



Boxelder Sanitation District

SPECIAL MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:00 a.m.

May 24, 2023

Called to order at 9:18 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 Mr. Brian Zick, 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, in at 11:05 a.m.

Mr. John Giuliano

Mr. Nick Armstrong

Directors Absent: Mr. Mike Lowry

Staff Present: Mr. Brian Zick, District Manager and Secretary to the Board

Ms. Bobbi Munn, Admin. Coordinator

Ms. Colleen Cova, Finance Manager

Ms. Joy Davis, HR Manager

Mr. Noah Allison, Operation Manager

Ms. Andria Hansen, out at 10:53 a.m.

Mr. Dan Richardson

District Counsel: Mr. Rick Zier, in at 9:30 a.m.

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Armstrong moved to adopt the agenda as presented. Motion seconded. Motion passed on roll call [3-0].
4. Mr. Giuliano nominated Mr. Gatlin to serve as Chair, Mr. Chismar to serve as Vice-Chair and Mr. Giuliano to serve as the Treasurer. Mr. Armstrong made a motion to vote the current slate of candidates to maintain their office positions. Motion seconded. Motions passed on roll call [3-0].
5. Mr. Armstrong moved to appoint Mr. Zick to serve as Secretary until his successor who proceeds him is appointed and is qualified. Motion seconded. Motion passed on roll call [3-0].
6. Public Comment: None.

7. Mr. Armstrong moved to adopt the consent agenda and acknowledge staff Financial Reports, Development Report, and Contract Status. Motion seconded. Motion carried on roll call [3-0].
8. Ms. Davis presented a Human Resources update and entertained questions from the Directors.
9. Mr. Armstrong moved to approve the contract for the Oxidation Ditch Gear Box Replacement Project to Veolia Water Technologies for a not-to-exceed amount of \$274,637.65, and to authorize the Board Chair to sign contract documents. Motion seconded. Motion passed on roll call [3-0].
10. Mr. Zick presented the monthly management report for April, which included updates on the Public Relations, Regulations and Legislation, Capital Projects and Engineering Studies, and Development Projects.

Mr. Chismar joined the meeting at 11:05 a.m.

11. Mr. Giuliano moved to authorize a contract for the Waste Water Treatment Plant waterline replacement and withdrew his motion. Mr. Armstrong moved to authorize the District Manager to select a contractor and enter into a contract prior to the June Board Meeting for the Waste Water Treatment Plant waterline replacement and present a contract for an amount not to exceed \$100,000 at the June Board meeting for retroactive approval. Motion seconded. Motion passed on roll call [4-0]
12. Mr. Armstrong moved to adjourn the meeting following lunch. Motion seconded. Motion passed on roll call [4-0].

Meeting adjourned at 12:41 p.m.

These minutes were approved on the 15th day of June, 2023, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board