

SOLDIER CANYON WATER TREATMENT AUTHORITY
Monthly Meeting Agenda
4424 Laporte Avenue
Fort Collins, CO 80521

Thursday January 12, 2023

Mission – The Authority delivers the highest quality treated water to its customers with financial responsibility, following policies established by the Board in a professional, efficient, and ethical manner.

1. Call to Order 10:00 AM
2. Meeting Minutes for December 8, 2022 - **Action Item – Approve Minutes** “Motion to approve the minutes from the meeting on December 8, 2022”.
3. Financial Update – Brenda Griffith, **Action Item - Approve Financial Report** “Motion to approve the SCWTA November 2022 Financial Report”.
4. Managers Update – Mark Kempton
5. End of Year 2022 Treatment Capacity Update – Mark Kempton
6. Request to reclassify Lab & Instrument Technician position to Chemist - Mark Kempton and Ken Garrett, **Action Item – Approve Request** “Motion to approve the request to reclassify the current Lab & Instrument Technician position to a Chemist position”.
7. Cybersecurity update - see handout - Mark Kempton.
8. Other Business

The next scheduled Authority Board Meeting is February 9, 2023, at 10:00 a.m.

Soldier Canyon Water Treatment Authority
Board Meeting
November 10, 2022

Present at the meeting:

Board Chairman, Eric Reckentine, NWCWD Manager
Board Vice Chairman, Chris Pletcher, FCLWD Manager
Board Treasurer, Mike Scheid, ELCO Manager
Board Director, Jim Borland, FCLWD Director
Jacob Stephani, Operations/Maintenance Superintendant
Brenda Griffith, Office Administrator
Richard Raines, SCWTA Water Resources Manager
Absent - Board Director, Rodney Rice, ELCO Director
Absent - Board Director, Scott Cockroft, NWCWD Director
Absent - Board Secretary, Mark Kempton, SCWTA Manager

The meeting was called to order at 10:10 a.m. by Board Chairman Eric Reckentine.

Business Conducted

1. Minutes from November 10, 2022, Soldier Canyon Water Authority Board Meetings

Minutes from the November 10, 2022, meeting were presented.

Jim Borland made a motion to approve the minutes. Mike Scheid seconded the motion. The motion was unanimously approved.

2. Financial Update

Brenda Griffith presented and reviewed with the Authority Board monthly billing records, a review of the October 2022 O&M expenses and the financial dashboard. Chris Pletcher made a motion to approve the financial reports. Mike Scheid seconded the motion. The motion was unanimously approved.

3. Managers Update

Jacob Stephani updated the Board on plant flow, maintenance, staffing, and projects going on in the plant.

4. Other Business

- a. **Finalization of R & R Fund Cash Flow** – Quarterly billing of the R & R funds will start in January.
- b. **Schedule Authority Manager performance review** - January 5th at 8:30 a.m. at Soldier Canyon
- c. **FCLWD Population** – Chris Pletcher wanted to inform us that FCLWD's current population is 63,210. With the number of tap sales they've had they could hit 65,000 soon.
- d. **Soldier Canyon Christmas bonus** – The board discussed Christmas bonuses for SCFP employees. It was decided to give SCFP employees a \$900 Christmas bonus, to be prorated for new employees.

5. Adjournment

Jim Borland made a motion to adjourn the meeting. Mike Scheid seconded the motion.

The motion was unanimously approved, and the meeting was adjourned at 10:37 a.m.

Respectfully submitted,

Mark Kempton – Board Secretary, Soldier Canyon Water Treatment Authority

Approved by Authority Board

Eric Reckentine - Board Chairman, Soldier Canyon Water Treatment Authority

**Soldier Canyon Water Treatment Authority
Custom Transaction Detail Report**

December 2022

Date	Num	Name	Memo	Amount
Dec 22				
12/01/2022	5720	Larimer Clerk/Recorder	License Plate renewal 441XME	-0.22
12/01/2022	Pd online	Phillips 66 CO/SYNCB	Nov. - Fuel	-322.88
12/01/2022	5721	Ptarmigan	Nov. A/P - Tri-District Mtg.	-671.06
12/01/2022	Pd Online	Xcel Energy	Nov. A/P - Gas & Electric	-4,616.66
12/05/2022	Auto pay	BASIC Benefits	HRA Setup & 1st year annual fee	-450.00
12/08/2022	5722	A.R.C. Incorporated	Nov. A/P - Cleaning Services	-444.01
12/08/2022	5723	Allmax Software	Nov. A/P - Maint. Software Annual Sup.	-2,230.00
12/08/2022	Auto pay	American Heritage Life Ins. Co.	Nov. A/P - Voluntary Ins.	-269.93
12/08/2022	5724	Badger Daylighting Corp	Nov. A/P - Hydrovac crew - PVP	-4,348.48
12/08/2022	5725	Capital Business Systems	Nov. A/P - Lab Copier, shop printer	-25.36
12/08/2022	5726	CEBT	Nov. A/P - Dec. Ins.	-19,501.09
12/08/2022	5727	Colo. Spec. Dist. Prop. & Liab. Pool	2023 Prop & Liability Ins. & Workers Comp	-217,215.00
12/08/2022	5728	Colorado Doorways	Nov. A/P - Keys	-51.00
12/08/2022	5729	Continental Supply	Nov. A/P - Oil filters	-99.84
12/08/2022	5730	Ditesco	R & R - Filters 5-8, Backup Generator	-4,401.50
12/08/2022	5731	Employers Council Services, Inc.	Nov. A/P - New employee screen	-133.75
12/08/2022	5732	Fastenal Company	Maint. Sup.	-1,487.40
12/08/2022	5733	Grainger	Maint. Sup.	-875.41
12/08/2022	5734	Greystone Technology	IT Mgmt, Email, Cloud Services, Project Serv.	-3,013.30
12/08/2022	5735	Harcros Chemicals Inc	Nov. A/P - Soda Ash	-8,175.60
12/08/2022	5736	ISI Technology	Fiber Install/Repair	-11,995.00
12/08/2022	5737	James Pest Control	Nov. A/P - Pest control at house	-275.00
12/08/2022	5738	Jax Inc. Mercantile Company	Nov. A/P - Uniforms	-588.38
12/08/2022	5739	Kelly Supply Company	Nov. A/P - Maint. Sup.	-14.48
12/08/2022	5740	Logical Systems, LLC	SCADA Master Plan, Filter #2 PLC Upgrade	-6,748.50
12/08/2022	5741	Mallory Safety & Supply LLC	Nov. A/P - Safety	-612.00
12/08/2022	5742	Micro Motion Inc.	Nov. A/P - R & R Filters 5-8	-31,457.77
12/08/2022	5743	Municipal Treatment Equipment, Inc.	Nov. A/P - Maint. Sup.	-2,213.10
12/08/2022	5744	Nate Jordan	Reimburse for uniform allow	-47.46
12/08/2022	5745	ODP Business Solutions	Office Sup	-141.79

**Soldier Canyon Water Treatment Authority
Custom Transaction Detail Report**

December 2022

Date	Num	Name	Memo	Amount
12/08/2022	5746	ONEPOINTSUNC	Nov. A/P - Phones	-220.55
12/08/2022	5747	Poudre Valley COOP	Fuel	-704.17
12/08/2022	5748	Sam's Club	Nov. A/P - Misc Admin/Ops Sup.	-33.44
12/08/2022	5749	SGS North America, Inc.	Samples	-566.86
12/08/2022	5750	Stantec Consulting, Inc.	Nov. A/P - Expansion Feasibility Study	-5,871.88
12/08/2022	5751	Top Gun Facility Services	Nov. A/P - Tank Pressure Washing	-14,745.00
12/08/2022	5752	US Bank	Nov. A/P - Copier Lease	-538.25
12/08/2022	5753	USALCO	Nov. A/P - CC 2000	-22,440.00
12/08/2022	Auto pay	Waste Management of No. Colo	Nov. A/P - Trash/Recycling	-688.38
12/08/2022	5754	Verizon Wireless	Nov. A/P - Cell phones	-366.04
12/08/2022	5755	Winlectric	Nov. A/P - Electrical Sup.	-889.50
12/08/2022	5756	Ayres Associates Inc	Nov. A/P - Munroe System Water Loss Study	-6,555.02
12/08/2022	5757	Ditesco	Nov. A/P - Overland Ponds	-18,934.38
12/08/2022	5758	NCWCD	Nov. A/P - O & M Winter Del.	-9,497.30
12/08/2022	5759	Water Supply and Storage	Nov. A/P - Engineering Costs	-12,497.50
12/08/2022	5760	NCWCD	Nov. A/P - 2022 Carryover	-308,723.67
12/08/2022	5761	NCWCD	Nov. A/P - Rule 11	-72,925.50
12/13/2022	5762	Blackhawk Equipment	Maint. Sup.	-1,080.83
12/13/2022	5763	CenturyLink2	Nov. A/P - Phones	-63.32
12/13/2022	5764	First National Bank	Carpet, Training, Off. Sup, Safety	-7,844.34
12/13/2022	5765	First National Bank Omaha	Nov. A/P - Office Sup., Misc.	-2,747.14
12/13/2022	5766	Grainger	Maint. Sup.	-3,082.43
12/13/2022	5767	Greystone Technology	Nov. A/P - Project Services	-1,050.00
12/13/2022	5768	Laporte Hardware	Nov. A/P - Maint. Sup.	-218.87
12/13/2022	5769	Logical Systems, LLC	R & R - Filters 5-8, PVP Control Imp.	-4,908.25
12/13/2022	5770	Shell	Nov. A/P - Fuel	-156.29
12/13/2022	5771	Smith, Matt	Nov. A/P - Reimburse for Uniforms	-137.20
12/13/2022	5772	UPS	Office Sup	-50.75
12/14/2022		Colorado PERA	401k Audit	-6,610.33
12/27/2022	Pd online	Xcel Energy	Nov. A/P - Gas & Electric	-11,052.70
Dec 22				<u>-837,625.86</u>

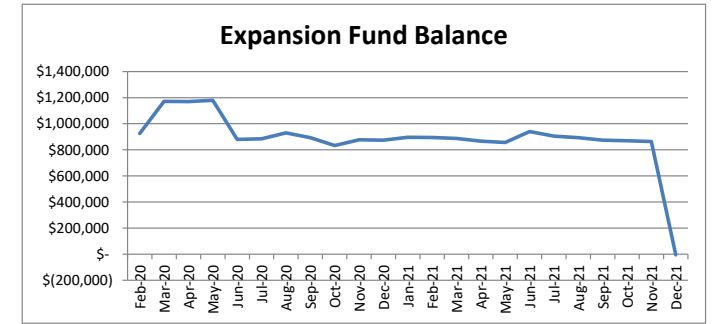
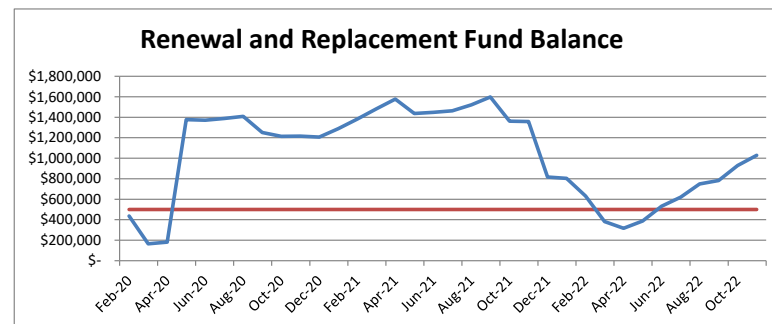
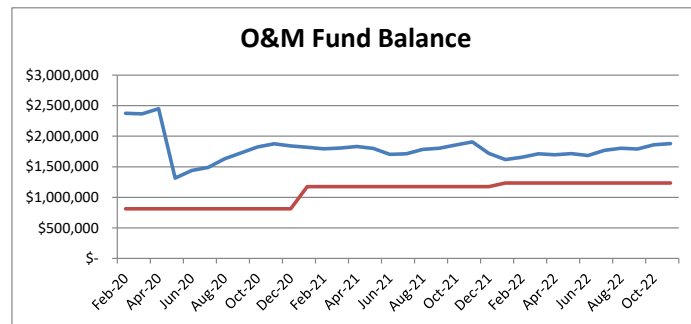
Soldier Canyon Water Treatment Authority
Custom Transaction Detail Report

December 2022

Date	Num	Name	Memo	Amount
		Plant expenses that aren't normal monthly expenses		
		Chemicals		
		Renewal & Replacement		
		Water Resources		

	Months												YTD Total	Budget	% To Budget
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22			
Revenue Total	507,178	498,961	512,506	514,423	565,201	587,494	590,757	585,304	563,015	523,028	497,585	-	5,945,452	6,403,888	92.84%
<i>Fixed O&M Revenue Total</i>	299,820	299,820	299,820	299,820	299,820	299,820	299,820	299,820	299,820	299,820	299,820	-	3,298,020	3,597,840	91.67%
<i>Variable O&M Revenue Total</i>	50,995	44,765	49,875	65,966	103,459	129,993	141,207	135,709	111,607	72,477	46,527	-	952,580	1,035,314	92.01%
<i>Renewal and Replacement Revenue Total</i>	147,561	147,561	147,561	147,561	147,561	147,561	147,561	147,561	147,561	147,561	147,561	-	1,623,171	1,770,734	91.67%
<i>Expansion Revenue Total</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Misc./Interest Income</i>	8,802.00	6,815.00	15,250.00	1,076.00	14,361.00	10,120.00	2,169.00	2,214.00	4,027.00	3,170.00	3,677.00	-	71,681	9600	7.466771
Expenses Total	668,166	634,528	703,844	596,455	475,599	473,445	417,957	422,396	540,636	309,733	378,016	-	5,620,775	6,997,667	80.32%
<i>Fixed O&M Expenses</i>	467,768	267,751	248,790	284,552	237,406	290,364	225,527	254,693	251,887	235,924	295,267	-	3,059,929	3,902,353	78.41%
<i>Variable O&M Expenses</i>	39,427	46,814	57,795	99,233	160,674	181,151	131,727	149,389	175,039	72,488	35,233	-	1,148,970	1,035,314	110.98%
<i>Energy Expenses</i>	4,140	15,452	9,644	3,855	11,330	5,199	10,135	10,095	9,096	10,496	4,617	-	94,059	54,714	171.91%
<i>Chemical Expenses</i>	35,287	31,362	48,151	95,378	149,344	175,952	121,592	139,294	165,943	61,992	30,616	-	1,054,911	980,600	107.58%
<i>Renewal and Replacement Expenses</i>	160,971	319,963	397,259	212,670	77,519	1,930	60,703	18,314	113,710	1,321	47,516	-	1,411,876	2,060,000	68.54%
<i>Expansion Expenses</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!

Reserves



Emergency Reserve Fund Balance end of Nov.
 Minimum Emergency Reserve Target
 +/- Target

1,878,904
1,234,417
644,487

1,028,853
500,000
528,853

(4,900)
-
(4,900)

Soldier Canyon Water Treatment Authority

Soldier Canyon Water Treatment Authority Board Meeting – Plant Manager’s Update

Thursday, January 12, 2023

- Public bid for water treatment chemicals – Joined Bidnet/Rocky Mountain e-purchasing system – free of charge – received several bids – some chemical costs went up and some went down – new costs will be within 2023 chemical budget
- Tracking gas and electric power costs – anticipate higher than normal
- Personnel:
 - Hired 2 Plant Operators – Noah Cook (Operator experience in N. Dakota) and Austin Wiley (Water treatment experience in the Navy)
 - Termination of recently hired Plant Operator – transitioning Cedric Corrales the Trainee Operator into Operator position and will advertise for another Trainee.
 - Maintenance – In hiring process.
- Stantec Expansion Feasibility Study – currently evaluating multiple processes, data collection complete.
- Staff training on steel and concrete tanks, cathodic protection and readings, asset management and our Antero Computerized Maintenance Management System (CMMS) software, and overall cybersecurity.
- Formalizing and documenting Policies for:
 - Uniforms, Footwear and Safety Equipment
 - Vehicle Fleet (recommended by Insurance carrier)
- Staff wanted to thank the Board for the end of year bonus.
- Projects and Programs
 - Filters 5 to 8 Rehabilitation & Standby Generator – RFP re-issued on December 20th .
 - Filters 5-8 – SCADA Programming – ongoing
 - PVP Screen SCADA automation – ongoing
 - Paint and new carpet in Admin areas - Complete.
 - **Programs**

Soldier Canyon Water Treatment Authority

- Plant Painting - ongoing
- Cathodic Protection – scheduled staff training
- Asset Management
 - Data collection - ongoing
 - Work management - ongoing
- Standard Operating Procedures – ongoing writing and training – examples include Plant Power Loss, Plant Shutdown and Plant Startup
- Emergency response and planning – Jacob is leading

SOLDIER CANYON FILTER PLANT

3 YEAR COMPARITIVE USAGE

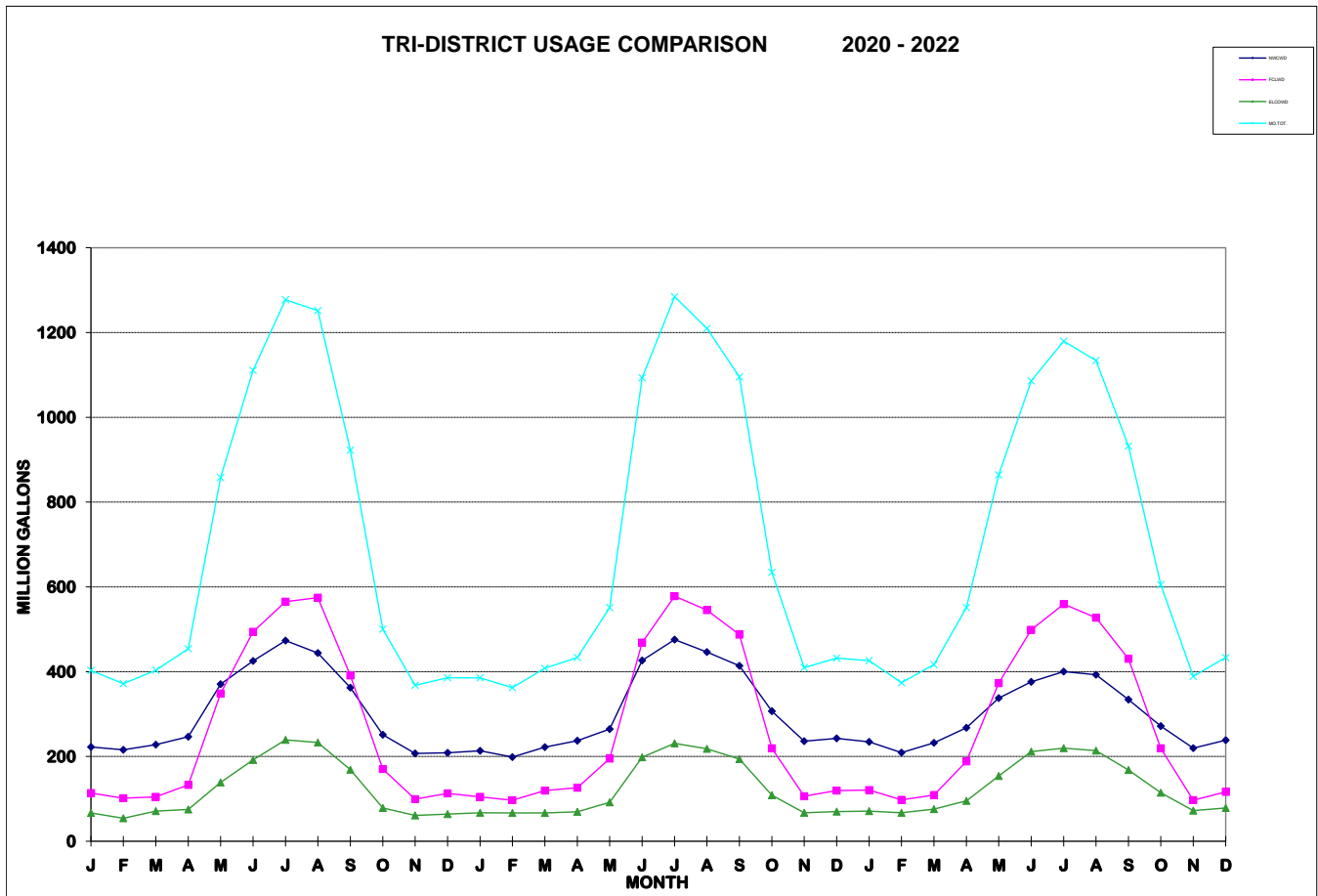
TRI-DISTRICTS

2020 - 2022

Oct. 6th, 7th & 8th 2020 - NW & ELCO took water from Greeley

[3yruse2003.xls]

MONTH	NWCWD			FCLWD			ELCOWD			MO. TOTAL		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
JAN.	222.302	213.232	234.429	113.813	104.782	120.573	66.893	67.179	71.023	403.008	385.193	426.025
FEB.	215.767	198.610	209.077	101.671	96.767	97.666	54.205	66.857	67.231	371.643	362.234	373.974
MAR.	227.863	221.902	232.206	104.548	119.593	108.830	71.013	66.593	75.633	403.424	408.088	416.669
APR.	246.587	237.188	267.526	132.689	126.389	188.202	74.976	69.689	95.364	454.252	433.266	551.092
MAY	370.434	264.431	337.491	348.743	195.029	372.881	138.755	91.809	153.949	857.932	551.269	864.321
JUN.	425.036	426.419	375.998	493.943	468.780	498.690	191.920	198.058	211.301	1110.899	1093.257	1085.989
JUL.	473.154	475.675	400.401	565.130	577.994	559.459	239.150	230.767	219.816	1277.434	1284.436	1179.676
AUG.	443.953	446.326	392.969	574.572	545.214	527.105	232.891	218.222	213.667	1251.416	1209.762	1133.741
SEP.	362.153	414.085	334.021	391.342	487.309	430.478	168.803	193.749	167.893	922.298	1095.143	932.392
OCT.	251.292	306.612	271.670	170.425	219.058	219.380	78.632	108.798	114.438	500.349	634.468	605.488
NOV.	207.298	236.168	219.703	99.387	106.260	96.875	61.111	67.336	72.121	367.796	409.764	388.699
DEC.	208.682	242.592	238.439	112.898	119.446	116.273	64.120	69.906	78.550	385.700	431.944	433.262
YR.TOT	3654.521	3683.240	3513.930	3209.161	3166.621	3336.412	1442.469	1448.963	1540.986	8306.151	8298.824	8391.328



Tri-Districts Monthly Flows (MGD)

December 2022

HT 1st Reading	01/01/23	14597773
HT 1st Reading	12/01/22	14164511

Total 24-hour District Flows (MGD)

SCFP Influent Flows (MGD)

	ELC TOT	FCL TOT	NWC TOT	Dist Total Flow	SCFP Daily Peak Flow	HT Flow	PV Flow	Total Influent Flow
12/1/2022	2.128	3.788	6.650	12.566	15.320	12.950	0.000	12.950
12/2/2022	2.222	4.244	7.331	13.797	19.980	14.631	0.000	14.631
12/3/2022	2.320	3.084	7.354	12.758	15.300	13.069	0.000	13.069
12/4/2022	2.377	4.692	6.922	13.991	17.630	13.831	0.000	13.831
12/5/2022	2.462	3.623	7.510	13.595	17.640	14.964	0.000	14.964
12/6/2022	2.287	3.456	7.584	13.327	16.630	13.775	0.000	13.775
12/7/2022	2.543	4.059	7.666	14.268	17.780	14.221	0.000	14.221
12/8/2022	1.987	3.816	7.266	13.069	17.610	13.936	0.000	13.936
12/9/2022	2.556	3.879	7.379	13.814	17.750	13.666	0.000	13.666
12/10/2022	2.319	3.372	6.950	12.641	15.290	13.910	0.000	13.910
12/11/2022	2.481	4.096	7.197	13.774	20.400	13.810	0.000	13.810
12/12/2022	2.634	4.014	7.555	14.203	17.780	14.980	0.000	14.980
12/13/2022	2.011	4.041	7.249	13.301	15.780	13.490	0.000	13.490
12/14/2022	2.475	4.168	7.198	13.841	17.390	14.907	0.000	14.907
12/15/2022	2.529	3.021	7.508	13.058	15.200	13.038	0.000	13.038
12/16/2022	2.331	3.242	7.378	12.951	15.330	12.866	0.000	12.866
12/17/2022	2.276	3.197	7.162	12.635	17.750	13.585	0.000	13.585
12/18/2022	2.694	3.401	7.378	13.473	17.690	13.817	0.000	13.817
12/19/2022	2.308	3.060	7.769	13.137	17.580	13.671	0.000	13.671
12/20/2022	2.376	3.297	7.485	13.158	15.530	13.445	0.000	13.445
12/21/2022	2.708	3.437	7.357	13.502	17.420	13.851	0.000	13.851
12/22/2022	2.479	3.267	7.502	13.248	17.000	13.804	0.000	13.804
12/23/2022	2.509	3.319	7.477	13.305	17.560	13.892	0.000	13.892
12/24/2022	2.994	3.711	7.893	14.598	20.470	14.554	0.000	14.554
12/25/2022	2.822	3.528	7.526	13.876	17.330	13.945	0.000	13.945
12/26/2022	2.360	3.489	7.932	13.781	17.560	14.430	0.000	14.430
12/27/2022	2.871	4.447	8.012	15.330	20.370	15.992	0.000	15.992
12/28/2022	2.271	4.302	8.464	15.037	19.780	16.069	0.000	16.069
12/29/2022	2.513	3.349	7.768	13.630	17.340	13.458	0.000	13.458
12/30/2022	2.699	3.313	7.389	13.401	17.030	13.616	0.000	13.616
12/31/2022	2.638	3.053	7.435	13.126	17.850	13.089	0.000	13.089
Minimum	1.987	3.021	6.650	12.566	15.200	12.866	0.000	12.866
Maximum	2.994	4.692	8.464	15.330	20.470	16.069	0.000	16.069
Average	2.457	3.638	7.460	13.555	17.454	13.976	0.000	13.976
Metered Usage	76.180	112.765	231.246	420.191		433.262	0.000	433.262
% Used	18.13	26.84	55.03	100.00				
MG Difference	2.370	3.508	7.193	13.071				
Total Usage	78.550	116.273	238.439	433.262				
						Influent-Effluent Difference (MG)		13.071
						Influent-Effluent Difference (%)		3.02

Soldier Canyon Water Treatment Authority - Treatment Capacity Share

District	Capacity Allocation (MGD)	Treatment Capacity Share (%)
ELCO	13.719	22.865 %
FCLWD	23.043	38.405 %
NWCWD	23.238	38.730 %
TOTAL	60.000	100.000 %

SOLDIER CANYON WATER TREATMENT AUTHORITY

To: Soldier Canyon Water Treatment Authority Board

From: Mark Kempton, P.E., CWP

cc: N/A

Date: January 12, 2023

Re: End of Year 2022 Treatment Capacity Update

Section VII. C of the February 1, 2017, Soldier Canyon Water Treatment Authority Creation Agreement states: "Circumstances that shall be deemed to create the necessity to expand or improve the Treatment Facility or obtain additional Treated Water supplies to maintain appropriate levels of water service, include, but are not limited to, the Treatment Facility operating at eighty percent (80%) of maximum Treatment Capacity for ten (10) days during any forty-five (45) day period."

The current Plant Treatment Capacity is 60 million gallons per day (MGD), with 80% of capacity being 48 MGD.

For the period between July 18, 2022, to September 7, 2022, the Peak Treatment Capacity exceeded 48 MGD on three (3) separate occasions, with two (2) of the exceedances occurring within a forty-five (45) day period. The daily 24-hour total flow did not exceed 48 MGD at any time.

SOLDIER CANYON WATER TREATMENT AUTHORITY

To: Soldier Canyon Water Treatment Authority (SCWTA) Board

From: Mark Kempton, P.E., CWP – Authority Manager
Ken Garrett, Water Quality Compliance Coordinator

Date: 01/12/2023

Re: Request to re-classify Lab & Instrument Tech position to Chemist

The Soldier Canyon Water Treatment Authority Lab currently uses a Lab Technician to perform water quality tests as part of the water treatment process. Some of this same lab work used to be performed by Operators until a change of Plant Operator duties in 2019/2020. To ensure that the Plant Operators are fully invested in and aware of water quality at all times, these lab duties have transitioned back to the Plant Operators.

This change frees up more time for the Lab Technician to perform more detailed and much needed water quality testing and investigations. Tests that could be performed but are not currently done include:

1. Chlorine dioxide demand analyses to help operators optimize dosages.
2. Jar testing to help operators optimize coagulant dosages and evaluate new coagulants.
3. Chlorine dioxide generator yields to replace services provided by Evoqua (already saved approx. \$30k/yr. by eliminating Evoqua services).
4. TOC - State Lab certification so we can eliminate outside TOC testing (\$ savings).
5. Nitrate/nitrite – State certification (\$ savings).
6. Taste and Odor Panel testing and setup.
7. Cyanotoxin testing.
8. Manganese testing.
9. Total Coliform and Bac-T testing (could offer these services to the Districts).
10. Analyze decant return flows.

Due to the increased technical nature of these tests, this work is typically performed by a Chemist rather than by a Lab Technician. The current Technician possesses the increased skills and education to perform these new tests: therefore, it is requested to reclassify the current Lab Technician position to a Chemist.

The financial impact of this request is anticipated to be approximately an additional \$10,000 annually. It is anticipated that the new tests will help Operators lower chemical dosages by 5% to 10% annually and eliminate the need for some outside Lab related services. The savings associated with these changes is anticipated to be in the range of \$40,000 to \$60,000 per year. Therefore, the Benefit Cost ratio for this reclassification request is 5 to 1 (\$50k/\$10k), and it is anticipated that the increased Chemist salary will be recovered in a matter of months. The proposed pay range for the Chemist position will be \$64,000 to \$104,000 annually, which is similar to other Front Range water providers. The reclassification will not result in any change to the total number of employees at the Authority.