



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

November 21, 2019

Called to order at 9:03 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 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, out at 12:45 p.m.
Mr. Ray Piira, Treasurer
Mr. Nate Miller
Mr. John Giuliano
Staff Present: Mr. Brian Zick, District Manager
Ms. Sue Lowe, Admin. Coordinator
Ms. Joy Davis, HR Manager
Ms. Ava Spain, Accounting Specialist
District Counsel: Mr. Rick Zier
Guests: One member of the public

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]. (Mr. Chismar stepped out momentarily)
4. Mr. Piira moved to approve the minutes of the October 17, 2019 regular meeting as presented. Motion seconded. Motion passed [5-0].
5. Mr. Miller moved to approve the minutes of the November 5, 2019 special meeting as corrected. Motion seconded. Motion passed [5-0].
6. Mr. Zick presented the considerations for the 2020 Budget.
7. Mr. Chismar moved to approve Resolution 2019-11-21-01 Adopt Budget for Calendar Year 2020. Motion seconded. Motion passed unanimously [5-0].

8. Mr. Giuliano moved to adopt Resolution 2019-11-21-02 Appropriate Sums of Money for Budget Year 2020. Motion seconded. Motion approved [5-0].
9. Mr. Miller moved to adopt changes to the Routine Service Charges and Development Charges as follows:
 - Monthly Rehabilitation Charge will be reduced from \$20 to \$15. The base charge of \$35 will not change. The new monthly charges will start at \$50.00
 - Commercial 5/8" accounts and 3/4" accounts will be combined and will be charged the \$35/month base rate plus the proposed \$15/month rehabilitation charge.
 - Account set up fee charges will be eliminated.
 - Add Multi-Family PIF to be 0.50 of Residential PIF for studio, one-bedroom units and two-bedroom units, 0.75 of Residential PIF for three-bedroom units, and 1.0 for 4 or more units; to include in the Rules and Regulations the definition of Multi-Family Residence as "a dwelling unit in a residential building having more than 2 units, served by one water service connection and one sewer service connection, on one non-divisible lot".Motion seconded. Motion passed [5-0].
10. Mr. Giuliano moved to accept the Petition for Inclusion for the Mulberry Connection property. Motion seconded. Motion approved [5-0].

The meeting recessed from 10:34 to 10:41 a.m.

11. Discussion was held about the 2020 Special District Election and the transition to having the elections from even to odd years per Colorado statutes.
12. Mr. Piira moved to adopt Resolution 2019-11-21-03 appointing Brian Zick the Designated Election Official for the May 5, 2020 election and instructing the DEO to cancel the election if there are not more candidates than offices to be filled. Motion seconded. Motion passed [5-0].
13. Mr. Piira moved to adopt Resolution 2019-11-21-04 approving a Polling Place Election with the District administration office serving as the polling place. Motion seconded. Motion passed [5-0].
14. Mr. Zick presented financial information and the balance sheets for September.
15. Mr. Zick presented administrative, operations, treatment plant and development activity for October.
16. Mr. Chismar moved to adopt the Regular Board Meeting Schedule as presented, having regular meetings the third Thursday of every month at 9:00 a.m.
17. Mr. Chismar moved to go into Executive Session per §24-6-402(4)(f) C.R.S. personnel matters at 12:36 p.m. Motion seconded. Motion approved [5-0]. Executive session ended at 12:44 p.m.

Mr. Chismar left the meeting.

18. The Regular Board Meeting scheduled for December 19th was changed to December 16th at 9:00 a.m. to be held at the treatment plant.
19. Mr. Piira moved to adjourn the meeting following lunch. Motion seconded. Motion passed [4-0].

Meeting adjourned at 1:22 p.m.

These minutes were approved on the 16th day of December, 2019, by an action of the Board of Directors.

/s/ Dennis Gallin
Chair of the Board

/s/ Brian Zick
Secretary to the Board