South Fort Collins Sanitation District
Water Reclamation

Minutes

Wednesday, October 8th, 2025 9:00 am

2560 E County Road 32, Fort Collins, CO 80528

1. **(9:00 am) Roll Call**
   Meeting called to order at 8:57am by Chairman Young.

2. **Consideration of the Agenda**
   No changes were offered to the agenda.

3. **Public Comments**
   No public present for comment

4. **(9:05 am) Administration Items**

   4.1 **Acceptance of the minutes of the Regular Board meeting of September 10th, 2025 (ACTION REQUIRED):**
   Recommended Motion: to approve the minutes of the regular board meeting of September 10th, 2025.
   Moved by Director Pabo Seconded by Director Brown Carried 4-0

   4.2 Board Adoption of Industrial Pretreatment Enforcement Response Plan (ACTION REQUIRED):
   Presenter: Ryan Palmer; Industrial Pre-treatment Coordinator
   Recommended Motion: to adopt the Enforcement Response Plan.

   Ryan Palmer shared with the Board the findings of the latest EPA audit and the need to finalize the ERP that had been previously updated. Mr. Palmer discussed the events that had been scheduled and completed, including a public notice in our publication of record, a hearing for public comment, and finally a presentation to the Board for formal adoption.

   Moved by Director Stewart Seconded by Director Pabo Carried 4-0

   4.3 Financial statements (ACTION REQUIRED):
   Presenter: John Budde; District Finance/HR Manager
   Recommended Motion: Move to accept the September 2025 Financial Statement.
   Moved by Director Pabo Seconded by Director Stewart Carried 4-0

   4.4 **Distributions (ACTION REQUIRED):**
   Presenter: John Budde; District Finance/HR Manager
   Recommended Motion: Move to ratify the September 2025 Distributions.
   Moved by Director Brown Seconded by Director Pabo Carried 4-0

   4.5 Presentation of 2026 Draft Budget (ACTION REQUIRED):
   Presenter: John Budde; District Finance/HR Manager
   Recommended Motion: Move to accept the 2026 Draft Budget.
   A work session will be scheduled with the budget committee prior to the public hearing on November 12th. Secretary Bailey will work with the committee to schedule a day and time.
   Moved by Director Brown Seconded by Director Pabo Carried 4-0

4.6 Schedule Public Hearing for 2026 Budget at next regular meeting on November 12th, 2025 (ACTION REQUIRED):

Presenter: Eric Bailey; Secretary

Recommended Motion: Move to schedule public hearing for Proposed 2026 Budget at the regular Board meeting on November 12th, 2025.

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

***4.7* Tap Purchases:**

The manager reported 27 taps were sold for the month of September with revenues totaling $505,300.00.

5. (9:45 am) Capital Projects

5.1 Phase I Ptarmigan Forcemain improvements (ACTION REQUIRED):

Presenter: Randy Kenyon; District Engineer

Recommended Motion: Move to approve construction of Phase I Ptarmigan Forcemain Project for not to exceed $3,306,887.00.

Moved by Director Stewart Seconded by Director Pabo Carried 4-0

5.2 Services during construction of the Phase I Ptarmigan Forcemain Project (ACTION REQUIRED):

Presenter: Randy Kenyon; District Engineer

Recommended Motion: Move to approve Services During Construction of the Phase I Ptarmigan Forcemain Project for not to exceed $345,905.00.

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

6. (10:30 am) Manager's Report

During the Manager's update, Director Stewart directed staff to review dental and vision insurance offerings to District staff for financial scenarios should the Board decide to cover costs to employees. Directors discussed the need to retain skilled employees in a difficult market. Secretary Bailey committed to having figures ready for the next Board meeting.

7. Other Business

7.1 Plant tour following the meeting

Chairman Young, Director Pabo, and Director Brown joined Secretary Bailey on a tour of the treatment plant to help get an increased understanding of the current process and facilities.

8. (10:45 am) Adjournment – Time 10:26 am

Recommended Motion: Move to adjourn

Moved by Director Stewart Seconded by Director Brauch Carried 4-0

Secretary

Board Chairman