



Boxelder Sanitation District

REGULAR MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:00 a.m.

June 17, 2021

Called to order at 9:05 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. Andy Chismar, Vice Chair
Mr. John Giuliano, Treasurer
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, in at 9:51

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 accept the agenda as presented. Motion seconded. Motion passed on roll call [5-0].
4. Mr. Chismar moved to approve the minutes of the May 20, 2021 regular meeting as presented. Motion seconded. Motion carried on roll call [5-0].
5. Public Comment – none
6. Mr. Zick and Ms. McCarty presented financial statements for April and May 2021, and contract status and disbursement reports for May.
7. Mr. Zick and Mr. Allison presented administrative, operations, treatment plant and development activity for May. Information was included about Local Limits testing for the Industrial Pretreatment Program, renewal of the District's insurance, and the SDA Conference in September.

8. The Reserve Fund Policy was reviewed. Mr. Giuliano moved to adopt the Reserve Fund Policy with recommended changes as presented with the exception of the change in Item 5. Motion seconded. Motion approved on roll call [5-0].
9. Mr. Zick presented a review of the 10-year Capital Improvement Plan. It was the sense of the Board that the management team could provide more detailed information on prioritized projects as part of the annual budgeting process.
10. After some discussion, Mr. Chismar moved to table item 9-C, Strategic Plan review, to the special meeting scheduled for July 22, 2021. Motion seconded. Motion approved on roll call [5-0].
11. New Business:
 - a. The September regular board meeting was rescheduled to Thursday, September 23rd due to a conflict with the SDA Conference.
 - b. The Board agreed to Mr. Zier's request to advise the District under retainer in the future and to negotiate the terms with the District Manager.
 - c. Ms. McCarty advised the Board she is investigating instituting a ceiling for customer credit card payments due to the cost to the District for large transactions.
12. Mr. Miller moved to adjourn the meeting following lunch. Motion seconded. Motion passed [5-0].

Meeting adjourned at 12:30 p.m.

These minutes were approved on the 22nd day of July, 2021, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board