

# RECORD OF PROCEEDINGS

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## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT

### HELD

Monday, January 9, 2017  
6:30 p.m. at the Administration Building  
1111 County Road 48  
Grand Lake, CO 80447

A regular meeting of the Board of Directors of the Three Lakes Water and Sanitation District was held in accordance with the applicable Statutes of the State of Colorado.

The following Directors were present and acting:

Pat Farmer  
Julie Gasner  
Bill Heffron  
Dan Knox  
Les Shankland

Others present: Emily Allen of Kennedy/Jenks Engineering  
Will O'Donnell  
Francesca (Jo) Cowgill  
Sally Blea and Mike Gibboni, Staff

### CALL TO ORDER

Chairman Heffron called the meeting to order and opened for discussion the first agenda item.

### COMMENTS BY THE CHAIR:

No comments by the Chair.

### INTRODUCTIONS OF PUBLIC PRESENT

Francesca (Jo) Cowgill and Emily Allen were introduced.

### MINUTES

By **MOTION** and second, and by unanimous vote, the Minutes were approved as presented.

### MATTERS BEFORE THE BOARD:

**Emily Allen of Kennedy/Jenks Engineering: review of Facilities Plan proposal, for final approval at February meeting**

Emily presented the Board with a draft scope of options that could be included in a planning document, although she noted that the scope of work is quite large and the Board may want to take sections of it at a time to work through. A Capital Improvement planning document may be one of those areas not considered at this time but be the last area to address. She stated that traditionally a Facilities Plan is updated to take into consideration growth but since 2010 when the Facilities Plan was approved, there has been no growth. More so, to update the Facilities Plan would be to turn its focus on the condition of the collection system, lift stations, force mains and the treatment plant, and prioritizing the needs in those areas. The District's Asset Registry/Risk Assessment should be updated and its information incorporated into the Facilities Plan as well. She noted that the idea of a strategic plan for line extensions is problematic because growth dictates the need and would be addressed at the time of need. The Board directed Emily to work with Mike to update the 2010 Facilities Plan addressing those areas as Emily described. The Board

can then decide what is next, and finally get to a 5 to 10 year financial planning tool that would be helpful for the District to determine tap and user fees for the District, and other funding available for those projects.

The idea of strategic planning for line extensions was further examined. It becomes a question of prioritization, and may very well be a "bottom of the list" topic.

**Beach and Columbine Lake #1 Lift Station Renovations: Consideration of Change Order No. 2 – Conroy Excavating**

Emily presented Change Order No. 2, indicating a decrease in the amount of \$2900.00. Emily explained that it decreases the costs of some electrical type testing at Beach Lift Station and Columbine Lake #1 that is not necessary. By **MOTION** and second, the Board approved the Change Order.

**Manuel Perez, Lot 4, Shadow West 40: request for temporary variance from connection of new construction**

Will O'Donnell addressed the Board on behalf of Mr. Perez and stated that the best building envelope for the long parcel of land requires a long sewer service line across the property. A Bid from ATH Services estimates the cost at \$91,500 for 1700 feet of service line. Mr. Perez is not planning to build on the property but has listed the property for sale, and although any agreement would expire at the time of sell, Mr. Perez feels that with a temporary variance having been in place, it would be more likely that a purchaser would also be able to obtain the temporary variance. The Board responded that its temporary variances should be requested by a property owner who is going to build on the property, presenting its building plans, etc. to the Board, and should not be used as a tool for possible future variances. By **MOTION** and second, the Board denied the variance request.

**Resolution No. 2017-1-1: designate places for posting of Board meeting notices**

By **MOTION** and second, the annual resolution was passed.

**Consideration of re-hire of Moses, Wittemyer, Harrison and Woodruff for year 2017 professional fees**

The Board was presented the new hourly rate sheet for the year 2017 for the law firm. The Board agreed that it should review those proposals received from other law firms last year and further discuss the hiring of the law firm at the next Board meeting.

**Re-visit annual bonus program for staff**

Sally questioned the Board as to the direction they want to head with the program. The Board agreed that the year has commenced with the program that is already in place and that the proper procedure would be to appoint a sub-committee to consider the future of the program. Sally and Mike will present the details of the goals for 2017 for consideration at the February meeting.

**PUBLIC COMMENT**

Francesca Cowgill was present and stated that she has done some research, and that EPA has a team available that would help the Board and staff work through the mandate that was placed on the District by the State Legislature. She believes that the District has been misguided in that EPA did not recommend that sewer be offered to all areas of the District but that the environment and population should have played a part in deciding what parts of the District would be serviced. Will O'Donnell also commented that the District should give the constituents the benefit of the doubt but that he understands there are priorities other than extensions of the sewer main.

**FINANCIAL REPORTS**

By **MOTION**, second and unanimous vote, the checklist for the month of December was approved. The Financial documents for December were reviewed and accepted as presented.

**MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMEBERS**

None

**CHIEF OPERATOR REPORT**

See attached written report.

**DISTRICT MANAGER REPORT**

Scheduling of pending matters: Sally noted that there are a number of projects that the Board will want to take up this year, in light of the fact that her last day will be January 5, 2018 and she wanted to clear up some of those matters before her departure. Her top priority was the Grand Lake Taps situation. The Board agreed to schedule that topic in April for further review. The Board has already had one workshop on that subject.

The Board also expressed their desire to set up a recruitment process. Sally noted that she has a Succession Plan in place that will help the Board to move forward in that regard.

With no further business before the Board, the meeting was adjourned at 8:40 p.m.

  
Sally J Blea, Reporting Secretary

  
Julie Gasner, Secretary/Treasurer