



## Minutes

Wednesday, November 13, 2024, 9:00 am

2560 E County Road 32, Fort Collins, CO 80528

### 1. (9:00 am) Roll Call

#### Present:

Gary A. Young; Chairman      Wayne Irelan; Vice-Chair  
Erine Brown; Treasure      James Stewart; Director  
Jeff Brauch; Director arrived at 9:10am

#### Other Present:

Eric Bailey; Secretary      Sue White; Business Project Manager  
John Budde; Finance/Office Manager      Randy Kenyon; District Manager  
Derik Caudill; Regulatory Compliance/Collections Manager  
Jason Meier; Treatment Operations 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 October 9, 2024 (ACTION REQUIRED):

*Recommended Motion: to approve the minutes of the regular board meeting of October 9, 2024*

*Moved by: Director Stewart      Seconded by: Director Irelan      Carried: 4-0*

#### 4.2 Public Hearing for rate and fee adjustments for 2025 (ACTION REQUIRED):

Presenter: Eric Bailey, Secretary

Open the floor for public comment:      Time: 9:03am

There was no public present to provide comment.

Close the floor to public comment:      Time: 9:04am

#### 4.3 Resolution 24-11-01 regarding proposed sewer rates and fees for 2025 (ACTION REQUIRED):

Presenter: Eric Bailey, Secretary

Recommended Motion: Move to adopt Resolution 24-11-01 regarding sewer rates and fees.

Moved by: Director Irelan      Seconded by: Director Stewart      Carried: 4-0

#### 4.4 Postpone certification of delinquent accounts until December of 2025 (ACTION REQUIRED):

Presenter: Eric Bailey, Secretary

Mr. Bailey explained that staff were not able to fulfill the required notification necessary to certify delinquent accounts with the County treasurer and recommended postponing the process.

Recommended Motion: Move to postpone the certification of delinquent accounts until 2025.

Moved by: Director Brown      Seconded by: Director Irelan      Carried: 4-0



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### **4.5 Appoint Budget Officers for Fiscal Year 2025 (Action Required):**

Presenter: Eric Bailey, Secretary

Recommended Motion: Move to appoint John Budde (Finance/HR Manager) and Eric Bailey (Secretary/District Manager) as Budget Officers.

Moved by: Director Irelan      Seconded by: Director Stewart      Carried: 4-0

### **4.6 Schedule Public Hearing for 2025 Budget with included rates and fees:**

Presenter: Eric Bailey, Secretary

Recommended Motion: Move to schedule public hearing for the 2025 Budget for December 11<sup>th</sup>, 2024 at 9:00am.

Moved by: Director Stewart      Seconded by: Director Brown      Carried: 4-0

### **4.7 Notice of Board Meeting Dates and Times for 2025.**

Presenter: Eric Bailey, Secretary

Mr. Bailey presented the Dates and Times for the Board meetings in 2025 to be posted as part of the 2025 District transparency notice.

### **4.8 Financial statements (ACTION REQUIRED):**

Presenter: John Budde; District Finance/HR Manager

*Recommended Motion: Move to accept the October 2024 Financial Statement.*

Moved by: Director Stewart      Seconded by: Director Brown      Carried: 5-0

### **4.9 Distributions (ACTION REQUIRED):**

Presenter: John Budde; District Finance/HR Manager

*Recommended Motion: Move to ratify the November 2024 Distributions.*

Moved by: Director Brauch      Seconded by: Director Irelan      Carried: 5-0

### **4.10 Tap Purchases:**

The manager reported 28 taps were sold for the month of October with revenues totaling \$576,600.

## **5. Capital Projects**

### **5.1 Ptarmigan valve project update:**

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon discussed the status of the valve replacement and bypass addition at the Ptarmigan lift station. The original project was to be an emergency repair of the station isolation valves and was later included in the bypass addition to save money and gain efficient constructability. During the pricing phase using the existing IPD contractor some costs were questioned using a third-party estimator. This caused staff to pause the project and reevaluate the delivery method. To gain price certainty, the District will develop a complete design and advertise this project in a new public bidding process.



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### 5.2 Resolution for IPD for Office and Road Safety Improvement (ACTION REQUIRED):

Presenter: Randy Kenyon, District Engineer

District staff completed a qualification-based selection process to select a contractor to assist in the early design and pre-construction services for the office building and highway safety improvements. This project will benefit the District and provide cost savings and increased surety using the Integrated Project Delivery method for the reasons outlined in the resolution.

**Recommended Motion:** Move to adopt Resolution 2024-11-02 authorizing Integrated Project Delivery  
Moved by: Director Stewart      Seconded by: Director Brown      Carried: 5-0

### 5.3 Ptarmigan Force Main Geotech Proposal (ACTION REQUIRED):

Presenter: Randy Kenyon, District Engineer

Mr. Kenyon discussed the need for additional geotechnical investigation along the alignment for the Ptarmigan force main due to the complicated nature of multiple bores under the interstate, highway, and wetlands.

**Recommended Motion:** Move to approve \$105,608.00 for geotechnical investigation and engineering.

Moved by: Director Brown      Seconded by: Director Brauch      Carried: 5-0

### 5.4 Purchase of replacement vehicle as part of District fleet maintenance (ACTION REQUIRED):

Presenter: Derik Caudill, Regulatory Compliance/Collections System Manger

*Recommended Motion: Move to approve the purchase of a fleet vehicle for \$54,553.00.*

Moved by: Director Stewart      Seconded by: Director Brown      Carried: 5-0

## 6. Manager's Report

### 6.1 Department Update:

Presenter: Eric Bailey, Secretary; Jason Meier, Treatment Operations Manager; Derik Caudill, Regulatory Compliance/Collections System Manager

Mr. Meier and Mr. Caudill highlighted some of the additional work the laboratory has performed as part of the permit capacity study. They also discussed many corrective maintenance projects both at the treatment facility and in the collection system. Mr. Bailey updated the Board on the current staffing requirements and overall progress of the office and administration.

### 6.2 Determine and approve annual bonus for staff to be paid under the 2024 budget year (ACTION REQUIRED):

Presenter: Eric Bailey, Secretary

Mr. Bailey presented the Board with a proposal for employee yearend bonuses.

Director Irelan made a motion to approve the bonuses at the discretion of the District Manager. Director Brown seconded and the motion carried 5-0.

## 7. Other Business

### 7.1 Board Christmas Dinner Wednesday December 11<sup>th</sup>, 6:00pm.

The Board discussed the need for a separate budget work session outside of the budget committee and it was decided it was not necessary prior to the public hearing on the 11<sup>th</sup> of December at the next regularly scheduled meeting.



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### 8. Adjournment – Time 11:05 am

Recommended Motion: Move to adjourn

Moved by: Director Brown      Seconded by: Director Stewart      Carried: 5-0

Board secretary

Board President