



# Boxelder Sanitation District

## SPECIAL MEETING of the BOARD OF DIRECTORS

### MINUTES

Thursday, 9:00 a.m.

April 29, 2021

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#### Called to order at 9:09 a.m.

Due to the current COVID-19 emergency response, the meeting of the Boxelder Sanitation District Board of Directors was conducted both in-person and 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. John Giuliano, Treasurer  
Mr. Andy Chismar, Vice Chair, out 10:15 to 11:35  
Mr. Nate Miller  
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  
Ms. Joy Davis, HR Manager

District Counsel: Mr. Rick Zier

Guests: Ms. Kristen Gollhofer, Ms. Annika Deming, out at 9:58 a.m.  
WildRock PR and Marketing

2. The pledge of allegiance was said. Roll was called and it was determined that a quorum was present.
3. Mr. Chismar moved to amend the agenda to have item 9A, Marketing and Communications Update, after Public Comment. Motion seconded. Motion passed on roll call [5-0].
4. Mr. Miller moved to approve the minutes of the March 18, 2021 regular meeting as presented. Motion seconded. Motion carried on roll call [5-0].
5. Public Comment – none
6. Ms. Gollhofer and Ms. Deming from WildRock PR and Marketing presented an update on the District's 2021 marketing and communications plan.

7. Mr. Zick presented preliminary financial statements for February and March 2021, and contract status and disbursement reports for March.
8. Mr. Zick and Mr. Allison presented administrative, operations, treatment plant and development activity for March.
9. Ms. Davis presented a Human Resources update for the District.
10. Mr. Miller moved to table agenda item 9C, Reserve Fund Policy review, to the May board meeting. Motion seconded. Motion approved on roll call [5-0].
11. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [5-0].

Meeting adjourned following lunch at 12:40 p.m.

These minutes were approved on the 20<sup>th</sup> day of May, 2021, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

Brian Zick  
Secretary to the Board