



**SPECIAL MEETING  
of the  
BOARD OF DIRECTORS**

**MINUTES**

Monday, 9:00 a.m.

December 16, 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 Wastewater Treatment Facility located at 2705 SW Frontage Rd. Fort Collins, CO 80525. 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. Ray Piira, Treasurer, in at 9:10  
Mr. Nate Miller  
Mr. John Giuliano, out at 11:35  
Directors Absent: Mr. Andy Chismar  
Staff Present: Mr. Brian Zick, District Manager  
Ms. Sue Lowe, Admin. Coordinator  
Mr. Noah Allison, Operations Manager  
Ms. Joy Davis, HR Manager  
Ms. Devon McCarty, Finance Manager  
Mr. Craig Hibbard, Plant Manager, in 9:33 to 9:44  
District Counsel: Mr. Rick Zier  
Guests: Moltz Construction, Burns & McDonnell Eng., in 9:30 to 10:30

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Giuliano moved to accept the agenda as presented. Motion seconded. Motion passed [3-0].
4. Mr. Miller moved to approve the minutes of the November 21, 2019 regular meeting as presented. Motion seconded. Motion passed [3-0].

Mr. Piira joined the meeting.

5. Mr. Zick and Ms. McCarty presented financial information and the balance sheets for October.

6. Mr. Zick, Mr. Allison and Mr. Hibbard presented administrative, operations, treatment plant and development activity for November. Mr. Allison and Mr. Hibbard discussed winter operations for the collection system and plant.
7. Jon Tucker, Ryan White and Cassidy Geha from Moltz Construction and Beth Stoddard from Burns & McDonnell Engineering presented a progress report on the treatment plant expansion project.
8. Mr. Zick and Ms. Davis presented an update of the communications planning with Wild Rock PR and Marketing.

Mr. Giuliano left the meeting.

9. Information was presented for Strategic Planning for 2020, including a review of the 2010 lateral committee recommendations. It was the consensus of the Board that such planning could start at the January regular meeting, but may need an additional work session.
10. Mr. Piira moved to adjourn the meeting following lunch. Motion seconded. Motion passed [3-0].

Meeting adjourned at 12:30 p.m.

These minutes were approved on the 16<sup>th</sup> day of January, 2020, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board