



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Monday 9:00 a.m.

June 18, 2018

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Called to order at 9:12 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, 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, by speaker phone 9:12 to 12:16

Mr. Andy Chismar, Vice Chair, Out 10:26 to 11:45

Mr. Ray Piira, Treasurer

Mr. Bob Deitrick

Director Absent: Mr. John Giuliano

Staff Present: Mr. Brian Zick, District Engineer and Interim District Manager

Ms. Sue Lowe, Admin. Coordinator

Mr. Dave Lewis, Wastewater manager

Ms. Devon McCarty, Finance Manager

Ms. Joy Davis, HR Manager

District Counsel: Mr. Rick Zier

Public & Guests: Mr. Steve Bolz, Anton Collins Mitchell, LLP

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 have the audit presentation following approval of the minutes of the previous two meetings. Motion seconded. Motion passed [4-0].
4. Mr. Piira moved to approve the minutes of the May 14, 2018 special board meeting as presented. Motion seconded. Motion approved [4-0].
5. Mr. Deitrick moved to approve the minutes of the June 6, 2018 special board meeting as presented. Motion seconded. Motion passed [4-0].
6. Mr. Steve Bolz from Anton Collins Mitchell, LLP presented the draft of the 2017 Audit. Mr. Piira moved to accept the 2017 audit as presented. Motion seconded. Motion approved [4-0].
7. Ms. McCarty presented the Financial Reports ending April 30 and May 31, 2018.

8. Mr. Zick and the management team presented administrative, operations, engineering and development activity for May. It was the sense of the board to demur at this time the service area change requested by the Town of Windsor.

Director Chismar left the meeting during the management report.

9. Discussion was held about the management transition including CDPHE permit responsibilities.
10. Mr. Zick presented a draft of the Long Term Capital Planning projects. Mr. Gatlin recommended rank ordering of the most critical projects.
11. Mr. Piira moved to go into executive at 11:26 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 [3-0]. Mr. Chismar rejoined the meeting during the executive session. Session ended at 12:07 pm.
12. Mr. Piira moved to name Mr. Brian Zick to be Interim District Manager. Motion seconded. Motion passed [4-0].
13. The regular board meeting scheduled for June 21, 2018 is canceled. The regular board meeting scheduled for July 19<sup>th</sup> was rescheduled for Monday, July 16<sup>th</sup>.
14. Mr. Chismar moved to adjourn the meeting following lunch. Motion seconded. Motion approved [4-0].

Meeting adjourned at 12:58 pm.

These minutes were approved on the 16<sup>th</sup> day of July 2018, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board