



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

February 18, 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, out 10:05-11:14
Ms. Pat Mathena, Assistant Manager and Controller, out 9:07-11:14
Mr. Randy Siddens, District Engineer, out 9:07-11:29, 3:15-3:53

Public Present: Mr. Rick Zier, District legal counsel

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 January 21, 2010 regular meeting as presented. Motion seconded. Minutes approved unanimously [5-0-0].

4. Mr. Gatlin moved to amend the agenda to add an information item concerning service lateral lining policy to Section 7. Motion seconded. Motion passed unanimously [5-0-0].

5. Mr. Woelfle moved to enter into Executive Session under C.R.S. §24-6-402(4)(f) - personnel matters, to discuss the General Manager's continued employment. Motion seconded. Motion passed unanimously [5-0-0] at 9:07 am. Mr. Siddens and Ms.

Mathena left the executive session, Mr. Walker left the executive session at 10:05 and re-entered at 10:55.

The executive session ended at 11:11 am. Mr. Rick Zier, legal counsel to the Board, provided a signed written statement (attached) that no record or electronic recording of the executive session was kept because such discussion constituted privileged attorney-client communication.

Ms. Mathena joined the meeting.

2. Mr. Taylor moved to defer changes to the General Manager's job description until a later date with the recommendation that samples of other General Manager job descriptions be obtained. Motion seconded. Motion approved unanimously [5-0-0].
3. Mr. Gelvin moved to renew the District's employment contract with Mr. Fred Walker, General Manager, with no increase in compensation for the upcoming year. Motion seconded. Motion approved unanimously [5-0-0].
4. Mr. Woelfle moved to fund the completion of a Preliminary Engineering Report by May 15, 2010 for an amount not to exceed \$5,000. Motion seconded. Motion approved unanimously [5-0-0].
5. Mr. Pink moved to authorize the General Manager to enter into a contract with TEC for the completion of a Utility Plan with a not to exceed cost of \$12,000. Motion seconded. Motion approved unanimously [5-0-0].
6. 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 January 31, 2010;
\$3,552,830.90 Ending Cash, December 31, 2009 (reflects void check not listed previously)
222,172.53 January Receipts
-113,724.29 January Cash Disbursements
\$3,661,279.14 Ending Cash, January 31, 2010
 - Details of revenues, including components of cash received monthly, monthly sewer billings and # of sewer accounts, current monthly charges, fee revenues, delinquent billings and delinquency statistics and WDR receipts were presented. Not presented was the comparison by user class graph,
 - 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 January 31, 2010.
 - Unaudited draft financial statements for the twelve months ended December 31, 2009 were presented at the meeting. Total net assets (graph), total current assets (graph), and financial ratios were presented.
7. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for January 2010 was presented.
8. Information Transfer
 - Update of Master Plans (collection and treatment)
 - Update on sludge removal

- District project update
 - Development of service lateral lining policy
9. Extensive discussion developing the board values and goals for the District's wastewater treatment plant replacement project. Also developed were the board's planning objectives for the project.
10. New Business: None
11. Mr. Gatlin moved to adjourn the meeting. Motion seconded. Motion approved unanimously [5-0-0].

Meeting adjourned at 3:53 pm.

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

/s/ Les Gelvin, Chairman of the Board

/s/Fred E. Walker, Secretary

TO: Board of Directors of Boxelder Sanitation District
FROM: Rick Zier, Counsel to the Board
RE: Executive Session of the Board, 2/18/10

No record of the February 18, 2010 executive session (including electronic recording or otherwise) discussion of personnel matters under §24-6-402(4)(f), C.R.S. was made. In my opinion the contents of the discussion contained privileged attorney-client communications. The executive session began at 9:07 a.m.

SIGNATURE: /S/ RICHARD F. ZIER
DATE: February 19, 2010