



**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday, 9:00 a.m.

January 21, 2010

Called to order at 9:01 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. Dennis Gatlin  
Mr. Gordon Woelfle

Staff Present: Mr. Fred Walker, Secretary, General Manager  
Ms. Pat Mathena, Assistant Manager and Controller  
Mr. Randy Siddens, District Engineer, in at 10:53 am  
Ms. Sue Lowe, Administrative Coordinator and Designated  
Election Official, 9:41 – 9:51 am

Public Present: Mr. Rick Zier, District legal counsel, 9:01 am – 2:19 pm  
Mr. Jim Ruff, 10:51 am – 12:48 pm  
Mr. Harold Evans, City of Greeley Water and Sewer Board, 10:53  
am – 12:47 pm

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

2. Public comment: None

3. Mr. Woelfle moved to approve the minutes of the December 17, 2009 regular meeting as presented. Motion seconded. Minutes approved unanimously [5-0-0].

4. Mr. Pink moved to approve the minutes of the December 31, 2009 special meeting as presented. Motion seconded. Minutes approved unanimously [5-0-0].

5. Mr. Pink moved to designate Boxelder Sanitation District as the posting site of the 24-hour agenda and to designate Poudre Valley Cooperative Assoc., Inc., Sandy's

Convenience Store, ELCO Office, Larimer County Clerk and Recorder, and Boxelder Sanitation District Office, all in Fort Collins, CO; and Weld County Clerk and Recorder Office in Greeley, CO as posting sites for the Boxelder Sanitation District board meeting schedule and notice changes. Motion seconded. Motion passed unanimously [5-0-0].

6. The Chairman queried each director (including himself) to disclose if they had received any gifts, honoraria or other benefits with a value of \$50.00 or more in connection with their public service (§24-6-203, C.R.S.) to the District for the calendar year 2009.
- Les Gelvin                      No
  - Scott Taylor                    No
  - Steve Pink                      No
  - Gordon Woelfle                No
  - Dennis Gatlin                 No

7. Mr. Woelfle moved to authorize the purchase of a closed circuit television camera at a cost of no more than \$54,000. Motion seconded. Mr. Woelfle amended his motion to include, "and would accept an increase in the purchase amount at the general manager's discretion from funds identified in the overall budget." Motion amendment accepted by the original second. Motion passed unanimously [5-0-0].

Ms. Lowe joined the meeting.

8. Ms. Lowe distributed election self-nomination packets to all of the board members, legal counsel and staff for review. She reviewed the content of the packets with the attendees and answered questions.

Ms. Lowe left the meeting.

9. Information Transfer:

- Discussion of matters relating to WildWing Development LLC.
- Discussion of Anheuser-Busch development potential
- Discussion of Trail Head Subdivision proposed warranty agreement
- Public Employees' Retirement Association incidental questions

10. 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 December 31, 2009;  
\$3,476,869.96 Ending Cash, November 30, 2009  
229,440.14 December Receipts  
-153,762.20 December Cash Disbursements  
\$3,552,547.90 Ending Cash, December 31, 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, delinquent billings and delinquency statistics and WDR receipts were 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 December 31, 2009.

- Unaudited draft financial statements for the eleven months ended November 30, 2009 were presented at the meeting. Total net assets (graph), total current assets (graph), and financial ratios were presented.

Messrs. Ruff, Evans and Siddens joined the meeting.

11. Mr. Evans gave a presentation regarding methods, options, and nuances of contracting for large construction projects. Mr. Evans answered many questions and there was lengthy discussion of the topic by the board, staff and legal counsel.

Messrs. Ruff and Evans left the meeting at the conclusion of contract options discussion and lunch.

12. The board, staff and legal counsel discussed goals and timing (briefly) for the plant project.
13. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for December 2009 was presented.

Mr. Zier left the meeting.

14. Information Transfer
  - Update of Master Plans (collection and treatment)
  - Update on sludge removal
  - District project update
  - Development information
15. New Business: None
16. Mr. Gatlin moved to adjourn the meeting. Motion seconded. Motion approved unanimously [5-0-0].

Meeting adjourned at 2:35 pm.

These minutes were approved on the 18th day of February, 2010 by an action of the Board of Directors.

/s/  
Les Gelvin, Chairman of the Board

/s/  
Fred E. Walker, Secretary