



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 10:00 a.m.

September 20, 2018

Called to order at 10:03 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 Gattlin 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 Gattlin, Chair
Mr. Andy Chismar, Vice Chair
Mr. Ray Piira, Treasurer
Mr. John Giuliano
Mr. Bob Deitrick

Staff Present: Mr. Brian Zick, District Manager
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations Manager, out at 11:46
Ms. Joy Davis, HR Manager
Ms. Devon McCarty, Finance 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. Chismar moved to accept the agenda as presented. Motion seconded. Motion passed [5-0].
4. Mr. Piira moved to approve the minutes of the July 16, 2018 special board meeting as presented. Motion seconded. Motion approved [5-0].
5. Mr. Chismar moved to approve the minutes of the September 7, 2018 special board meeting as presented. Motion seconded. Motion approved [5-0].
6. There was no public comment.
7. Ms. McCarty presented the Financial Reports ending July 31, 2018. There was discussion about streamlining account closings and customer refunds.
8. Mr. Zick and the management team presented administrative, operations, engineering and development activity for July and August. Progress reports for the CIPP lining project and the Wastewater Treatment Plant Expansion were also presented.

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9. Mr. Chismar moved to go into executive session at 11:46 am per §24-6-402(4)(f), personnel issues. Motion seconded. Motion approved [5-0]. District personnel left the meeting. Mr. Zick was asked to re-join the meeting near the end of the session. Session ended at 12:22 pm.
10. Mr. Piira moved to remove the "Interim" portion of Mr. Zick's title and appoint him District Manager for Boxelder Sanitation District. The board instructed Mr. Zick to follow up on the discussion of compensation for staff responsibilities in light of the departure of the previous district manager.
11. Mr. Zick and Ms. McCarty presented a first draft of the 2019 budget.

Mr. Zier, Ms. McCarty and Ms. Davis left the meeting following the budget discussion.

12. Mr. Piira moved to begin charging mobile home parks for each site at the current base rate of \$55/SFE and usage charge of \$3/1,000 gallons effective January 1, 2019. Motion seconded. Motion approved [5-0].
13. Mr. Chismar moved to adjourn the meeting following lunch. Motion seconded. Motion passed [5-0].

Meeting adjourned at 1:38 pm.

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

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board