



**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday, 9:00 a.m.

October 15, 2009

Called to order at 9:02 a.m.

The 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. Les Gelvin acting as the Chairman with Mr. Fred Walker acting as Secretary, called the meeting to order.

Prior notice of the meeting was given in accord with §32-1-903 CRS.

1. Roll Call:

Directors Present: Mr. Les Gelvin, Chairman  
Mr. Scott Taylor, Vice-Chairman  
Mr. Stephen Pink, Treasurer  
Mr. Gordon Woelfle, out at 10:28  
Mr. Dennis Gatlin

Staff Present: Mr. Fred Walker, Secretary, General Manager  
Ms. Pat Mathena, Assistant Manager and Controller  
Mr. Randy Siddens, District Engineer, in at 10:30 am

Public Present: Mr. Rick Zier, District legal counsel, 9:02 am – 10:30 am  
Mr. Warren Mesloh, TEC engineer, 10:30 am – 3:07 pm  
Mr. Tom Renner, TEC engineer, 10:30 am – 3:00 pm

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

2. Public comment: None
3. Mr. Taylor moved to approve the minutes of the September 17, 2009 regular meeting as presented. Motion seconded. Minutes approved unanimously [5-0-0].
4. Mr. Woelfle moved to accept receipt of the budget for the year 2010, as presented. Motion seconded. Motion passed unanimously [5-0-0].
5. Mr. Gatlin moved to authorize the general manager to pay an additional \$521.50 to Connell Resources, Inc. for the replacement of the semi-collapsed sewer line. Motion seconded. Motion passed unanimously [5-0-0].

Messrs. Woelfle and Zier left the meeting. Mr. Siddens joined the meeting.

6. Messrs. Mesloh and Renner joined the meeting to conduct the tours of the Windsor sanitation treatment plant and the South Fort Collins Sanitation District treatment plant. This allowed the board to view two different types of wastewater treatment systems (Biolac and oxidation ditch (Orbal) systems, respectively). Upon the conclusion of the tour, there was a discussion of the two systems.
7. There was discussion on the rate structure notification process.
8. 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 September 30, 2009:  
\$3,224,957.54 Ending Cash, August 31, 2009  
224,317.49 September Receipts  
-130,181.65 September Cash Disbursements  
\$3,319,093.38 Ending Cash, September 30, 2009
  - Details of revenues, including components of cash received monthly, monthly sewer billings and # of sewer accounts, current monthly charges – comparison by user class, fee revenues, and WDR receipts were presented. Delinquent billings and delinquency statistics were not presented.
  - Details of outflow of funds were presented; including contract status, contingent commitments, purchase orders, cash disbursement listing, and credit card detail for the month ended September 30, 2009.
  - Unaudited draft financial statements for the eight months ended August 31, 2009 were presented at the meeting. Total net assets (graph), total current assets (graph), and financial ratios were presented.
9. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for September 2009 was presented.
10. Information Transfer
  - Report on consolidation study
  - Update of public notification of proposed rate structure changes
  - District project update
  - Development Information
11. New Business: None
12. Mr. Pink moved to adjourn the meeting. Motion seconded. Motion approved unanimously [4-0-0].

Meeting adjourned at 4:17 pm.

These minutes were approved on the 19<sup>th</sup> day of November, 2009 by an action of the Board of Directors.

/s/  
Les Gelvin, Chairman of the Board

/s/  
Fred E. Walker, Secretary