

**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Monday, 10:00 a.m.

12 July 2004

Called to Order at 10:06 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, out @ 1:57 pm  
James F. Ruff  
Fred Walker  
Robert Heath

Others Present:

Ravi Srivastava, General Manager  
Pat Mathena, Assistant Manager and Controller  
Sheri Jensen, Pretreatment Program and Customer Relations  
Administrator, 10:44-10:50 am  
Amelia Tuttle, Town of Severance Planner, 11:38 am -12:47 pm  
John Holdren, Town of Severance Manager, 11:38 am - 12:47  
pm  
Brent Harris, Construction Superintendent and Wastewater  
Collection System Manager, 12:47 – 1:25 pm  
George Woodham, Collection System Operator and Health and  
Safety Operator, 12:47- 1:25 pm

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 16 June 2004 special board meeting be approved as presented. Motion seconded. Minutes approved unanimously.

3. Financial Information:

Presented to the board were information on financial status, inflow and outflow of funds, and growth in customer base:

- Cash and Cash Equivalent as of 30 June 2004;  
\$1,416,235.51 Ending Cash, 31 May 2004  
196,087.68 June Receipts  
- 77,177.21 June Cash Disbursements  
\$1,535,145.98 Ending Cash, 30 June 2004

- Details of revenues, including components of cash received monthly, monthly sewer billings and # of sewer accounts' delinquent billings, fee revenues, SDC receipts, and current monthly charges – comparison by user class
- Details of outflow of funds were presented, including contract status, contingent commitments, purchase orders, cash disbursement listing for the month ended 30 June 2004, and large check descriptions and credit card detail.
- Detailed unaudited financial statements for the four months ended 30 April 2004, cash flow (graph), and financial ratios.
- Growth related information including WDRs purchased, new property accounts, and estimated population equivalents & treatment capacity was presented.

Ms. Sheri Jensen joined the meeting.

4. Operations: Information on the industrial pretreatment program, wastewater collection system, treatment plant, and administration operations through 30 June 2004 was presented. Ms. Jensen made a presentation on pretreatment operations.

Ms. Jensen exited the meeting.

5. Mr. Jim Ruff moved to reaffirm the existing board officers – Mr. Gordon Woelfle as Chairman and Mr. Steve Kawulok as Treasurer. Motion seconded. Motion passed unanimously.

Ms. Amelia Tuttle and Mr. John Holdren, representing the Town of Severance, joined the meeting. Discussion ensued regarding the Town's land use and growth plans and the potential for impact on Boxelder Sanitation District. Subsequent to the discussion, Ms. Tuttle and Mr. Holdren left the meeting.

6. Mr. Robert Heath moved to authorize the purchase of a "Pipe Ranger" camera transporter from Cues (~\$14,500) subsequent to obtaining referrals from other entities on its performance. Motion seconded. Motion passed unanimously.
7. Mr. Robert Heath moved to adopt the following the district auditor's and Government Finance Officers Association (GFOA) recommendations, with an implementation date of 01 January 2005, as Boxelder's Policy on Capitalization Thresholds for Tangible Capital Assets:
  - a) Tangible capital-type items should only be capitalized if they have an estimated useful life of at least two years following the date of acquisition.
  - b) Capitalization thresholds are to be applied to individual items rather than to groups of similar items.
  - c) The capitalization threshold is \$5,000 for an individual item.

Motion seconded. Motion passed unanimously.

8. Mr. Robert Heath moved:
  - a) Boxelder cease selling Elder Valves by the end of 31 August 2004.
  - b) Boxelder have a beginning stock of 24 elder valves and 36 plugs on hand for district use.
  - c) Sell the remainder of elder valves to local vendor at board set prices.
  - d) Notify customers, effective 12 July 2004, that the district will no longer be selling Elder Valves starting 1 September 2004.

Motion seconded. Motion passed unanimously.

9. Mr. Jim Ruff moved to approve the pretreatment permit issuance fee of \$250 and annual CIU/SIU pretreatment fee of \$750. Motion seconded. Motion passed unanimously.

10. Mr. Robert Heath moved to authorize continuing Boxelder Sanitation District insurance coverage with American Alternative Insurance Corporation for the coverage year of July 26, 2004 through July 25, 2005. Motion seconded. Motion passed unanimously.


Mr. Kawulok left the meeting midway through discussion of the the manager's information transfer items.

11. Manager's Information Transfer

- A. Selected characteristics of sanitation districts.
- B. Capabilities Management Plan from RTW.
- C. Reconfiguration of pipeline at canal crossing, south of Sherry Street.
- D. 2003 Audit Report.
- E. Employee appreciation lunch, 27 July 2004.
- F. SDA Conference, Steamboat Springs, September 22-24.
- G. Enclave areas unserved by sanitary sewer service within district's service area.
- H. District Projects Update
- I. Development Status Summation
- J. Articles/Information of Interest:
  - a. "The State of the Water Industry – 2004 Musical Chairs Begins in the U.S. Industry," *The Environmental Benchmark and Strategist*, Winter 2004.
  - b. "Old pipes, big need, little money Cities have sticker shock," Wright, Andrew G. and Powers, Mary Buckner; 10/13/2003 Issue; <http://enr.construction.com>.
  - c. "States get tough on use of Social Security Numbers," *SDA Newsletter*, July 2004.

14. New business: None

The meeting was adjourned at 2:10 pm.

  
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Gordon Woelfle, President

  
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Ravindra M. Srivastava, Secretary