



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Tuesday 9:00 a.m.

July 18, 2017

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Called to order at 9:02 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. Bob Deitrick  
Mr. John Giuliano

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board  
Ms. Sue Lowe, Admin. Coordinator  
Ms. Teri Jesser, Operations Admin.  
Ms. Joy Davis, HR, 9:25-10:00  
Ms. Bethany Scott, receptionist, 9:25-9:35  
Ms. Brenda Price, Development Specialist, 10:45-11:12

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. Chismar moved to approve the agenda as presented. Motion seconded. Motion approved [5-0].
4. Mr. Dietrick moved to approve the minutes of the June 7, 2017 special board meeting. Motion seconded. Motion approved [5-0].
5. Ms. Reynolds presented the management report and financial statements ending May 31 and June 30, 2017.
6. Mr. Piira moved to set all permanent easements for sanitary sewer service at a minimum of 30 feet wide. Motion seconded. Motion approved [5-0]. Following the motion there was discussion about developing a procedure for application and granting of a variance for permanent easements.

7. Ms. Davis introduced new employees Bethany Scott and Teri Jesser, and updated the board on staffing changes.

Ms. Price joined the meeting.

8. Mr. Chismar moved to accept the petition for inclusion for the Country Club Reserve parcel. Motion seconded. Motion passed [5-0].
9. Discussion was held about service to overlapping metro districts.
10. Information was presented about registration for the Special District Association and RMWEA conferences in September.
11. Mr. Chismar moved to adjourn the meeting following lunch. Motion seconded. Motion approved [5-0].

Meeting adjourned at 12:45 p.m.

These minutes were approved on the 17<sup>th</sup> day of August 2017, by an action of the Board of Directors.

/s/Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board