



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Monday, 5:00 p.m.

May 10, 2010

Called to order at 5:15 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. Steve Pink, Treasurer  
Mr. Dennis Gatlin  
Mr. Gordon Woelfle

Staff Present: Mr. Fred Walker, Secretary, General Manager  
Ms. Sue Lowe, Administrative Coordinator; out 5:22 - 6:16 pm  
Mr. Randy Siddens, District Engineer and Operations Manager;  
out 5:22 - 6:16 pm

Public Present: Mr. Rick Zier, District legal counsel  
Mr. Warren Mesloh, The Engineering Company, in 6:59 - 8:14 pm  
Mr. Ray Piira, in 7:30 pm

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

2. Mr. Les Gelvin administered the oath of office for newly elected board members Mr. Dennis Gatlin, Mr. Steve Pink and Mr. Gordon Woelfle.
3. Public comment: None
4. Mr. Gatlin moved to approve the minutes of the April 8, 2010 work session as presented. Motion seconded. Minutes approved unanimously [5-0-0].
5. Mr. Pink moved to approve the minutes of the April 15, 2010 regular meeting as presented. Motion seconded. Minutes approved with Mr. Pink abstaining due to his absence from the meeting [4-0-1].

6. Mr. Gelvin called an Executive Session under C.R.S. §24-6-402(4)(f) - personnel matters, to discuss the General Manager's evaluation summary at 5:22 pm. Mr. Siddens and Ms. Lowe left the executive session. The executive session ended at 6:16 pm. 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.

Mr. Siddens and Ms. Lowe rejoined the meeting.

7. Mr. Gatlin moved to amend the agenda to add two action items, the first concerning Director/Staff interactions, the second concerning the selection of a potential candidate for appointment to the Board of Directors. Motion seconded. Motion passed unanimously [5-0-0].
8. Discussion was held concerning "Director as customer" interactions with staff.
9. Board appointee candidate information was presented for consideration by board members.
10. Mr. Woelfle nominated Mr. Ray Piira to be the candidate for director appointee. Motion seconded. Motion passed unanimously [5-0-0].
11. Mr. Pink moved to authorize the General Manager to purchase a new server and equipment and other considerations from Lund Computer Services at a cost not to exceed \$12,000. Motion seconded. Discussion was held about the inclusion of "other considerations" in the purchase cost. Motion failed [0-5-0].
12. Mr. Pink restated his previous motion and moved to authorize the General Manager to purchase and install a new server and equipment through Lund Computer Services at a cost not to exceed \$12,000. Motion seconded. Motion passed unanimously [5-0-0].
13. Mr. Gatlin moved to adopt resolution 2010-05-10, I.R.S. Section 125 Cafeteria Plan (POP) and authorize execution of the Adoption Agreement for the plan year of June 1, 2010 – May 31, 2011. Motion seconded. Motion passed unanimously [5-0-0].
14. Mr. Warren Mesloh presented an overview of the Wastewater Treatment Plant Master Plan draft and Preliminary Engineering Report submittal to the Colorado Department of Public Health and Environment Engineering Section.
15. Mr. Taylor moved to accept the Master Plan and its recommended wastewater treatment plant process and authorize the General Manager to review for completeness and submit the Preliminary Engineering Report to the CDPHE engineering section by May 15, 2010. Motion seconded. Motion passed unanimously [5-0-0].
16. Mr. Pink moved to reschedule the June regular board meeting to June 11, 2010 at 9:00 a.m. to allow time for the board to review the State Revolving Fund application. Motion seconded. Motion passed unanimously [5-0-0].

17. Mr. Gelvin called for nominations of Board of Director officers. Nominations were accepted by Mr. Taylor as Chairman, Mr. Gatlin as Vice-Chairman and Mr. Pink as Treasurer. Motion seconded. Motion passed with Mr. Woelfle abstaining [4-0-1].
18. Chairman Taylor moved to adopt the Resolution of Appreciation for Mr. Gelvin's service to the District. Motion seconded. Motion passed [4-0-1].
19. Mr. Gelvin was presented the Resolution of Appreciation and the "Golden Flush" award and thanked for his contribution to the District.
20. Mr. Gelvin's letter of resignation was submitted to the board of directors and accepted.
21. Mr. Gatlin moved to appoint Mr. Ray Piira to fill the vacancy. Motion seconded. Motion passed unanimously [4-0-0].
22. Mr. Taylor administered the oath of office for Mr. Piira.
23. 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 April 30, 2010;  
\$3,802,003.37 Ending Cash, March 31, 2010  
284,443.34 April Receipts  
-170,416.69 April Cash Disbursements  
\$3,916,030.02 Ending Cash, April 30, 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, monthly delinquent letters, hangtags, liens and service disconnections, and projected WDRs purchased vs. actual purchases 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 April 30, 2010.
  - The unaudited financial statements and related graphs for the three months ended March 31, 2010 were not completed due to time constraints in time for them to be presented to the Board at the Special Meeting. They will be forwarded to directors when completed.
24. Mr. Woelfle moved to authorize an additional \$2,500 for biosolids removal by Parker Ag Services. Motion seconded. Motion passed unanimously [5-0-0].
25. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for April 2010 was presented.
26. Information Transfer:
  - Public Inquiry Issues
  - Open Record Requests
  - District Project Update as of April 30, 2010

27. Mr. Gatlin moved to adjourn the meeting. Motion seconded. Motion approved unanimously [5-0-0].

Meeting adjourned at 9:30 pm.

These minutes were approved on the 11th day of June, 2010 by an action of the Board of Directors.

/s/  
\_\_\_\_\_  
Scott Taylor, Chairman of the Board

/s/  
\_\_\_\_\_  
Fred E. Walker, Secretary