

RECORD OF PROCEEDINGS

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

HELD

Monday, April 9, 2018
6:30 p.m. at the Administration Building
1111 County Road 48
Grand Lake, CO 80447

A regular meeting of the Board of Directors was called to order by Chairwoman Farmer, at 6:30 p.m.

The following Directors were present and acting:

Pat Farmer
Les Shankland
Julie Gasner
Matt Reed

Staff present: Katie Nicholls, District Manager
Mike Gibboni, Chief Operator

COMMENTS BY THE CHAIRWOMAN

Chairwoman Farmer had no comments.

INTRODUCTIONS OF PUBLIC PRESENT

Scott Huff – 280 County Road 649
Angie Zimmerer – 322 County Road 4651
Rich Simpson – 1315 County Road 64
Andrea Cox – RE/MAX Resorts of Grand County

ACCEPTANCE OF MINUTES

By **MOTION** and second, the March 12, 2018 Minutes were approved as presented.

MATTERS BEFORE THE BOARD

Robert and Angie Zimmerer – 322 County Road 4651

Angie Zimmerer stated that their property is for sale and a question arose from a potential buyer regarding sewer system compliance. Investigation into the matter revealed that a second line should have been installed. They have owned the property for over 11 years. The property has been in existence since the 1950's with several owners over the decades. They have always assumed they are in compliance. She stated that it appears to be a well-functioning system, and is therefore requesting a variance from installing a second service line.

A discussion ensued regarding unlikelihood of property division, system function, back user fees, lack of a backflow preventer, and tap rate in 1983.

By **MOTION** and second, the Board moved that upon purchase of a tap at the 1983 rate of \$2,500, portion of the user fees owed from February 16, 2018, and purchase of a connection inspection permit for installation of a backflow preventer the District shall issue a variance tied to the deed of the property allowing the service line to service line connection to remain until any change in use or construction that changes the size of either cabin, at which point the property will come into compliance by connecting the second cabin directly to the main.

Consideration of request for extra monies for additional services by Kennedy/Jenks Consultants

Katie stated that Kennedy/Jenks is requesting extra monies for additional services provided by Kennedy/Jenks Consultants in the preparation of the Asset Management Plan. A few corrections need to be made, but the additional services are beneficial to the District.

By **MOTION** and second, the Board accepted the additional work in payment total of \$10,950.

PUBLIC COMMENT

None

FINANCIAL REPORTS

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

MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS

None

CHIEF OPERATOR REPORT

See attached written report.

DISTRICT MANAGER REPORT

Rental Properties Update

Mike has vacated the condo as of April. Replacement of the roof of the modular has been advised by the companies who responded to the bid request. The District Attorney has provided insight into the sale of district property if the Board chooses to go that route. The topic will be on the May agenda for official decision.

vmSCADA Agreement

A request of the breakout of the payment of the lease-purchase of the 60 site vmSCADA system revealed a 53.4% interest rate. The outright cost of the system is \$673,182. We do not have this money in our budget for the year. After discussion and negotiation with Browns Hill, I was able to get an early payment clause added allowing the District to make payments toward the principal whenever desired. This will enable the District to reduce the amount it pays in interest and budget for quicker payoff. It is highly likely we will be able to make an additional payment this year, as Mike budgeted for a full year of monthly payments.

By **MOTION** and second, the Board directed Staff to payoff the SCADA system after installation.

CDOT US 34 Bridge Replacement Project

CDOT has revived their bridge replacement project on US 34. They have asked that Kennedy/Jenks provide a design evaluation and impact study of the bridge replacement upon the District utilities, and either recommend protection of the existing utilities or relocation. CDOT will reimburse the District for all monies per the scope of work provided by Kennedy/Jenks. CDOT has provided me with a standard utilities agreement which would ensure repayment would occur.

Copper Compliance Project Funding

Funding from the State Revolving Fund through CDPHE requires the District to start the process as soon as possible. The whole process can take up to a year, which would get us funding just prior to construction. I have begun to fill out the pre-qualification form, which does not bind the District. We have several other steps to go through from qualification to loan execution.

Office Hours

Staff has requested switching the lunch requirement from 1 hour to a half an hour, which would change the office hours from 8 – 4:30 pm. The request is in compliance with employment laws and is supported by management.

After a brief discussion the Board stated their agreement with the change in office hours.

SDA Regional Workshop

SDA is holding a regional workshop in Granby on Friday, June 15th, from 8 to 12:15 pm and costs \$30.

State Representative KC Becker

SDA informed the District that State Representative KC Becker tried to take a bill to the house to get government control of special districts. This was due in major part to the complaints received by our citizens regarding the compels for the line extensions. The bill did not make it to the floor, however KC Becker has not forgotten about the matter. SDA is are concerned with her focus and wanted to inform the District. In an effort to alleviate some of Representative Becker's concern SDA said they were going to reach out to DOLA, on their own accord, to see if there was an opportunity for assistance to those effected.

Annual Dinner

The annual dinner was set for Friday, May 18th.

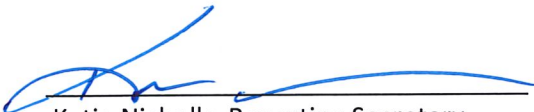
Executive Session: 6-month review of Katie Nicholls, District Manager – Pursuant to 24-6-402(4)(f) Personnel Matter


By **MOTION** and second, the Board entered into Executive Session for the 6-month review of Katie Nicholls, District Manager pursuant to 24-6-402(4)(f) for Personnel Matters.

By **MOTION** and second, the Board exited Executive Session.

By **MOTION** and second, the Board approved the 4% step increase for Katie Nicholls, District Manager.

With no further business before the Board, the meeting was adjourned at 7:45 p.m.


Katie Nicholls, Reporting Secretary


~~Julie Gasner~~, Secretary/Treasurer
Les Shankland

April, 2018

Chief Operator Report

Lift Stations /Call Outs:

The repair at Shoe Road Lift Station has been completed. The entire discharge piping system has been replaced with stainless steel and brass components. This is a vast improvement over the galvanized piping that was originally installed. Cutthroat Lift station on CR 64 has also had its discharge piping replaced and Highland Lift Station near Highland Marina is in the process of having the piping replaced. Next will be Sun Valley Lift Station.

Treatment Plant:

Operating normally.

There is a nutrient report that I will begin submitting this month. This report is due by April 15 and includes nutrient data from the plant as compared to Willow Creek which is where we discharge.

Engineering on copper compliance continues.

Water Systems:

1. North Shore: Operating normally.
2. Columbine: Operating normally.

Other:

Columbine Lift Station is up and running. Clean up and final grading will happen after snow melt.

Pump replacement at Beach Lift Station will happen by the end of the month with paving and final grading to happen after that

After almost 11 years I have vacated the Condo.

Mike