



**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday 9:00 a.m.

April 19, 2018

Called to order at 9:07 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, arrived at 9:41

Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board  
Mr. Noah Allison, Operations manager  
Mr. Dave Lewis, Wastewater manager, out at 10:45  
Ms. Devon McCarty, Finance Mgr  
Ms. Joy Davis, HR Specialist, out at 10:20  
Ms. Teri Jesser, Ops Admin  
Mr. Brian Zick, District Engineer

District Counsel: Mr. Rick Zier  
Public: one member

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Deitrick moved to amend the agenda to move the Executive Session to the last item and add item 10-D, New Plant Discussion. Motion seconded. Motion passed [4-0].
4. Mr. Piira moved to approve the minutes of the March 15, 2018 regular board meeting as presented. Motion seconded. Motion approved [4-0].
5. Ms. McCarty presented the Financial Reports.

6. Ms. Reynolds, Mr. Allison, Mr. Lewis and Mr. Zick presented the Management Report including the new development projects and the strategic planning progress report for April. Mr. Giuliano joined the meeting during the management report.
7. The board scheduled a work session for June 18<sup>th</sup>, 2018 at 9 am to discuss long range planning.
8. The board requested staff to email all board members the revised statute for the "Qualifying Board Meetings for Director Compensation".
9. Mr. Chismar moved to remove the "Claims Policy for SS Backup" from the policy list. Motion seconded. Motion approved [5-0].
10. Mr. Piira moved to remove the "Conflict of Interest" policy from the policy list. Motion seconded. Motion approved [5-0].
11. Mr. Chismar moved to table the policy update for "Responding to Open Records Requests (CORA)". Motion seconded. Motion approved [5-0].
12. Mr. Chismar moved to table the policy update for "Hunting on District Property". Motion seconded. Motion approved [5-0].
13. Mr. Piira moved to approve the updated active policy for "Served Properties Not Included in the District". Motion seconded. Motion approved [5-0].
14. Ms. Reynolds presented the revenue allocation pie charts as per board request.
15. Mr. Zick presented information regarding financial reserve planning.

Meeting recessed from 12:15pm to 12:28pm. Mr. Lewis, Mr. Allison, Ms. McCarty, Ms. Jesser, Mr. Zick and the member from the public left the meeting.

16. Mr. Chismar moved to go into executive at 12:28pm per §24-6-402(4)(b) and §24-6-402(4)(f) C.R.S., conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions, and personnel issues. Motion seconded. Motion approved [5-0]. Executive session ended at 1:52pm.
17. Mr. Piira moved to adopt Resolution 2018-04-19 "Ratifying Prior Board Actions". Motion seconded. Motion passed with one abstention [4-0-1].

Meeting adjourned at 1:59 p.m.

These minutes were approved on the 14<sup>th</sup> day of May 2018, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Karen Reynolds  
Secretary of the Board