

RECORD OF PROCEEDINGS

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

HELD

Friday, September 15, 2017
2:30 p.m. at the Administration Building
1111 County Road 48
Grand Lake, CO 80447

A special 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:

Julie Gasner
Dan Knox
Pat Farmer
Les Shankland
Matt Reed

Others present: Sally Blea, staff

Public present: 2:30 David Walker; 4:00 Katie Nicholls

CALL TO ORDER

Chairman Knox called the meeting to order and announced that the special meeting was called for the purpose of interviewing two finalists for the District Manager position. He stated that the District Manager will be asking the questions with Board input as necessary.

David Walker was introduced. He is from New Hampshire but currently resides in Granby and plans to stay for the long term. He is working at a part time job for Devils Thumb Ranch but previously worked for Tabernash Meadows Sanitation District, serving as their District Manager. While in New Hampshire, he worked at various government jobs including as the Public Works Director in New Market and in Durham. He has worked with various Board of Directors, preparation of Budgets, Minutes, cost of service studies, strategic planning with engineers, etc. He stated he would be very comfortable with a desk job although he does have a civil engineering license. A salary is open to discussion and is ready to work with a two week notice to his present employer.

Katie Nicholl was interviewed next. She stated that she holds an Arts Degree, has worked in commercial real estate, worked a couple of years with the Columbine Lake Subdivision HOA and now works as the Town Clerk for the Town of Grand Lake. She noted that her job responsibilities are very similar to our position, working with the public, various state entities, and just the day to day activity of running an office. She does not have experience managing employees. As Town Clerk she does not hire or fire but is intimately involved in that process. She has extensive training in supervising and conflict negotiation. She is completely responsible for preparation of Board meetings, agendas, Minutes, etc. She prepares an annual Cemetery Budget, working with the Bureau of Reclamation, the National Park Service and the Forest Service. As well, she works closely with the State processing Liquor Licenses. She has been responsible for the Election process for both the HOA and the Town, including processing a sales tax bond question on the ballot. She took over the Town Clerk job with one day training from the previous Town Clerk who had been there over 30 years. She just believes in working that

extra mile to earn the trust and her motto is "don't work harder, work smarter". She would like to receive a salary of around \$70,000 and give a month notice to the Town.

Upon completion of the two interviews, the Board discussed the good attributes of both candidates and which candidate would be best suited for the position and for the District. Whereupon by **MOTION** and 2nd, the Board agreed to offer the position to Katie Nicholls. The motion included a starting salary of \$72,960 with a step increase every six months until a maximum salary of \$96,000 is reached; management training required; a start date of October 9, 2017; and a reply to the offer by 4:00 p.m. on September 18. The Board directed Sally to contact Katie immediately to make a conditional offer as noted with a follow-up letter to be delivered to her on Monday morning. Satisfactory background check and reference checks, will prompt the formal offer of employment.

With no further business before the Board, the meeting was adjourned at 5:08 p.m.



Sally J Blea, Reporting Secretary



Julie Gasner, Secretary/Treasurer