



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Monday, 10:00 a.m.

13 September 2004

Called to Order at 10:01 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, 10:15 am-1:13 pm
James F. Ruff
Fred Walker, out at 1:40 pm
Robert Heath

Others Present:

Ravi Srivastava, General Manager
Pat Mathena, Assistant Manager and Controller
Robert Flynn, Assistant Treatment Plant Operator, 10:29 am-
10:45 am
Brent Harris, Construction Superintendent and Wastewater
Collection System Manager, 10:46-11:27 am
Nate Ader, Collection System Operator, 10:46-11:27 am
Sheri Jensen, Pretreatment Program Administrator and
Development Coordinator, 11:28 am-12:24 pm
Ken Waido, City of Fort Collins (Advanced Planning), 11:28 am-
12:24 pm
Cameron Gloss, City of Fort Collins (Current Planning), 11:28
am-12:24 pm

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

2. Mr. Robert Heath moved to schedule discussion of the board consensus topic immediately after the action items. Motion seconded. Motion passed with one abstention.
3. Approval of the Minutes:
Mr. Jim Ruff moved that the minutes of the 16 August 2004 special board meeting be approved as presented. Motion seconded. Minutes approved unanimously.
4. Financial Information:

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

- Cash and Cash Equivalents as of 31 August 2004;
\$1,489,688.37 Ending Cash, 31 July 2004
223,548.02 August Receipts
- 89,931.08 August Cash Disbursements
\$1,623,305.31 Ending Cash, 31 August 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 31 August 2004, and large check descriptions and credit card detail.
- Detailed unaudited financial statement for the seven months ended 31 July, 2004: cash flow (graph), and financial ratios.
- Growth related information including WDRs purchased, new property accounts, and estimated population equivalents & treatment capacity was presented.

Mr. Steve Kawulok arrived during the discussion of financial information.

5. Mr. Fred Walker moved to accept the *Agreement Concerning Sanitary Sewer Service* by and between The Allan Webster Co., L.L.C. and Boxelder after the insertion of, ", under the terms of Section 12," subsequent to the phrase "... right to purchase WDRs at the Contracted SDC" on the fifth line of Section 16. Motion seconded. Motion passed unanimously.

Mr. Robert Flynn joined the meeting.

6. Operations: Information on the industrial pretreatment program, wastewater collection system, treatment plant, and administration operations through 31 August 2004 was presented. Mr. Flynn made a presentation on the treatment plant operations.

Mr. Flynn left the meeting and Mr. Brent Harris and Mr. Nate Ader joined the meeting.

7. Discussion ensued regarding the potential purchase of a jetter truck or a combination jet-vac truck. Motion tabled.

Mr. Harris and Mr. Ader left the meeting.

Mr. Ken Waido, Mr. Cameron Gloss and Ms. Sheri Jensen joined the meeting. Mr. Waido and Mr. Gloss gave a presentation of the City of Fort Collins present land use scenarios/plans. Subsequent to the discussion, Mr. Waido, Mr. Gloss and Ms. Jensen left the meeting.

8. Mr. Robert Heath moved to accept the *Agreement Concerning Offsite Easements* by and between The Allan Webster Co., L.L.C. and Boxelder. Motion seconded. Motion passed unanimously.
9. Mr. Robert Heath moved to authorize staff to contact Rick Giardina and Associates, Integrated Utilities Group, thc, and The Engineering Company to obtain proposals for a rates and charges study. Motion seconded. Motion passed unanimously.
10. Mr. Steve Kawulok moved to modify the Collection Policy by changing the timing of the lien filing from 80 days subsequent to the bill date to 90 days subsequent to the bill date. The modified policy is stated below:

Time references are from the original billing date when accounts indicate an unpaid balance.

30 days	Regular billing.
45 days	\$2 late charge, no new bill generated.
60 days	Regular billing.
70 days	Delinquent billing; \$17 Administrative Collection and late charge. Intent to lien letter sent stating ramifications of non-payment.
80 days	Doorhanger hung.
90 days	Service disconnected, lien filed, \$20 lien filing/release charge and \$350 disconnect fee assessed on balance.

Motion seconded. Motion passed 4-0 with one abstention.

11. Mr. Robert Heath moved to adopt on-call wages, effective September 1, 2004, and to modify the District Personnel Manual to reflect such wages, as reflected below:

On-Call Emergency Pay. The employee who is the designated first responder and is available to perform the duties of the first responder (establish contact with the appropriate administrative coordinator and proceed with emergency response) will receive "on-call pay" equal to one hour per day of the employee's regular hourly wage.

The administrative coordinator who is responsible for assisting the first responder for the calendar month will receive \$100 per month "on-call pay" at the end of the month during which the administrative coordinator performed the duties.

These on-call wages would be over and above any of the regular salary/wages earned by the employee and would apply to all district employees excepting the General Manager.

Motion seconded. Motion passed unanimously.

Mr. Steve Kawulok left the meeting.

12. Discussion was held on district billing practices with Mr. Woelfle.

Mr. Walker left the meeting.

13. Manager's Information Transfer

- A. Utility Easement Encroachment.
- B. Thank you for educational support.
- C. WESTCAS' fall conference, October 20-23 in Tucson, AZ.
- D. District notification during Larimer County Site Plan Review Process.
- E. Excess loading surcharge for nonresidential users.
- F. District Projects Update.
- G. Development Status Summation.
- H. Articles/Information of Interest:
 - a. This Week's Headlines, *Environmental Business Journal*, August 5-18, 2004.
 - b. "Deal opens door for downtown airport redevelopment", *Fort Collins Coloradoan*, August 24, 2004.
 - c. "Board members are from Venus, Staffs are from Mars", SDA, 1997 Annual Workshop.
 - d. "Timnath to hire new administrator", *North Forty News*, September 2004.

14. New business: None

The meeting was adjourned at 1:57 pm.



Gordon Woelfle, President



Ravindra M. Srivastava, Secretary