



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday 5:30 p.m.

September 21, 2017

Called to order at 5:30 p.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  
Director Absent: Mr. John Giuliano  
Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board  
Ms. Sue Lowe, Admin. Coordinator  
Mr. Noah Allison, Operations Mgr  
Ms. Devon McCarty, Finance Mgr  
District Counsel: Mr. Rick Zier  
Public Present: Mr. Bill Swalling, 2 district customers

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 amended moving item 9, executive session, if needed, to the end of the meeting, and new business before old business. Motion seconded. Motion approved [4-0].
4. The board responded to public comment and questions about the cost of sewer service from the District.

District customers left the meeting.

5. Mr. Bill Swalling, Waters' Edge West, LLC, presented a request for an extension of the letter agreement for the Richard's Lake development.

Mr. Swalling left the meeting.

6. Mr. Piira moved to approve the minutes of the August 18, 2017 regular board meeting. Motion seconded. Motion approved [4-0].
7. Ms. McCarty presented financial information for July and August.
8. Ms. Reynolds presented the management report.
9. Mr. Deitrick moved to accept the Petition for Inclusion for 3721 ½ Main Street, Timnath and approved the inclusion of the parcel into the District. Motion seconded. Motion passed [4-0].
10. The Board received a copy of the revised Rules and Regulations in advance of this meeting. Mr. Chismar moved to acknowledge and approve the revised Rules and Regulations first reading and to move to second reading at the October board meeting. Motion seconded. Motion approved [4-0].
11. Information was presented about the 2018 Special District Election and the 2017 legislative changes to director compensation.
12. Information was presented about District email policy and 2017 legislation related to requests for digitally stored records. It was the consensus of the board that emails related to district business should not be deleted.
13. Mr. Piira moved to proceed with the purchase of the 900-ECO Truck Mounted Combination Sewer Cleaner mounted on a Freightliner 114SD Chassis for the amount of \$410,751 as a cash purchase. Motion seconded. Motion passed [3-1].
14. The updated proposed 2018 budget was reviewed.
15. Discussion was held about expiring development agreements.
16. The board rescheduled the regular meeting on Thursday, October 19, 2017 to Tuesday, October 24, 2017 at 9:00 a.m.
17. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion approved [4-0].

Meeting adjourned at 8:43 p.m.

These minutes were approved on the 24<sup>th</sup> day of October 2017, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board