



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday 9:00 a.m.

December 7, 2017

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 – in at 9:24 am

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 specialist
Ms. Teri Jesser, Ops admin.
Mr. Brian Zick, District Engineer

District Counsel: Mr. Rick Zier
7 members of the public

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Piira moved to amend the agenda to move item 11A, Adopt 2018 Sewer Service Rates before presentation of number 7A, Financial Reports. Motion seconded. Motion approved [4-0].
4. Mr. Chismar moved to approve the minutes of the November 7, 2017 special board meeting as presented. Motion seconded. Motion approved [4-0].
5. Ms. Reynolds presented information and staff recommendations for monthly sewer service rates to be effective March 1, 2018. The Board entertained questions and comments from the public attendees. Mr. Giuliano joined the meeting during this

discussion. Mr. Piira moved to adopt the current monthly sewer service rates to be effective March 1, 2018. Motion seconded. Motion passed unanimously [5-0].

6. Ms. McCarty presented financial information for October and November.
7. Ms. Reynolds, Mr. Allison and Mr. Zick presented the management report.
8. Mr. Chismar moved to table the discussion about the Mobile Home Park policy until the January 2018 meeting. Motion seconded. Motion passed. [5-0]
9. Mr. Chismar moved to increase Paid Time Off for employees to earn monthly for an annual total of 12 days for full time employees. Motion seconded. Motion passed [4-0-1] with Mr. Giuliano abstaining.
10. The Board scheduled a Work Session about the plant expansion project for Tuesday, January 23, 2017.
11. An update about the District email policy was presented.
12. Mr. Giuliano moved to adopt the 2018 Budget as presented. Motion seconded. Motion approved [5-0].
13. Mr. Giuliano moved to authorize the Board Chair to sign Resolution 2017-12-07-01 "Adopt Budget for Calendar Year 2018". Motion seconded. Motion passed [5-0].
14. Mr. Chismar moved to authorize the Board Chair to sign Resolution 2017-12-07-02 "Appropriate Sums of Money for Budget Year 2018". Motion seconded. Motion passed [5-0].
15. Mr. Giuliano moved to authorize staff to issue the RFP submittal for the 2018 Lining Project Contractor(s). Motion seconded. Motion approved [5-0].
16. Mr. Deitrick moved to adjourn the meeting following lunch. Motion seconded. Motion passed [5-0].

Meeting adjourned at 12:58 p.m.

These minutes were approved on the 18th day of January 2018, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Karen Reynolds
Secretary of the Board