



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday 8:30 a.m.

October 20, 2016

Called to order at 8:42 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 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. Andy Chismar, Vice Chair  
 Mr. Ray Piira, Treasurer  
 Mr. John Giuliano, in at 9:03  
 Mr. Bob Deitrick

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board  
 Ms. Sue Lowe, Administrative Coordinator  
 Mr. Dave Lewis, Chief ORC, in at 8:53

District Counsel: Mr. Rick Zier, in at 8:45

Public Present: Ms. Molly Janzen, Pinnacle Consulting, in 9:37 to 9:47  
 Mr. Brian Zick, Farnsworth Group, in at 8:52

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

2. Mr. Chismar moved to accept the agenda to as presented. Motion seconded. Motion approved [4-0].
3. Mr. Chismar moved to approve the minutes of the September 15, 2016 meeting as presented. Motion seconded. Minutes approved [4-0].
4. Mr. Piira moved to adopt Miscellaneous Rates and Charges effective January 1, 2017 as proposed and amended, and included here:

Permits and Connections	Charge	Other
Set up Charge (when control of discharge point changes)	\$50.00	Residential and Non-Residential Customer
Permanent system disconnection, without a disconnect valve	Contractor	Labor, equipment and materials; plus \$300 administration and inspection
Permanent system disconnection, with installed disconnect valve	Contractor	Labor, equipment and materials; plus \$300 administration and inspection

Miscellaneous Charges	Charge
Returned Payment	\$30 each
Lien Filing	\$60 each
Late fee for charges unpaid by the following bill date	\$5/month
Mileage Reimbursement Rate per IRS standard business rate in effect when mileage driven.	Floating
WDR Extension Fee	\$100 per WDR
WDR Refund Charge	\$100 per WDR

Motion seconded. Motion passed [4-0].

Mr. Giuliano joined the meeting.

5. Mr. Chismar moved to authorize staff to continue negotiations with East Ridge Holdings, LLC, concerning the First Amendment of Agreement Concerning Development of Sanitary Sewer, and for the Chair of the Board of Directors to sign. Motion seconded. Motion approved with Mr. Giuliano abstaining [4-0-1].

Ms. Janzen from Pinnacle Consulting joined the meeting.

6. Mr. Piira moved to approve Resolution 2016-10-20 "A Resolution Authorizing an Increase in Appropriations for 2016 in Accordance with C.R.S. 29-1-111, Contingencies". The original Settlement Agreement authorization for this appropriation is reflected in the minutes of the April 21, 2016 Regular Meeting. Motion seconded. Motion approved [5-0]. Ms. Janzen left the meeting.
7. Mr. Brian Zick of Farnsworth Group presented information about the Master Plan Update and planning for the next phase of improvements to the wastewater plant.
8. A work session was scheduled for November 16, 2016 at 9:00 a.m.
9. Presented to the board was information on the District's contract status and disbursements for September. The Unaudited Financial Statements for September were postponed due to an accounting transition.
10. Operations updates were presented.
11. Discussion was held about recovering cost of operations for lift stations.
12. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion approved [5-0].

Meeting adjourned at 11:39 a.m.

These minutes were approved on the 17<sup>th</sup> day of November 2016, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board