



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Tuesday 9:00 a.m.

January 17, 2017

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, 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, In 10:15 am to 11:33 am
Mr. John Giuliano
Mr. Bob Deitrick

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board
Ms. Sue Lowe, Administrative Coordinator, Out 10:44 to 11:47 am
Mr. Dave Lewis, Chief ORC, Out at 10:44 am
Mr. Noah Allison, Ops & Maint. Mgr., Out 10:44 to 11:47 am

District Counsel: Mr. Rick Zier

Public Present: Mr. Brian Zick, Farnsworth Group, Out at 10:44 am
Mr. Steve Frank, SDF Communications, Inc., Out at 10:44 am

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 as presented. Motion seconded. Motion approved [4-0].
3. Mr. Giuliano moved to approve the minutes of the December 15, 2016 meeting as presented. Motion seconded. Minutes approved [4-0].
4. Mr. Deitrick moved to designate the following as notice posting sites for the board meeting schedule and notice changes: ELCO Office, Sandy's Convenience Store, Poudre Valley Cooperative Assoc., Inc., Larimer County Clerk and Recorder, and Boxelder Sanitation District Office, all in Fort Collins, CO: and Weld County Clerk and Recorder Office in Greeley, CO. Motion seconded. Motion approved [4-0].
5. Mr. Chismar moved to designate Boxelder Sanitation District Office, Fort Collins, CO to be the posting site of the 24-hour agenda. Motion seconded. Motion passed [4-0].

6. Mr. Chismar moved to authorize the purchase of a new truck, total cost not to exceed the 2017 budgeted amount of \$35,000. Motion seconded. Motion approved [4-0].
7. Steve Frank from SDF Communications, Inc. presented recommendations for presentation of the 2017 rate increases to customers and the general public.

Mr. Piira joined the meeting.

8. Mr. Zick presented information about plant investment fees for multi-family units.

Meeting recessed until 10:54 am. Mr. Frank, Mr. Zick, Mr. Allison, Mr. Lewis and Ms. Lowe left the meeting.

9. Mr. Piira moved to go into executive session per CRS Section 24-6-402(4)(f), personnel matters. Ms. Reynolds left the meeting at 11:00 am. Executive session ended at 11:20 am.
10. The board presented to Ms. Karen Reynolds, hereinafter referred to as District Manager, an Amendment to Employment Agreement for 2017 in the amount of \$115,000.

Mr. Piira left the meeting. Ms. Lowe and Mr. Allison rejoined the meeting.

11. Presented to the board was information on the District's contract status and disbursements for December.
12. Operations updates and development status were presented.
13. Ms. Lowe presented information about the District's compliance with the Colorado Payback for unclaimed property.
14. Mr. Deitrick moved to adjourn the meeting. Motion seconded. Motion approved [4-0].

Meeting adjourned at 12:22 pm.

These minutes were approved on the 16th day of February 2017, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Karen Reynolds
Secretary of the Board