



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Monday 9:30 a.m.

July 16, 2018

Called to order at 9:38 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 Mr. Brian Zick, 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

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
Mr. Noah Allison, Operations manager

District Counsel: Mr. Rick Zier

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Piira moved to accept the agenda as presented. Motion seconded. Motion passed [4-0].
4. Mr. Deitrick moved to approve the minutes of the June 18, 2018 special board meeting as amended. Motion seconded. Motion approved [4-0].
5. Mr. Zick presented the Financial Reports ending June 30, 2018.
6. Mr. Zick and the management team presented administrative, operations, engineering and development activity for June.
7. Discussion was held about the collection procedure for delinquent accounts. It was the consensus of the board to accept the staff proposal and directed the manager to proceed with implementation.
8. Discussion was held about incorporating long-range capital planning and sustainability into the Strategic Plan.

9. Timeline for the budgeting process was presented.
10. A draft of a template and example of a Business Case Evaluation to be used in conjunction with long-range capital planning was presented
11. The board meeting scheduled for August 16, 2018 was canceled.
12. Mr. Chismar moved to adjourn the meeting following lunch. Motion seconded. Motion approved [4-0].

Meeting adjourned at 12:45 pm.

These minutes were approved on the 20th day of September, 2018, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board