



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Tuesday, 9:00 a.m.

September 20, 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 Ms. Pat Mathena 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, out 10:18 – 10:20 am, out at
11:03 am
Mr. Steve Pink, Treasurer
Mr. Gordon Woelfle
Director Absent: Mr. Ray Piira
Staff Present: Ms. Pat Mathena, Assistant Manager and Controller
Mr. Randy Siddens, District Engineer
Ms. Sue Lowe, Administrative Coordinator
District Counsel: Mr. Rick Zier

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

2. Public comment: None
3. Mr. Taylor moved to amend the agenda by adding an action item before the approval of the minutes to appoint assistant secretaries to the board. Motion seconded. Motion approved [4-0-0].
4. Mr. Pink moved to appoint Ms. Pat Mathena and Ms. Sue Lowe as Assistant Secretaries to the Board. Motion seconded. Motion passed [4-0-0].
5. Mr. Gatlin moved to approve the minutes of the August 18, 2011 regular meeting with corrected approval date and the signature line to reflect Ms. Mathena as the Assistant Secretary. Motion seconded. Minutes approved [4-0-0].

6. It was noted that today's Meeting of the Board of Directors is a Special Meeting as the Regular board meeting scheduled for September 15, 2011 was moved to September 20, 2011,
7. Mr. Pink moved to reaffirm the 2012 calendar year board meeting dates of January 19, February 16, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, and December 20 and to set the start time for all board meetings at 9:00 a.m. except March 15, June 21 and November 15 the start time to be 5:00 pm. The 2013 board meeting calendar is January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21 and December 19 with the same meeting times as 2012, to be reviewed and changed as needed. Motion seconded. Motion approved [4-0-0].
8. Mr. Woelfle moved, and subsequently amended his own motion with the consent of the second to modify the Collection Policy, effective November 1, 2011, to set the lien filing and disconnection date on the 26th or the next non-holiday business day after the 26th of the month of the second subsequent monthly bill date from the initial bill date of the unpaid balance. Motion seconded. Motion approved [4-0-0].
9. Mr. Woelfle moved to pay Aberdeen Partners, LLC \$7,550 as follows, less any outstanding monthly fees related to these accounts:
 - \$100 refund of prepaid inspection fees (\$50 each for 721 Waterglen Dr. #A and #F),
 - \$3,500 refund of System Development Charge (SDC) for the 721 Waterglen Dr #A Wastewater Discharge Right (WDR), and cancellation of the related Wastewater Discharge Right
 - \$4,000 refund of SDC for the 721 Waterglen Dr #F WDR and cancellation of the related Wastewater Discharge Right
 - \$50 Two WDR refund chargesAs a condition of this action Aberdeen Partners LLC is to covenant in writing to petition the property into the District at the written request of the District and that the covenant shall be recorded. Motion seconded. Motion approved [4-0-0].
10. The Chairman polled each director present (including himself) to declare 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 three months of July, August and September 2011. Directors were reminded that if gifts, honoraria or other benefits with a value of \$50.00 or more in connection with their public service are received, a gift report must be filed quarterly (January 15, April 15, July 15, and October 15) with the Secretary of State. The director answers for the three months of July, August, September 2011 in connection with their public service are shown below.

▪ Scott Taylor	No gifts, honoraria or other benefits of any value received
▪ Steve Pink	No gifts, honoraria or other benefits of any value received
▪ Dennis Gatlin	No gifts, honoraria or other benefits of any value received
▪ Gordon Woelfle	No gifts, honoraria or other benefits of \$50 or more received
11. Mr. Gatlin asked the record to show he believes the Board should consider developing an ethics policy not only for the board but also for the staff.

Mr. Gatlin left the meeting.

12. Mr. Taylor moved to amend the agenda to present the information transfer before presentation of the financial information. Motion seconded. Motion passed [3-0-0].

Mr. Gatlin rejoined the meeting.

13. Information Transfer:

- WWTP Upgrade Update
- WWTP Cost – Budget Summary
- District project update:
 - Operation Projects: Included Lands Map; Collection System I&I Reduction; Boxelder Creek Cleaning; Poudre River Bank Restoration
 - Development Projects: Timnath Reservoir Lift Station and Force Main; WildWing Development
- Article of Interest “Denver utility managers push for state to outlaw some toilets,” [Denver Post.com/news/ci_18881451](http://denverpost.com/news/ci_18881451), September 13, 2011, Finley, Bruce.

Mr. Gatlin left the meeting.

14. Mr. Pink moved to authorize the General Manager to sign a letter of intent to purchase on behalf of the Board a “Krueger Ditch” in the amount the General Manager believes to be appropriate in his discretion. Motion seconded. Motion approved [3-0-0].

15. Financial Information:

Presented to the board was information on financial status.

- Cash and Cash Equivalents as of August 31, 2011;
\$4,816,457.70 Ending Cash, July 31, 2011
297,100.34 August Receipts
-209,212.78 August Cash Disbursements
\$4,904,345.26 Ending Cash, August 31, 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 August 31, 2011.
- The unaudited financial statements and related graphs for the seven months ended July 31, 2011 were presented. Total net assets (graph), total current assets (graph), and financial ratios were presented (chart and graphs).

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

17. New Business - None.

18. Mr. Pink moved to adjourn the meeting. Motion seconded. Motion approved unanimously [3-0-0].

Meeting adjourned at 12:11 pm.

These minutes were approved on the 20th day of October, 2011 by an action of the Board of Directors.

/s/ Scott Taylor
Chairman of the Board

/s/ Fred E. Walker
Secretary