



**SPECIAL MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

September 26, 2019

Called to order at 9:02 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, in at 9:05 a.m.
Mr. Ray Piira, Treasurer
Mr. Nate Miller, out at 12:30 p.m.
Directors Absent: Mr. John Giuliano, out at 9:51 a.m.
Staff Present: Mr. Brian Zick, District Manager
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations Manager
Ms. Devon McCarty, Finance Manager
Ms. Heidi Jenson, Development Coordinator
Ms. Bobbi Munn, Administrative Assistant
District Counsel: Mr. Rick Zier
Guests: Mr. Robert Deitrick, in at 11:45 a.m.
Mr. Zach Deitrick, in at 11:45 a.m.

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. Piira moved to approve the minutes of the August 15, 2019 regular meeting as presented. Motion seconded. Motion passed [4-0].

Mr. Chismar joined the meeting.

5. Mr. Piira moved to approve the minutes of the September 6, 2019 special meeting as amended. Motion seconded. Motion passed [5-0].

6. Mr. Zick and Ms. McCarty presented financial information and the balance sheets for July.
7. Mr. Zick and Mr. Allison presented administrative, operations, engineering, and development activity for August.

Mr. Giuliano left the meeting.

8. Mr. Chismar moved to approve the Employee Handbook, subject to further approval of the Catastrophic Sick Leave Sharing Program as a separate policy. Motion seconded. Motion passed [4-0].
9. Ray Piira moved to adopt the Policy on Investing District Funds as presented with modifications as discussed. Motion seconded. Motion passed [4-0].
10. Discussion was held about email and electronic policy for Directors. It was requested that the discussion will be revisited with options and IT solutions.
11. Discussion was held about the Financial Study update.

Mr. Robert Dietrick and his son, Mr. Zach Dietrick were invited to join the meeting to accept the Resolution of Appreciation.

12. Directors approved and presented the Resolution of Appreciation to Mr. Robert Dietrick.

Recess for Lunch.

Mr. Miller left the meeting.

13. Discussion continued about the Financial Study update.
14. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [3-0].

Meeting adjourned at 12:44 pm.

These minutes were approved on the 17th day of October, 2019, by an action of the Board of Directors.

/s/ Dennis Gatlin

/s/ Brian Zick

Chair of the Board

Secretary to the Board