



# Boxelder Sanitation District

## REGULAR MEETING of the BOARD OF DIRECTORS

### MINUTES

Thursday, 9:00 a.m.

December 21, 2023

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#### Called to order at 9:21 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. Nick Armstrong, out at 10:24 a.m.  
Mr. Mike Lowry  
Directors Absent: Mr. John Giuliano  
Staff Present: Mr. Brian Zick, District Manager and Secretary to the Board  
Ms. Bobbi Munn, Admin. Coordinator, out at 10:14 a.m.  
Ms. Colleen Cova, Finance Manager, out at 10:14 a.m.  
Mr. Noah Allison, Operations Manager, out at 10:14 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. Armstrong moved to adopt the agenda as presented. Motion seconded. Motion passed on roll call [4-0].
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 [4-0].
6. Mr. Zick presented the monthly management report for November, which included updates on Financial Planning, Capital Projects, Wastewater Treatment Plant, and Development Status Update.
7. Mr. Armstrong moved to enter into Executive Session at 10:14 a.m. per §24-6-402(4)(b) C.R.S. conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions and/or §24-6-402(4)(e) C.R.S.,

negotiations, and/or §24-6-402(4)(f) C.R.S. personnel matters. Motion seconded.  
Motion carried on roll call [4-0]. Ms. Munn, Ms. Cova and Mr. Allison left the meeting.

Mr. Armstrong left the meeting at 10:24 a.m.

8. Mr. Lowry moved to end the executive session at 10:36 a.m. Motion seconded. Motion passed on roll call [3-0].
9. Mr. Chismar moved to enter into Executive Session at 10:39 a.m. per §24-6-402(4)(b) C.R.S. conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions and/or §24-6-402(4)(e) C.R.S., negotiations, and/or §24-6-402(4)(f) C.R.S. personnel matters. Motion seconded. Motion carried on roll call [3-0].
10. Mr. Lowry moved to end the Executive session at 11:03 a.m. Motion seconded. Motion passed on roll call [3-0].
11. Mr. Lowry moved to approve a 5% salary increase for Brian Zick, District Manager. Motion seconded. Motion passed on roll call [3-0].
12. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed on roll call [3-0].

Meeting adjourned at 11:08 a.m.

These minutes were approved on the 18<sup>th</sup> day of January, 2024, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board