



**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday, 5:00 p.m.

March 18, 2010

Called to order at 5:08 p.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

Public Present: Mr. Rick Zier, District legal counsel

Mr. Steve Lesondak, 5:12 – 6:29 p.m.

Mr. Mike Morrill, 5:12 – 6:30 p.m.

Mr. Randy Carey, 5:12 – 6:30 p.m.

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 February 18, 2010 regular meeting as presented. Motion seconded. Minutes approved unanimously [5-0-0].

4. The board noted that the agenda had been revised and noticed to reflect a delinquency hearing.

Messrs. Lesondak, Morrill, and Carey joined the meeting. Delinquency hearing was held for Unit #1 of 2508 Zurich Dr. They left after discussion but prior to the board's motion.

5. Mr. Gatlin moved to direct staff to consider the issues discussed during the delinquency hearing, i) make recommendations to the board at the next board

meeting on ii) review of the voluntary disconnect form, ii) the billing software capabilities for direct billing of units to property owners and increased notification and iii) provide staff recommendations to the public attendees prior to next board meeting, Motion seconded. Motion passed unanimously [5-0-0].

The board discussed a revised job description for the general manager.

6. Mr. Gelvin moved to accept the job description as presented. Motion seconded. Motion withdrawn prior to vote and subsequent to discussion.
7. Mr. Taylor moved to accept the job description as changed by the board. Motion seconded. Motion withdrawn prior to vote and subsequent to discussion.
8. The project update report was presented.
9. Mr. Taylor moved to adopt the job description for the General Manager as presented, reflective of the incorporated changes. Motion seconded. Motion approved unanimously [5-0-0].
10. Mr. Woelfle moved to authorize staff to expense in 2009 the identified Construction in Progress historical costs in the amount of \$75,728.96. Motion seconded. Motion approved unanimously [5-0-0].

Discussion was held on accelerating depreciation of treatment plant items that will be replaced or disposed by October 1, 2015 when a changed treatment process will be in place.

11. 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 February 28, 2010;  
\$3,661,279.14 Ending Cash, January 31, 2010  
194,054.80 February Receipts  
-111,361.20 February Cash Disbursements  
\$3,743,972.74 Ending Cash, February 28, 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.
- 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 February 28, 2010.
- Unaudited draft financial statements for the twelve months and one month ended December 31, 2009 and January 31, 2010, respectively, were presented at the meeting. Total net assets (graph), total current assets (graph), and financial ratios were presented.

12. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for February 2010 was presented.

13. Information Transfer

