



**REGULAR MEETING
of the
BOARD OF DIRECTORS**

MINUTES

Thursday, 9:00 a.m.

July 18, 2019

Called to order at 9:04 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. John Giuliano
Mr. Nate Miller (following appointment)
Director Absent: Mr. Ray Piira, Treasurer
Staff Present: Mr. Brian Zick, District Manager
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations Manager
Ms. Devon McCarty, Finance Manager
Ms. Joy Davis, HR Manager
Mr. Tony Lansford, Collections Operator
Ms. Ava Spain, Accounting Technician
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 adopt the agenda as amended to move Action item 10A, Director Vacancy, to follow item 5, approval of the minutes. Motion seconded. Motion passed [3-0].
4. Mr. Giuliano moved to approve the minutes of the June 20, 2019 regular meeting as presented. Motion seconded. Motion passed [3-0].
5. Mr. Chismar moved to appoint Mr. Nathan T. Miller as Director to fill the vacancy on the board due to the resignation of Mr. Robert Deitrick. Motion seconded. Motion approved [3-0]. Mr. Gatlin administered the Oath of Office to Mr. Miller.
6. Mr. Zick and Ms. McCarty presented financial information and the balance sheets for May.

7. Mr. Zick and Mr. Allison presented administrative, operations, engineering and development activity for June. Board members expressed their endorsement for making employee safety a priority and to incorporate this priority into budgetary and strategic planning.
8. A Special Meeting was scheduled for July 24, 2019 at 9:00 am.
9. Mr. Chismar moved to recognize Boxelder employee Sue Lowe's 20 years of service to the District. Motion seconded. Motion approved [4-0].
10. Ms. McCarty presented the first reading of the update of the District Investment Policy that was tabled at the June 20th meeting. Staff was asked to explore options for diversification and increased returns for presentation at a future meeting.
11. Ms. Davis presented an overview of revisions needed for the Employee Handbook. The board concurred that a legal review by Employers Council would be appropriate.
12. Mr. Chismar moved to designate the Boxelder Sanitation District Web Site as the posting site for District notices and agendas as allowed by passage of House Bill 19-1087, effective August 2, 2019. Motion seconded. Motion passed [4-0].
13. The regular board meeting September 19, 2019 was rescheduled to September 26, 2019 due to the Special District Association Conference.
14. Mr. Zick presented a tentative schedule for the 2020 Budget preparation and a preview of the financial planning tools being prepared by Raftelis.
15. It was the consensus of the board that the Environmental Impairment Liability supplemental insurance did not need to be renewed.
16. Mr. Giuliano moved to adjourn the meeting following lunch. Motion seconded. Motion passed [4-0].

Meeting adjourned at 12:47 pm.

These minutes were approved on the 15th day of August, 2019, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board