



Boxelder Sanitation District

SPECIAL MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:05 a.m.

September 23, 2021

Called to order at 9:05 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, Treasurer
Mr. Nick Armstrong
Mr. Nate Miller

Staff Present: Mr. Brian Zick, District Manager and Secretary to the Board
Ms. Sue Lowe, Admin. Coordinator
Mr. Noah Allison, Operations Manager
Ms. Joy Davis, HR Manager
Ms. Colleen Cova, Finance Manager
Mr. Craig Hibbard, Plant Manager 9:55 – 11:07 am
Ms. Bobbi Munn, Accounting Tech. - AP

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 amended adding new business item, discussion of SDA conference experiences. Motion seconded. Motion passed on roll call [5-0].
4. Mr. Chismar moved to approve the minutes of the August 19, 2021 regular meeting as presented. Motion seconded. Motion carried on roll call [5-0].
5. Public Comment – none
6. Mr. Zick presented the financial statements, contract status and disbursement reports for August. Mr. Gatlin recommended the Board review the Reserve Fund Policy during the upcoming budget process.

7. Mr. Zick and Mr. Allison presented public relations, operations, treatment plant, industrial pretreatment, and development activity for August. Mr. Zick introduced the District's new Finance Manager, Colleen Cova.
8. Mr. Hibbard and Mr. Allison presented on the new buildings and equipment at the Treatment Plant.
9. Mr. Miller moved to approve the Sewer System Agreement for I-25 and Prospect Partners and the Sand Dike Ditch Crossing Agreement, pending final approval by District Counsel, and allow the Chair of the Board of Directors to sign the agreement. Motion seconded. Motion approved on roll call [4-0]. Mr. Chismar stepped out temporarily prior to the vote and returned during the Budget discussion.
10. Discussion was held regarding the 2022 Budget.
11. New Business: Directors and Staff discussed their SDA Conference experiences. Mr. Chismar suggested an open house at the Plant in the Spring 2022, as well as adding a plaque for Plant expansion.
12. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [5-0].

Meeting adjourned at 1:10 p.m.

These minutes were approved on the 21st day of October, 2021, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board