



**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday, 5:00 p.m.

November 17, 2011

Called to order at 5:01 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. 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. Pat Mathena, Assistant Manager and Controller, out at 8:25 p.m.  
Mr. Randy Siddens, District Engineer, out at 8:25 p.m.

District Counsel: Mr. Rick Zier, in at 5:13 p.m.

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 October 20, 2011 regular meeting as presented. Motion seconded. Minutes approved [5-0].

4. Mr. Pink moved to ratify zero mills for the tax year 2011 (2012 budget year). Motion seconded. Minutes approved [5-0].

Mr. Zier joins the meeting.

5. There was discussion of the WWTP Upgrade Project Request for Proposal and the proposed Contractor-Owner savings percentages. The Board gave general approval of the presented information.

6. Mr. Piira moved to adopt the non-monthly sewer service rates and charges as presented here:

System Development Charge	Water meter size	**Rate	Comment
Commercial Service	5/8"	\$5,333	** May have additional basin charges due at time of payment
System Development Charge for purchase of Wastewater Discharge Right	1"	\$13,333	
	1.5"	\$26,665	
	2"	\$42,664	
	3"	\$79,995	
Residential Service	N/A	\$5,333	Per single family dwelling unit ** May have additional basin charges due at time of payment
System Development Charge for purchase of Wastewater Discharge Right			

Permits and Connections	Existing Charge	Other
Public use drive-up R.V. dump permit	\$50.00 monthly	Plus monthly basic service charge
Set up Charge (when control of discharge point changes)	\$25.00	Residential and Non-Residential Customer
Permanent system disconnection, without a disconnect valve	\$350.00	Labor, equipment and materials plus 15%; \$350 minimum
Permanent system disconnection, with installed disconnect valve	\$100.00	Labor, equipment and materials plus 15%; \$100 minimum

Miscellaneous Charges	Existing Charge
Bad Check	\$15 each
Lien Filing	\$30 each
Late fee 4-12 weeks for charges unpaid by the following bill date	\$2/month
Administrative Charge (over 8 weeks, plus \$2.00 late fee) for charges unpaid ~60 days after bill date	\$15/month
Mileage Reimbursement Rate per IRS standard business rate in effect when mileage driven (4/17/08 board action)	Floating
WDR Extension Fee	\$100 per WDR
WDR Refund Charge	\$25 per WDR
Administration labor	\$45/hour
Field labor	\$45/Hour
Camera & Videotaping (staffed)	\$150/hour; 2 hour minimum
Backhoe w/operator	\$100/hour; 2 hour minimum
Dump Truck w/operator	\$85/hour; 2 hour minimum
Jetter truck (staffed)	\$150/hour; 2 hour minimum
Water truck (staffed)	\$85/hour; 2 hour minimum
Repairs & Remediation	Time & Materials plus 15%
Sewer main cut/saddle install, residential and non-residential	\$350 minimum Labor, equip., materials + 15%
<b>Miscellaneous Charges</b>	<b>Existing Charge</b>

New construction lateral inspection, residential and non-residential	\$50/each
Weekend inspection of laterals	\$200 each
Weekend inspection of developer subdivision infrastructure installation	\$150/hr 3 hr minimum
Election judge training	\$20/session
Election day judge fee	\$150/day
Election judge pay: provisional ballots and canvassers	\$10/hour
Payment to property owner in the event of SSO but cause is unclear whether main or lateral line (Board action 4/12/04).	\$150 each

Industrial Pretreatment Program Charges	Charge	Unit	Other
Wastewater Discharge Permit Application Fee	\$500	Minimum Each user	Applies to the WW Discharge Permit Fee
Wastewater Discharge Permit Fee	Not to exceed \$2,000 for permit renewals & \$3,000 for new permits. Board may set higher amount at their discretion based on the work required by Boxelder.		
Annual Pretreatment Fee-Zero Discharge	\$300	Each user	Annual
Annual Pretreatment Fee	\$1,000	Each user	Annual
Excess loading surcharge BOD	\$0.192	Per pound	
Excess loading surcharge COD	\$0.128	Per pound	
Excess loading surcharge TSS	\$0.186	Per pound	
Fats, Oil & Grease (FOG) labor	\$45.00	Per hour	

Development Charges	Project Size	Rate	Other
Petition for Inclusion	N/A	\$250.00	Each Property
Petition for Exclusion	N/A	\$500 plus all non-staff costs associated with exclusion	Each Property

Plan Review / Development Review Charges	Project Size	Rate	Other
Residential development	≤ 10 lots	\$50 + \$25/lot	Up to three reviews. Additional review: actual time/costs plus 15%.
	11 through 100 lots	\$300 + \$15/lot (in excess of 100 lots)	
	101 lots and above	\$1,800 + \$10/lot (in excess of 100 lots)	
Commercial	Per acre	\$300	

development			
Commercial buildings			Up to three reviews. Additional review: actual time/costs plus 15%.
Single user/occupant buildings	For lots ≤ 1 acre	\$100/lot	
Single user/occupant buildings	For lots > 1 acre	\$200/lot + \$50/acre	
Multi-user/occupant user	N/A	\$150 + (\$25 x # units)	

Plan Review / Development Review Charges	Rate
Off-site construction:	
Gravity sanitary sewer lines	\$750/mile
Pressure sanitary sewer lines	\$750/mile
Site application for pump stations	\$3,000
Site application for gravity line only	\$2,000

Motion seconded. Motion approved [5-0].

7. The Board reviewed and discussed the setting of the monthly sewer service rates for 2012 information that was presented. The board would like to hold a special meeting in early December to continue this discussion. No action taken.
8. Mr. Piira moved to adopt Resolution to Adopt Budget for Fiscal Year 2012 in the amount of \$10,438,911. Motion seconded. Motion passed unanimously [5-0-0].
9. Mr. Taylor moved to adopt Resolution to Appropriate Sums of Money for Fiscal Year 2012 in the amount of \$10,438,911. Motion seconded. Motion passed unanimously [5-0-0].
10. Mr. Piira moved to authorize the General Manager to amend the Burns and McDonnell Engineering Co., Inc. WWTP Upgrade Project contract (and Scope of Work) to reflect the additional services required to design the effluent pump station and the attendant \$39,995 fee. Motion seconded. Motion passed unanimously [5-0-0].
11. Discussion was held on the upcoming Timberline Road and Mulberry Street line repair project.
12. Mr. Pink moved to reconfirm the Board's prior action of September 20, 2011 related to refunding of System Development Fees requested by Aberdeen Partners, LLC. Motion seconded. Motion passed [3-1-1 Abstention].
13. Financial Information:  
Presented to the board was information on financial status.
  - Cash and Cash Equivalents as of October 31, 2011:
 

\$5,005,879.48	Ending Cash, September 30, 2011
279,075.69	October Receipts
<u>-191,729.97</u>	October Cash Disbursements
<u>\$5,093,225.20</u>	Ending Cash, October 31, 2011

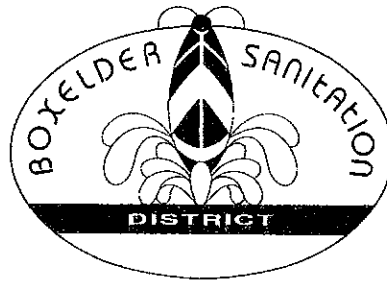
- Details of revenues, including components of cash received monthly, monthly sewer billings and number of sewer accounts, current monthly charges, fee revenues, delinquent billings and delinquency statistics, monthly delinquent letters, hangtags, liens and service disconnections, and projected WDRs 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 October 31, 2011.
  - The unaudited financial statements and related graphs for the nine months ended September 30, 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.
15. Information Transfer:
- WWTP Upgrade Update and Cost-Budget Summary
  - District project update:
    - Operation Projects: Included Lands Map; Collection System I&I Reduction; Poudre River Bank Restoration
    - Development Projects: Timnath Reservoir Lift Station and Force Main; WildWing Development
  - Development Information
- Mr. Siddens and Ms. Mathena were excused from the meeting.
16. New Business -
- There was a brief discussion about the General Manager's 2012 compensation.
17. Mr. Pink moved to adjourn the meeting. Motion seconded. Motion approved unanimously [5-0-0].

Meeting adjourned at 8:35 p.m.

These minutes were approved on the 6th day of December, 2011 by an action of the Board of Directors.

/s/ Scott Taylor  
Chairman of the Board

/s/ Fred E. Walker  
Secretary



## **RESOLUTION TO ADOPT BUDGET**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE BOXELDER SANITATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2012 AND ENDING ON THE LAST DAY OF DECEMBER, 2012.

WHEREAS, the Board of Directors of the Boxelder Sanitation District has appointed Steve Pink Treasurer of the Board of Directors to prepare and submit a proposed budget to said governing body at the proper time, and

WHEREAS, Steve Pink, Treasurer of the Board of Directors, submitted a proposed budget to this governing body on October 14, 2011 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 20, 2011, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BOXELDER SANITATION DISTRICT, COLORADO:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$10,438,911
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Section 2: That estimated revenues for each fund are as follows:

<u>General Fund</u> From Unappropriated surpluses	\$ 5,005,879
From Sources other than general property tax	\$10,477,660
From the general property tax levy	<u>\$ -0-</u>

Total General Fund	<u>\$15,483,539</u>
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Section 3: That the budget as submitted, amended and herein above summarized by fund, be, and the same hereby is, approved and adopted as the budget of the Boxelder Sanitation District for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President of the Board of Directors and the Secretary and made a part of the public records of the District.

ADOPTED, this 17th day of November, A.D., 2011

/s/ Scott Taylor  
President of the Boxelder Sanitation District Board of Directors

/s/ Fred E. Walker  
Secretary of the Boxelder Sanitation District

**RESOLUTION TO APPROPRIATE SUMS OF MONEY FOR FISCAL YEAR 2012**

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE BOXELDER SANITATION DISTRICT, COLORADO, FOR THE 2012 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on November 17, 2011, and;

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BOXELDER SANITATION DISTRICT, COLORADO;

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated;

General Enterprise Fund	<u>\$10,438,911.00</u>
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ADOPTED THIS 17<sup>TH</sup> DAY OF NOVEMBER, A.D. 2011

/s/ Scott Taylor  
Chairman of the Boxelder Sanitation District Board of Directors

/s/ Fred E. Walker  
Secretary to the Boxelder Sanitation District