



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

November 15, 2018

Called to order at 9:09 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. John Giuliano
Mr. Bob Deitrick
Staff Present: Mr. Brian Zick, District Manager
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations Manager
Ms. Joy Davis, HR Manager, out at 11:10
District Counsel: Mr. Rick Zier
Four members of the public, out at 9:55

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. The board responded to public comment and questions about the cost of sewer service from the District.

Members of the public left the meeting.

5. Mr. Piira moved to approve the minutes of the October 18, 2018 regular board meeting. Motion seconded. Motion approved [5-0].
6. Mr. Zick presented the financial reports ending October 31, 2018.
7. Mr. Zick and the management team presented administrative, operations, engineering and development activity for October. Progress reports for the CIPP lining project and the Wastewater Treatment Plant Expansion were also presented.

8. Mr. Zick reviewed the contractor selection process for the Wastewater treatment Plant Expansion Project.
9. Mr. Piira moved to direct District staff and legal counsel to enter into contractual discussions with representatives of Moltz Construction Inc. for the wastewater treatment process project. This is an approved budget item. Upon successful negotiations and completed contract, allow the Board Chair to sign the contract. If the District staff, legal counsel and Moltz Construction, Inc. representatives cannot agree on the content of the contractual agreement, District staff is directed to contact the other firms, in the order of the selection committee ranking, for contract negotiations. Motion seconded. Motion passed unanimously. [5-0]
10. Discussion was held about updating the Employee Handbook.
11. Staff was directed to solicit a proposal to study System Development Charges.
12. The 2019 board meeting calendar was reviewed. The March regular meeting is changed to March 14, 2019.
13. Mr. Chismar moved to amend the agenda to include adoption of the 2019 Budget. Motion seconded. Motion passed. [5-0]
14. Mr. Chismar moved to adopt Resolution 2018-11-15-01 "Adopt Budget for Calendar Year 2019". Motion seconded. Motion approved. [5-0]
15. Mr. Chismar moved to adopt Resolution 2018-11-15-02 "Appropriate Sums of Money for Budget Year 2019". Motion Seconded. Motion approved. [5-0]
16. Mr. Piira moved to adjourn the meeting following lunch. Motion seconded. Motion passed [5-0].

Meeting adjourned at 1:20 pm.

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

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board