



# Boxelder Sanitation District

## REGULAR MEETING of the BOARD OF DIRECTORS

### MINUTES

Thursday, 9:00 a.m.

January 18, 2024

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#### Called to order at 9:01 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. Nick Armstrong, out at 10:24 a.m.

Mr. Mike Lowry

Mr. John Giuliano

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

Ms. Joy Davis, HR 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. Armstrong 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 and acknowledge staff Financial Reports and Contract Status. Motion seconded. Motion carried on roll call [5-0].
6. Mr. Zick presented a 2023 Summary to recap the accomplishments of the Board of Directors and the District.
7. Mr. Zick presented a tentative 2024 Schedule of Board Discussion / Action Items.
8. Mr. Armstrong moved to designate the Boxelder Sanitation District website as the official posting site for District notices and agendas and the administrative office window as the backup physical location. Motion seconded. Motion passed on roll call [5-0].

9. Mr. Zier presented Board of Directors Meeting Information – Executive Sessions and facilitated a discussion relating to the legal aspects of executive session procedures.
10. Mr. Zick presented the monthly management report for December, which included updates on Financial Planning, Human Resources, and Capital Projects.
11. New Business: Mr. Zick updated the Directors on a company vehicle that was involved in an accident due to poor weather conditions while a staff member was checking on a lift station. No other vehicles were damaged, and no injuries or tickets were involved.
12. Mr. Armstrong moved to adjourn the meeting following lunch. Motion seconded. Motion passed on roll call [5-0].

Meeting adjourned at 12:19 p.m.

These minutes were approved on the 15<sup>th</sup> day of February 2024, by an action of the Board of Directors.

/s/ Dennis Gatlin  
Chair of the Board

/s/ Brian Zick  
Secretary to the Board