

# 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/2024RegularMeeting>

**Or call in (audio only)**

[+1 323-694-0227](tel:+13236940227).,981014694# Phone Conference ID: 981 014 694#

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, January 24, 2024 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

**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 November 15, 2023
- E. Approval of Minutes from November 29, 2023 Rate Hearing
- F. Approval of Minutes from January 3, 2024 Budget Hearing
- G. Adopt Resolution 24-01-02 Deferred Compensation 2024 Participation
- H. Adopt Resolution 24-01-03 Establishing Dates, Times, Locations
- I. Public Comments, limited to three minutes per person.

**B. FINANCIAL MATTERS**

- A. Consideration of November 2023 Disbursements
- B. Consideration of December 2023 Disbursements

**C. OPERATIONS AND MAINTENANCE MATTERS**

- A. Engineer's Report
  - Consideration of CivilWorx Task Order 2024-01 General Services
- B. Operations Report

**D. MANAGEMENT MATTERS**

- A. Manager's Report

**E. OTHER MATTERS**

\*The next regular meeting is scheduled for February 28, 2024 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  
November 15, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, November 15, 2023, at 6:00 p.m.

**ATTENDANCE**

Directors in Attendance

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

Absent and Excused

Tim Mather, 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 6:03 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, seconded by Director Emery, it was unanimously **RESOLVED** to approve the November 15, 2023 agenda as presented.

**Approval of Minutes** -The Directors reviewed the minutes of the October 25, 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 October 25, 2023 Regular Meeting.

**Public Comments** – There were no public comments.

**FINANCIAL  
MATTERS**

**Disbursements** – The Directors reviewed the October 2023 Disbursements identified by checks #3834 through #3881 totaling \$158,300.44. Upon motion duly made by Director Emery, and seconded by Director Gerard, it was unanimously

**RESOLVED** to ratify the October 2023 Disbursements totaling \$158,300.44

**Fiscal Year 2024 Draft Budget** – Manager Olson presented the second Fiscal Year 2024 Draft Budget for perusal, comments, and questions. After discussion and review, the Directors agreed that as long as Fort Collins Loveland Water District's 2024 Rate increase did not exceed the 5 – 10% threshold and considering increased interest income and system improvements in 2023, customer service rates will remain the same for Fiscal Year 2024. Water and sewer tap fee increases will be presented at the November 29, 2023 Rate Hearing for public comment and review. Manager Olson presented information and importance of establishing a Capital Reserve Fund Cap Policy in 2024.

**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 2023-04 Sandstone Tank Replacement Design.

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

**MANAGEMENT  
MATTERS**

Manager Olson reviewed his report with the Directors. Upon discussion and review of the response received from the SRF Project Manager outlining the probability of receiving any loan forgiveness or even funding of a loan, the Directors agreed the District has gone as far as is financially responsible in pursuing the WPCRF Loan program awards.

**EXECUTIVE  
SESSION**

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

**RESOLVED** to convene in Executive Session, pursuant C.R.S. 24-6-402(4)(f) for discussion of personnel matters.

Chairman Schmitt reported, "It is November 15, 2023 and the time is 7:53p.m. 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: 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 8:57 p.m. Present at the conclusion of the Executive Session were Tim Schmitt, Rick Emery, James Gerard, and Chris Goemans. The Board did not engage in substantial Discussion of any matter not enumerated in C.R.S. 24-6-402(4)(f). The Board did not adopt any proposed policy, position, rule, regulation, or formal action.

The public meeting was reconvened 8:58 p.m.

**NEXT MEETING**

The Public Rate Hearing is scheduled for Wednesday, November 29, 2023. The next Regular Board Meeting and Budget Hearing is scheduled for Wednesday, December 6, 2023.

**ADJOURNMENT**

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

**RESOLVED** to adjourn the meeting at 8:58 p.m.

Respectfully submitted,

*Darla Howard*

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Darla Howard, Secretary

MINUTES OF THE SPECIAL MEETING OF  
SPRING CANYON WATER AND SANITATION DISTRICT  
HELD  
November 29, 2023

The Special Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, November 29, 2023, at 6:00 p.m.

**ATTENDANCE**

Directors in Attendance

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

Absent and Excused

Chris Goemans, Director

Also, In Attendance

Chris Olson, Darla Howard, Tayler Pelletier SCWSD  
Justin Beckner, CivilWorx  
Others: Tiffany Kinerson, Rick & Joyce Turley, Steve Sovaiko, Jennifer Hammit, Jody Morse,  
Dave Pelletier

**ADMINISTRATIVE  
MATTERS**

**Call to Order** -The Special Meeting of the Board of Directors of Spring Canyon Water & Sanitation District was called to order by Chairman Schmitt at 6:02 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, seconded by Director Emery, it was unanimously

**RESOLVED** to approve the November 29, 2023 agenda as presented.

**PUBLIC RATE  
HEARING**

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

**RESOLVED** to open the Public Hearing pertaining to an increase to water and sewer tap fees.

Manager Olson provided an overview of Resolution 23-11-01 – Schedule of Fees, Rates, Charges, and Miscellaneous Policies to the Board of Directors. He covered each individual section and explained the calculations and reasoning behind the increases to Section I - Water Tap Fee Schedules, Section II - Sewer Tap Fee Schedules, and Section V – Miscellaneous Service Fees, Rates & Charges. He also reviewed the reasoning behind not increasing rates under Section III – Water Us and Section IV – Sewer Use. Due to a reduction in water loss, reduction in expenses, additional interest income, and employee retention, SCWSD is able to not raise rates under Sections III and IV for a second year in a row despite receiving increases from FCLWD of 8% and 5% in 2023 and 2024 respectively.

Chairman Schmitt opened the hearing to Public Comment, giving residents the opportunity to address the Directors regarding the proposed increases. Manager Olson and Chairman Schmitt answered questions and responded to comments from Tiffany Kinerson, Joyce and Rick Turley, and Jennifer Hammit.

A motion to close the public comment portion of the Hearing was made by Director Emery, seconded by Director Gerard; it passed unanimously and the hearing was closed at 6:42 p.m.

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

**RESOLVED** to adopt Resolution 23-11-01 Schedule of Fees, Rates, Charges, and Miscellaneous Policies.

**OTHER  
BUSINESS**

Ms. Howard advised the Directors that due to the Special Session of the Legislature regarding valuation of property, the new final assessment certification to the District has been moved to January 3, 2024. On November 20, 2023, Governor Polis signed SB23B-001. For the 2023 property tax year, this legislation temporarily reduces the assessment rate of multi-family residential properties and all other residential property from 6.765% to 6.7%, and further reduces the actual value of residential properties from \$15,000 to \$55,000. Therefore, the Budget Hearing will be republished in the Coloradoan and moved to 6 p.m. on Wednesday, January 3, 2024. There will be no meeting in December 2023.

**ADJOURNMENT**

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

**RESOLVED** to adjourn the meeting at 6:50 p.m.

Respectfully submitted,

*Darla Howard*

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Darla Howard, Secretary

MINUTES OF THE SPECIAL MEETING OF  
SPRING CANYON WATER AND SANITATION DISTRICT  
HELD  
January 3, 2024

The Special Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, January 3, 2024, at 6:00 p.m.

**ATTENDANCE**

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

Also, In Attendance  
Chris Olson, Darla Howard, SCWSD  
Others:

**ADMINISTRATIVE  
MATTERS**

**Call to Order** -The Special 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 Gerard, seconded by Director Goemans, it was unanimously

**RESOLVED** to approve the January 3, 2024 agenda as presented.

**PUBLIC HEARING  
FY 2024 BUDGET**

**Public Hearing Proposed Fiscal Year 2024 Budget Expenditure Funds and Mill Levy Setting**  
Chairman Schmitt opened the Public Hearing to consider the proposed Fiscal Year 2024 Budget. Manager Olson presented the FY 2024 budget and stated the mill levy would be filed with Board of County Commissioners by the January 10, 2024 due date. There being no public comments, Chairman Schmitt closed the Public Hearing for proposed Fiscal Year 2024 Budget.

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

**RESOLVED** to adopt Resolution 24-01-01 Summarizing Revenues and Expenditures, adopting a Budget, setting forth Mill Levies, and Appropriating Sums of Money to the General Fund in the amounts and for the purposes set forth herein, for the Spring Canyon Water and Sanitation District, Larimer County, Colorado, for the calendar year beginning the first day of January 2024 and ending the last day of December 2024.

**NEXT MEETING**

The next Regular Board Meeting is scheduled for Wednesday, January 24, 2024.

**ADJOURNMENT**

Upon motion duly made by Director Gerard, seconded by Director Mather, and it was unanimously RESOLVED to adjourn the meeting at 6:37 p.m.

Respectfully submitted,

*Darla Howard*

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Darla Howard, Secretary

**SPRING CANYON WATER AND SANITATION DISTRICT  
RESOLUTION NO. 24-01-02**

**RESOLUTION ESTABLISHING THE BUDGET YEAR 2024 DISTRICT  
PARTICIPATION IN A DEFERRED COMPENSATION SUPPLEMENTAL  
RETIREMENT PLAN FOR ELIGIBLE EMPLOYEES OF THE DISTRICT**

**WHEREAS**, the Spring Canyon Water and Sanitation District is a quasi-municipal corporation and political subdivision organized and acting under Title 32 of the Colorado Revised Statutes; and

**WHEREAS**, the Directors of the District desire to provide a supplemental retirement plan for employees of the District, and

**WHEREAS**, a Deferred Compensation Plan underwritten by the Great West Financial is available to the District through membership in the Special District Association of Colorado;

**BE IT THEREFORE RESOLVED**, by the Board of Directors of the Spring Canyon Water and Sanitation District, Larimer County, Colorado;

1. The Directors hereby authorize during 2024 an annual contribution of five percent (5.0%) of the base salary of each eligible employee into the pre-existing 457 Deferred Compensation Retirement Plan. Such sum to be prorated and paid bi-monthly as 24 contributions,
2. In subsequent years the District, through sole determination of the Directors, shall make annual contributions from 0% to 5% of the salary of all eligible employees,
3. Eligible employees are deemed to be those full-time employees of the District who have completed two full calendar years of service with the District.

**DULY MOVED, SECONDED AND RESOLVED THIS 24TH DAY OF JANUARY 2024.**

**SPRING CANYON WATER AND SANITATION DISTRICT**

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**Tim Schmitt, Chairman**

**Attest:**

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**Darla Howard, Secretary**



**RESOLUTION NO. 24-01-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
SPRING CANYON WATER AND SANITATION DISTRICT**

**ESTABLISHING REGULAR MEETING DATES, TIME AND LOCATION, AND  
DESIGNATING LOCATIONS FOR POSTING OF 72-HOUR AND 24-HOUR NOTICES**

WHEREAS, pursuant to Section 32-1-903 C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings; and

WHEREAS, pursuant to Section 24-6-402(2)(c) C.R.S., special districts are required to designate annually by the District Board's first regular meeting of each calendar year, the place at which notices of the District's regular and special meetings will be posted at least 24 hours prior to each meeting; and

WHEREAS, pursuant to Section 24-6-402(2)(c) C.R.S. special districts may designate a public website as the place at which notices of the district board's regular and special meetings will be posted at least 24 hours prior to each meeting, and

WHEREAS, the Spring Canyon Water and Sanitation District ("District") Board of Directors ("Board") believes it is in the best interests of the District and the citizens it serves to post notices of regular and special Board meetings online on the District's website, and, to the extent practicable, to link the online Board meeting notices on social media platforms the District may utilize now or in the future, if any; and

WHEREAS, pursuant to Section 32-1-903, C.R.S., all special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the district boundaries unless such provision is waived;

WHEREAS, the provisions of Section 32-1-903, C.R.S., may be waived: (a) if the proposed change of location of a meeting of the Board appears on the agenda of a regular or special meeting; (b) if a resolution is adopted by the board stating the reason for which a meeting is to be held in a location other than under Section 32-1-903(1), C.R.S., and further stating the date, time and place of such meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SPRING CANYON WATER AND SANITATION DISTRICT OF THE COUNTY OF LARIMER, COLORADO:

1. That, regular meetings of the Board of Directors of the Spring Canyon Water and Sanitation District for the year 2024 shall be held on the fourth Wednesday of January through October, the third Wednesday of November, and the first Wednesday of December at 6:00 p.m. at 4908 Shoreline Drive, Fort Collins, Colorado. That,

special meetings of the Board shall be held as often as the needs of the District require, upon notice to each Director and as such other notice as is required by law.

2. That, until circumstances change, and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda(s) of said special and regular meetings.

3. That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s), location(s) and any such objections shall be considered by the Board in setting future meetings.

4. The Board hereby designates its public website, <https://www.springcanyonwsd.com/>, as the 24-hour posting place for meeting notices that are not otherwise posted under Title 32, C.R.S. In accordance with 24-6-402(2)(c), C.R.S. the Board hereby designates the posting location of 4908 Shoreline Drive, Fort Collins, CO 80526 for meeting notices if the District is unable to post a notice online in exigent or emergency circumstances.

RESOLUTION APPROVED AND ADOPTED on this 24th day of January 2024.

SPRING CANYON WATER AND  
SANITATION DISTRICT

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**SPRING CANYON WATER SANITATION DISTRICT  
NOVEMBER 2023 DISBURSEMENTS**

<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
E-pay	United States Treasury	941 Taxes	\$5,131.88
3882	Anthony A Cruz	Payroll	\$2,000.64
3883	Chris Goemans	Board Meeting	\$69.27
3884	Chris S. Olson	Salary	\$2,702.97
3885	Darla Howard	Payroll	\$2,213.62
3886	James Gerard	Board Meeting	\$69.26
3887	Tim Mather	Board Meeting	\$69.27
3888	Tim Schmitt	Board Meeting	\$69.26
3889	Amazon Capital Services	Safety equipment	\$39.99
3890	Canyon Utilities Service	Trash service	\$187.00
3891	CEBT Payments	November health insurance	\$4,775.34
3892	Civil Worx	Holiday Loop, General Services	\$2,015.13
3893	Comcast	Internet service	\$222.08
3894	Dana Kepner	Distribution materials	\$63.61
3895	FCLWD	Water contract	\$12,576.49
3896	Great West Life & Annuity	Deferred compensation contributions	\$337.08
3898	Poudre Valley REA	Electric service	\$3,226.57
3899	SFCSD	Sewer contract	\$7,631.25
3900	UNCC	Locate requests	\$19.35
3901	Verizon	Cell phones & office phone	\$182.33
3902	Taylor E. Pelletier	Payroll (time sheet was late)	\$2,111.03
3903	eAnalytics Laboratory LLC	Lab analyses	\$80.00
3904	Anthony A Cruz	Payroll	\$1,767.49
3905	Chris Goemans	Rate Hearing	\$69.26
3906	Chris S. Olson	Salary	\$2,854.65
3907	Darla Howard	Payroll	\$2,069.12
3908	James Gerard	Rate Hearing	\$69.27
3909	Rick Emery	Rate Hearing	\$69.26
3910	Taylor E. Pelletier	Payroll	\$2,056.03
3911	Tim Schmitt	Rate Hearing	\$69.26
3912	Amazon Capital Services	Safety equipment	\$2,945.66
3913	CEBT Payments	December health insurance	\$4,775.34
3914	Civil Worx	General Services, Holiday Loop	\$2,785.13
3915	Colorado Special District Pool	Workers Comp 2024	\$4,380.00
3916	Coloradoan Media Group	Budget Hearing publication	\$25.25
3917	Darla N. Howard	Mileage reimbursement	\$150.65
3918	First Bank	Office supplies, gas, parking lot, training	\$1,844.62
3919	Frontier Business Products	Copier/printer maint. Contract	\$62.83
3920	Great West Life & Annuity	Deferred compensation contributions	\$337.08
3921	Nathan Webb	IT support	\$297.50
3922	Taylor Pelletier	Mileage reimbursement	\$103.49
3923	Timber Line Electric	SCADA support call - alarms	\$230.00
3924	USPS	Billing postage	\$204.51
<b>Total November 2023 Disbursements</b>			<b>\$72,959.82</b>

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

<b>Check No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
E-pay	United States Treasury	941 FIT Taxes	\$5,889.70
3925	Amazon Capital Services	Tools	\$143.34
3926	Colorado Analytical Labs Inc.	Lab analyses	\$48.00
3927	Comcast	Internet service	\$222.08
3928	Dana Kepner	Distribution materials	\$652.58
3929	FCLWD	Water purchase contract	\$10,058.41
3930	Poudre Valley REA	Electric services	\$3,540.89
3931	SFCSD	Sewer treatment contract	\$7,631.25
3932	UNCC	Locate request service	\$21.93
3933	USA Bluebook	Distribution & collection materials	\$626.18
3934	Verizon	Phones	\$182.33
3935-3942	Payroll 11/16-30/23	Staff & Board payroll	\$8,714.86
3943	Great West Life & Annuity	Deferred compensation contribution	\$337.08
3944-3947	Payroll 12/1-15/23	Payroll - staff	\$8,511.39
3948	Amazon Capital Services	Office supplies & Admin. Bldg. maintenance	\$180.19
3949	CEBT Payments	Health insurance premium Jan 2024	\$4,783.49
3950	Colorado Analytical Labs Inc.	Lab analyses	\$235.00
3951	Comcast	Internet service	\$222.08
3952	eAnalytics Laboratory LLC	Lab analyses	\$80.00
3953	First Bank	Gas, Microsoft, office supplies, safety equip.	\$4,358.61
3954	FCLWD	November consumption	\$9,968.01
3955	Frontier Business Products	Copier/printer maint. Contract	\$62.83
3956	Great West Life & Annuity	Deferred compensation contribution	\$337.08
3957	InvisionGIS	GIS services	\$512.50
3958	Poudre Valley REA	Electric services	\$3,714.50
3959	Taylor Pelletier	Mileage reimbursement	\$85.81
3960	USA Bluebook	Lab sampling - deionized waer	\$127.75
3961	Amazon Capital Services	Tools	\$1,489.31
3962	Grainger	Arrowhead pump station repair/maintenance	\$3,385.56
3963	SFCSD	Sewer treatment contract	\$7,631.25
3964-3967	Payroll	Year End Bonus	\$3,377.23
3968	CEGR Law	Legal expense	\$162.50
3969	Colorado Special District Pool	Propery & Liability insurance 2024	\$21,143.00
3970	Leak Locators of Montana	Leak locator	\$7,967.00
3971	Pinnacle Consulting Group	Final billing	\$3,153.75
3972	Ixom Watercare Inc.	Potable water mixer - Arrowhead tank	\$14,417.00
3973	USPS	January 1 billing postage	\$202.47
<b>Total December 2023 Disbursements</b>			<b>\$134,176.94</b>

## Engineer's Report – January 19, 2024

### Sewer Over Inlet Canal

The field work for the survey for the Sewer over inlet canal project was completed at the 1<sup>st</sup> of the year. They are still processing the data, before providing us with the drawing file to begin the design. They expect to have the file to us late next week. We have met with the district on the existing lift stations so we could understand the equipment that the district currently utilizes and we will be beginning the process of determining if we can match the pumps with the new one once we have the survey.

### Sandstone Tanks

The field work for the survey for the Sandstone Tank project was completed at the 1<sup>st</sup> of the year. They are still processing the data, before providing us with the drawing file to begin the design. They expect to have the file to us late next week.

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



Justin C. Beckner, PE  
Project Manager

January 19, 2024

Spring Canyon Water and Sanitation District  
Mr. Chris Olson, District Manager  
4908 Shoreline Drive  
Fort Collins, CO 80526

Re.: **Engineering Services Proposal**  
**Spring Canyon Water and Sanitation District**

Dear Board of Directors,

The Spring Canyon Water and Sanitation District has ongoing operations and maintenance responsibility for the water and sewer infrastructure within the district. At various times, the district may need engineering services ranging from advice and coordination on operations issues to capital project design. CivilWorx, LLC would like to continue our relationship providing general civil engineering services to the District.

CivilWorx has through knowledge of the District's infrastructure acquired through our work done in 2019 - 2023 for SCWSD. These projects include:

- Water Phase 1 design
- Water Phase 1 construction observation
- 2019 Capital Improvements Plan for water and sewer infrastructure
- Analysis and Feasibility Study for Sewer Over Inlet Canal
- Swim Beach Emergency Response Plan
- Addenda to SCWSD Engineering Standards, including Municipex and a meter pit with PRV detail
- Swim Beach Utility Replacement and Repair
- Holiday Drive Bypass

CivilWorx would like to offer the following engineering services to Spring Canyon, as needed and subject to work order approval by the District:

- Water and Sewer hydraulic analysis, construction / repair recommendations, and project design services
- Development proposal review for new connections or changes to the system
- Coordination on repairs, including engineering, construction observation, and consultation on requirements and options.
- On-call consultation and meeting attendance.
- CIP updates

Our standard rate schedule for 2024 is attached. As Project Manager, I will be your primary point of contact and resource for District needs.

We propose that general on-call services be covered under a limited time and materials task order established at an amount of \$10,000 for specific requests of District staff with the approval of the District Manager. This amount is intended to cover at a minimum the first part of 2024. We have prepared Work Order 2024-01 as a new task approval under our existing Master Agreement for your review and consideration.

Specific and defined scope projects are recommended to be developed as project-specific task orders to define the scope, schedule and deliverables of each project for financial and scope accountability. These work orders can be developed by CivilWorx as needed by the District and will be subject to individual approval of the scope and fee under the terms of the Master Agreement.

We appreciate the opportunity to provide engineering services to Spring Canyon. Please contact me at 970-698-6046 or [justin.beckner@CivilWorxeng.com](mailto:justin.beckner@CivilWorxeng.com) if you have any questions. If the proposal is acceptable, please sign the attached Task Order and return to CivilWorx.

Sincerely,



Justin C. Beckner  
CivilWorx, LLC

## 2024 Billing Rate Table

<b>Title</b>	<b>Hourly Rate</b>
Principal	\$165
Project Manager	\$145
Senior Engineer	\$135
Professional Engineer	\$125
Associate Engineer	\$115
Junior Engineer	\$95
Senior Designer	\$100
CAD Tech	\$80

Notes:

- Mileage will be charged at the current IRS mileage rate.
- Direct expenses and subconsultants will be invoiced at cost plus 10%
- Rate changes are subject to contract terms and mutual agreement of client and consultant.



**EXHIBIT A  
TASK ORDER**

Task Order No. 2024-01

Effective Date: January 19, 2024

**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 26<sup>th</sup> day of September, 2018.

**TASK ORDER PROJECT NAME:** 2024-01

**TASK ORDER PROJECT DESCRIPTION:** On-Call Engineering Services and Meeting Attendance 2024

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

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

**SCOPE OF WORK:** Phone calls, meetings, and related work as requested by District staff, with approval of District Manager

**FEE ARRANGEMENT:** Time and Materials Not to Exceed \$10,000

**SPECIAL TERMS AND CONDITIONS:** none

\_\_\_\_\_  
(Client)

CivilWorx, LLC  
\_\_\_\_\_  
(Consultant)

By: \_\_\_\_\_

By:   
\_\_\_\_\_  
Justin C. Beckner

Title: \_\_\_\_\_  
(Authorized signature and Title)

Title: Principal  
\_\_\_\_\_  
(Authorized signature and Title)

Date: \_\_\_\_\_

Date: January 19, 2024

Address: \_\_\_\_\_

Address: 4025 Automation Way, Ste B2

City: \_\_\_\_\_

City: Fort Collins, Colorado 80525



# Spring Canyon WSD Monthly Operations Report

Prepared by: Tayler Pelletier

Date: 1/19/2024

## **Arrowhead Tank Mixer:**

The mixer in the 500,000 gallon Arrowhead tank failed and needed to be replaced. We were able to find an identical one and install it ourselves. The expected lifespan of the unit is 7 years and ours was in service for 10.

## **Kano Drive Service Line Leak:**

A leak was discovered and repaired on a Kano Drive service line.

## **Mobile Home Park Break:**

An original PVC fitting in the meter pit to the mobile home park was damaged, releasing water from the pit through the park after hours. District staff were able to respond and facilitate the shutdown and repair with no additional houses affected.

## **Foothills Drive Main Repair:**

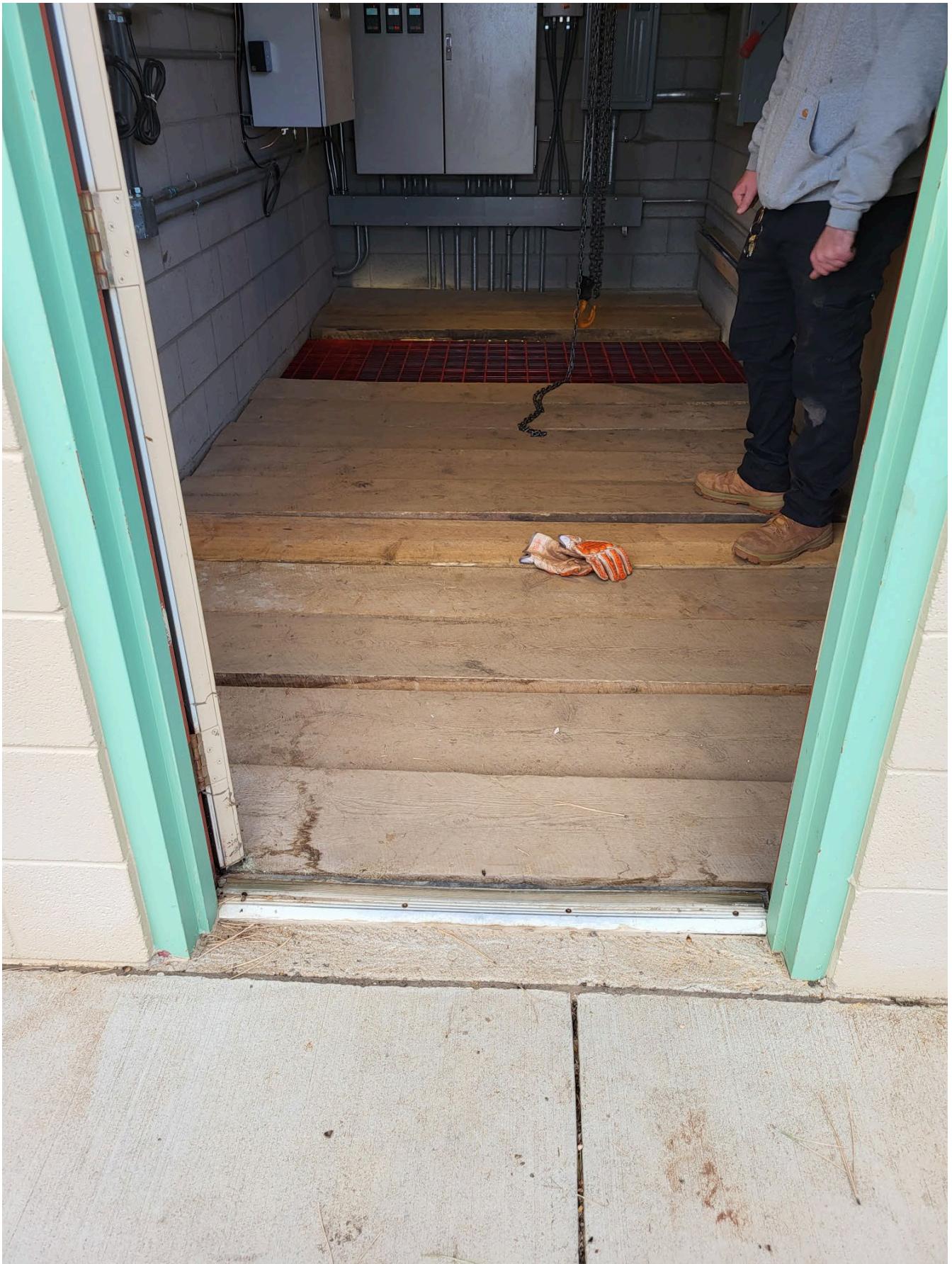
A leak which was originally thought to be a service line ended up being on a connection which was installed by Gerrard during the Holiday Loop CIP. The leak was repaired, and we are currently working to get the work warrantied.

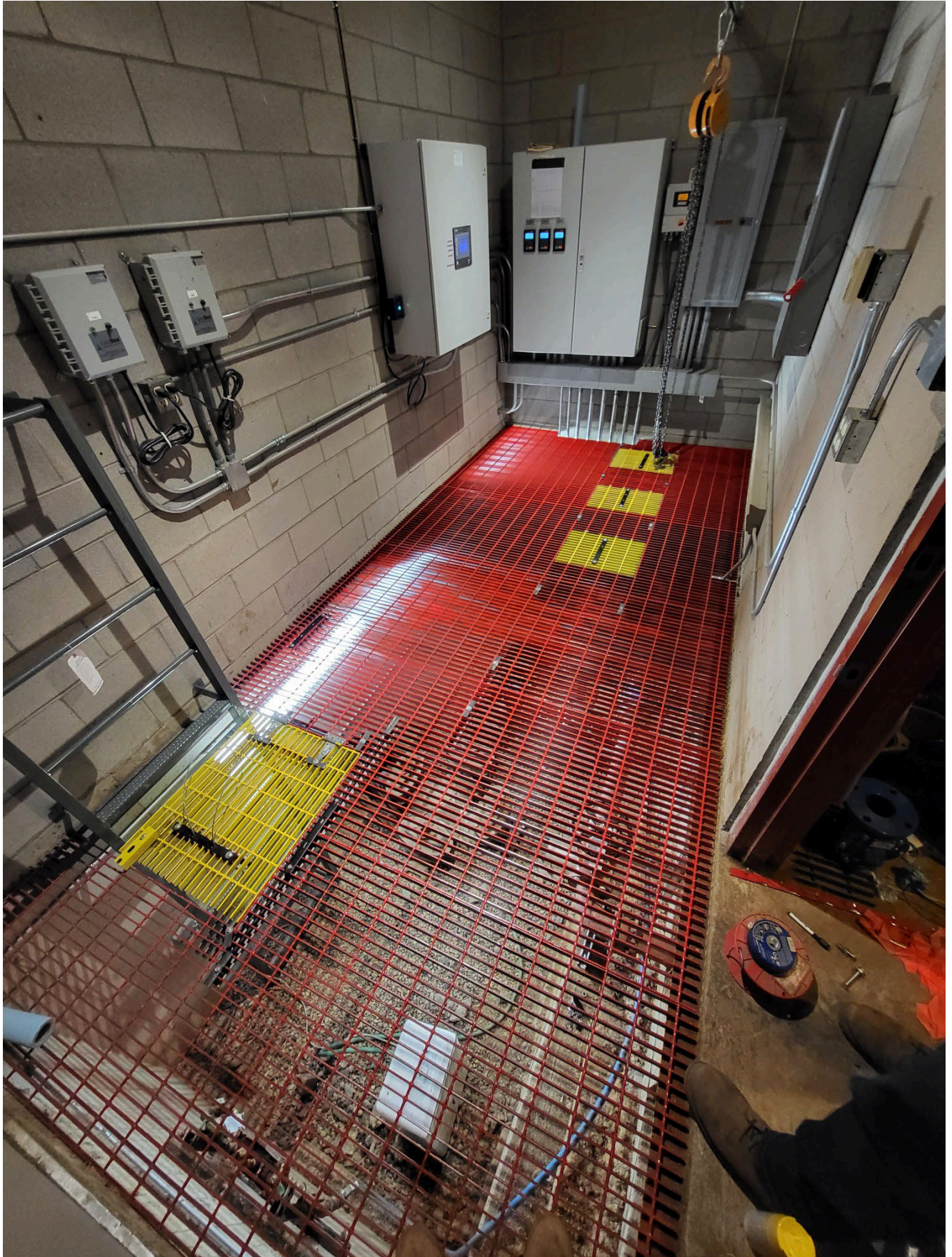
## **Safety Implementation:**

Alongside the safety policies and procedures, we have continued to install more equipment in the field to accommodate the new practices. This includes confined space entry equipment and ladder fall protection.

## **Arrowhead Flooring:**

We determined the existing setup in Arrowhead Pump Station to be inadequate and replaced the wood plank flooring and the ladder. The new flooring is all metal grates with removable hatches for access to the pumps and a fixed ladder that will not be a fall hazard in front of the door. Pictures are included on the next page.





## Spring Canyon Water & Sanitation District

### District Manager's Report

January 19, 2024

Prepared by: Chris Olson

**SCWSD 2024 Budget Schedule to comply with Statutory Deadlines** – The last two deadlines of 1.) Certifying the Mill Levy with the Larimer County Commissioners and 2.) Filing the 2024 budget with the DLG, were completed on January 8, 2024 and January 9, 2024 respectively.

- ~~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.~~
- ~~January 4, 2024 – Budget Hearing – SCWSD Board of Directors adopt 2024 Budget~~
- ~~January 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~~

**Safety Program Development** – The District continues to make strides in our safety program. Recent progress has been made in updates and improvements to lift stations, installation of safety devices where necessary, implementation of new policies and procedures, and working closely with the Safety Management Consultants, a service at no charge to the District through our CSD Property and Liability Insurance. Multiple policies the District has written and developed are currently in review with our consultants for suggestions or areas for improvement. Safety and the continued development of a comprehensive program will be an ongoing effort. I have been very pleased with the participation of all employees in their assistance in developing the program and their roles in the establishment of a safety-first culture. Policies and procedures that have been developed so far include:

- 1.) Safety Program Policy
- 2.) Accident/Incident/Near Miss Investigation
- 3.) Facility Inspection Checklists
- 4.) Vehicle Safety Policy
- 5.) Drug & Alcohol Policy
- 6.) Ladder Safety Policy
- 7.) Confined Space Policy & Procedures
- 8.) Lockout/Tagout Policy & Procedures
- 9.) CPR Red-Cross Certification for all Licensed Operators

**Arc Flash Assessment** - Phase 1 of the Arc Flash Assessment with RJS Engineering is scheduled to begin on February 1, 2024. The Phases of the Assessment are as follows:

**Phase 1** - Data Collection

**Phase 2** - Modeling of Electrical System

**Phase 3** - Engineering Analysis

**Phase 4** - Project Completion & Deliverables

**Phase 5** - Post Analysis Support

Once all phases are complete, part of the deliverables will include two additional SCWSD Safety policies/procedures:

- 10.) Electrical Safety Program Policy
- 11.) Arc-Flash Safety Procedure Document

**2023 Audit** – We have already received an initial item request from our Auditors and scheduled the audit to begin the week of February 12, 2024. This timeline works well with District staff and our accountants Rodahl and Co. Allyson Rodahl expressed the ability to help the District with a majority of the items on the initial list we received. Once the audit gets closer, we will schedule an on-site meeting with the auditors.

**Edith Dr. Mainline Extension** – We have been in initial discussions with the property owner of 4210 Evensong Ct. regarding a sanitary sewer mainline extension. This property is within 400ft of the extension that was completed last summer on Edith Dr. The customer is currently working with Civil Worx to obtain drawings as the first step of the process before presenting the plans to the board for approval.

**District Administrator Position Filled** – On Friday January 19, 2024 David Cobb accepted SCWSD’s Offer of Employment for the position of District Administrator. His first day with the District will be on Monday January 22, 2024. After multiple conversations and conducting two formal interviews with David, we believe David will be a great fit with the current team and his skills will translate very well into the position. David obtained his bachelor’s degree in chemistry in 2021 from the University of Wyoming and worked as a Customer Service Representative for Rocky Mountain Air Solutions for the last 2.5 years in which he quickly rose to the level of a Senior CSR and was being groomed for Management. While working for RMA, David realized that his passions aligned more with the financial/bookkeeping side of the business and made the decision to begin taking online classes to get a second bachelor’s degree in accounting. David made the decision to leave RMA as it was too demanding of his time working 60+ hours a week and was not conducive to his continued education. We are very much looking forward to David’s career with us, the skills and abilities he will bring from day one, and the application of his knowledge gained through continued education to the District Administrator position.

**Old Arrowhead Exterior Tank Recoating Corrections** – We are waiting to receive the proposed scope of work to remedy the issues noted by the District after the original coating was applied. After the scope of work is received and agreed to by the District and Civilworx, we anticipate USG to begin work in the Spring, weather permitting. SCWSD is holding payment for all work until the corrections are complete and accepted by the District

**Newsletter/District Financials to be Displayed on Website - TBD**

**Water Loss Tracking**

Billing Cycle	Trilby Pump Station Consumption (Gal.)	SCWSD Sold (Gal.)	Non-Revenue Water (Gal.)	Non-Revenue Water (\$3.39/1,000Gal)2022 (\$3.66/1,000Gal)2023 (\$3.84/1,000Gal)2024	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	2,610,100	2,007,648	602,452	\$2,204.98	23.08%
11/20/23-12/20/23	2,159,000	1,568,899	590,101	\$2,159.77	27.33%
12/20/23-01/20/23	TBD				