



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

December 29, 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. Dennis Gatlin 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. 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
Mr. Randy Siddens, District Engineer

Public Present: Mr. Mike Butler, Moltz Construction, Inc. 9:26 – 9:53 a.m.

Director Absent: Mr. Scott Taylor, Chairman

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

2. Public comment: None
3. Mr. Pink moved to accept the agenda as presented. Motion seconded. Motion passed unanimously [4-0-0].
4. Mr. Woelfle moved to approve the minutes of the December 6, 2011 special meeting with one small correction. Motion seconded. Minutes approved [4-0-0].

Mr. Butler joined the meeting and discussed the project. Mr. Butler left the meeting prior to any action motion being made.

5. Mr. Woelfle moved to select Moltz Construction Inc. as the general contractor for the District Wastewater Plant Upgrade project, conditional upon finalization of the contract agreement, the terms of which were provided in the Request for Proposal,

and subject to general manager's feedback after contacting Glenwood Springs Regional Wastewater Treatment Facility project owner representative to inquire if there were any major conflicts/or concerns with Moltz Construction, Inc. who is the contractor of their soon to be completed Glenwood Springs Regional Wastewater Treatment Facility project. Motion seconded. Motion passed unanimously [4-0-0].

6. Mr. Woelfle moved to authorize the Chairman of the Board to sign the contracts with Moltz Construction, Inc. once agreement has been reached on its terms. Motion seconded. Motion passed unanimously [4-0-0].
7. Mr. Pink moved to approve the construction of an access road within the Willis easement from County Road 5 to the Prospect Interceptor at the center of Section 22 of T7N, Range 68W; and the cost of construction shall not exceed \$25,000. Motion seconded. Motion tabled to the January 2012 board meeting prior to any vote on the question.
8. Directors were reminded that if gifts, honoraria or other benefits with a value of \$53.00 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.
9. Financial Information:
Presented to the board was information on financial status.
 - Cash and Cash Equivalents as of November 30, 2011:
\$5,093,225.20 Ending Cash, October 31, 2011
395,824.84 November Receipts
-146,060.95 November Cash Disbursements
\$5,342,989.09 Ending Cash, November 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 November 30, 2011.
 - The unaudited financial statements and related graphs for the ten months ended October 31, 2011 were presented. Total net assets (graph), total current assets (graph), and financial ratios were presented (chart and graphs).
10. Operations: Information on the treatment plant, industrial pretreatment program, wastewater collection system, and administration operations for the preceding month were presented.
11. 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

- Article of Interest: "Amendment 41 and Municipal Officials and Employees," Colorado Municipal League, *Knowledge now*, Amendment 41, December 2011, Allen, Rachel.

12. Mr. Piira moved to adjourn the meeting. Motion seconded. Motion approved unanimously [4-0-0].

Meeting adjourned at 12:24 p.m.

These minutes were approved on the 19th day of January, 2012 by an action of the Board of Directors.

/s/ Stephen Pink
Treasurer of the Board

/s/ Fred E. Walker
Secretary