	49.29%

Sewer Expenditures	2022 Audited	2023 Adopted	2023 Projected	2024 Proposed	Actual Through	Budget Remaining	% Budget Remaining
Collection & Transmission	Actual	Budget	Actual	Budget	9/30/2023	9/30/2023	9/30/2023
Materials	\$ 3,258	\$ 10,000	\$ 5,000	\$ 10,000	\$ 1,094	\$ 8,906	89.06%
Repair & Maintenance	\$ 33,253	\$ 30,000	\$ 35,000	\$ 40,000	\$ 22,541	\$ 7,459	24.86%
Utilities	\$ 22,084	\$ 25,000	\$ 24,000	\$ 25,000	\$ 17,848	\$ 7,152	28.61%
Sewer Treatment							
Sewer Treatment (Contract)	\$ 91,800	\$ 88,830	\$ 91,800	\$ 91,800	\$ 75,103	\$ 13,727	15.45%
Total Sewer Expenditures	\$ 150,395	\$ 153,830	\$ 155,800	\$ 166,800	\$ 116,586	\$ 37,244	24.21%

Statement of Revenues and Expenditures w/ Budget (Detail)	2022 Audited Actual	2023 Adopted Budget	2023 Projected Actual	2024 Proposed Budget	Actual Through 9/30/2023	Budget Remaining 9/30/2023	% Budget Remaining 9/30/2023
Capital Fund							
Beginning Funds Available - Capital Reserve	\$ 13,008	\$ 358,282	\$ 369,731	\$ 1,366,867			
Capital Contributions							
Monthly Surcharge	\$ 445,412	\$ 438,360	\$ 445,380	\$ 445,380	\$ 372,378	\$ 65,982	15.05%
Tap Sales Water	\$ 29,925	\$ -	\$ 29,925	\$ -	\$ 29,925	\$ (29,925)	2992500%
Transfer to Water Reserve	\$ (25,000)	\$ -	\$ (25,000)	\$ -	\$ (25,000)	\$ 25,000	-2500000%
Tap Sales Sewer	\$ 4,500	\$ -	\$ 9,000	\$ -	\$ 9,000	\$ (9,000)	900000%
Total Capital Contributions	\$ 454,837	\$ 438,360	\$ 459,305	\$ 445,380	\$ 386,303	\$ 52,057	11.88%
Capital Expenditures							
Swim Beach	\$ 46,671	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	500000%
Arrowhead Fencing	\$ 34,028	\$ -	\$ -	\$ -	\$ -	\$ -	-
Holiday Dr. Loop	\$ 17,415	\$ 675,000	\$ 325,000	\$ -	\$ 288,943	\$ 386,057	57.19%
Arrowhead Exterior Coating	\$ -	\$ 115,000	\$ 43,971	\$ -	\$ 43,971	\$ 71,029	61.76%
Sewer Over Inlet Canal	\$ -	\$ -	\$ -	\$ 528,900	\$ -	\$ -	-
Shoreline Dr.	\$ -	\$ -	\$ -	\$ 263,126	\$ -	\$ -	-
Minuteman Dr.	\$ -	\$ -	\$ -	\$ 169,574	\$ -	\$ -	-
Sandstone Tank Replacement	\$ -	\$ -	\$ -	\$ 172,422	\$ -	\$ -	-
General Capital	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	500000%
Total Capital Expenditures	\$ 98,114	\$ 800,000	\$ 368,971	\$ 1,134,022	\$ 332,914	\$ 467,086	58.39%
Transfers from General Fund	\$ -	\$ 3,358	\$ 906,802	\$ -	\$ 906,802	\$ (903,444)	-26904.23%
Net Revenues Before General Fund Transfers	\$ 356,723	\$ (361,640)	\$ 90,334	\$ (688,642)	\$ 53,389	\$ (415,029)	114.76%
Net Revenues After General Fund Transfers	\$ 356,723	\$ (358,282)	\$ 997,136	\$ (688,642)	\$ 960,191	\$ (1,318,473)	368.00%
Ending Budgetary Fund Balance - Capital Reserve	\$ 369,731	\$ -	\$ 1,366,867	\$ 678,225			

Spring Canyon Water & Sanitation District

2024 Budget Message

Spring Canyon Water & Sanitation District is a political subdivision of the State of Colorado. It is governed and operated in accordance with the Colorado Special Districts Act. Special Districts are quasi-municipal corporations that provide services normally delivered by county or municipal governments. This District was organized to provide financing for sanitary sewer and water improvements; and to provide the operation and maintenance of these improvements.

The budget is prepared on the modified accrual basis of accounting, which is consistent with the basis of accounting used in presenting the Districts financial statements.

In preparing the 2024 budget, the following goals are foremost for the District:

- Provide the level of services as desired by the property owners and residents of the District in the most economical manner possible.
- Replace, improve and repair deteriorating District infrastructure.

Revenues

Operating revenues (user charges) remain the primary source of revenues for the District. Total 2024 Operating Revenues projected at \$1,374,456 include user charges for water operations and sewer operations in the amounts of \$679,994 and \$467,000, respectively. The District assessed a mill levy of 3.016 mills on a final assessed valuation of \$26,012,201 which will generate \$78,469 in property taxes. Projected interest, specific ownership taxes and miscellaneous income of \$125,000, \$5,493, and \$18,500, respectively, are also included in the 2024 budget. Additionally, the District budgeted \$445,380 in monthly surcharges designated for capital improvements. Total amount of revenues budgeted in 2024 is \$1,819,836.

Operating Expenditures

Expenditures budgeted for 2024 include the following: administrative - \$539,106, water maintenance - \$284,234, and sewer maintenance - \$166,800, for a total budgeted amount of \$990,140.

Debt

The District budgeted to make total debt-related payments (principal & interest) of \$176,479 in 2024 to repay loans agreed to in 2015, 2016, and 2017, with Colorado Water Resources and Power Development Authority.

Capital Services/Outlays

Total water capital outlays budgeted in 2024 is \$172,422 for the Sandstone Tank Replacement project. Total sewer capital outlays budgeted in 2024 is \$528,900 for the Sewer Over Inlet Canal project, \$263,126 for the Shoreline Dr. project, and \$169,574 for the Minuteman Dr. project.

Fund balance/Reserves

The fund balance of the District is projected to be \$2,413,632 at the end of 2023. This balance consists of \$379,013 in water reserve, \$263,178 in an operating reserve, with the remaining, \$1,771,441 in unrestricted.

CERTIFICATION OF VALUATION BY LARIMER COUNTY ASSESSOR

Name of Jurisdiction: 119 - SPRING CANYON WATER & SANITATION DISTRICT

IN LARIMER COUNTY ON 8/23/2023

New Entity: No

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023 IN LARIMER COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$19,526,962
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$26,012,201
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$26,012,201
5. NEW CONSTRUCTION: **	\$77,351
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b) C.R.S.): ##	\$0
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1))(a) C.R.S.):	\$0.00
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$0.00

* This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec.20(8)(b), Colo.

** New construction is defined as: Taxable real property structures and the personal property connected with the structure.

Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b),C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023 IN LARIMER COUNTY, COLORADO ON AUGUST 25, 2023

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$338,916,250
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: !	\$1,142,600
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$310,000
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)	
DELETIONS FROM TAXABLE REAL PROPERTY:	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$0
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$0

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

! Construction is defined as newly constructed taxable real property structures.

% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS : 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY:----->

\$0

NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2023

IN ACCORDANCE WITH 39-5-128(1.5)C.R.S. THE ASSESSOR PROVIDES:

HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **

\$10,882

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119 f(3). C.R.S.

Engineer's Report – November 9, 2023

Holiday Drive Waterline Construction Project

The bollards and the seeding and blanketing have been completed and the project is now fully complete. In addition to finalizing these items Gerrard also cleaned out the downstream culvert along Catalina when they were up there finalizing the other work. We will be processing the final payment on the project as soon as we get the pay application from Gerrard.



CIP

We have included a task order in the packet for the engineering on the replacement of the Sandstone tanks for your consideration.

We have been waiting for the final decision on continuing with the SRF Loan application prior to releasing the environmental consultant on the sewer over inlet canal project and we have been coordinating with the surveyor on the survey schedule.

We met with Chris Olson on 11/8/23 and did an inspection of the painting of the old Arrowhead tank. We had a couple of concerns about the finished product, and we are working with Chris and the vender on resolving the concerns prior to final payment.

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



Justin C. Beckner, PE
Project Manager

**EXHIBIT A
TASK ORDER**

Task Order No. 2023-04

Effective Date: November 15, 2023

**Task Order Amendment to the
CivilWorx, LLC
Master Agreement for Professional Services**

Civilworx, LLC (Consultant) agrees to provide to: Spring Canyon Water and Sanitation District (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 26th day of September 2018.

TASK ORDER PROJECT NAME: 2023-04

TASK ORDER PROJECT DESCRIPTION: Sandstone Tank Replacement

CONSULTANT CONTACT PERSON: Justin C. Beckner (970) 698-6046

CLIENT CONTACT PERSON: Chris Olson (970) 217-2456

SCOPE OF WORK: Preparation of construction documents for Sandstone Tank refer to attached scope.

FEE ARRANGEMENT: Time and Materials Not to Exceed \$12,772.00

SPECIAL TERMS AND CONDITIONS: none

(Client)

By: _____

Title: _____
(Authorized signature and Title)

Date: _____

Address: _____

City: _____

CivilWorx, LLC

(Consultant)

By: 
Justin C. Beckner

Title: Principal
(Authorized signature and Title)

Date: November 15, 2023

Address: 4025 Automation Way, Ste B2

City: Fort Collins, Colorado 80525

Spring Canyon Water and Sanitation District

Replace Sandstone Tanks

CivilWorx Engineering Proposal

PROJECT OBJECTIVE:

The Sandstone Tanks are 2 10,000-gallon tanks that are uncoated inside and out, which means they do not meet current CDPHE requirements. The lid into the tank being at ground level is also a risk for contamination. This project will replace the tanks with a more suitable size and better maintenance access. The underground vault pump station at Sandstone will also be replaced as part of this project.

CivilWorx and our subconsultants will provide professional engineering services, including survey, utility investigation, and contract documents for construction. The proposed tanks will likely go in the same location as the existing tanks and should already have easements in place for the tanks. We will review the need for a construction easement for the removal and replacement of the tanks. We will rely on water system locates, including taps, service lines and meter pit locations provided by Spring Canyon.

PROPOSED SCOPE OF WORK

Final Design

The Final Design effort will gather field and utility mapping information and establish the limits and requirements for construction. The detailed scope is below.

Task 1.1: CivilWorx will coordinate with District staff to review water system GIS mapping and utility records to gather as-built information on the existing system. CivilWorx or our Survey subconsultant will call the Utility Notification Center of Colorado – 811 to request locates within the project corridor. We will also contact Tier Two agencies, including Spring Canyon, to request locates. Field locates will supplement the map and records information to confirm the tank location. We will research the easements for the tanks and coordinate with the effected owners/agencies on the need for new easements.

Task 1.2: Land use and topographic information will likely be provided through a combination of ground survey and aerial mapping. Any utility or surface features not visible from the aerial photogrammetry will be collected using ground survey methods. This information will be compiled to form the existing utility mapping.

Task 1.3: Using the existing utility mapping and the survey, CivilWorx will identify proposed tank location and the connection to the pump station. The design will be in accordance with the Spring Canyon Water and Sanitation District Rules and Regulations (Resolution No. 09-06-01) and in accordance with the South Fort Collins Sanitation District Standard Construction Specifications and Typical Details. Construction documents provided by CivilWorx will include construction drawings, notes and details. Technical Specifications will be provided on special items otherwise the Fort Collins – Loveland will be

utilized. The construction contract will be prepared by a combination of Civilworx and Spring Canyon Water and Sewer District.

Task 1.5: CivilWorx will prepare an Engineer’s Opinion of Probable Construction Cost for the work described in the construction documents. Quantities and materials will be based off the construction plans. Unit costs will be based on a combination of available cost data references, current material costs provided by vendors, contractor review and engineering judgement. If the anticipated construction cost is greater than the budgeted funds (approximately \$159,650), CivilWorx will identify portions of the project that can be bid as an additive alternate and will adjust the Bid Schedule accordingly. Minor callouts may be added to the construction drawings to delineate the alternate work.

Task 1.6: CivilWorx will coordinate progress meetings with District staff, including providing a meeting agenda and preparing meeting notes. Meetings are expected to be approximately an hour long. The first meeting is anticipated to be a project kickoff meeting. The second meeting will be to review existing utility mapping and the third will be to provide a review of the draft construction documents.

Task 1.7: CivilWorx has anticipated that this project will go through the IDP process, and we will work directly with the contractor as we work through the design on the details.

Exclusion: Construction Phase Services

CivilWorx is available to provide full construction services as needed, ranging from submittal and schedule review to full-time on-site resident engineering. We also recognize that the district has staff that can perform a portion of this role as well. This work is generally tied to the contractor’s schedule and is based on a time and materials rate for the services requested. We would be more than happy to provide construction phase services for this project and can discuss the specific scope and level of effort desired as we work through the design process. For this proposal, Construction Phase Services will be considered Additional Services and outside of the proposed scope and fee.

SCHEDULE

CivilWorx is ready to begin upon notice to proceed and anticipates a 8-12 week design schedule, depending on when notice to proceed is given and surveyor availability at that time.

FEE ESTIMATE

CivilWorx proposes to complete the above-described scope of work for an estimated fee of \$12,772, not to be exceeded without authorization from the Spring Canyon Water and Sanitation District. Any apparent or requested changes to the proposed scope or significant changes to the required level of effort will be discussed with the district prior to additional costs being incurred. Any alterations of scope or fee will be documented with an update to the CivilWorx contract that requires mutual agreement by the district and CivilWorx.



Spring Canyon WSD Monthly Operations Report

Prepared by: Tayler Pelletier

Date: 11/8/2023

Canyon View Repair:

There was a brief after hours emergency outage on Skyline due to a service leak in someone's crawlspace.

Spring Canyon Water & Sanitation District

District Manager's Report

November 9, 2023

Prepared by: Chris Olson

Safety Grant Applications Approved – As part of the ongoing SCWSD Safety Program, Tayler and Anthony have been tasked with helping to create and customize the Confined Space Policy, Ladder Safety Policy, and Electrical Safety Policy. The purchases below are for related training and equipment to comply with the policies and procedures.

Applications were submitted for 50% reimbursement and have been approved and checks issued for the following safety related purchases:

	<u>Original Invoice</u>	<u>Grant Refund Issued</u>
2-Day Arc Flash Training - Tayler Pelletier:	\$1,295.00	\$647.50
2-Day Arc Flash Training - Anthony Cruz:	\$1,295.00	\$647.50
Ladder Harness' & Cables LS#1, LS#4, Arrowhead Tanks(2):	\$3,019.80	\$1,509.90

WPCRF Loan Application Status – Following Board direction in the October meeting to reach back out for an update in November, I contacted our SRF Project Manager Amy Schultz who provided the update below:

“Hello Chris. Unfortunately, the amount of PF is extremely limited and it seems unlikely that a non-DAC will prioritize over a DAC for said funding. We think it is unlikely the District will get PF at this time. You might want to consider looking into USDA funding if you decide to not move forward in the SRF loan program they could potentially have a better loan package. I wish I had better news for you but this is all we know at this juncture. I will still continue to work on the PNA review which I should have completed this week or early next week and we will have that on record even if you decide to drop out of the SRF program.

Please just keep me posted on any decisions that are made going forward.”

As discussed in the October Board Meeting, District Engineer Justin Beckner estimated we would need approximately 30% PF to cover the additional costs associated with the SRF Loan Program.

District Administrator Candidate Search – There are no current applicants under consideration, most applicants received until this point do not have the experience we are looking for, and poor tenure / “job hopping” continues to be a common theme. There have been a good amount of applicants received through the avenues we have posted and we will continue to keep this a top priority but do expect a slight slow down during the holidays followed by an uptick in the beginning of the year.

SCWSD 2024 Budget Schedule to comply with Statutory Deadlines

- ~~On or Before October 15, 2023 – Draft Budget presented to SCWSD Board of Directors (copy in office for public review)~~
- ~~October 27, 2023 – 30-day Notice of November 29, 2023 Rate Hearing posted on all customer bills~~
- ~~October 25, 2023 – October Board Meeting – Discuss Draft Budget~~
- ~~October 27, 2023 – One time publication of notice of December 6th Budget hearing published in the Coloradoan~~
- November 15, 2023 – Board Meeting - Continue Budget Discussion
- November 29, 2023 – Virtual Rate Hearing @ 6:00P.M.
- December 6, 2023 – Board Meeting/Budget Hearing – SCWSD Board of Directors adopt 2024 Budget
- December 15, 2023 – Mill Levy Certification Provided to County by SCWSD District Staff
- January 31, 2024 – Annual Budget Filing due to DLG – Filed by SCWSD District Staff

Water Loss Tracking – No update since October Meeting

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	24.44%
6/20/23-7/20/23	3,529,400	2,897,018	632,382	\$2,314.52	17.92%
7/20/23-8/20/23	3,601,700	2,915,815	685,885	\$2,510.34	19.04%
8/20/23-9/20/23	3,224,800	2,444,121	780,679	\$2,857.29	24.21%
9/20/23-10/20/23	3,204,000	2,373,049	830,951	\$3,041.28	25.93%
10/20/23-11/20/23	TBD				