



Boxelder Sanitation District

REGULAR MEETING of the BOARD OF DIRECTORS

MINUTES

Thursday, 9:00 a.m.

December 16, 2021

Called to order at 9:04 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
Ms. Bobbi Munn, Accounting Tech. - AP

District Counsel: Mr. Rick Zier

Guest: Ms. Jeni Arndt, Mayor

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 [5-0].
4. Mr. Chismar moved to approve the minutes of the November 18, 2021 regular meeting as presented. Motion seconded. Motion carried on roll call [5-0].
5. Public Comment: The District welcomed Mayor Jeni Arndt for a general discussion about Boxelder Sanitation District's role in serving the public in Fort Collins and surrounding area.

Mayor Jeni Arndt left the meeting at 10:10 a.m.

6. Mr. Zick presented the financial statements, contract status and disbursement reports for November.

7. Mr. Zick presented public relations, operations, treatment plant, industrial pretreatment, and development activity for November. Mr. Allison discussed the ongoing grease build up issue at the Harmony Ridge Lift Stations.
8. Mr. Giuliano moved to approve the Change Order No. 4 in the amount of a deduction of \$1,500,000 for the Waste Water Treatment Plant upgrade. The Application for Payment will recognize that 50% of the cost savings will be paid to the contractor, per the contract. Motion seconded. Motion approved on roll call [5-0].
9. Mr. Chismar moved that the Board of Directors approve the IGAs for the Graham Property and the Capstone Cottages properties pending staff and District Counsel's approval and authorize the Chair of the Board of Directors to sign the final IGAs. In addition, allow staff and District Counsel to approve the submittal of the boundary change application for the two properties stated to NFRWQPA for the Association's approval. Motion seconded. Motion approved on roll call [5-0].
10. Mr. Zick presented the Cost and Charges for the District. Mr. Gatlin suggested a future discussion, possibly a work session, to simplify fees. Mr. Giuliano requested the February 3, 2022 work session be moved to April pending further research on development evolution. Mr. Armstrong suggested a summit involving area water and sewer providers to examine the components of development fees. Mr. Zick offered to start the discussion in upcoming meetings with various District managers.
11. New Business: Mr. Gatlin discussed the upcoming staff change. Mr. Chismar moved to approve the *Resolution of Appreciation* for Ms. Susan (Sue) Lowe and make record of Boxelder Sanitation District's sincere appreciation of an employee who has contributed so much to this organization and to this area. Motion seconded. Motion approved on roll call [5-0].
12. Mr. Chismar moved to go into Executive Session, at 12:08 p.m. per §24-6-402(4)(b) C.R.S. conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions and §24-6-402(4)(e) C.R.S., negotiations, and §24-6-402(4)(f) C.R.S. personnel matters. Motion seconded. Motion approved on roll call [5-0]. Mr. Allison, Ms. Lowe, Ms. Davis, Ms. Cova, Ms. Munn left the meeting. Session ended at 12:50.
13. Mr. Giuliano moved to increase the District Manager's pay by \$16,349.82 beginning on January 1, 2022, Motion seconded. Motion carried [5-0].
14. Mr. Miller moved to adjourn the meeting following lunch. Motion seconded. Motion passed [5-0].

Meeting adjourned at 1:45 p.m.

These minutes were approved on the 20th day of January, 2022, by an action of the Board of Directors.

/s/ Dennis Gatlin
Chair of the Board

/s/ Brian Zick
Secretary to the Board