



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

May 19, 2011

Called to order at 9:00 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. Scott Taylor 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. Scott Taylor, Chairman
Mr. Dennis Gatlin, Vice-Chairman
Mr. Steve Pink, Treasurer
Mr. Ray Piira
Mr. Gordon Woelfle

Staff Present: Mr. Fred Walker, Secretary, General Manager
Ms. Sue Lowe, Administrative Coordinator
Mr. Randy Siddens, District Engineer and Operations Manager

District Counsel: Mr. Rick Zier

Guests: Mr. Dan Schommer, CPA, Partner, Anton Collins Mitchell LLP
9:03 a.m. to 9:45 a.m.

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

2. Public comment: None
3. Mr. Gatlin moved to approve the minutes of the April 21, 2011 regular meeting as presented. Motion seconded. Minutes approved [5-0-0].
4. Mr. Pink moved to add the action item "Insurance Coverage Renewal" to the agenda. Motion seconded. Motion approved unanimously [5-0-0].

Mr. Schommer joins the meeting.

5. Mr. Schommer gave the 2010 Audit Report presentation comments.

Mr. Schommer left the meeting.

6. Mr. Woelfle moved to accept the 2010 Audit Report as presented. Motion seconded. Motion approved unanimously [5-0-0].
7. Mr. Pink moved to adopt Resolution 2011-05-19 I.R.S. Section 125 Cafeteria Plan (POP) and authorize execution of the Adoption Agreement for the plan year of June 1, 2011 through May 31, 2012. Motion seconded. Motion passed [5-0-0].
8. Mr. Woelfle moved to accept The City of Fort Collins Roselawn Cemetery parcel Petition for Inclusion, conditioned upon receipt of a fully executed Individual Pumping Station Agreement from the City of Fort Collins that is acceptable to the District staff. Motion seconded. Motion passed unanimously [5-0-0].
9. Mr. Piira moved to authorize the General Manager to contract with The Engineering Company for Warren Mesloh to complete the scope of work for revisions to the Rules and Regulations and Sewer Design Criteria at a cost not to exceed \$15,000 without prior written approval. Motion seconded. Motion passed unanimously [5-0-0].
10. There was discussion of development of a Service Lateral Repair Policy. Mr. Walker, Mr. Gatlin and Mr. Pink volunteered to serve on a board committee to delineate the elements and timeline of a service lateral repair policy. Committee to provide a progress report at the next board meeting concerning recommended policy.
11. Mr. Woelfle moved to authorize the General Manger to purchase the package Insurance from Glatfelter Public Practice at the proposed cost of \$28,019 Motion seconded. Motion passed [5-0-0].
12. Mr. Woelfle moved to authorize the General Manager, at his discretion, to renew the Environmental Impairment Liability coverage with Westchester Surplus Lines Insurance Company, as long as the 2011 premium is less than the 2010. Motion seconded. Motion passed unanimously [5-0-0].

A brief recess was called from 11:09 – 11:16 am.

13. Financial Information:

Presented to the board was information on financial status.

- Cash and Cash Equivalents as of April 30, 2011;
\$4,613,212.83 Ending Cash, March 31, 2010
345,016.57 April Receipts
-373,450.23 April Cash Disbursements
\$4,584,779.17 Ending Cash, April 30, 2011
- Details of revenues, including components of cash received monthly, monthly sewer billings and number 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, 2011.
- The unaudited financial statements and related graphs for the three months ended March 31, 2011 were presented. Total net assets (graph), total current assets (graph), and financial ratios were presented (chart and graphs).

14. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for the preceding month were presented.

The meeting recessed for lunch 11:57 am to 12.27 pm.

15. Information Transfer:
- Wastewater Treatment Plant Improvement Project Update
16. For the Wastewater Treatment Plant Upgrade project, it was the consensus of the board that staff would recommend the construction contractor selection to the board. The board directed staff to keep the board apprised of the contractor selection progress.
17. Information Transfer continued:
- Open Record Requests
 - District project update:
 - Operation Projects: Included Lands Map; Collection System-I&I Reduction / Techite Lining; Boxelder Creek Cleaning; Poudre River Bank Restoration; Biosolids Removal from Cell C at Plant
 - Development Projects: Timnath Reservoir Lift Station and Force Main; Anheuser-Busch Industrial Park Service, Cooper Slough Replacement Interceptor, North Mulberry Interceptor
18. Mr. Woelfle moved to adjourn the meeting. Motion seconded. Motion approved unanimously [5-0-0].

Meeting adjourned at 1:24 pm.

These minutes were approved on the 16th day of June, 2011 by an action of the Board of Directors.

/s/ Scott Taylor
Chairman of the Board

/s/ Fred E. Walker
Secretary