

# 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#](tel:+1981014694)

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, September 25, 2024 at 6:00 p.m. via teleconference.

**Board of Directors**

Tim Schmitt, President/Chairman

Richard Emery, Vice President/Vice Chairman

Tim Mather, Director

James Gerard, Treasurer

Chris Goemans, Director

Term Expires: May 2027

Term Expires: May 2025

Term Expires: May 2025

Term Expires: May 2027

Term Expires: May 2027

**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 the August 28, 2024, Regular Meeting
- E. Public Comments, limited to three minutes per person.

**B. MANAGEMENT MATTERS**

- A. Review and Consideration of Resolution 24-09-01 District Reserve Fund Policy
- B. Resolution 24-09-02 - Resolution Authorizing Re-determination of Equivalent Units Attached to Tap at 4801 W County Road 38E
- C. Review and Approval of Rodahl & Company Proposal and Letter of Engagement
- D. Manager's Report

**C. OPERATIONS AND MAINTENANCE MATTERS**

- A. Engineer's Report
  - Consideration of CivilWorx Task Order 2024-04
- B. Operations Report

**D. Financial Matters**

- A. Appoint Budget Officer for FY 2025 Budget
- B. Consideration of August 2024 Disbursements

\*The next regular meeting is scheduled for October 23, 2024 at 6:00p.m.

By/s/ David Cobb, District Administrator

MINUTES OF THE REGULAR MEETING OF  
SPRING CANYON WATER AND SANITATION DISTRICT  
HELD  
August 28, 2024

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, August 28, 2024, at 6:00 p.m.

**ATTENDANCE**

Directors in Attendance

Tim Schmitt, President  
Rick Emery, Vice President  
Chris Goemans, Director  
Tim Mather, Director

Excused Absences

JJ Gerard, Treasurer

Also, In Attendance

Chris Olson, Anthony Cruz, David Cobb, SCWSD  
Others: Justin Beckner, CivilWorx, Joe Norris CEGR

**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 at 6:01 p.m. He noted that a quorum was present. All Directors also confirmed their qualifications to serve on the Board, and that prior to the meeting they had been notified of the meeting.

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

**RESOLVED** to approve the August 28, 2024 agenda as presented.

**Approval of Minutes** - Upon motion duly made by Director Goemans, seconded by Director Schmitt, it was unanimously

**RESOLVED** to approve the Minutes of the July 24, 2024 Regular Meeting.

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

**MANAGEMENT  
MATTERS**

**Review and Consideration of Resolution 24-08-01 District Reserve Fund Policy** –Director Schmitt introduced the topic of the Reserve Fund Policy. Manager Olson then took over providing background on the rationale behind adopting a reserve fund and a brief history of the policy’s development. Manager Olson then introduced Joe Norris, the District’s attorney from the law firm Cockrel Ela Glesne Greher & Ruhland (CEGR). Mr. Norris summarized the intent, structure, and benefits that the policy provides to the district. Mr. Norris referenced the existence of reserve fund policies in other districts and the American Water Works Association (AWWA) guidelines that support the implementation of such policies. Mr. Norris and Manager Olson engaged in discussion with and fielded questions from the board. The board determined that further review was necessary and decided to revisit this policy in a future meeting. Manager Olson requested that the board provide specific feedback and questions on the policy via email.

**Manager’s Report** – The Directors reviewed the Manager’s report. Manager Olson presented a draft of the upcoming newsletter and received feedback from the board. Manager Olson stated that the newsletter would be sent to customers and published by the end of the week. Manager Olson then covered the rest of his report.

**FINANCIAL  
MATTERS**

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

**RESOLVED** to ratify June 2024 Disbursements identified by checks number 4222-4267 for a total of \$108,743.85

**OPERATIONS  
AND  
MAINTENANCE  
MATTERS**

**Engineer's Report** – The Directors Reviewed the Engineer's report. Mr. Beckner fielded some questions regarding the delayed status of capital improvement projects.

**Operations Report** – The Directors reviewed the Operations Report prepared by Mr. Pelletier. Mr. Cruz presented the report and fielded questions from the board.

**Executive  
Session**

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

**RESOLVED** to convene in Executive Session, pursuant to §24-6-402(4)(f) C.R.S, for Discussion of personnel matters, not particular to a specific employee

Chairman Schmitt reported "Chairman Schmitt reported, "It is August 28, 2024, and the time is 7:44 PM. 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. Also present at the session: Chris Olson, Tim Mather, Chris Goemans, and Rick Emery. 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 8:44 p.m. Present at the conclusion of the Executive Session were Tim Schmitt, Tim Mather, Rick Emery, Chris Goemans, and Chris Olson. The Board did not engage in substantial Discussion of any matter not enumerated in C.R.S. 24-6-402(4)(f). The Board did not adopt any proposed policy, position, rule, regulation, or formal action.

**NEXT MEETING**

The next Regular Board Meeting is scheduled for Wednesday, September 25, 2024.

**ADJOURNMENT**

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

**RESOLVED** to adjourn the meeting at 8:45p.m.

Respectfully submitted,

\_\_\_\_\_  
David Cobb, District Administrator

## SPRING CANYON WATER AND SANITATION DISTRICT

### RESOLUTION# 24-09-01 - TO ADOPT A RESERVE FUND POLICY

WHEREAS, the Spring Canyon Water and Sanitation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors (“Board”) of the District is responsible for the management, control and supervision of all of the business and affairs of the District; and

WHEREAS, the Board has determined that it is appropriate and in the best interests of the District and its residents and customers to establish a policy and to provide guidelines for the funding of and expenditures from the District’s reserve funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Spring Canyon Water and Sanitation District as follows:

1. Reserve Fund Policy. The Board hereby adopts and approves a Reserve Fund Policy in accordance with this Resolution to include the Statement Reserve Fund Policy attached hereto as **Exhibit A**, and the summary Reserve Fund Worksheet attached hereto as **Exhibit B**, both fully incorporated herein by this reference. The Board further instructs the District Manager, District staff, and the District’s consultants to utilize this Reserve Fund Policy in operation of all business affairs of the District and in particular with respect to preparation of the Districts’ future budgets, Capital Improvement Plans, and all other planning documents or policies.

2. Regular Review of Reserve Fund Policy. The Board of Directors shall cause this Reserve Fund Policy to be reviewed and updated (if necessary) periodically, at least once every five years, to adjust and make changes in costs, inflation and interest yield on invested funds, plus modification, addition or deletion of capital assets.

3. Supplement to Law. The provisions of this Resolution and Reserve Fund Policy shall be in addition to and in supplement of the terms and provisions of the District’s Service Plan and the laws of the State of Colorado governing the District, not conflict therewith.

4. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

5. Legislative Measure/Amendment. This Resolution is and shall constitute a legislative measure of the District, which may be modified only by formal resolution of the Board of Directors.

6. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity will not affect the validity of the remaining provisions.

7. Effective Date. This Resolution will take effect and be enforced immediately upon its approval by the District Board.

ADOPTED this \_\_\_\_ day of September, 2024.

SPRING CANYON WATER AND  
SANITATION DISTRICT

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

Attest:

\_\_\_\_\_  
Secretary

**EXHIBIT A**

Reserve Fund Policy  
Written Statement (3 pages, attached)

**EXHIBIT B**

Reserve Fund Policy  
Summary Worksheet (1 page, attached)



**SPRING CANYON WATER AND SANITATION DISTRICT**  
**RESOLUTION # 24-09-02**  
**RESOLUTION AUTHORIZING RE-DETERMINATION OF EQUIVALENT UNITS ATTACHED**  
**TO TAP AT**  
**4801 W COUNTY ROAD 38E FORT COLLINS, CO 80526**

WHEREAS, the Spring Canyon Water and Sanitation District (“District”) is a quasi- municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

WHEREAS, the District Board of Directors (“Board”) has the authority to fix and, from time to time, increase or decrease fees, rates, and charges, and to manage, control and supervise all the business and affairs of the District; and

WHEREAS, pursuant to Article XI of the District’s Rules and Regulations, the District may, from time to time, survey and inspect individual taps and the properties served by such taps to determine the number of fixtures served and the service demands at the same property; and

WHEREAS, if the demands exceed the allocated tap equivalency or if the existing tap size is insufficient to provide adequate service to the property, the Board may reassess and charge additional tap fees and/or require installation of larger service line connections as necessary; and

WHEREAS, the District has re-surveyed the property served by the District and located at **4801 W County Road 38E Fort Collins, CO 80526** (the “Property”), and determined that it is appropriate and in the best interests of the District and its residents and customers to re-determine the tap size or tap fee equivalency at the Property in accordance with this Resolution; and

WHEREAS, the owner of the Property has been provided advance written notice of the proposed re-determination and the opportunity to provide comments to the Board prior to its adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Spring Canyon Water and Sanitation District as follows:

1. The Property currently provides service to **five (5)** mobile home units in a mobile home park. The mobile home park is under development/reconstruction. Prior to reconstruction, the mobile home park consisted of **thirty (30)** mobile home units. Future plans are to replace the **twenty-five (25)** demolished units with new units, one at a time until a total of **twenty-eight (28)** mobile home units is reached. The different units will consist of varying models of three bed/two bath, and two bed two baths with full kitchens and washer/dryer. Current Billing assigns **thirty (30)** equivalency base units for water and **thirty (30)** equivalency base units for sewer.

<https://www.larimer.gov/assessor/search#/property/?fromAddrNum=4801&toAddrNum=4801&address=county%20road%2038e&city=Any&sales=any>

2. Based upon the recent survey and inspection of the Property, as further described in Exhibit A attached hereto, the District hereby:

- a) Determines that the overall units attached to tap have decreased by twenty-five (25) units and orders to re-allocate tap equivalency units at the Property as follows: **The Property will be charged five (5) equivalency units for water and five (5) equivalency units for sewer upon 60 days written notice from the District.**
- b) Determines that the existing service line tap serving the Property is insufficient to serve the demands at the Property and orders to reassess an additional tap fee for service to the Property consistent with the re-determined demand at the Property in the following amount: **N/A.**
- c) Determines that the existing service line and tap serving the Property is insufficient to serve the demands at the Property and orders that a new tap be re- installed at the Property as follows: **N/A.**

This Resolution will take effect and be enforced immediately upon its approval by the District Board.

ADOPTED this **25th** day of **September 2024**.

## **SPRING CANYON WATER AND SANITATION DISTRICT**

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**Tim Schmitt, Chairman**

**Attest:**

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**David Cobb, District Administrator**

Spring Canyon Water and Sanitation District  
09/19/2024

## Exhibit A:

**From:** Patty Farkas <[patty@gscinvestments.com](mailto:patty@gscinvestments.com)>

**Sent:** Wednesday, September 18, 2024 12:35 PM

**To:** Tayler Pelletier <[tayler@springcanyonwsd.com](mailto:tayler@springcanyonwsd.com)>

**Cc:** Paras Shah <[paras@gscinvestments.com](mailto:paras@gscinvestments.com)>; Loren Smith <[loren@gscinvestments.com](mailto:loren@gscinvestments.com)>

**Subject:** Re: Foothills MHP - Lots Reassessment

Hi Tayler,

I wanted to add to the email that Loren just sent.

We have the meters on the homes now and we have notified the Residents that they have leaks that have to be addressed.

Our usage is actually not as high as I thought in the beginning until I spoke with you because I didn't realize that we were being billed for 30 connections and only have 5 connections at this time.

The two homes that have the high usage is Unit 27 and Unit 28.

**Unit 27** is as follows:

I have attached readings for July 1 - 31 2024 and August 1 - 31 2024.

It shows the total gallons used.

July 1, 2024 - July 31, 2024 Usage was 15042.82.

August 1, 2024 - August 31, 2024 Usage was 13455.46

**Unit 28** is as follows:

I have attached readings

It showings the total gallons used.

July 1, 2024 - July 31, 2024 Usage was 23338.95

August 1, 2024 - August 31, 2024 Usage was 14458.20

As you can see, the consumption is going down because the residents are working on their plumbing.

Our biggest concern at this time is that we have been paying for 30 connections when we have only had 5 connections for at least the last 12 months.

That is \$2346.90 Base for sewer and \$1826.40 for base water for 30 connections. = \$4173.30 base only. No other fees included.

If we were being billed for 5 connections then we would be at \$391.15 for Base sewer and \$304.40 for base water. = \$695.55 base only. No other fees included.

$\$4173.30 - \$695.55 = \$3477.75 \times 12 \text{ months} = \$41,733.00$  in overage paid for no connections.

Can you please help us with the submission for the board to approve a reassessment this month so we can start the savings?

On a large expense project like this with low income, \$40K over a year is a lot of wasted capital on our end.

Anything we can do to jump through all the hoops to get this done this month for board approval, we will do.

I have also called and left a message for Thad at Extreme Plumbing regarding the Backflow double check you are requiring on the water system.

I will follow up with him later today if I do not hear from him.

Thank you for your consideration regarding this matter.

Patty Farkas / Project Manager

## Re: Foothills Park




Patty Farkas <patty@gscinvestments.com>

To Tayler Pelletier



Thu 9/19/2024 12:33 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi, sorry it's taking me so long. I have horrible signal. I am out in the black diamond area.

So we are only replacing 20 homes down below in the new section

10 or single wifes and they are two bedroom two bathroom

And then Wide, which will also be two bathroom with three bedrooms.

Then we have three vacant sites above that have no Home on them. They would all be single wide two bedroom two bath.

So as of right now, we have five homes that are connected.

We have 23 sites that will be connected in the future.

The first Home supposed to be coming in end of November which is a single wide two bedroom two bath and then the double Wide supposed to be coming in December January weather dependent, which is a three bedroom two bathroom.

No other homes at this time our plan to be brought in. They will be selling homes from the two new homes that are brought in.

I will still try to email you the plat map. But that is the numbers.

Thank you I hope this helps

Sent from my iPhone

# Spring Canyon Water and Sanitation District

4908 Shoreline Drive  
Fort Collins, Colorado 80526  
Phone: (970)226-5605

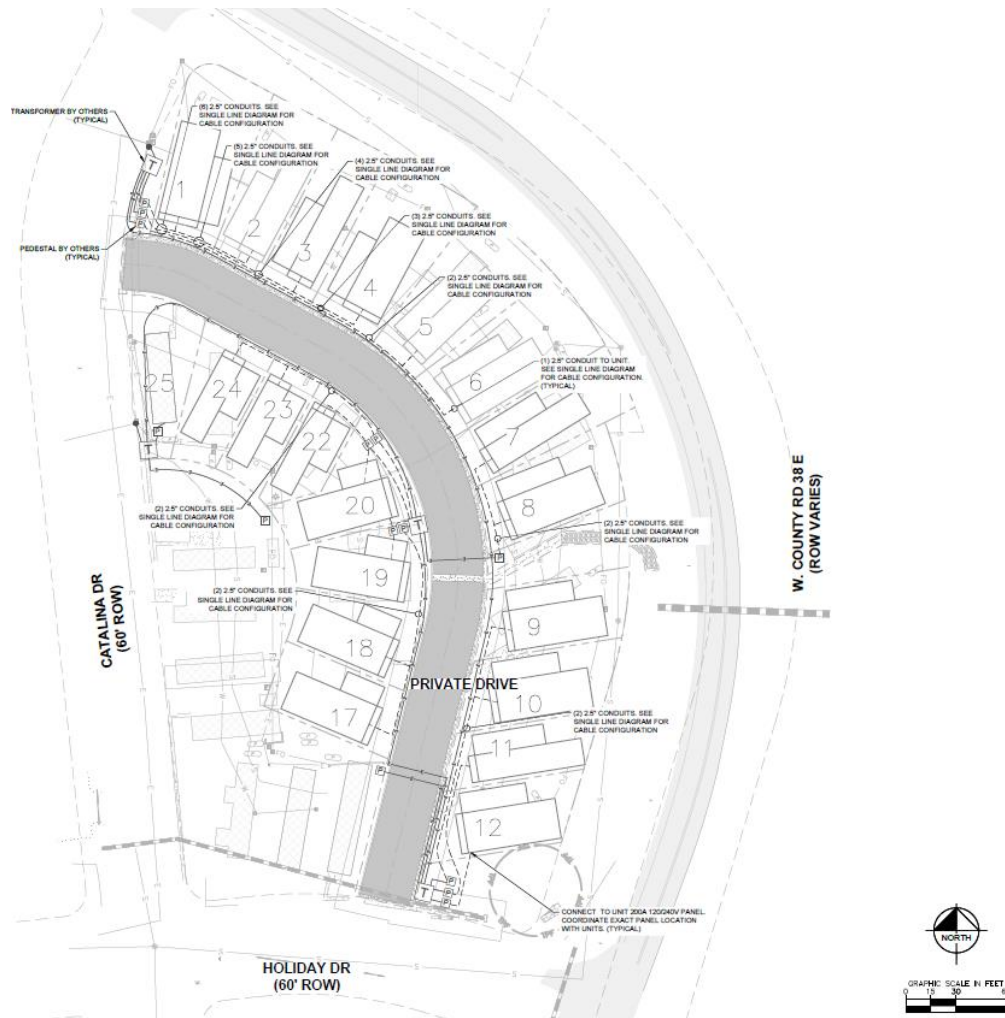
## SUBJECT: 4801 W County Road 38E Fort Collins, CO 80526 SURVEY

Dear SCWSD Board of Directors,

The Spring Canyon Water and Sanitation District has completed a field survey and online property search via Larimer County online property search for 4801 W County Road 38E Fort Collins, CO 80526. The District received a request from the Property Manager to re-survey the property based upon the overall number of units attached to tap decreasing.

<https://www.larimer.gov/assessor/search#/property/?fromAddrNum=4801&toAddrNum=4801&address=county%20road%2038e&city=Any&sales=any>

It was determined that the Property's current service consists of water and sewer service to **five (5)** equivalent units in the mobile home park. Current billing assigns **thirty (30)** equivalent units for water and **thirty (30)** equivalent units for sewer.

















## **Spring Canyon Water and Sanitation District**

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**4908 Shoreline Drive  
Fort Collins, Colorado 80526  
Phone: (970)226-5605**

**Paras Shah  
4801 W County Road 38E  
Fort Collins, CO 80526**

**CC: Patty Farkas**

**SUBJECT: 4801 W County Road 38E Fort Collins, CO 80526 RE-SURVEY**

Dear Mr. Shah,

This letter is to inform you that the Spring Canyon Water and Sanitation District has completed a field survey and online property search via Larimer County online property search for 4801 W County Road 38E Fort Collins, CO 80526.

Pursuant to Article XI of the District's Rules and Regulations, the District may, from time to time, survey and inspect individual taps and the properties served by such taps to determine the number of fixtures served and the service demands at the same property.

The enclosed Resolution will be reviewed by the Spring Canyon Water and Sanitation District Board of Directors at the September 25<sup>th</sup>, 2024 District Board Meeting.

You are formally invited to attend this meeting. Meeting information and agenda are found on the District website:

[www.springcanyonwsd.com](http://www.springcanyonwsd.com)

Sincerely,

Chris Olson  
District Manager  
Spring Canyon WSD  
4908 Shoreline Drive Ft. Collins, CO 80526  
Office: (970) 226-5605  
Cell: (970) 217-2456  
chriso@springcanyonwsd.com



Renewal for  
Spring Canyon Water Sanitation District  
Monthly Accounting Services

Renewal #ROD1191

CREATED BY	CREATED FOR
Dean Rodahl	Chris Olson
CEO, CPA	District Manager
e dean@rodahlcpa.com	e chriso@springcanyonwsd.com
t. 970-658-2852	t. 970-226-5605
	m. 970-217-2456

# BOSS™

Our Back Office Support System (BOSS) for business.



## **BOSS Gets You Back to Business**

Our all-inclusive, cloud-based solution offers business owners relief from day-to-day accounting hassles by enabling you to outsource this work to our team at Rodahl and Company LLC CPAs. We manage the accounting so you can put your focus back on your business!

We believe most traditional accounting and CPA firms are historians. Our accounting solution is designed so we can see trends as they occur and advise in real time. By being involved month to month we can help your business pivot, adapt, and capitalize on new opportunities.

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# RODAHL AND COMPANY LLC CPAS MONTHLY ACCOUNTING & ADVISORY SUBSCRIPTION REVISION

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10th September 2024

Dear Chris,

We truly appreciate your business and the trust you have placed in Rodahl and Company LLC CPAs to be your accounting firm. Thank you!

Working together over the past months or years, your business has scaled as well as the services CPA has been providing. As a result, we are excited to present this revised subscription agreement, as it marks the start of a renewed approach to running your business, and will help propel your business to the next level of success and beyond!

As a reminder, our Monthly Accounting & Advisory Subscription Service provides ongoing access to the Advisory, Accounting, Tax, and Business advice you need on a fixed-price basis, as opposed to hourly rates, and provides access to the accumulated wisdom of our firm which will enhance your company's future and help achieve your business goals.

*With CPA as your partner, you can focus on your business and leave the accounting to us!!!*

Sincerely,

Dean Rodahl

# MONTHLY ACCOUNTING & ADVISORY SUBSCRIPTION PRICING

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This section outlines the services included in the Monthly Subscription and the associated pricing. For a full breakdown of each of these services, please refer to the SUBSCRIPTION SERVICES PROVIDED section below.

## Monthly Fees

SERVICES	FEES/MONTH \$
<b>Accounting &amp; Bookkeeping Services</b>	
Monthly Accounting & Bookkeeping Service	545.00
Reconcile Bank, Credit Card & Paypal Accounts	157.00
Recording Accounting Transactions	242.00
Active Loans	41.00
Full Accrual Basis Accounting	116.00
<b>Advisory Services (CFO)</b>	
Budgets & Forward Projections	150.00
Monthly Micro Review Meeting	86.00
<b>Payroll services</b>	
Integrated 3rd Party Payroll: OBO or ADP	35.00
Total	1,372.00

## Please Note

This proposal and these fees are based on the following being accurate:

Start Date	October 2024
Year End	December 2024
Annual Revenue	\$1m - \$1.5m

The Start Date is the effective date of this new engagement which is replacing the prior engagement with us.

This proposal and your monthly subscription pricing are based on the data presented in the SUBSCRIPTION SERVICES PROVIDED section below. Please let us know if we missed something or if the data is inaccurate and we will revise accordingly.

The monthly subscription fee is the ACH withdrawn from your operating account on the 10th of each month starting: October 10, 2024.

Thank you!

## NEXT STEPS:

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**Step 1:** Please click on the below button to agree to the Renewal Agreement.

**Step 2:** You will be directed to our Engagement Letter, and after reviewing, please digitally sign it.

**Step 3:** CPA will immediately implement the revised/renewed services.

**Step 4:** Your new subscription pricing will become effective on the 10th of next month.

APPROVE MY RENEWAL  
#ROD1191

This proposal is valid for 14 days from 10 September 2024.



# SUBSCRIPTION SERVICES PROVIDED

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Following is a full explanation of the services provided in the Monthly Subscription.

## ACCOUNTING & BOOKKEEPING SERVICES

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### Monthly Accounting & Bookkeeping Service

CPA utilizes accounting software to produce supplemental reports along with your financial statements. This report packet will provide valuable insight into your organization which you have never seen before!

The report includes:

1. Balance Sheet
2. Profit and Loss Statement
3. Cash Flow Statement
4. General Ledger
5. Historical Financial Comparisons (where available)

CPA utilizes the Modified Cash Basis of accounting:

1. We will record your revenues and expenses when cash is exchanged.
  1. All your bank, credit card, and payroll transactions are recorded
  2. Inventory, short and long term debt are also recorded.
2. If accrual accounting is chosen, this method of accounting will be utilized instead

### Reconcile Bank, Credit Card & Paypal Accounts

Number of accounts = **5**

To be certain that the amount of cash reported on your balance sheet (and the balance in its general ledger cash account) is the correct amount, and to detect any incorrect activity in these accounts, CPA will compare (reconcile) additions and deductions on the financial institutions' account statements with the items that are entered in your general ledger cash account each month.

## Recording Accounting Transactions

Transactions per month = **250**  
Recording Frequency = **Monthly**

Our staff will record your bank, credit card, and other account activity each period, assigning the correct chart of account code to each transaction. These transactions are compiled into a list of income and expenses on your General Ledger.

## Active Loans

Number of Loans = **1**

When a company borrows money from a financial institution, the amount received is recorded with a debit to Cash and a credit to a liability account, such as Notes Payable or Loans Payable, which is reported on the company's balance sheet. The cash received from the loan is referred to as the principal amount.

The principal amount received from the bank is *not* part of a company's revenues and therefore will *not* be reported on the company's income statement. *Similarly, any repayment of the principal amount will not be an expense and therefore will not be reported on the income statement.* The principal payment is recorded as a reduction of the liability Notes Payable or Loans Payable on the company's balance sheet. (Both the receipt of the loan principal amount and the repayment of the loan principal will be reported on the statement of cash flows.) The *interest* on the loan will be reported as expense on the income statement in the periods when the interest is incurred.

## Full Accrual Basis Accounting

When using the FULL ACCRUAL BASIS of accounting we will record your revenues and expenses when they are incurred, regardless of when cash is exchanged. This means that, in addition to recording all your bank, credit card, and other account activity, your accounts payable and accounts receivable, we will also record all prepaid expenses, accrued expenses, accrued payroll, and deferred revenue each period. The advantages of this method is that it matches revenues and expenses to periods in which they are earned or incurred rather than only when they are paid.

## ADVISORY SERVICES (CFO)

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### Budgets & Forward Projections

Complexity = **Client provided budget**

CPA highly recommends building an annual budget. Some of the key benefits of a budget include forward planning to drive profitability, cash & expense allocation, will help clarify when to invest in your business & staff, plus many more benefits!

The budgeting service includes assisting you with building out an annual budget, uploading into our Advance Reporting tool, and creating additional reports beyond the standard monthly management report. These reports will provide tremendous insight into your organization:

1. Actual Revenue to Budget with Forward Projection
2. Actual Expense to Budget
3. Financial Statements with Budget

With these reports, you will have a firm grasp of your future revenue, expenses, and ultimately your profitability.

### Monthly Micro Review Meeting

We'll host a monthly face-to-face or virtual meeting to address anything you want to discuss with us as your professional advisers and anything that we have identified as areas that will benefit from some closer attention, guided by the reports which will be presented in the meeting. Meetings will be limited to 15~30 minutes.

## PAYROLL SERVICES

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### Integrated 3rd Party Payroll: QBO or ADP

To ensure proper G/L mapping between the systems.

# Where are you now in the CPA cycle?





Letter of Engagement for  
Spring Canyon Water Sanitation District  
Monthly Accounting Services

In Relation To Renewal #ROD1191

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PREVIEW

Rodahl and Company LLC CPAs (CPA) desires for clients understand the basis under which CPA offers its services to the client and determine CPA's fess, as well as to clarify the relationship and responsibility between the client and CPA. The terms are part of CPA's engagement letter and apply to all future services, unless a specific engagement letter is entered into for those future services.

PREVIEW



## **SCOPE**

CPA's engagement cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations, which may exist. However, it may be necessary to ask the client for clarification of some of the information provided, and CPA will inform the client of any material errors, fraud, or other illegal acts that come to CPA's attention.

## **FIRM'S RESPONSIBILITY**

CPA will not audit or otherwise verify the data the client submits, although CPA may ask for clarification. CPA agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions that are just and reasonable for the client. However, because of the uncertainty of legal proceedings, the interpretation and changes in the law and many unknown factors, Accountants cannot and do not warrant or guarantee results or the final outcome of any case.

## **CLIENT'S RESPONSIBILITY & ASSISTANCE**

To the best of the client's knowledge, all the information submitted to us is correct and includes all income, deductions and other information necessary for the preparation of a general ledger and tax returns. The client is responsible for keeping contemporaneous records of business expenses and business and personal use of any property used by the client during the period covered by CPA's work.

Client shall be responsible for all reasonable legal fees and other costs incurred in any required collection proceedings

The timeliness of the client's cooperation is essential to CPA's ability to complete this engagement.

The client is responsible for evaluating the adequacy and results of the services CPA provides.

The client should retain all the documents, canceled checks and other data that form the basis of income and deductions.

If circumstances arise that, in CPA's professional judgment, prevent it from completing this engagement, CPA retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

## **CONFIDENTIALITY**

CPA will maintain the confidentiality of client confidential information in accordance with professional standards. CPA retains the right to use the ideas, concepts, techniques, industry data, and know-how it uses or develops in the course of this engagement.

## **FEES**

Any additional services provided beyond the scope of the "Engagement Letter for Business Bookkeeping and Tax" document will be billed upon the time expended at CPA's current hourly rate of \$235 per hour for CPA work and \$130 per hour for bookkeeping work. Every attempt will be made to keep the client abreast of the time spent. Due to rising costs of operating and recruiting top-notch accountants, please expect a minimum of 5% fee increase each year.

## **RECORD RETENTION**

It is CPA's policy to keep work papers related to the engagement in electronic form. Upon completion of the engagement any records provided by the client to us will be returned, it is the client's responsibility to retain and protect them for future use, potential examination by any government or regulatory agency, prospective buyers or the client's business, acquiring business loans, etc.

## **LIMIT OF LIABILITY**

Except where it is judicially determined that CPA performed services with gross negligence or willful misconduct, the client agrees that CPA's liability hereunder for damages, regardless of the form of action, shall not exceed the total amount paid for the services described herein. This shall be the client's exclusive remedy.

The client further agrees that CPA will not be liable for any lost profits, or for any claim or demand against the client by any other party. In no event will CPA be liable for incidental or consequential damages even if CPA has been advised of the possibility of such damages.

No action, regardless of form, arising out of the services under this agreement, may be brought by either party more than one year after the date of the last services provided under this agreement.

PREVIEW

## **LIMIT OF LIABILITY**

Except where it is judicially determined that CPA performed services with gross negligence or willful misconduct, the client agrees that CPA's liability hereunder for damages, regardless of the form of action, shall not exceed the total amount paid for the services described herein. This shall be the client's exclusive remedy.

The client further agrees that CPA will not be liable for any lost profits, or for any claim or demand against the client by any other party. In no event will CPA be liable for incidental or consequential damages even if CPA has been advised of the possibility of such damages.

No action, regardless of form, arising out of the services under this agreement, may be brought by either party more than one year after the date of the last services provided under this agreement.

## **APPLICABLE LAW**

This engagement shall be governed as to validity, interpretation, construction, effect and in all other respects by the laws and decisions of the State of Colorado.

## **IDEMNIFICATION FOR THIRD-PARTY CLAIMS**

In the event of a legal proceeding or other claim brought against CPA by a third party, the client agrees to indemnify and hold harmless CPA against all fees, expenses, damages and liabilities, arising from or relating to any services or work provided by CPA which the client uses or discloses to others. This indemnification shall also apply after the termination of this agreement.

## **NO TRANSFER OR ASSIGNMENT OF CLAIMS**

No claim against CPA, or any recovery from or against CPA, may be sold, assigned or otherwise transferred, in whole or in part.

## **MEDIATION**

The client agrees that any dispute (other than CPA's efforts to collect an outstanding invoice) that may arise regarding the meaning, performance, or enforcement of this engagement or any prior engagement that CPA has performed for the client, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within Chicago, Illinois, administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, or alternatively, a mutually agreed upon mediation company approved by both parties. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

## **RESPONSE TO LEGAL PROCESS**

In the event CPA is required to respond to a subpoena, court order, or other legal process for the production of documents and/or testimony relative to information CPA has obtained and/or prepared during the course of this engagement, the client agrees to compensate us at CPA's hourly rates, as set forth above, for the time CPA expends in connection with such response, and to reimburse us for all of CPA's out-of-pocket costs incurred in that regard.

## **EMAIL AND FAX CORRESPONDENCE (ELECTONIC CORRESPONDENCE)**

In connection with this engagement, CPA may communicate with the client or others via electronic correspondence. As electronic correspondence can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to

whom they are directed and only to such parties, CPA cannot guarantee or warrant that electronic correspondence from us will be properly delivered and read only by the addressee. Therefore, CPA specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of electronic correspondence transmitted by us in connection with the performance of this engagement. In that regard, the client agrees that CPA shall have no liability for any loss or damage to any person or entity resulting from the use of electronic correspondence, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

### **TERMINATION**

Either party may terminate this relationship at any time by any form of written notification including E-mail.

### **COMPLETE AGREEMENT**

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

### **GUARANTEE OF PAYMENT**

All invoices are due and payable upon presentation. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due in excess of 60 days, CPA will stop all work until the client's account is brought current, or the client withdraws from the engagement.

The client acknowledges and agrees that CPA is not required to continue work in the event of failure to pay on a timely basis for services rendered as required by this engagement letter. The client further acknowledges and agrees that in the event work is stopped or CPA withdraws from this engagement as a result of the client's failure to pay on a timely basis for services rendered as required by this engagement letter, CPA shall not be liable for any damages that occur as a result of ceasing to render services.

By signing below, the client approves of the foregoing and personally and individually, without regard to the legal benefits of any legal entity other than that of an individual person, personally guarantee, as an individual, the payment of any fees invoiced to CPA. The undersigned waives presentments, protest, demand and notice of disclosure or default in connection with this guarantee and any payments by the client under any agreement, and the individual(s) expressly recognizes that this guarantee creates a personal obligation.

## SCHEDULE OF SERVICES

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Following are the individual terms related to the specific services in your monthly subscription:

### Accounting & Bookkeeping Services

#### 90-day Pricing Review

Part of the 90-day review meeting includes a review of the monthly subscription agreement and associated pricing. We will discuss and make any necessary adjustments, up or down, if desired or required, to both the bundled services and pricing.

#### Examples of services excluded in the Monthly Subscription unless otherwise agreed upon

*Additional fees will apply for the following out of the ordinary transactions/services*

1. Individual form 1040 (letter of engagement and invoice presented upon completion of tax return)
2. IRS or State Tax audits or client caused issues
3. Tax Agency notices for periods prior to CPA
4. Workers' and Unemployment compensation audits
5. Loan applications
6. Personal financial statements
7. Census Bureau questionnaires
8. Application/program consultation outside of engagement
9. Business valuations
10. Buy/Sell agreements & tax analysis
11. New Partner additions
12. Hiring decisions
13. Capital Expenditure Analysis
14. Break-even analysis
15. Sales Tax & State Income Tax Nexus Studies
16. Adding States for Sales & Income Tax
17. Fraudulent bank or credit card accounts
18. Retirement Plan design & administration
19. Mixed use bank & credit card accounts (sorting transactions and reclassifying) > 1/month
20. Manual Check, recording payees > 1/month
  1. Bank check, counter check, Venmo, Zelle, Quickpay
  2. This service can be bundled with your subscription pricing
21. Cash Flow Reporting (advanced reporting bundle)
22. Budgeting & Forecasting (unless included in monthly subscription)
23. Invoicing (can be bundled)
24. Matching A/R & A/P transactions (can be bundled)

#### Monthly Accounting & Bookkeeping Service

In order for us to provide this service, and to do so efficiently, we require unrestricted access to the following documents and information concerning your organization:

1. Electronic Access to your financial transactions, including check stubs, summaries of cash

- receipts and sales (cash and charge), bank statements and canceled checks, listings of accounts receivable and accounts payable, and documentary support of property and equipment transactions—purchases, trades, sales, and other dispositions.
2. Information concerning any mortgage or pledge of business assets on business debts, any personal guarantees or debt, leases, or other information that affects or may affect the results of operations.
  3. Any other financial information that affects your accounting records, trial balance and tax returns.
  4. Identification of all cash receipts as to source (i.e., loans, sales, etc.), and information concerning all transactions that are consummated with cash.
  5. If you choose to record your own account transactions, we include a high-level review of your work.

You are bound by Intuit Terms of Service for Quickbooks which can be found here: <https://quickbooks.intuit.com/global/terms-of-service/>

## **Reconcile Bank, Credit Card & Paypal Accounts**

Manual transaction entry - if bank transactions require manual entry because the transaction is not already present in QBO there is a surcharge per transaction. Writing checks manually as opposed to printing them from QBO is one example.

## **Integrated 3rd Party Payroll: QBO or ADP**

Your payroll provider will completely manage all of your business' payroll services and any related issues.

CPA will make the necessary entries into your books to accurately account for your payroll.

## CONFIRMATION

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- This letter supersedes any previous engagement letters. Once it has been accepted, this letter will remain effective until it is replaced.
- You or we may vary or terminate our authority to act on your behalf at any time without penalty, except in the case of early termination as stated above. Notice of variation or termination must be given in writing.
- You accept this Letter of Engagement and the Renewal to which it relates by continuing to pay your monthly fee.
- If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know.

**APPROVE MY PROPOSAL**

**#ROD1191**



Signed by Dean Rodahl, CPA on behalf of Rodahl & Company CPAs LLC on

PREVIEW

**Discussion of Reserve Fund Policy and Consideration of Resolution 24-09-01**

**Consideration of Rodahl and Company CPA's Letter of Engagement** – We have completed our first year working with Rodahl and Company CPAs and are pleased with the monthly accounting services and value they provide to the District. The first few months consisted of clean up and making appropriate adjustments. Although back work was not included in the initial proposal and engagement, this was necessary to get to a good starting place even going back as far as five years. They were very hands on and supportive through the transition of David being hired on as the new District Administrator following Darla's retirement. We have been working well together on a consistent schedule month in and month out and have one dedicated accountant to our account. All work is completed thoroughly, accurately, and on a timely basis. Their communication is excellent and professional. The increase from 2024 to 2025 is a 39% increase from a flat rate of \$987.00/month to \$1,372.00/month. According to Dean Rodahl "Basically, we bid the work too low from the outset. We always track our time and over the last year we have discounted our standard rates significantly." Rodahl CPAs LLC, as stated in the initial letter of engagement, had the right to conduct a 90-day pricing review which they elected not to do at the time as they were more interested in "getting to know each other" and developing the relationship. Below is a table showing anticipated accounting expenses in 2025 with the updated proposal and expenses SCWSD paid for accounting services for each year from 2021 to 2024 for comparison.

Year	SCWSD Annual Accounting Expenses	Monthly Average	Average Inflation Rate	Notes
2021	\$54,753	\$4,563	4.7%	Pinnacle 12 months
2022	\$32,154	\$2,680	8.0%	Pinnacle 12 months
2023	\$22,185	\$1,848	4.1%	Pinnacle 9 months Rodahl 3 months
2024	\$12,999	\$1,083	3.0%	Rodahl 9 months @ \$987 / 3 months @ \$1,372
2025	\$16,464	\$1,372		Rodahl 12 months @ 1,372

Management's recommendation to the SCWSD Board of Director's is to approve the letter of engagement from Rodahl and Company CPAs, Renewal #ROD1191 for Accounting Services from October 2024 to December 2025.

**SDA Conference** – David and I attended the SDA Conference between September 10 and September 12. The conference sessions were very informative and a great opportunity to network with Districts and staff facing the same obstacles we are. We came back with knowledge and resources to help tackle issues and priorities better than before and are thankful to the District and Board for the opportunity to attend. David has submitted the expense reimbursement requests to the CSD Pool for the two \$900.00 scholarships we received.

**Notable and/or Nonstandard 2025 Budget Items**

- Replacement of (one) Maintenance Truck
- Software System Upgrade
- ADA Compliance/Website Maintenance
- Office Printer
- Fence between Brewery (not done in 2024)
- Election
- Comprehensive tank inspections – Arrowhead (2)
- FCLWD 5% increase in per thousand-gallon rate
- SFCSD raising rates for the first time since 2017. The discussion is preliminary with no amount set as of now.

Both FCLWD & SFCSD will hold rate hearings in December, we will continue to monitor but it may make sense again to hold our Rate Hearing **after** these have been decided.



**FFP Engagement** – The firm confirmed interest in completing the SCWSD 2024 Audit in 2025. Engagement letters and scheduling will be coordinated after September 30, 2024.

**Sanitary Sewer Mainline Extension for 4210 Evensong Ct.** – Construction has been delayed over the last couple of weeks. After reaching out to the Developer, as of 9/18, the contractor has extended the ROW permit and plans to be out in the next week or two to begin construction.

**2025 SCWSD Annual Budget**

**Calendar of Deadlines for SCWSD 2025 Budget**

- i. September 25, 2024 SCWSD Board Meeting – Elect Budget Officer (from Board) to work with District Staff**
- ii. On or Before October 15, 2024 – Draft Budget presented to SCWSD Board of Directors (copy in office for public review)
- iii. October 23, 2024 – Board Meeting – Draft Budget Presentation and Discussion
- iv. October 28, 2024 – 30-day Notice of December 4, 2024 Rate Hearing posted on all customer bills
- v. November 1, 2024 – One time publication of notice of December 4th Budget hearing published in the Coloradoan
- vi. November 20, 2024 – Board Meeting - Continue Budget Discussion
- vii. December 4, 2024 – SCWSD Board of Directors adopt 2025 Budget & Public Rate Hearing
- viii. December 15, 2024 – Mill Levy Certification Provided to County by SCWSD District Staff
- ix. December 31, 2024 – Annual Budget Filing due to DLG – Filed by SCWSD District Staff

**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%
04/20/24-05/20/24	2,536,200	1,839,911	696,289	\$2,673.75	27.45%
5/20/24-06/21/24	3,436,300	2,793,278	643,022	\$2,469.20	18.71%
06/20/24-07/20/24	3,830,000	3,161,594	668,406	\$2,566.67	17.45%
07/20/24-08/20/24	3,981,300	3,137,388	843,912	\$3,240.62	21.20%

## Engineer's Report – September 19, 2024

### Sewer Over Inlet Canal

The site application and permit applications for the proposed lift station have been completed, and have been sent to the South Fort Collins Sanitation District for review and signature. They need to sign the applications as the treatment facility for the districts sewage. Once we have this signature, the application package can be submitted to the CDPHE to start the initial review. We are continuing to coordinate with our project partners, Larimer County, and the CDPHE through this process. A geotechnical engineer for the project has been selected and we will be coordinating locations and timing for borings to be collected for the lift station design. A review of the National Wetlands Inventory Map was completed as part of the lift station permit application and it identified a small area of wetlands that will be crossed with the proposed sanitary force main (See below). We contacted Blue Mountain Environmental and they said that the National Map is sometimes off and we have contracted with them to determine if the area mentioned is in fact wetlands and to assist us with the mitigation requirements if it is.



## Sandstone Tanks

Since our last board meeting, we have had several discussions with Gerrard Excavating through the IDP process and they expressed some concerns over the unknowns associated with the project and that it was not a typical project for them. We then had a discussion with the district on the appropriate way to move forward and the two options that were available to us.

1. Have the District and Civilworx take on more of the coordination efforts on the unusual items including; the tank, the pumps and controls, and the temporary bypass pumping during construction, to work with a known contractor or
2. Utilize Open bidding for the project and delay it further and not know who we end up working with for the contractor.

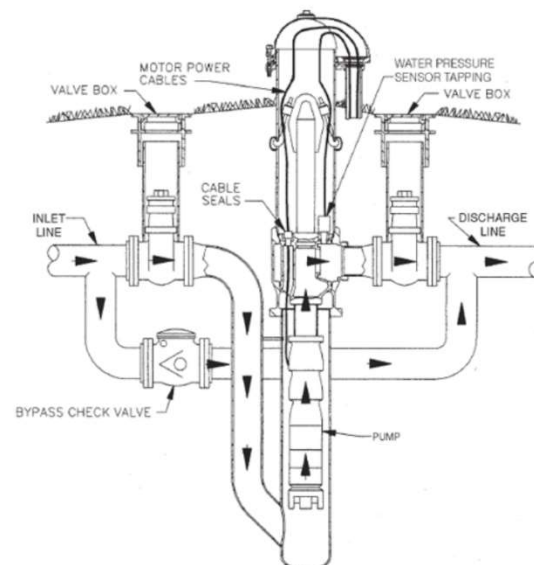
Based on that discussion with the district and the time schedule involved we started reaching out to the suppliers for the tanks and the pump station equipment to get more information on the supplier's timelines to get the tanks and pumps, and if the pump supplier would be interested in working directly with the district to do the plumbing and controls for the pumps and the temporary pumping setup. We then reached back out to Gerrard to see if we went this direction would they be more interested in completing the project and to schedule a meeting on site for them to see the project area.

We did meet with Gerrard Excavating at the site to discuss the project in detail. Challenges including the site access roads, the presence of low-hanging overhead power and cable lines, and the small usable space for the construction and storage of materials were discussed. The conversation ultimately led to Gerrard confirming their interest in pursuing the project with the District taking on more of a role as discussed above, however based on the site and the timeline for the tanks (12 to 14 weeks out) they would recommend not completing the project in the dead of winter with steep snowy roads being a safety concern. These contractor-constraints along with the long lead times on project elements including the storage tank and the detailed pump system design and schematics provided by pumping vendors will push the start date for the project into Spring of 2025.

In conversations with pumping vendors, we are evaluating the possible installation of "pitless" booster pumps being installed. This was a recommendation made by Arvada Pump Company after sending them the construction drawings to discuss pump design, costs, and controls for the site. These pitless pumps have been gaining popularity among municipalities as they remove the confined space element of the current pump station layout, and may provide a smaller footprint for the station.

With this change in scope we have provided the district with a new task order to address this work and to also include the construction observation in concert with the district like we did with the Holiday Drive Bypass Waterline project.

Pitless Booster Installation



**Additional Valving, Air Relief, and Lift Station Bypass**

Preliminary plans for the valving\_ and air relief installations have been completed, and a survey of the existing Lift Stations 1 and 4 has been completed. We are finalizing the drawings for the valving and air relief improvements and are in progress on the design drawings for the force main sanitary bypass modifications for Lift Stations 1 and 4.

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



Justin C. Beckner, PE  
Project Manager

**EXHIBIT A  
TASK ORDER**

Task Order No. 2024-04

Effective Date: September 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:** 2024-04

**TASK ORDER PROJECT DESCRIPTION:** Sandstone Tank Project Coordination and Construction Services

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

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

**SCOPE OF WORK:** Additional coordination for the Sandstone Tank project to work and construction services refer to attached scope.

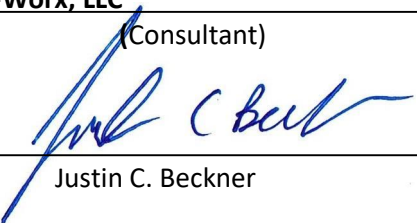
**FEE ARRANGEMENT:** Time and Materials Not to Exceed \$29,000.00

**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: September 19, 2024

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

Address: 4025 Automation Way, Ste B2

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

City: Fort Collins, Colorado 80525

# Spring Canyon Water and Sanitation District Sandstone Tank CivilWorx Project Coordination and Construction Admin Proposal - Scope of Work

## **PROPOSED SCOPE OF WORK:**

### **Project Coordination:**

The general scope will include the following tasks:

- Coordination with the tank supplier and the district on ordering the tanks and reviewing the shop drawings.
- Coordination with timeline for the delivery of the tanks along with the contractor's timeline to install them.
- Coordination with the pump supplier on ordering the pumps, the installation of the pumps, and the connection with the controls.
- Coordination with the contractor and the pump supplier on timeline for the installation of the pumps.
- Coordination with the contractor and the pump supplier on a temporary pump station to serve the 14 homes during the construction of the project.
- Coordination with the utilities in the area in regard to the low hanging lines during construction and delivery of construction materials.
- General coordination on construction schedule with all parties.

### **Bidding and Negotiation:**

The general scope will include the following tasks:

- Prepare Bid book
- Run Pre-bid meeting.
- Respond to bidding questions as necessary.
- Receive Bid and Recommend award
- Prepare contract award paperwork for the Contractor and District to sign

### **Construction Administration:**

The following items are included regarding Construction Administration (CA):

- Pre-construction Meeting
- Weekly site visits/construction meeting and construction inspection/progress monitoring. This assumes 4 hours per week for 6 weeks.
- Address RFIs/Review of Change Order Requests
- Review and approval of Payment Requests
- Presenting progress at board meetings – assumed 2 meetings.



- Walk-thru and punch-list at substantial completion
- This scope assumes 6 weeks of construction time

**Post Construction Administration:**

The following items are included regarding Construction Administration (CA):

- As-constructed drawings in coordination with the contractor, with survey provided by the contractor.
- Warranty walk-thru

**FEE ESTIMATE**

CivilWorx proposes to complete the above-described scope of work for an estimated fee of \$14,200 for the coordination and \$14,800 for the construction admin portion, 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: 9/19/2024

## Soderburg Drive Service Line Repair:

There was a leak on a shared water service line on Soderburg. Because the leak was under the asphalt, they pulled a new line through the old one and the leak was fixed.

## Kano Drive Service Line Repair:

There was a leak on a water service line on Kano Drive which was repaired.

## Manhole Raising:

We are exposing and raising buried manholes to prepare for this year's sewer jetting and next year's manhole inspections.

# Spring Canyon Water Sanitation District Disbursements

August 2024

Num	Name	Description	Paid Amount
E-pay	United States Treasury	941 Taxes 8/1	\$3,050.84
E-pay	United States Treasury	941 Taxes 8/16	\$2,638.04
4268	Great West Life & Annuity	Deferred Comp. Contributions 07/16	\$2,107.42
4269-4276	Payroll	Staff and Board Payroll 08/01	\$9,718.48
4277	Great West Life & Annuity	Deferred Comp. Contributions 08/01	\$405.03
4278	Mr. Rooter	Water Heater Installation	\$1,768.32
4279	Frontier Printing	Safety and Uniforms	\$612.34
4280	Verizon	Phone Bill	\$210.94
4281	Continental West HOA	Annual HOA Fees	\$300.00
4282	Darla N. Howard	Consulting Fees	\$205.05
4283	Amazon Capital Services	Water Heater, Blinds, Printer and Ink	\$1,032.89
4284	Civil Worx	Gen. Planning, Meeting & Coordination Sandstone Planning and Meetings S.O.I.C Planning, Meeting & Coordination	\$4,613.53
4285	First Bank	QB Annual Renewal, SDA Registration, Arc Flash coveralls, Cleaning Supplies, Tools, Stamps, Monthly Renewals	\$4,632.35
4286	Schrader Propane	Office Propane Fill & Annual Rental	\$284.29
4287 - 4290	Payroll	08/16 Payroll	\$8,696.04
4291	Colorado Analytical Labs Inc.	Water Lab Analysis	\$383.00
4292	Frontier Business Products	Printing Contract	\$69.12
4293	Great West Life & Annuity	Deferred Comp. Contributions 08/16	\$405.03
4294	UNCC	Utility Locates	\$25.80
4295	CEBT Payments	Health Insurance Premiums	\$4,796.69
4296	CEGR Law	Legal Expenses	\$576.00
4297	CO Dept. of Public Health & Environment	Drinking Water Annual Fee	\$283.00
4298	Colorado Analytical Labs Inc.	Water Lab Analysis	\$235.00
4299	Comcast	Internet	\$225.20
4300	Fort Collins Loveland Water District	Water Contract	\$17,153.66
4301	Poudre Valley REA	Electricity	\$3,676.29
4302	USPS	August Billing	\$225.12
4303	South Fort Collins Sanitation District	Sewer Contract	\$7,631.25
<b>Total</b>			<b>\$75,960.72</b>