



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday 9:00 a.m.

March 17, 2016

Called to order at 9:06 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 St., Unit Q, Fort Collins, CO 80524. Mr. Dennis Gatlin acting as the Chair, with Ms. Karen Reynolds, 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. Ray Piira, Treasurer
Mr. Bob Deitrick

Directors Absent Mr. Andy Chismar

Staff Present: Ms. Karen Reynolds, General Manager and Secretary to the Board

Ms. Sue Lowe, Administrative Coordinator, out 9:08 – 10:55

Mr. Dave Lewis, Chief ORC, out ~10:45-10:55

District Counsel: Mr. Rick Zier

Roll was called and it was determined that a quorum was present. The pledge of allegiance was said.

2. Mr. Piira moved to go into executive session under C.R.S section 24-6-402 (4)(b) to receive legal advice on specific legal questions, and §24-6-402 (4)(e), negotiations at 9:08 a.m. Motion seconded and passed unanimously [3-0]. Ms. Lowe left the meeting. Executive session ended at 10:55 a.m. Mr. Rick Zier, legal counsel to the Board, provided a signed written statement (attached) that no record or electronic recording of the executive session was kept.
3. Mr. Dietrick moved to amend the agenda to include discussion about reserve funds. Motion seconded. Motion approved [3-0].
4. Mr. Piira moved to approve the minutes of the January 21, 2016 Regular Meeting as presented. Motion seconded. Minutes approved [3-0].
5. Mr. Piira moved to authorize staff to discuss with potential customer about providing temporary service for property out of the service area. Motion seconded. Motion passed [3-0].

6. Mr. Piira moved to appoint John Giuliano to fill the existing vacancy on the board of directors. Motion seconded. Motion approved [3-0].
7. Mr. Deitrick moved to accept the Petitions for Exclusion for Capstone Cottages. Motion seconded. Motion passed [3-0].
8. Discussion was held about how the reserve fund is to be appropriated and tracked.
9. Presented to the board were the unaudited financial statements for the one month ended January 31, 2016 and information on the District's financial status.
 - Cash and Cash Equivalents as of February 29, 2016:
\$9,290,183.83 Ending Cash, January 31, 2016
375,722.33 February Receipts
-590,087.01 February Cash Disbursements
\$9,075,819.15 Ending Cash, February 29, 2016
10. Operation updates were provided.
11. Discussion was held about the treatment of winter average billing in subsequent years to provide for estimated meter readings.
12. Mr. Piira moved to revise the regular board meeting schedule to start all regular meetings at 9:00 a.m.
13. Mr. Deitrick moved to adjourn the meeting. Motion seconded. Motion approved [3-0].

Meeting adjourned at 12:27 p.m.

These minutes were approved on the 21st day of April 2016, by an action of the Board of Directors.

Dennis Gatlin
Chair of the Board

Karen Reynolds
Secretary of the Board