



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday 9:00 a.m.

August 25, 2016

Called to order at 9:08 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 and 32-1-1006(1)(h) C.R.S..

1. Roll Call:

Directors Present: Mr. Dennis Gatlin, Chair
Mr. Andy Chismar, Vice Chair
Mr. Ray Piira, Treasurer
Mr. John Giuliano
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
Mr. Noah Allison, Operations & Maint. Mgr.

District Counsel: Mr. Rick Zier

Public: Ms. Molly Janzen, Pinnacle Consulting
Ms. Nona Woelfle, Ms. Sandra Kidd, Ms. Debra Jones (in 12:30 pm).

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

2. Mr. Piira moved to amend the agenda to consider monthly sewer rates and system development charges after the presentation of the financial information. Motion seconded. Motion approved [5-0].
3. Mr. Piira moved to accept the minutes of the July 21, 2016 regular meeting as presented. Motion seconded. Motion approved [5-0].
4. Mr. Chismar moved to go into executive session at 9:12 a.m. under C.R.S section 24-6-402(4)(b) for the purpose of receiving legal advice on specific legal questions. Motion seconded and passed [5-0]. Staff and Ms. Janzen were asked to remain in the executive session. Executive session ended at 9:34 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. Mr. Zier attested that in his opinion the entire discussion in the executive session constituted privileged attorney-client communication.
5. Mr. Lewis presented information about plant operations.
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6. Ms. Jansen presented information about the proposed 2016 budget amendment and 2017 Preliminary Budget.
7. Mr. Chismar moved to adopt the Resolution of Appreciation for former Director Gordon Woelfle. Motion seconded. Motion approved unanimously [5-0].
8. Strategic planning discussed. A work session was tentatively scheduled for September 12, 2016 at 9:00 a.m.
9. Presented to the board were the unaudited financial statements for the seven months ended July 31, 2016 and information on the District's financial status.
 - Cash and Cash Equivalents as of July 31, 2016:

\$8,373,419.69	Ending Cash, June 30, 2016
376,762.88	July Receipts
<u>-420,027.06</u>	July Cash Disbursements
<u>\$8,330,155.51</u>	Ending Cash, July 31, 2016
10. Mr. Chismar moved to table the monthly sewer rate discussion and possible action to the regular meeting October 20, 2016. Motion seconded. Motion approved [5-0].
11. Mr. Giuliano moved to table the System Development Charge discussion and possible action to the regular meeting October 20, 2016. Motion seconded. Motion failed with Mr. Giuliano abstaining. [2-2-1].
12. Mr. Piira moved to increase the System Development Charge to \$12,000 with proportionate increase to all larger taps effective immediately. Motion failed for lack of a second.
13. Mr. Dietrick moved to table consideration of System Development Charges to the regular meeting October 20, 2016. Motion seconded. Motion passed with Mr. Piira and Mr. Giuliano abstaining [3-0-2]
14. Operations updates were presented.

Ms. Woelfle, Ms. Kidd and Ms. Jones joined the meeting.

15. Mr. Gatlin presented the Resolution of Appreciation for Gordon Woelfle to Nona Woelfle and family.
16. Mr. Piira moved to adjourn the meeting. Motion seconded. Motion approved [5-0].

Meeting adjourned at 12:38 p.m.

These minutes were approved on the 15th day of September 2016, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Karen Reynolds
Secretary of the Board

TO: Board of Directors of Boxelder Sanitation District
FROM: Rick Zier, District Counsel
RE: Executive Session of the Board

I attest that: Pursuant to CRS 24-6-402(2)(d.5)(II)(B), no record of the executive session (including electronic recording or otherwise) held on August 25, 2016 at 9:12 a.m. was kept. The executive session was for the purpose of conferring with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions. (CRS 24-6-402(4)(b)). In my opinion the entire discussion constituted privileged attorney-client communication.

SIGNATURE: /s/ Richard F. Zier

DATE: 8/25/16