

**REGULAR MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Thursday, 9:00 a.m.

October 18, 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 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, out at 10:58  
Mr. Andy Chismar, Vice Chair, in at 9:09  
Mr. Ray Piira, Treasurer  
Mr. John Giuliano, in at 9:18 by phone  
Mr. Bob Deitrick

Staff Present: Mr. Brian Zick, District Manager  
Ms. Sue Lowe, Admin. Coordinator  
Mr. Noah Allison, Operations Manager, out at 11:02  
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. Piira moved to accept the agenda as presented. Motion seconded. Motion passed [4-0].
4. There was no public comment.
5. Mr. Chismar moved to approve the minutes of the September 20, 2018 special board meeting as corrected. Motion seconded. Motion approved [4-0].
6. Mr. Zick and Ms. McCarty presented the financial reports ending August 31, 2018.

Mr. Giuliano joined the meeting by speaker phone.

7. Mr. Zick and the management team presented administrative, operations, engineering and development activity for September. Progress reports for the CIPP lining project and the Wastewater Treatment Plant Expansion were also presented.

Mr. Gatlin left the meeting. Mr. Chismar assumed the duties of the chair.

8. Mr. Piira moved to go into executive session at 11:04 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]. Mr. Allison, Ms. McCarty, Ms. Davis and Ms. Lowe left the meeting. Session ended at 11:15 am.

Ms. McCarty, Ms. Davis and Ms. Lowe rejoined the meeting following a brief recess.

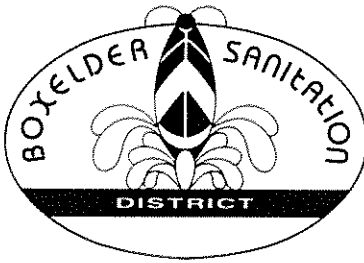
9. Miscellaneous Costs and Charges were discussed. No changes were recommended.
10. The final draft of the 2019 budget was presented.
11. Discussion of a reserve fund policy was postponed to a future meeting to be determined.
12. Mr. Piira moved to adjourn the meeting following lunch. Motion seconded. Motion passed [4-0].

Meeting adjourned at 12:24 pm.

These minutes were approved on the 15<sup>th</sup> day of November, 2018, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board



**RESOLUTION 2018-11-15-01**

**ADOPT BUDGET FOR CALENDAR YEAR 2019**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE BOXELDER SANITATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2019 AND ENDING ON THE LAST DAY OF DECEMBER, 2019.

WHEREAS, the Board of Directors of the Boxelder Sanitation District has appointed Ray Piira Treasurer of the Board of Directors to prepare and submit a proposed budget to said governing body at the proper time, and

WHEREAS, the Treasurer of the Board of Directors, submitted a proposed budget to this governing body by October 15, 2018 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 18, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BOXELDER SANITATION DISTRICT, COLORADO:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$13,265,910
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Section 2: That estimated revenues for each fund are as follows:

<u>General Fund</u> From Unappropriated surpluses	\$14,738,752
From Sources other than general property tax	\$ 16,076,792
From the general property tax levy	\$ <u>-0-</u>
Total General Fund	<u>\$30,815,544</u>

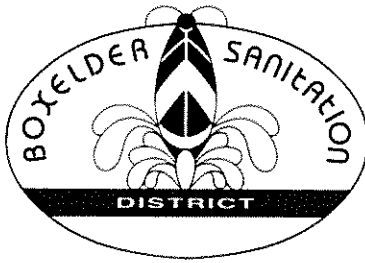
Section 3: That the budget as submitted, amended and herein above summarized by fund, be, and the same hereby is, approved and adopted as the budget of the Boxelder Sanitation District for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the Chair of the Board of Directors and the Secretary and made a part of the public records of the District.

ADOPTED, this 15th day of November, A.D., 2018

/s/ Dennis Gatlin  
Chair of the Boxelder Sanitation District Board of Directors

/s/ Brian Zick  
Brian Zick  
Secretary of the Boxelder Sanitation District



**RESOLUTION 2018-11-15-02**

**APPROPRIATE SUMS OF MONEY FOR BUDGET YEAR 2019**

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE BOXELDER SANITATION DISTRICT, COLORADO, FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on November 15, 2018, and;

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BOXELDER SANITATION DISTRICT, COLORADO;

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated;

General Enterprise Fund	<u>\$13,265,910</u>
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ADOPTED THIS 15<sup>TH</sup> DAY OF NOVEMBER, A.D. 2018

/s/ Dennis Gatlin  
Chair of the Boxelder Sanitation District Board of Directors

/s/ Brian Zick  
Brian Zick  
Secretary to the Boxelder Sanitation District