



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS  
MINUTES**

Wednesday 9:00 a.m.

June 7, 2017

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 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, out 10:36 – 11:37  
Mr. Ray Piira, Treasurer  
Mr. Bob Deitrick  
Mr. John Giuliano

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board  
Ms. Sue Lowe, Admin. Coordinator, out 11:04-11:29  
Ms. Joy Davis, HR, out at 10:36  
Ms. Barbie Lopez, Accounting Specialist, 11:30-12:17

District Counsel: Mr. Rick Zier

Public Present: Ms. Molly Janzen, Pinnacle Consulting, 10:00-11:04, 11:30-12:17  
Mr. Brian Davies, Farnsworth Group, out at 11:04  
1 District Customer

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

3. Mr. Piira moved to approve the agenda as presented. Motion seconded. Motion approved [5-0].
4. Mr. Chismar moved to approve the minutes of the May 11, 2017 special board meeting. Motion seconded. Motion approved [5-0].
5. Ms. Reynolds presented the management report.

Mr. Chismar and Ms. Davis left the meeting.

6. Ms. Janzen presented the financial statements ending April 30, 2017.

7. Mr. Piira moved to change the July 20, 2017 regular board meeting to Tuesday, July 18th at 9:00 a.m. Motion seconded. Motion approved (4-0).
8. A budget work session was scheduled for Thursday, August 10, 2017 at 9:00 am.
9. Discussion was held about obtaining fill material for decommissioning Lagoons A&B.
10. Ms. Reynolds presented information about district attendance at a Clydesdale Park Subdivision HOA function.
11. Mr. Deitrick moved to go into executive session at 11:11 am per CRS §24-6-402(4)(b) for the purpose of receiving legal advice on specific legal questions. Motion seconded and passed [4-0]. Mr. Davies, Ms. Janzen and Ms. Lowe left the meeting. Executive session ended at 11:29 a.m. Mr. Rick Zier, legal counsel to the Board, provided a signed written statement that no record or electronic recording of the executive session was kept.

Ms. Lopez and Ms. Janzen joined the meeting.

12. Discussion was held about billing practices and winter average calculations. Mr. Chismar rejoined the meeting during this discussion.
13. Mr. Piira moved to adjourn the meeting. Motion seconded. Motion approved [5-0].

Meeting adjourned at 12:17 p.m.

These minutes were approved on the 18<sup>th</sup> day of July 2017, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board