

**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Monday, 10:00 a.m.

12 January 2004

Called to Order at 10:00 a.m.

The meeting was called to order by Gordon Woelfle, Chairman.
Prior notice of the meeting was given in accord with CRS 32-1-903.

1. Roll Call:

Directors Present: Gordon Woelfle, Chairman
Steve Kawulok, Treasurer
James F. Ruff
Directors Absent: Fred Walker
Robert Heath
Others Present: Ravi Srivastava, General Manager
Pat Mathena, Assistant Manager and Controller
Sue Lowe, Office Assistant, out 10:48-11:15
Robert Flynn, GIS and Assistant Plant Operator, 10:20-10:35

Roll was called and it was determined that a quorum was present.

2. Approval of the Minutes:

Mr. Jim Ruff moved that the minutes of the 8 December 2003 special board meeting be approved as corrected. Motion seconded. Minutes passed unanimously.

Mr. Robert Heath and Mr. Steve Kawulok will be unable to attend the 9 February 2004 board meeting. Their absences are excused.

3. Financial Information:

Presented to the board were:

- a. Contract Status, Purchase Orders and Contingent Commitments Update;
- b. Cash and Cash Equivalents as of 31 December 2003;
\$1,409,967.93 Ending Cash, 30 November 2003
193,042.30 December Receipts
-138,641.68 December Cash Disbursements
\$1,464,368.55 Ending Cash, 31 December 2003

- c. Two-year trend line of Unrestricted Cash and Cash Equivalents, Cash and Cash Equivalents, Chart of Components of Cash Received in a Calendar Month, July 2002 to December 2003;
- d. Graph showing cash flow for November;
- e. Cash Disbursement Listing for the month ended 31 December 2003, with large check descriptions and credit card (Visa) support schedule;
- f. Unaudited financial statements for the eleven months ended 30 November 2003;
- g. Two-year trend line graphs of: total assets, total liabilities and equity;
- h. Graphs: 2003 SDCs purchased year to date, by subdivision; 2003 new property accounts, year to date, by subdivision; monthly sewer billings and # of sewer accounts; Delinquent billings, January 2002 to December 2003;
- i. Summation of SDCs Projected versus Actual for the time period of January 1998 to December 2003.

Mr. Robert Flynn joined the meeting

4. Operations information was presented. Mr. Robert Flynn made a presentation on treatment plant operations.
 - a. Plant Treatment Report: Presented graphs for the time period of January 2001 to November 2003 for influent flow, effluent flow, influent BOD load, BOD % removal, influent BOD concentration, effluent BOD concentrations, influent TSS concentrations, effluent TSS concentration, effluent fecal coliforms, effluent pH, effluent ammonia, and chart of results from effluent ammonia total as N, effluent mercury, Whole Effluent Toxicity (WET) testing.
 - b. Collection and Transmission System Report: Graphs of sewer line cleaning by year, manhole inspections by year, and video inspection distance by year for the time period of 2001 – December 2003.
 - c. Pretreatment Report: Graphs of number of non-residential users, annual non-residential inspections, inspections as % of user base, sampling and analysis events by year for the time period of 2001 – December 2003.


Mr. Flynn left the meeting.

5. Mr. Steve Kawulok moved that Boxelder not appeal the Colorado Department of Labor and Employment Hearing Officer's decision regarding a former employee's unemployment benefit claim. Motion seconded. Motion passed unanimously.
6. Mr. James Ruff moved to adopt the General Manager's job description and duties, as amended. Motion seconded. Motion passed unanimously.
7. Mr. Steve Kawulok moved to renew the General Manager's employment agreement as presented, with the changes as identified. Motion seconded. Motion passed unanimously.
8. Mr. Steve Kawulok moved to exercise the Boxelder Sanitation District option, in accordance with the Dry Creek L.L.C. *Agreement Concerning Sanitary Sewer Service Agreement*, to increase the contracted System Development Charge to the current minimum of \$3,500 (76% of \$4,605) with a rate escalator clause (per recently adopted SDC contract template) for the referenced development. Motion seconded. Motion passed unanimously.
9. Mr. Steve Kawulok moved to exercise the Boxelder Sanitation District option, in accordance with the Hearthfire Inc. *Agreement Concerning Sanitary Sewer Service Agreement*, to increase the contracted System Development Charge to the current minimum of \$3,500 (76% of \$4,605) with a rate escalator clause (per recently adopted

SDC contract template) for the referenced development. Motion seconded. Motion passed unanimously.

10. Mr. Jim Ruff moved to pursue the CDPHE Revolving Fund grant petition and accept the \$9,986 grant funds. Motion seconded. Motion passed unanimously.
11. Mr. Jim Ruff moved to extend the office lease at 2217 Airway Ave., as presented, until the end of February 2004, with the option for month-to-month extensions, as needed. Motion seconded. Motion passed unanimously.
12. Manager's Information Transfer
 - A. Upcoming Conferences:
 - a. February 3-6, 2004, AMSA, Los Angeles, CA
 - b. February 18-20, 2004, WESTCAS, Las Vegas, NV
 - c. March 14-17, 2004, WEF/AWWA, Phoenix, AZ
 - B. Request from America's Mortgage LLC for mailing of BSD return envelopes
 - C. District project update:
 - a. Office Finish Update
 - b. Update on Drake and I-25 project status.
 - c. Prospect Road Easement Project.
 - d. Capabilities Management Plan Update – RTW.
 - e. Flood-proofing properties (Airway lot, plant property).
 - f. Meeting on status of sewer in Timnath.
 - D. Development Information

The meeting was adjourned at 11:35⁰⁰ p.m.



Gordon Woelfle, President



Ravindra M. Srivastava, Secretary