



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 10:00 a.m.

10 November 2005

Called to Order at 10:03 a.m.

The regular monthly meeting of the Boxelder Sanitation District Board of Directors was held at the Boxelder Sanitation District administrative office located at 3201 E. Mulberry, #Q, Fort Collins, CO 80524. Mr. James F. Ruff, being the Acting Chairman and Mr. Ravindra Srivastava as Secretary being present, called the meeting to order. Prior notice of the meeting was given in accord with CRS 32-1-903.

1. Roll Call:

Directors Present:	Mr. Steve Kawulok, Treasurer Mr. Fred Walker Mr. James F. Ruff Mr. Robert Bisetti, 10:06-1:08
Others Present:	Mr. Ravindra M. Srivastava, General Manager Ms. Patricia S. Mathena, Assistant Manager and Controller Mr. Randy Siddens, District Engineer Mr. David Unruh, Accounting Specialist, 12:37-2:07
Directors Absent:	Mr. Gordon Woelfle, Chairman

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

2. Financial Information:

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

- Cash and Cash Equivalents as of 31 October 2005;
\$2,072,155.85 Ending Cash, 30 September 2005
222,628.27 October Receipts
-223,414.62 October Cash Disbursements
\$2,071,369.50 Ending Cash, 31 October 2005
- Details of revenues, including components of cash received monthly, monthly sewer billings and # of sewer accounts, delinquent billings, fee revenues, WDR 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 October 2005, and large check descriptions and credit card detail.
- Financial statements for the nine months ended 30 September 2005 were presented. Cash flow (graph) and financial ratios were presented.
 - Growth related information including WDRs purchased, new property accounts, and estimated population equivalents & treatment capacity was presented.
3. Operations: Information on the industrial pretreatment program, wastewater collection system, treatment plant, and administration operations through 31 October 2005 was presented. Mr. Siddens made a presentation on pretreatment operations.
 4. Approval of the Minutes:
The minutes of the last meeting (18 October 2005) were supplied to the board in advance and were reviewed. No reading of the minutes took place in the meeting. Mr. Steve Kawulok moved to approve the minutes of the 18 October 2005 special board meeting as presented. Motion seconded. Minutes approved as presented (4-0).
 5. Mr. Steve Kawulok moved to proceed under direction of Mr. Rick Zier (district counsel) with statutory easement acquisition of the two easements (Berquist and Glover) as outlined in his letter of 13 October 2005. Motion seconded. Motion passed with two abstentions (Mr. Robert Bisetti and Mr. Fred Walker) (2-0).
 6. Mr. Fred Walker moved to accept Boxelder Sanitation District's petition for inclusion. Motion seconded. Motion passed unanimously (4-0).
 7. Discussion was held on *Agreement Concerning Sanitary Sewer or setting System Development Charge (SDC) without local collection component for Vista Grande development*. No action was taken.
 8. Explorations of changing the SDC in accord with an all basin SDC as presented in the *Red Oak Consulting Cost of Service, Financial Plan and System Development Study*, the appropriate valuation and determination of same took place. Further conversations are to take place.
 9. No action was taken of the agenda action item of SDC for Vista Grande Subdivision.

Mr. Unruh joined the meeting.

10. There was a discussion of the budget for fiscal year 2006 as presented to the board on 14 October 2005. Capital projects budget 2006-2010, operations budget, external financing, rate adjustments and such were discussed. Also explored were various options in the capital budget for upgrade of the district's treatment facility. It was the sense of the board that the budget for fiscal year 2006 be prepared with the following scenarios: (i) full refunding of the balance of the 1994 debt using district funds during 2006, (ii) provision for ability to borrow appropriate sums of money from the market at short notice to finance specific capital projects if necessary, (iii) rate adjustment at a rate greater than inflation and less than 10% in preparation for financing of future capital projects, and iv) change the timeline of some growth-related capital projects.

Mr. Bisetti left the meeting during the budget discussions.

11. The board directed staff to reschedule the 17 November 2005 regular board meeting to a special board meeting on 01 December 2005. The meeting is scheduled to begin at 12:00 pm.
12. Information Transfer:
 - Presentations and/or discussions took place on Office closing for an employee appreciation luncheon, East Prospect Road improvements; Accounting/Billing software upgrade; Drake/I-25 crossing; City of Greeley potable water pipeline project; Sherry St. crossing; NPDES permit renewal; Boxelder Creek floodplain; Easement acquisitions and related issues; Emergency generator; Emergency pump; Rest Area force main relocation; and River bank remediation. Development (i.e., growth/new subdivisions) information was also presented.
 - Article: "Forum stirs talk on drugs in water, dangers", *The Fort Collins Coloradoan*, 28 Oct. 2005.
13. New business: None

Mr. Steve Kawulok moved to adjourn. Motion seconded. Motion passed unanimously. Meeting adjourned at 2:07 pm.

These minutes were approved on the 15th day of December, 2005 by an action of the Board of Directors.


Gordon Woelfle, President


Ravindra M. Srivastava, Secretary