

**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday 9:00 a.m.

September 15, 2016

Called to order at 9:03 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  
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

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 [5-0].
3. Mr. Piira moved to approve the minutes as presented. Motion seconded. Minutes approved [5-0].
4. Mr. Piira moved to approved Resolution 2016-09-15 "Policy and Procedure Updates". Motion seconded. Motion approved [5-0].
5. Discussion was held about the East Ridge Off-Site collector line project.
6. Status of the work on the 2017 Budget was presented. A budget work session was tentatively scheduled for October 14, 2016 at 9:00 am.
7. Strategic planning discussed. A work session was tentatively scheduled for October 4, 2016 at 9:00 a.m. followed by a staff and board subcommittee meeting October 5<sup>th</sup>.

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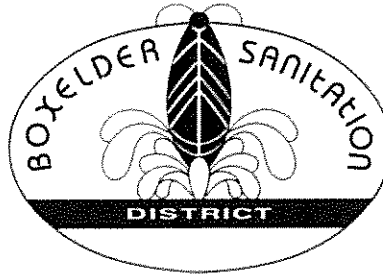
8. Progress on the flow data component for setting of Rates and Fees was presented.
9. Discussion was held concerning the upgrades to the Timnath Reservoir Lift Station.
10. Presented to the board were the unaudited financial statements for the eight months ended August 31, 2016 and information on the District's financial status.
11. Operations updates were presented.
12. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion approved [5-0].

Meeting adjourned at 11:17 a.m.

These minutes were approved on the 20<sup>th</sup> day of October 2016, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board



## **RESOLUTION NO. 2016-09-15**

### **Policy and Procedure Updates**

**WHEREAS**, Boxelder Sanitation District is a duly constituted Colorado Special District with its principal office located at 3201 E. Mulberry #Q, Fort Collins, Colorado (the "District"); and

**WHEREAS**, the District is governed by a duly elected Board of Directors (the "Board") which is statutorily empowered to act on behalf of the District; and

**WHEREAS**, the Board deems it to be in the best interest of its customers, employees and officers to amend, update or restate its policies and procedures on a timely basis, be it

**RESOLVED**, that the District Manager and staff shall have the authority to update policies and procedures including but not limited to day-to-day operating procedures, personnel matters, handling of District fees and funds as need arises. All fee changes will be reported to the board in a timely manner.

**THIS RESOLUTION** having been considered by a quorum of the District Board, and approved by a majority of the Directors present, is here hereby adopted this 15th day of September, 2016.

**DATED AND ADOPTED** this 15th day of September 2016.

Board of Directors of Boxelder Sanitation District

By /s/ Dennis Gatlin  
Chair

Attested and certified:

By /s/ Karen Reynolds  
Secretary