



Boxelder Sanitation District

REGULAR MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:00 a.m.

October 21, 2021

Called to order at 9:08 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

Directors Absent: 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
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. Motion seconded. Motion passed on roll call [4-0].
4. Mr. Chismar moved to approve the minutes of the September 23, 2021 special meeting as presented. Motion seconded. Motion carried on roll call [4-0].
5. Public Comment – none
6. Mr. Zick presented the financial statements, contract status and disbursement reports for September. Mr. Armstrong suggested a strategic planning discussion regarding equipment redundancy and equipment sharing with other entities in times of emergency.

7. Mr. Zick and Mr. Allison presented public relations, operations, treatment plant, industrial pretreatment, and development activity for September. Mr. Zick reviewed the substantial completion of the Waste Water Treatment Plant and encouraged Directors to go tour the new facilities.
8. Ms. Davis presented the Human Resource Update, reviewing 2021 employee changes, COVID-19 response and open enrollment.

There was a short recess from 10:55 a.m. to 11:07 a.m.

9. Mr. Zick presented the Reserve Fund Policy Review.
10. Mr. Zick presented the 2022 Draft Budget. Discussion was held regarding the 2022 Budget in conjunction with the Reserve Fund Policy.
11. New Business: Mr. Chismar suggested, as part of strategic planning, the District look into Grant Funding for various projects.
12. Mr. Chismar moved to adjourn the meeting. Motion seconded. Motion passed [4-0].

Meeting adjourned at 12:10 p.m.

These minutes were approved on the 18th day of November, 2021, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board