

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,,981014694#](tel:+13236940227981014694)

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, May 22 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 April 24, 2024, Regular Meeting
- E. Public Comments, limited to three minutes per person.

B. FINANCIAL MATTERS

- A. Consideration of April 2024 Disbursements

C. OPERATIONS AND MAINTENANCE MATTERS

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

D. MANAGEMENT MATTERS

- A. Manager's Report

E. OTHER MATTERS

*The next regular meeting is scheduled for May 22, 2024 at 6:00 p.m.

By/s/ David Cobb, District Administrator

MINUTES OF THE REGULAR MEETING OF
SPRING CANYON WATER AND SANITATION DISTRICT
HELD
April 24, 2024

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, April 24, 2024, 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, David Cobb, SCWSD
Others: Justin Beckner, CivilWorx

**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 Gerard, seconded by Director Mather, it was unanimously

RESOLVED to approve the March 27, 2024 agenda as presented.

Approval of Minutes - Upon motion duly made by Director Gerard, seconded by Director Mather, it was unanimously

RESOLVED to approve the Minutes of the March 27, 2024 Regular Meeting.

Public Comments – There were no public comments.

**FINANCIAL
MATTERS**

Disbursements – The Directors reviewed the March 2024 Disbursements. Upon motion duly made by Director Gerard, seconded by Director Emery, it was unanimously

RESOLVED to ratify March 2024 Disbursements identified by check number 4066 - 4100 in the amount of \$87,454.85

2024 First Quarter Financials – Manager Olson presented the first quarter financials for Director review and consideration. He reviewed the Budget to Actuals by line item.

OPERATIONS

Engineer's Report – The Directors reviewed the Engineer's report prepared by Mr. Beckner. Mr.

**AND
MAINTENANCE
MATTERS**

Beckner said the Sewer Over Inlet Canal project is moving towards a fall construction schedule dependent on the Bureau's requirements and permitting process.

Operations Report – The Directors reviewed the Operations Report prepared by Mr. Pelletier. Mr. Pelletier stated the meeting with Larimer County regarding a boat wash station was held April 23. He will forward the follow up email when received to Mr. Beckner.

**MANAGEMENT
MATTERS**

Manager's Report – Manager Olson presented his report to the Directors. There being no questions, Manager Olson thanked the Directors for agreeing to attend the first 2024 Work Session on May 16, 2024 to discuss Reserve Fund balance and policy. The work session is scheduled for 4:00 p.m.

NEXT MEETING

The next Regular Board Meeting is scheduled for Wednesday, May 22, 2024.

ADJOURNMENT

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

RESOLVED to adjourn the meeting at 7:16 p.m.

Respectfully submitted,

Darla Howard, Secretary

Spring Canyon Water Sanitation District Disbursements

April 2024

Check.No	Name	Description	Paid Amount
E-pay	United States Treasury	941 Taxes	\$6,228.58
4101-4110	Payroll 4/01	Payroll for Board and Employees	\$10,649.44
4113	Civil Worx	Sandstone, S.O.I.C, General Engineering	\$2,535.00
4114	Comcast	Internet	\$225.04
4115	Dana Kepner	Water Hydrant Valve	\$425.00
4116	Great West Life & Annuity	Retirement Contributions 4/01	\$223.03
4117	South Fort Collins Sanitation District	Sewer Contract	\$7,631.25
4118	USA Bluebook	Water Tansmission Materials	\$78.49
4119	Verizon	Phone Bill	\$233.38
4120	UNCC	Locates	\$69.66
4121	Cummins Inc.	Generator PM L.S 2,3,4, and Trilby	\$2,947.60
4122	First Bank	Office Supplies, Publications, Safety Equipment, Vehicle Maint., Tools, Retirement Party Supplies	\$887.78
4123	Frontier Business Products	Printer Contract	\$62.83
4124	Colorado Department of Revenue	Income Taxes	\$3,008.00
4125-4129 & 4138	Payroll	Staff Payroll	\$9,902.98
4130	Amazon Capital Services	Office Supplies, Weed Spray	\$126.26
4131	Chris Olson	Employee Mileage Reimbursment	\$17.56
4132	eAnalytics Laboratory LLC	Water Lab Analysis	\$160.00
4133	Fiscal Focus Partners	Audit payment	\$8,250.00
4134	Frontier Business Products	Printer Contract	\$62.83
4135	Great West Life & Annuity	Retirement Contributions 4/16	\$223.03
4136	InvisionGIS	GIS Mapping	\$2,240.00
4137	Poudre Valley REA	Sewer, Water and Admin Electric	\$3,667.88
4139	Fort Collins Loveland Water District	Water Contract	\$8,312.45
4140	Colorado State Treasurer	Quarterly Payment	\$153.40
4141	Div. of Family & Medical Leave Insurance	Quarterly Payment	\$345.15
4142	USPS	April Billing	\$210.94
4151	CEGR Law	Audit Legal Expenses	\$254.00
4152	Civil Worx	Sandstone, S.O.I.C, General Engineering	\$2,152.50
4153	Comcast	Internet	\$224.93
4154	Darla N. Howard	April Board Meeting	\$100.00
4155	Great West Life & Annuity	Retirement Contributions 5/01	\$405.03
4156	South Fort Collins Sanitation District	Sewer Contract	\$7,631.25
Total			\$79,645.27

Engineer's Report – May 17, 2024

Sewer Over Inlet Canal

We are still waiting on the Bureau of Reclamation to get back to us on their requirements for the work as far as environmental clearances, easements, and routing. We were making weekly attempts at contact, but have increased it to every couple of days. We have been able to get the Natural Resource officer to respond, but his boss needs to provide the actual guidance and we have not had any luck even with him pressuring them so far at getting any response from them. We will continue our efforts in that regard. We have been working with our subconsultant on the design of the lift station but will soon hit a spot where we need the information from the Bureau to continue and to submit the 1st part to the State. The lift station submittal consists of two submittals to the state. The 1st one is a site plan where they agree to the general concept of what we are planning and then there is the final design submittal where they approved the final design information.

Sandstone Tanks

We have been working on the vertical design of the proposed new tank and the layout of the pump station and will have drawings ready in a month.

General Engineering Services

We have been working with the District and the customer on the extension of sanitary sewer along Edith Drive to Evensong Court and he is in the process of applying for the right-of-way permit to start the project in the near future. We had a good meeting last night with the board on the Cushmans Lakeview Development expansion and the capital reserves and appreciate the discussion with the board. We have attached the information presented to the board showing the current limits of where the water system could be expanded with an approximate number of lots that the expansion would serve. We have additionally added an exhibit that shows the total area that could be served if a tank and booster station were added to the system. As mentioned in the meeting last night each of these two expansions would cost approximately \$850k in today's dollars

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



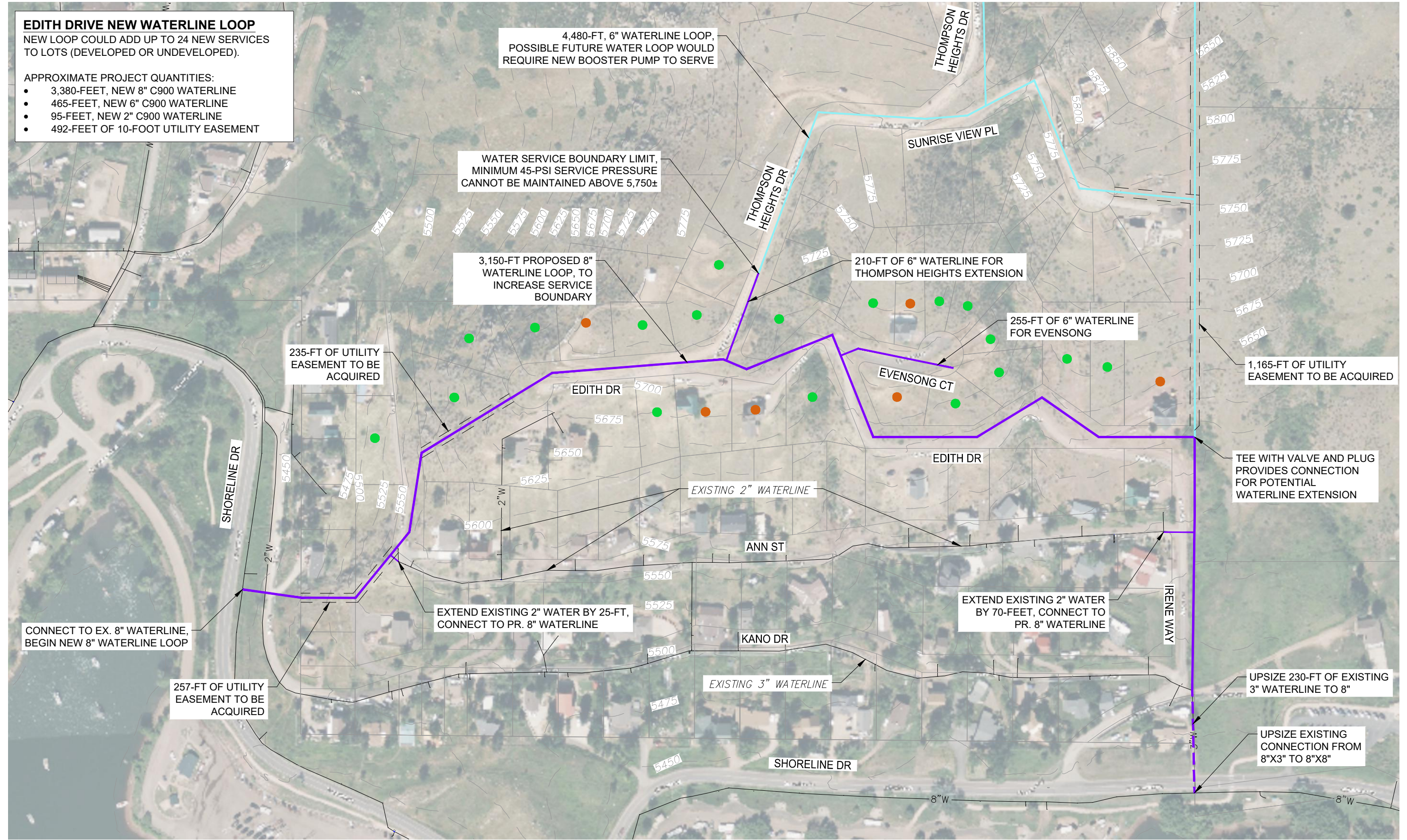
Justin C. Beckner, PE
Project Manager

SHEET SIZE: 11 x 17
DRAWING NAME: WATERCIP 2023 OVERALL
PATH: D:\CIVIL\WORK\PROJECTS\2024\CIVIL\DRAWINGS\AUTOCAD\FB\WATERCIP 2023 OVERALL.DWG

EDITH DRIVE NEW WATERLINE LOOP
NEW LOOP COULD ADD UP TO 24 NEW SERVICES TO LOTS (DEVELOPED OR UNDEVELOPED).

APPROXIMATE PROJECT QUANTITIES:

- 3,380-FEET, NEW 8" C900 WATERLINE
- 465-FEET, NEW 6" C900 WATERLINE
- 95-FEET, NEW 2" C900 WATERLINE
- 492-FEET OF 10-FOOT UTILITY EASEMENT



4025 Automation Way
Suite B2
Fort Collins, CO 80525
(970) 698-6046

- PROPOSED EDITH DR. WATER
- POTENTIAL WATERLINE EXTENSION
- EXISTING WATERLINES
- ADDITIONAL WATER SERVICES
- LOTS THAT MAY HAVE EXISTING WELL PERMIT

WATER CAPITAL PROJECTS

CONCEPTUAL EDITH DRIVE WATERLINE LOOP

5/15/2024

0 100' 200' 400'

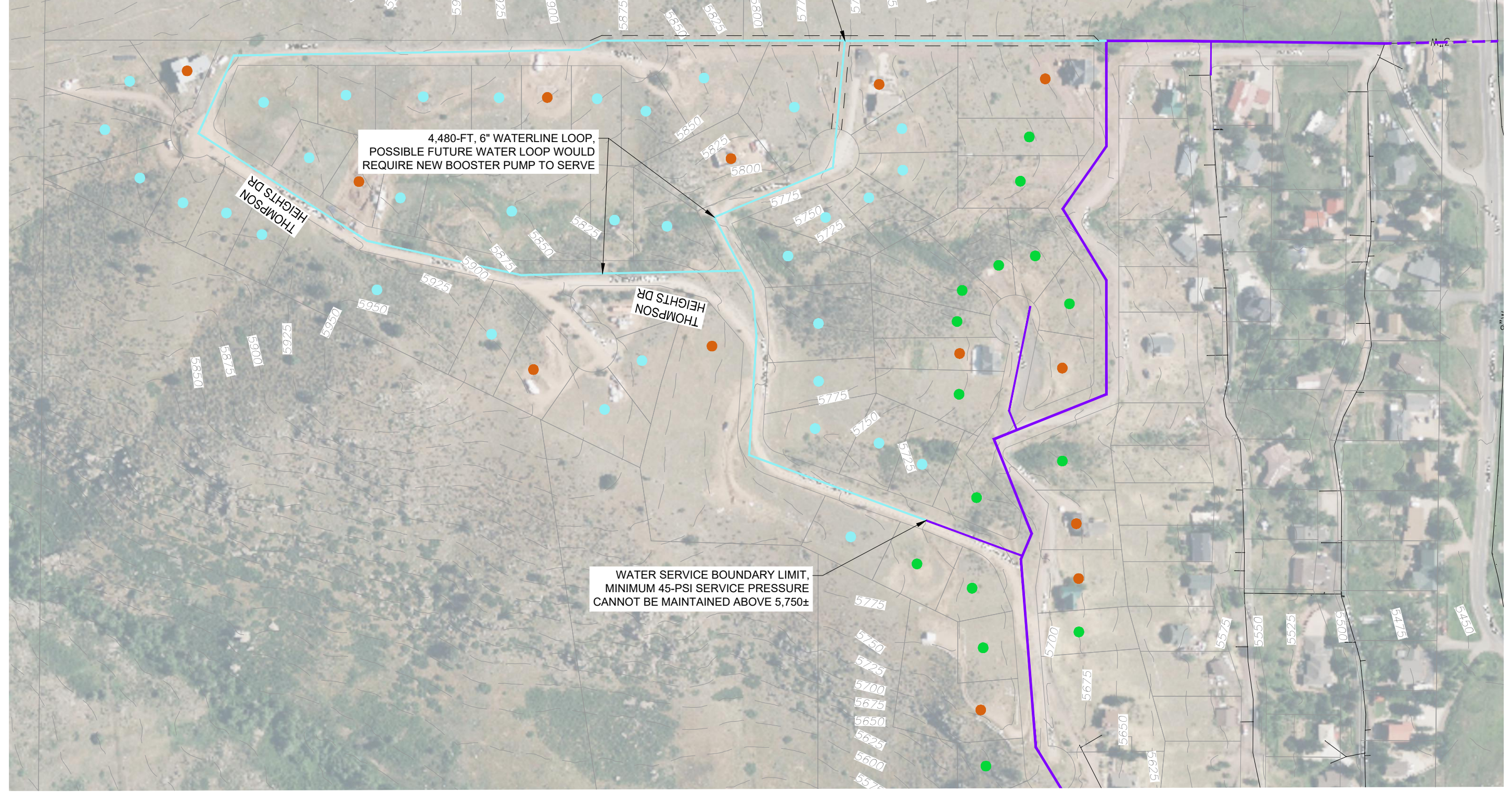
SCALE: 1" = 200'

SHEET SIZE: 11 x 17
DRAWING NAME: WATERCIP 2023 OVERALL
PATH: D:\CIVIL\WORK\CIVIL\WORK\PROJECTS\2024\C2401 - SCVSD GENERAL SERVICES\AUTOCAD\DWG\WATERCIP 2023 OVERALL.DWG

THOMPSON HEIGHTS WATERLINE LOOP
NEW LOOP COULD ADD UP TO 42 NEW SERVICES TO LOTS (DEVELOPED OR UNDEVELOPED).

APPROXIMATE PROJECT QUANTITIES:

- 4,480-FEET, NEW 6" C900 WATERLINE
- 1,165-FEET OF 10-FOOT UTILITY EASEMENT








4,480-FT, 6" WATERLINE LOOP, POSSIBLE FUTURE WATER LOOP WOULD REQUIRE NEW BOOSTER PUMP TO SERVE

1,165-FT OF UTILITY EASEMENT TO BE ACQUIRED

WATER SERVICE BOUNDARY LIMIT, MINIMUM 45-PSI SERVICE PRESSURE CANNOT BE MAINTAINED ABOVE 5,750±

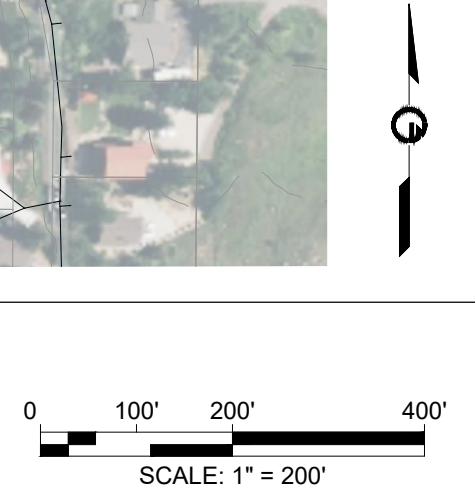
 4025 Automation Way
Suite B2
Fort Collins, CO 80525
(970) 698-6046

-  PROPOSED EDITH DR. WATER
-  POTENTIAL WATERLINE EXTENSION
-  EXISTING WATERLINES
-  POTENTIAL WATER SERVICES
-  LOTS THAT MAY HAVE EXISTING WELL PERMIT

WATER CAPITAL PROJECTS

THOMPSON HEIGHTS DR. WATERLINE LOOP

5/15/2024





Spring Canyon WSD Monthly Operations Report

Prepared by: Tayler Pelletier

Date: 5/15/2024

Lead and Copper Rule Revisions Service Line Inventory:

The final unknowns were verified to be non-lead via potholing and visual inspection at the entry point. The non-lead form was submitted to the state. Once the website cleanup is finished, we will post specific language to it to finish the public information availability section. The LCRR service line inventory is effectively complete.

2024 Consumer Confidence Report:

The 2024 CCR is complete. It has been posted on the website and a direct link will be on the May bills.

Volt/Amp Meter Installation:

We completed the installation of volt/amp meters at Lift Stations 3 and 6. This allows us to regularly record electrical data for pumps without the need to reach a multimeter into a live panel.

Arvada Pumps Visit:

Arvada pumps assessed lift stations 1 and 4 to help improve our preventative maintenance program for those two stations. They also took electrical readings from the pumps to give us more representative pump information than manufacturer curves. However, an apprentice was on site and wired the pumps at lift station 1 wrong, causing pumps 2 and 3 to turn backwards. This was discovered and repaired in-house the following day. We also cleaned up some of the previous changes, so the station is more standardized.

Spring Canyon Water & Sanitation District

District Manager's Report

May 17, 2024

Prepared by: Chris Olson

Arc Flash Assessment

A site meeting with RJS Engineering to go through findings, apply labels, and train to specific procedures is scheduled for May 30, 2024.

Sanitary Sewer Mainline Extension for 4210 Evensong Ct.

The developer and contractor are currently waiting for ROW permit. Estimated start date for construction is late June early July 2024.

Old Arrowhead Tank Recoating

With improving weather, USG Water Solutions is working to coordinate schedules with Tnemec (coating supplier) and inspectors to schedule the recoating. We anticipate the recoating to take place within the next few weeks.

Cash Reserve Policy Continued Discussion

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%
12/20/23-01/20/24	2,275,600	1,659,277	616,323	\$2,366.68	27.08%
01/20/24-02/20/24	2,430,200	1,809,121	621,079	\$2,384.94	25.56%
02/20/24-03/20/24	1,952,600	1,435,439	517,161	\$1,985.90	26.49%
03/20/24-04/20/24	2,042,200	1,499,623	542,577	\$2,083.49	26.57%