



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday 9:00 a.m.

February 15, 2018

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

Directors 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. Joy Davis, HR Specialist, out at 10:30
Ms. Teri Jesser, Ops admin.
Mr. Brian Zick, District Engineer

District Counsel: Mr. Rick Zier

Public Present: Mr. Bill Swalling, Mr. Joe Knopinski, Waters' Edge Investments

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Chismar moved to amend the agenda to add item 10-I, Sewer System Agreements for the Ridge @ Harmony Road. Motion seconded. Motion passed [4-0].
4. Mr. Chismar moved to approve the minutes of the January 18, 2018 regular board meeting as presented. Motion seconded. Motion approved [4-0].
5. Mr. Knopinski and Mr. Swalling requested the Board consider options for the expiring prepaid taps for the Waters' Edge West development.

Mr. Knopinski and Mr. Swalling left the meeting.

6. Ms. Reynolds presented financial statements for November and disbursement reports for December and January.
7. Ms. Reynolds, Mr. Allison, Mr. Lewis and Mr. Zick presented the management report and the monthly update for Goal 4 of Strategic Planning.
8. Mr. Chismar moved to authorize the purchase one new SUV not to exceed the budgeted amount of \$40,000. Motion seconded. Motion passed [3-1].
9. Mr. Chismar moved to authorize the District Manager to transfer funds as needed from First National Bank savings to ColoTrust until the Investment Policy and Procedure revision is presented at the July 19, 2018 board meeting, and maintain 60 days operating expense reserve in savings. Motion seconded and approved. [4-0]
10. Mr. Chismar moved to require a second signature on disbursements of \$20,000 or higher, replacing the current level of \$15,000. Motion seconded. Motion passed [4-0].
11. Mr. Giuliano moved to approve entering into a contract for the 2018 Cured-In-Place Sanitary Sewer Rehabilitation Project, based on staff review of bidders and recommendation, and provided the contract amount falls within the budget for this project established at \$2,680,807, and authorize the Board Chair to sign contract documents. Motion seconded. Motion approved. [4-0]
12. The Board scheduled a Special Meeting for March 9, 2018 at 9:00 a.m. primarily as a planning work session for the WWTP expansion project.
13. Mr. Chismar moved to authorize the Chair to sign the Amendment to the 2014 Sewer System Agreement and the Sewer System Agreement for Lift Station #2 with HR Exchange, LLC, after review by legal counsel. Motion seconded. Motion passed [4-0].

Meeting recessed from 11:51-12:10. Mr. Allison, Mr. Lewis, Ms. Jesser and Mr. Zick left the meeting.

3. Mr. Chismar moved to go into executive session at 12:13 p.m. per Section 24-6-402(4)(b) C.R.S., for the purpose of receiving legal advice on specific legal questions. Motion seconded. Motion passed [4-0]. Ms. Reynolds and Ms. Lowe were asked to remain. Mr. Chismar moved to end the executive session at 1:10 p.m. Mr. Rick Zier, legal counsel to the Board, provided a signed written statement that no record or electronic recording of the executive session was kept.
4. Mr. Chismar moved that the Board schedule a Special Meeting to be held February 26, 2018 at 9:00 a.m. Motion seconded. Motion approved [4-0].
5. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [4-0].

Meeting adjourned at 1:13 p.m.

These minutes were approved on the 26th day of February 2018, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Karen Reynolds
Secretary of the Board