



Boxelder Sanitation District

SPECIAL MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:00 a.m.

May 21, 2020

Called to order at 9:04 a.m.

Due to the current Stay-At-Home Order for the COVID-19 emergency response, the meeting of the Boxelder Sanitation District Board of Directors was conducted electronically. 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, Treasurer
Mr. Nate Miller, in at 9:28 am
Mr. Nick Armstrong

Staff Present: Mr. Brian Zick, District Manager and Secretary to the Board
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations Manager
Ms. Devon McCarty, Finance Manager

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. Chismar moved to accept the agenda as presented. Motion seconded. Motion passed on roll call [4-0].
4. Mr. Armstrong moved to approve the minutes of the April 28, 2020 special meeting as presented. Motion seconded. Motion passed on roll call [4-0].
5. Mr. Giuliano nominated Mr. Gatlin to serve as Chair. Motion seconded. Motion passed on roll call [4-0].
6. Mr. Giuliano nominated Mr. Chismar to serve as Vice-Chair. Motion seconded. Motion passed on roll call [4-0].
7. Mr. Chismar nominated Mr. Giuliano to serve as Treasurer. Motion seconded. Motion passed on roll call [4-0].

8. Mr. Chismar nominated Mr. Zick to serve as Secretary to the board. Motion seconded. Motion passed on roll call [4-0].

Mr. Miller joined the meeting.

9. Public Comment. A customer requested the Board consider eliminating the account set-up fee for new customers as it seemed excessive and unusual for a utility. It was noted that new account and real estate transfer fees were suspended last year due to efficiencies of the administrative staff. Mr. Giuliano moved to waive the original set-up fee and associated late fees for this customer's account. Motion seconded. Mr. Armstrong requested the maker amend the motion to specify the amount of the late fees to be applied as a credit the account or as a refund check. After discussion, Mr. Giuliano withdrew the motion. In a subsequent motion, Mr. Giuliano moved to waive the \$50 set-up fee and credit \$110 in late fees to this customer's account or refund by check. Motion seconded. Motion approved on roll call [5-0].
10. Mr. Zick and Ms. McCarty presented draft financial statements for March and April 2020, contract status and disbursement reports for April.
11. Mr. Zick, Ms. McCarty and Mr. Allison presented administrative, operations, treatment plant and development activity for April including an update on the District's COVID-19 emergency response.
12. Mr. Zick and Ms. McCarty facilitated discussion for the first reading of a possible budget amendment resolution due in part to the COVID-19 emergency response adjustments to monthly service charges and postponement of rehabilitation projects. The Board requested additional information on funding and scheduling of the rehabilitation and repair needs.
13. Mr. Miller requested the staff provide additional information about current procedures for customers needing payment assistance and potential future assistance should the COVID-19 situation continue for a sustained period.
14. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [5-0].

Meeting adjourned at 12:47 p.m.

These minutes were approved on the 18th day of June, 2020, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board