



# Boxelder Sanitation District

## REGULAR MEETING of the BOARD OF DIRECTORS

### MINUTES

Thursday, 9:00 a.m.

August 17, 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. Nick Armstrong  
Mr. Mike Lowry  
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, in at 9:14 a.m.  
Mr. Noah Allison, Operations Manager, out at 10:30 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 [5-0].
4. Public Comment: None.
5. Mr. Chismar 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. Mr. Armstrong moved to approve the contract for the Maple Hill Sewer Replacement Project to GLH Construction LLC for a not-to-exceed amount for \$1,349,107 contingent upon receiving easements from Anheuser Busch and a crossing permit from WRCC prior to the bid closing period on September 16, 2023, and to authorize the Board Chair to sign contract documents. Motion seconded. Motion carried on roll call [5-0].

7. Mr. Zick presented a review of the District's Investment Policy and updated the Board on the current investment funds with COLOTRUST.
8. Mr. Zick and Mr. Allison presented the results of the completed Acoustic Testing Project.
9. Mr. Zick presented the monthly management report for July, which included updates on HR, Waste Water Treatment Plant Projects, Capital Projects and Engineering Studies, and Development Project Updates.
10. Mr. Armstrong moved to approve an emergency expenditure of up to \$150,000 to pay for the cost of two (2) new gearboxes and staff will bring the final cost back to the board for review and retroactive approval. Motion seconded. Motion passed on roll call [5-0].
11. Mr. Armstrong moved to adjourn the meeting following lunch. Motion seconded. Motion passed on roll call [5-0].

Meeting adjourned at 12:17 p.m.

These minutes were approved on the 19<sup>th</sup> day of October, 2023, by an action of the Board of Directors.

/s/ Andy Chismar  
Vice Chair of the Board

/s/ Brian Zick  
Secretary to the Board