



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Tuesday 9:00 a.m.

November 7, 2017

Called to order at 9:01 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. Bob Deitrick  
Mr. John Giuliano

Director Absent: Mr. Ray Piira, Treasurer

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board

Ms. Sue Lowe, Admin. Coordinator

Mr. Noah Allison, Operations Mgr

Mr. Dave Lewis, WWTP Mgr

Ms. Devon McCarty, Finance Mgr

Ms. Joy Davis, HR

Ms. Teri Jesser, Ops admin

Mr. Brian Zick, District Engineer

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 [4-0].
4. Mr. Chismar moved to approve the minutes of the October 24, 2017 special board meeting as amended. Motion seconded. Motion approved [4-0].
5. Mr. Chismar moved to approve the lowest bid of Giuliano & Father Construction, Inc. as the contractor for the supply and hauling of fill dirt for the WWTP Expansion project for an amount not to exceed \$207,200. Motion seconded. Motion passed [3-0-1] with Mr. Giuliano abstaining.

6. Ms. Reynolds advised the board that Mr. Brian Zick has been hired as District Engineer.
7. Mr. Zick reported on the October 18, 2017 Pre-Qualification Review of the Wastewater Treatment Plant Expansion meeting with District staff, CDPHE, Colorado Water Resources and Power Development Authority and the Department of Local Affairs.
8. Mr. Chismar moved to authorize staff to submit the Request for Proposal for Design Engineer for the WWTP Expansion Project. Motion seconded. Motion passed [4-0].
9. Discussion was held about updating the 2010 Board goals, values and planning objectives adopted for the previous plant expansion project.
10. The board meeting schedule for 2018 was discussed. No changed was proposed at this time.
11. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [4-0].

Meeting adjourned at 10:05 a.m.

These minutes were approved on the 7<sup>th</sup> day of December 2017, by an action of the Board of Directors.

/s/ Dennis Gallin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board