



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Monday 9:00 a.m.

May 14, 2018

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. Ray Piira, Treasurer
Mr. Bob Deitrick
Mr. John Giuliano
Director Absent: Mr. Andy Chismar, Vice Chair
Staff Present: Ms. Karen Reynolds, District Manager and Secretary to the Board
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations manager
Mr. Dave Lewis, Wastewater manager
Ms. Devon McCarty, Finance Mgr
Ms. Joy Davis, HR Mgr
Ms. Teri Jesser, Ops Admin
Mr. Brian Zick, District Engineer
Mr. Craig Hibbard, Chief Plant Operator
Mr. Justin Bodkins, Plant Operator
District Counsel: Mr. Rick Zier
Public & Guests: Dr. Larry Denmark
Andrew Waddoups & Andrea Friedrich, Burns & McDonnell Engineering
Kevin Cross

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 add consideration of Resolution 2018-05-14 following adoption of the agenda. Motion seconded. Motion passed [3-0].
4. Mr. Piira moved to adopt Resolution 2018-05-14 "Appointing Board Member" Mr. John Giuliano to the office of Director to occupy the seat vacated by him. Motion seconded. Motion approved [3-0].

5. Mr. Deitrick moved to approve the minutes of the April 19, 2018 regular board meeting as presented. Motion seconded. Motion approved [4-0].
6. Mr. Piira moved to approve the minutes of the May 3, 2018 special board meeting as presented. Motion seconded. Motion passed [4-0].
7. Mr. Piira moved to go into executive at 9:12 am per §24-6-402(4)(b), conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions, and §24-6-402(4)(f) C.R.S., personnel issues. Motion seconded. Motion approved [4-0]. Executive session ended at 10:53 am.
8. Mr. Zick and design engineers from Burns and McDonnell Engineering presented an update on the design criteria developed for the WWTP Expansion.
9. Ms. McCarty presented the Financial Reports and reported on investigations into replacement of accounting and billing software.
10. Ms. Reynolds presented a summary of the Management Report including information about the open house scheduled for May 15, 2018.
11. Newly elected and appointed directors Mr. Gatlin, Mr. Deitrick and Mr. Giuliano were administered the Oath of Office by Mr. Piira.
12. Mr. Giuliano moved to retain the current officers of the Board of Directors until successors are elected or new directors are qualified and elected. Motion seconded. Motion approved [4-0].
13. Mr. Giuliano moved to adopt the "Policy on Qualifying Board Meetings for Director Compensation". Motion seconded. Motion passed [4-0].
14. Mr. Piira moved to adopt the "Policy for Hunting on District Property" as revised with approval date May 14, 2018. Motion seconded. Motion passed [4-0].
15. Mr. Zick presented information about the mobile home park sanitary sewer infrastructure and the needed maintenance. Directors requested information about MHP billing by other area districts.

Meeting recessed from 12:34 to 12:54 pm.

16. Mr. Piira moved to go into executive session at 12:54 pm per §24-6-402(4)(b), conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions. Motion seconded. Motion approved [4-0]. Executive session ended at 1:44 pm.

Meeting adjourned at 1:47 pm.

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

/s/ Dennis Gatlin
Chair of the Board