

**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Monday, 10:00 a.m.

10 May 2004

Called to Order at 10:03 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, 10:10 am
James F. Ruff
Robert Heath

Others Present: Ravi Srivastava, General Manager
Pat Mathena, Assistant Manager and Controller
Sue Lowe, Office Assistant
Brent Harris, Construction Superintendent and Wastewater
Collection System Manager, 10:35-10:50 am

Director Absent: Fred Walker

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 12 April 2004 regular board meeting be approved as presented. Motion seconded. Minutes passed unanimously.

Mr. Steve Kawulok arrives.

3. Financial Information:

Presented to the board were:

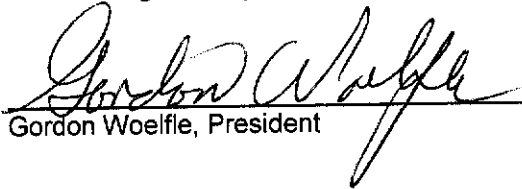
a. Quick Status


- Cash and Cash Equivalent as of 30 April 2004;
\$1,288,464.38 Ending Cash, 31 March 2004
213,247.40 April Receipts
-122,143.57 April Cash Disbursements
\$1,379,568.21 Ending Cash, 30 April 2004
- Graphs: Two-year trend line of Cash and Cash Equivalents, Unrestricted Cash and Cash Equivalents.

- b. Inflow:
 - Graphs/Charts: Components of cash received in a calendar month; Monthly sewer billings and # of sewer accounts; Fee Revenues January 2004 to February 2004; 2004 Current monthly charges – comparison by user class; SDCs projected versus actual January 1998 to April 2004.
 - c. Outflow:
 - Chart: Contract status; Commitments as of 30 April 2004; Purchase Orders April 2004; Large check descriptions April 2004; Credit card detail April 2004.
 - Cash disbursement listing for the month ended 30 April 2004.
 - d. Detailed Statements:
 - Unaudited Income Statement with schedule of operating expenses for the twelve months ended 31 December 2003 (draft), one month ended 31 January 2004; and two months ended February 29, 2004.
 - Unaudited Balance Sheet for the twelve months ended 31 December 2003 (draft), one month ended 31 January 2004; and two months ended February 29, 2004.
 - Graphs: Two-year trend line graphs of total assets, total liabilities and equity; Cash flow for January and February 2004.
 - e. Growth:
 - Graphs/Charts: WDRs purchased by subdivision; 2004 New property accounts by subdivision.
4. Operations information was presented. Mr. Brent Harris made a presentation on collection operations.
- a. Collection and Transmission System Report: Graphs of manhole inspections by year, sewer line cleaning by year, and video inspection distance by year for the time period of 2001 through 30 April 2004.
 - b. Pretreatment Report: Presented graphs: Annual non-residential inspections, inspections as % of user base; Sampling and analysis events by year, number of non-residential users, for the time period of 2001 – 30 April 2004.
 - c. Plant Treatment Graph Reports: For the time period of January 2001 to 30 April 2004 for influent flow, effluent flow, influent BOD concentration, effluent BOD concentration, BOD % removal, influent BOD load, influent TSS concentration, 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.
5. Mr. Robert Heath and Dr. Jim Ruff, newly re-elected directors, took the Oath of Office. The Oath of Office was administered by the Chairman of the Board, Mr. Gordon Woelfle.
- Mr. Robert Heath will be unable to attend the 14 June 2004 board meeting. His absence is excused.
6. Mr. Steve Kawulok moved to table the election of officers until the 14 July 2004 Regular board meeting.
 7. Mr. Robert Heath moved to designate 21 May 2004 as a board study session on the District's Capabilities Management Plan (CMP), with the session to occur at 1:30 pm at the Boxelder administration office. Motion seconded. Motion passed unanimously.
 8. Mr. Bob Heath moved to adopt the nine-month period of March through November for commercial irrigation flow adjustments. Motion seconded. Motion passed unanimously.
 9. Manager's Information Transfer
 - A. District Project Updates:

- a. Rest Area force main relocation, Prospect Road right of way, water rights update, plant flood-proofing.
- b. Update Boxelder standards and specifications, chlorine room roof leak, Poudre reservoir inlet canal crossing, information technology hardware upgrade.
- c. Non-water fire protection for records in the fireproof vault.
- d. Update on Cloverleaf and Parklane mobile home billings.
- B. EPA Pretreatment Inspection Report.
- C. Conferences:
 - a. Legislative, WESTCAS, June 23-25, 2004 in San Diego, CA;
 - b. Colorado Department of Local Affairs, Water & Sewer System Management Workshops, Wiggins on May 18 or Castle Rock on May 19.
- D. Update on Rules and Regulations changes – Permit Charge
- E. Timnath Update:
 - a. Timnath Mayor and trustee election results.
 - b. "Towns share hopes and challenges for rapid growth," *North Forty News*, May 2004.
 - c. Larimer County April 23, 2004 letter of cease and desist at Timnath Feed and Grain.
- F. Information of Interest: May 2, 2004 letter to Dr. Larry Penley, CSU President, from Ravindra M. Srivastava.

The meeting was adjourned at 11:45 a.m.


Gordon Woelfle, President


Ravindra M. Srivastava, Secretary