



Boxelder Sanitation District

REGULAR MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:00 a.m.

June 15, 2023

Called to order at 9:07 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. John Giuliano
Mr. Nick Armstrong
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
Ms. Abby Irvine, Haynie & Company, out at 9:35 a.m.

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 [5-0].
4. Public Comment: None.
5. 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 [5-0].
6. Ms. Irvine from Haynie and Company presented the 2022 Audit and Annual Financial Statements and Independent Auditor's Report for December 31, 2022 and 2021 and entertained questions from the directors.
7. Mr. Armstrong moved to accept the 2022 Audit as presented. Motion seconded. Motion passed on roll call [5-0].

8. Mr. Zick presented the draft Policy for Procurement and Purchasing. The Directors recommended to increase the purchase amounts on the Authorization Table to a percentage of the State Statutes.
9. Mr. Armstrong moved to approve the Policy for Procurement and Purchasing subject to final adjustment by the District Manager and District Legal Counsel, and will be presented to the Board of Directors in the Consent Agenda at the next meeting. Motion seconded. Motion passed on roll call [5-0].
10. Mr. Zick presented the Financial Reserve Policy which included suggested modifications to the Policy.
11. Mr. Chismar moved to approve the modifications to the Financial Reserve Policy as presented. Motion seconded. Motion passed on roll call [5-0].
12. Mr. Zick presented the monthly management report for May, which included updates on Community Outreach, Wastewater Treatment Plant, Capital Projects and Engineering Studies and Development Project Updates.
13. Mr. Armstrong moved to adjourn the meeting following lunch. Motion seconded. Motion passed on roll call [5-0].

Meeting adjourned at 12:48 p.m.

These minutes were approved on the 20th day of July, 2023, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board