

**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday 9:00 a.m.

December 15, 2016

Called to order at 9:03 a.m.

The meeting of the Boxelder Sanitation District Board of Directors was held at the Boxelder Sanitation District administration office located at 3201 E. Mulberry, Unit Q, Fort Collins, CO 80524. Mr. Dennis Gatlin acting as the Chair, with Ms. Karen Reynolds, acting as the 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, Chair  
Mr. Andy Chismar, Vice Chair  
Mr. Ray Piira, Treasurer  
Mr. John Giuliano  
Mr. Bob Deitrick

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board  
Ms. Sue Lowe, Administrative Coordinator  
Mr. Dave Lewis, Chief ORC  
Mr. Noah Allison, Ops & Maint. Mgr.

District Counsel: Mr. Rick Zier

Public Present: Ms. Molly Janzen, Pinnacle Consulting 9:08 – 10:17  
Mr. Brian Zick, Farnsworth Group  
Mr. Steve Frank, Ms. Dian Frank, SDF Communications, Inc.

The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.

2. Mr. Chismar moved to accept the agenda as presented. Motion seconded. Motion approved [5-0].
3. Mr. Chismar moved to approve the minutes of the November 17, 2016 meeting as presented. Motion seconded. Minutes approved [5-0].
4. Mr. Chismar moved to adopt implementing the Commercial Administrative Fee at \$25.00 per month, increasing the Standby Wastewater Discharge Right to \$5.40 per month effective January 1, 2017, and adopt the fiscal year 2017 Proposed Rate Scenarios – Full Amount included of Annual Capital Improvement Program -- for the monthly base rate and consumption surcharge shown below effective March 1, 2017.

Tap Size	Monthly Base Rate	Monthly Usage Charge per 1000 gallons
Residential (per unit, all tap sizes)	\$55.00	\$3.00
Commercial 5/8"	\$55.00	\$3.00
Commercial 3/4"	\$83.00	\$3.00
Commercial 1"	\$138.00	\$3.00
Commercial 1-1/2"	\$275.00	\$3.00
Commercial 2"	\$440.00	\$3.00
Commercial 3"	\$880.00	\$3.00

Motion seconded. Motion approved unanimously [5-0].

- Mr. Piira moved to increase the individual system development charge to \$12,000 with a proportionate increase to all larger taps as shown below, effective January 1, 2017.

Description	Water Meter Size	2017 Rate
Residential Service	Per Unit	\$12,000
Commercial Service	5/8"	\$12,000
	1"	\$30,000
	1.5"	\$60,000
	2"	\$96,000
	3"	\$180,000

Motion seconded. Motion approved unanimously [5-0].

- Mr. Piira moved to adopt Resolution 2016-12-15-01 "Adopt Budget for Calendar Year 2017" and authorize the Chair and Secretary to sign. Motion seconded. Motion passed [5-0].
- Mr. Chismar moved to adopt Resolution 2016-12-15-02 "Appropriate Sums of Money for Budget Year 2017" and authorize the Chair and Secretary to sign. Motion seconded. Motion approved [5-0].
- Discussion was held about implementation of the Strategic Plan. The Board recommended the Mission and Vision Statements and a tracking timeline be posted in the office and board room.
- Presented to the board was information on the District's contract status and disbursements for November.
- Operations updates were presented. Mr. Zick presented an update of the progress of the Master Plan and active District projects.
- The January board meeting was rescheduled for January 17, 2016 at 9:00 a.m.

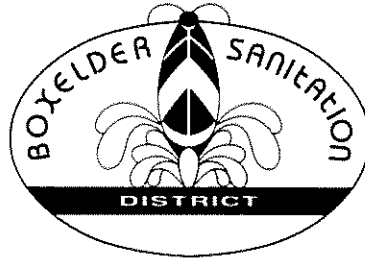
12. Mr. Piira moved to adjourn the meeting. Motion seconded. Motion approved [5-0].

Meeting adjourned at 11:19 a.m.

These minutes were approved on the 17<sup>th</sup> day of January 2017, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board



## RESOLUTION 2016-12-15-01

### **ADOPT BUDGET FOR CALENDAR YEAR 2017**

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, 2017 AND ENDING ON THE LAST DAY OF DECEMBER, 2017.

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

WHEREAS, the Treasurer of the Board of Directors, submitted a proposed budget to this governing body by October 15, 2016 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, 2016, 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	\$ 9,367,701
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Section 2: That estimated revenues for each fund are as follows:

<u>General Fund</u> From Unappropriated surpluses	\$ 7,795,294
From Sources other than general property tax	\$ 6,249,079
From the general property tax levy	<u>\$ -0-</u>

Total General Fund	<u>\$14,044,373</u>
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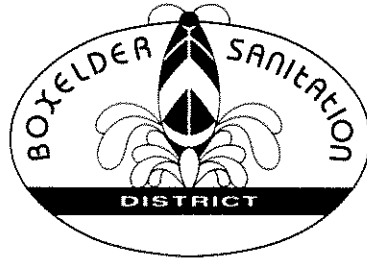
Section 3: That the budget as submitted, amended and herein above summarized by fund, be, and the same hereby is, approved and adopted as the budget of the Boxelder Sanitation District for the year stated above.

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

ADOPTED, this 15th day of December, A.D., 2016

/s/ Dennis Gatlin  
Chair of the Boxelder Sanitation District Board of Directors

/s/ Karen L. Reynolds  
Secretary of the Boxelder Sanitation District



**RESOLUTION 2016-12-15-02**

**APPROPRIATE SUMS OF MONEY FOR BUDGET YEAR 2017**

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 2017 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on December 15, 2016, 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>\$9,367,701</u>
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ADOPTED THIS 15<sup>TH</sup> DAY OF DECEMBER, A.D. 2016

/s/ Dennis Gatlin  
Chair of the Boxelder Sanitation District Board of Directors

/s/ Karen L. Reynolds  
Secretary to the Boxelder Sanitation District