

**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Wednesday, 10:00 a.m.

16 June 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, 10:11 - 1:33
James F. Ruff
Fred Walker

Others Present: Ravi Srivastava, General Manager, out of meeting 10:27 – 11:27
Pat Mathena, Assistant Manager and Controller, out of meeting
10:18 – 11:27
Rick Zier, Attorney, 10:00 - 11:27
Neil Schilling, Senior Manager, Clifton Gunderson LLP, 11:27 –
12:13
Robert Flynn, Assistant Treatment Plant Operator, 12:15 – 12:40
Brent Harris, Construction Superintendent and Wastewater
Collection System Manager, 12:50 – 1:57
Jerry Barcelona, Collection System and Plant Maintenance
Operator, 12:50 – 1:01
Nate Ader, Collection System Operator, 1:01 – 1:12

Director Absent: Robert Heath

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 21 May 2004 special board meeting be approved as presented. Motion seconded. Minutes passed unanimously.

3. Financial Information:

Presented to the board were:

a. Quick Status

- Cash and Cash Equivalent as of 31 May 2004;
\$1,379,568.21 Ending Cash, 30 April 2004

122,448.23 May Receipts
- 85,780.93 May Cash Disbursements
\$1,416,235.51 Ending Cash, 31 May 2004

- Graphs: Two-year trend line of Cash and Cash Equivalents, Unrestricted Cash and Cash Equivalents through 31 May 2004.
- b. Inflow:
- Graphs/Charts through 31 May 2004 (unless otherwise stated): Two year reflection of components of cash received in a calendar month; Two year trend line graph of monthly sewer billings and # of sewer accounts; Fee Revenues January 2004 through March 2004; 2004 Current monthly charges – comparison by user class; SDC receipts projected versus actual January 1998 through May 2004.

Mr. Steve Kawulok joined the meeting.

- c. Outflow:
- Chart: Contract status as of 31 May 2004; Commitments as of 31 May 2004; Purchase Orders May 2004; Large check descriptions May 2004; Credit card detail May 2004.
 - Cash disbursement listing for the month ended 31 May 2004.
- d. Detailed Statements:
- Unaudited Income Statement with schedule of operating expenses for the three months ended 31 March 2004.
 - Unaudited Balance Sheet for the three months ended 31 March 2004.
 - Graphs through 31 March 2004 (unless otherwise stated): Two-year trend line graphs of total assets, total liabilities and equity; Cash flow for March 2004.
- e. Growth:
- Graphs/Charts through 31 May 2004 (unless otherwise stated): WDRs purchased by subdivision; 2004 New property accounts by subdivision.
4. Approval of the Minutes:
Mr. Steve Kawulok moved that the minutes of the 10 May 2004 regular meeting be approved as presented. Motion seconded. Minutes passed unanimously.
5. Mr. Steve Kawulok called an executive session at 10:18. Motion seconded. Motion passed unanimously. Ms. Mathena exited the meeting at 10:18. Mr. Srivastava exited at 10:27. Executive session ended at 11:27.

Mr. Zier exited the meeting. Mr. Srivastava, Ms. Mathena and Mr. Schilling joined the meeting.

6. Mr. Neil Schilling, Senior Manager at Clifton Gunderson, LLP, presented the preliminary financial year 2003 audit. Mr. Fred Walker moved to accept the presented audit, with referenced corrections. Motion seconded. Motion passed unanimously.

Mr. Schilling exited the meeting. Mr. Flynn joined the meeting.

7. Operations information was presented. Mr. Bob Flynn made a presentation on treatment plant operations.
- a. Plant Treatment Graph Reports: For the time period of January 2001 to 31 May 2004 for effluent flow, influent 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.

- b. 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 31 May 2004.
- c. Pretreatment Report: Presented graphs: Inspections as % of user base, annual non-residential inspections; Number of non-residential users, sampling and analysis events by year, for the time period of 2001 – 31 May 2004.

Mr. Flynn exited the meeting.

8. Mr. Jim Ruff moved to approve the miscellaneous activity charges as follows:

Backhoe w/operator	\$85.00 per hour
Camera & Videotaping (Manned)	\$125.00 per hour/min chg 1 hour
Dump truck w/driver	\$85.00 per hour
Emergency Response	Time & Materials plus 15%
Repairs & Remediation	Time & Materials plus 15%
Vactor w/ Water Truck (Manned)	\$125.00 per hour/min chg 1 hour
Weekend inspection of laterals	\$200.00 each
Weekend inspection of developer subdivision infrastructure installation	\$85.00 per hour/min chg 3 hours
Fats, Oil & Grease (FOG) labor	\$35.00 per hour

Motion seconded. Motion passed unanimously.

Mr. Barcelona and Mr. Harris joined the meeting.

9. Mr. Jim Ruff moved to authorize the purchase and installation of hazardous gas emergency shutoff system as soon as possible. Motion seconded. Motion passed unanimously.

Mr. Barcelona exited the meeting and Mr. Ader joined the meeting.

10. Mr. Steve Kawulok moved to approve the investigation and purchase of manhole inspection camera. Motion seconded. Motion passed unanimously.

Mr. Ader exited the meeting.

11. Reconfiguration of pipeline at the canal crossing, south of Sherry Street was tabled.

Mr. Kawulok left meeting prior to the tabling of the above item. Mr. Harris exited the meeting subsequent to the above item being tabled.

12. Mr. Jim Ruff moved to accept Mr. Russell W. Skinner, Jr.'s petition for inclusion of 0.6+ acre parcel located in the SW ¼ of S35, T7N, R68W of the 6th P.M. Motion seconded. Motion passed unanimously.


13. Manager's Information Transfer

- A. Audit recommendations, passed adjustments
- B. Historical information on rate structure
- C. Internal rate structure change
- D. MBA Program Update, Ravindra Srivastava
- E. District Project Updates:
 - a. Rest Area force main relocation, Prospect Road right of way, water rights update, plant flood-proofing, update Boxelder standards and specifications, chlorine room roof leak, Poudre reservoir inlet canal crossing, information technology hardware upgrade, Non-water fire protection for records in the fireproof vault.
 - b. Update on Cloverleaf mobile home billing.
- F. Information of Interest:

- a. WEF NPDES permits program course for permittees – Including new and emerging issues.
 - b. "LaPorte projects in limbo due to sewer uncertainty," *North Forty News*, June 2004.
 - c. AMSA Summer conference, "Leading the Way ... POTWs take environmental protection beyond the pipe," July 20-23, Denver, CO.
 - d. Water Quality Forum annual retreat, August 2-3, 2004.
- G. Development Status Summation.

14. New business: Mr. Fred Walker projected a \$9 monthly rate would be required to fund a 20 year, \$6 million bond issue, with an average interest rate of 5%. If property tax revenues instead of monthly service revenue funded the bond issue, it is estimated that a 1.5 mil levy would need to be assessed.

The meeting was adjourned at 2:19 pm.



Gordon Woelfle, President



Ravindra M. Srivastava, Secretary