



# Boxelder Sanitation District

## SPECIAL MEETING of the BOARD OF DIRECTORS

### MINUTES

Thursday, 9:00 a.m.

October 27, 2022

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#### 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  
Mr. Mike Lowry  
Mr. Nick Armstrong

Staff Present: Mr. Brian Zick, District Manager and Secretary to the Board  
Ms. Bobbi Munn, Admin. Coordinator  
Ms. Colleen Cova, Finance Manager  
Mr. Noah Allison, Operations Manager

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 adopt the agenda as presented. Motion seconded. Motion passed on roll call [5-0].
4. Public Comment: none.
5. Mr. Armstrong moved to adopt the consent agenda, approve the Agreement for Election Support Services and acknowledge staff Financial Reports and Development Report as presented. Motion seconded. Motion carried on roll call [5-0].
6. Mr. Chismar moved to open a Budget Hearing. Motion seconded. Motion carried on roll call [5-0].
7. Mrs. Cova and Mr. Zick presented a summary of the proposed 2023 Budget based on various aspects of revenue sources, operating expenditures and capital project obligations. A 5-year look ahead was included in the presentation. Mrs. Cova and Mr. Zick responded to questions from the Directors.

8. Mr. Armstrong moved to adopt *Resolution 2022-10-27-01 Budget for Calendar Year 2023*. Motion seconded. Motion approved on roll call [5-0].
9. Mr. Armstrong moved to adopt *Resolution 2022-10-27-02 Appropriate Sums of Money for Budget Year 2023* as stated. Motion seconded. Motion approved on roll call [5-0].

There was a short recess from 10:42 a.m to 10:50 a.m.

10. Mr. Zick presented a review of the Miscellaneous Costs and Charges and recommended no changes for 2023.
11. Mr. Zick presented the monthly management report, which included updates on public relations, human resource, regulations and legislation, wastewater treatment plant, capital projects and engineering studies for September.
12. Mr. Chismar moved to adjourn the meeting following lunch. Motion seconded. Motion passed on roll call [5-0].

Meeting adjourned at 12:21 p.m.

These minutes were approved on the 17<sup>th</sup> day of November, 2022, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board