



# Boxelder Sanitation District

## SPECIAL MEETING of the BOARD OF DIRECTORS

### MINUTES

Thursday, 9:00 a.m.

March 23, 2023

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#### Called to order at 9:05 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

Mr. Mike Lowry

Mr. Nick Armstrong, In at 9:10 a.m.

Mr. John Giuliano

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

District Counsel: Mr. Rick Zier

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Chismar moved to adopt the agenda as presented. Motion seconded. Motion passed on roll call [4-0].
4. Public Comment: None.
5. Mr. Chismar moved to adopt the consent agenda. Mr. Chismar withdrew previous motion and moved to adopt the consent agenda and acknowledge staff Financial Reports, Development Report, and Contract Status. Motion seconded. Motion carried on roll call [4-0].
6. Mr. Zick presented a draft of the Policy for Procurement and Purchasing. Discussion was held and suggestions for changes were given to Mr. Zick. An updated version will be presented to the Board of Directors at a future date.
7. Mr. Zick presented updated information about District service providers and consultants that are both renewable and on-going budgeted operations.

8. Mr. Chismar moved to approve to enter into a contract for the Transmissive Acoustics Assessments and Manhole Inspections with RH Borden for, and not to exceed, the amount of \$109,065, and to authorize the Board Chair to sign contract documents. Motion seconded. Motion passed on roll call [5-0].
9. Mr. Zick presented the monthly management report for February, which included updates on the Finance Department, Human Resources, Public Relations, Contracts, Regulations and Legislation, Capital Projects and Engineering Studies, Pretreatment and Development Projects.
10. Mr. Armstrong moved to adjourn the meeting following lunch. Motion seconded. Motion passed on roll call [5-0].

Meeting adjourned at 12:32 p.m.

These minutes were approved on the 27<sup>th</sup> day of April, 2023, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board