



Minutes

Wednesday, October 9, 2024 9:00 am

2560 E County Road 32, Fort Collins, CO 80528

1. (8:55 am) Roll Call

Present:

Gary A. Young; Chairman
Wayne Irelan; Vice-Chair
Ernie Brown; Treasure
James Stewart; Director

Excuse Absence:

Jeff Brauch; Director

Other Present:

Eric Bailey; Secretary, Sue White; Business Project Manager, John Budde; Finance/Office Manager
Randy Kenyon; District Engineer, Derik Caudill; Regulatory Compliance/Collection System Manager

2. Consideration of the Agenda

- Agenda stands as presented.

3. Public Comments

- No public comment.

4. Administration Items

4.1 Acceptance of the minutes of the Regular Board meeting of September 4th, 2024:

It was moved by Director Stewart and seconded by Director Brown to accept the minutes of September 4th, 2024. Motion carried 4-0.

4.2 Acceptance of the minutes of the Special Board meeting of September 18th, 2024:

It was moved by Director Brown and seconded by Director Stewart to accept the minutes of September 18th, 2024. Motion carried 4-0.

4.3 Financial statements:

Presenter: John Budde; District Finance/HR Manager

After review and discussion, Director Stewart requested additional comparison of total expenses verse revenue including capital expenses in the future financial statements.

It was moved by Director Stewart and seconded by Director Irelan to accept the financial statement.

Motion carried 4-0.

4.4 Distributions:

Presenter: John Budde; District Finance/HR Manager

It was moved by Director Brown and seconded by Director Irelan to ratify the distributions.

Motion carried 4-0.

4.5 Tap Purchases:

The manager reported 8 taps were sold for the month of September with revenues totaling \$266,600.00.



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4.6 Schedule public hearing for Rates and Fees:

A motion was made by Director Stewart and seconded by Director Brown to schedule a public hearing for rate and fee adjustments for the regular Board meeting on November 13th, 2024 at 9:00am. Motion carried 4-0.

4.7 Schedule a public hearing for the certification of Delinquent accounts to be certified with the Larimer County Treasurer for collection with an account holder's property taxes:

Presenter: Eric Bailey, Secretary

After discussion on the volume of delinquent accounts and the amount of delinquent fees associated, it was moved by Director Irelan and seconded by Director Brown to schedule a public hearing for the certification of delinquent accounts with the Larimer County Treasurer on November 13th, 2024. The Board directed staff to begin the notification process for all account holders via certified mail. Motion carried 4-0.

4.8 Presentation of the 2025 Draft Budget:

Presenter: John Budde, Finance/HR Manager

After presentation of the 2025 Draft Budget, it was discussed to schedule work sessions with the budget committee in accordance with the District's Bylaws. It was moved by Director Brown and seconded by Director Stewart to accept the Draft Budget. Motion carried 4-0.

5. Capital Projects

5.1 CLOMR for Ptarmigan lift station site:

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon reviewed with the Board the need to update the floodplain permit for current and proposed work at the Ptarmigan lift station site. This should be a one-time effort to define the area and expedite future permitting for needed infrastructure improvements. It was moved by Director Brown and seconded by Director Irelan to approve \$47,000 for a CLOMR-F (Conditional Letter of Map Revision) permit. Motion carried 4-0.

5.2 Highland lift station improvements:

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon illustrated the need for additional improvements to the site for the Highland lift station including the placement of pre-purchased valves to enable by-passing the station in the event of a major failure. Modification of the current fence layout to facilitate equipment access, and some minor grading to prevent uncontrolled runoff from the surrounding area. After discussion, it was moved by Director Irelan and seconded by Director Stewart to approve not-to-exceed \$115,500.00 for this work. The motion carried 4-0.

5.3 Post Frame Storage Building:

Presenter: Eric Bailey, Secretary

Mr. Bailey revisited previous meeting discussions of the need for additional storage at the Treatment facility. Continued investigations have identified permitting and details to closely define installation costs. After a brief discussion it was moved by Director Stewart and seconded by Director Brown to approve the request for not-to-exceed \$110,000.00 for the purchase and installation of a post frame storage building. Motion carried 4-0.



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5.4 Crossroads Manhole Rehabilitation:

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon requested approval of using C&L Water Solutions who was previously selected in a qualifications-based selection process to perform manhole rehabilitation work on 35 manholes that have been identified as needing repair due to corrosion from Hydrogen Sulfide on the downstream side of the Crossroads lift station. Mr. Kenyon further explained that costs associated with the project have been validated through an independent third-party estimator. After a brief discussion it was moved by Director Brown and seconded by Director Stewart to approve the request for not-to-exceed \$1,070,000.00 for the work.

The motion carried 4-0.

5.5 Fossil Creek RCP line CCTV inspection:

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon addressed the Board with the need to thoroughly assess the main trunk line that collects sewer from much of the District and passes underneath Fossil Creek Reservoir. Due to the specialized equipment and traffic control necessary this will need to be contracted out. It was moved by Director Irelan and seconded by Director Stewart to approve \$22,000.00 for this work. Motion carried 4-0.

5.6 Engineering Update:

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon gave an update on current projects in various stages including, Ptarmigan forcemain upsizing and alignment, the Boyd Lake lift stations, the COF's Trilby and College project, our business office and traffic safety improvements, and our engagement with Western States Land Services to review easement needs. The Board appreciated the review and directed staff to continue working on the following: Southern alignment of the Ptarmigan Forcemain to include a cost share or reimbursement agreement with developer that allows for a gravity solution to the SW corner of 392 & I-25, a single new lift station to replace the two aging Boyd Lake lift stations including cost sharing with developer, and a simplified single entrance to the office building location for increased safety to both the public and District staff.

The Board also showed appreciation for the staff's work on refining the scope and cost savings for many of the projects as they await permits from various agencies.

6. Manager's Report

Presenter: Eric Bailey, Secretary

Mr. Bailey reviewed the department update included in the Board packet highlighting the good work by the laboratory and maintenance crews. There have been increased opportunities for work on age-related corrective maintenance items that have been completed with in-house resources. Collections staff installed a new GGI on the dump station and Mr. Caudill highlighted some successful enforcement by the pretreatment department. Mr. Bailey also shared the intent to contract with a temporary employment agency to complete surveying districts assets for an accurate in-house sewer model. One additional billing position has been filled, bringing our staffing levels to near complete. Mr. Bailey informed the Board that due to District staff's use of the current health insurance plans, the District is eligible for alternate funding options to continue to offer the same coverage at a reduced rate which will offset the industry increase and maintain the same employee contribution levels. The Board directed staff to proceed with the proposed coverage offerings for this renewal period.



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7. Other Business

District staff showed the Board the new Vector that arrived after 21 months from order placement.

8. Adjournment – Time 11:15 am

After no further business it was moved by Director Stewart and seconded by Director Irelan to adjourn.

Motion carried 4-0.

Board secretary

Board President