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## RECORD OF PROCEEDINGS

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### REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, APRIL 13, 2020 6:30 PM

1. **CALL TO ORDER**

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

Directors Present: Pat Farmer – Chairwoman  
Matt Reed – Vice Chairman  
Scott Huff – Secretary/Treasurer  
Judy Acierno – Director  
Mikeleen Reed – Director

Staff Present: Katie Nicholls – District Manager  
Mike Gibboni - Superintendent

2. **COMMENTS BY THE CHAIRWOMAN**

Chairwoman Farmer thanked the Staff for doing all they can to ensure that they are safe and continuing business throughout the COVID-19 pandemic. She also thanked the public for understanding and for staying home.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Chairwoman Farmer stated that the public will remain on mute until the Public Comment Session as posted on the agenda. She asked that everyone who wishes to speak introduce themselves before speaking.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the March 9 10, 2020 Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Motion to ratify and approve the decision of the District not to participate in mediation of a pending charge filed with the Colorado Civil Rights Division**

District Manager Nicholls explained that due to time constraints to meet a deadline a motion had to be made via email for the Board not to consider mediation on a pending charge filed with the Colorado Civil Rights Division. This motion will officially ratify the vote. By **MOTION**, second, and unanimous vote the Board ratified and approved the decision of the District not to participate in mediation of a pending charge filed with the Colorado Civil Rights Division.

b. **Consideration of an increased hourly wage for election judges appointed for the May 5, 2020 election**

District Manager Nicholls stated that it is typically standard to pay minimum wage to election judges, however in light of the ongoing pandemic and the increased risk to the judges she requested the

Board pay \$17 per hour for their time. By **MOTION**, second, and unanimous vote the Board increased the hourly wage to \$17 per hour for the election judges for the May 5, 2020 election.

c. **Motion to allow single signature on payables through the stay-at-home order**

District Manager Nicholls explained that in order to minimize contact the District needs to allow single signature on payables through the stay-at-home order. Payables will still be approved by the Treasurer Scott Huff, but will not be signed by him. By **MOTION**, second, and unanimous vote the Board moved to allow single signatures on payables through the stay-at-home order.

d. **Consideration of temporary suspension of delinquent charges for second quarter 2020 due to COVID-19 stay-at-home order**

District Manager Nicholls explained that payment of the user fees may be difficult for some customers due to general logistics as well as loss of income resulting from the stay-at-home order. The Board should consider temporarily suspending delinquent charges for the quarter as other utilities have done. The Board briefly discussed the matter focusing on the length of time it should be in effect. By **MOTION**, second, and unanimous vote the Board temporarily suspended the delinquent charges for second quarter 2020.

6. **PUBLIC COMMENT**

Delia Bell was recognized by the Board. Ms. Bell raised questions on late fees on a prepaid bill, the increased rates in 2020, why stolen utilities were not investigated, why cost of living adjustments are given to employees, and how Vice Chairman Reed's mom could be appointed to the Board. Chairwoman Farmer inquired if Ms. Bell had contacted the Sheriff's Office regarding the stolen utilities, and asked Ms. Bell to send information on the specific cases which she is aware to the District Manager.

7. **FINANCIAL REPORTS**

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

8. **MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS**

Vice Chairman Reed stated that he wanted to ensure that the Staff felt free to take care of their family as needed through the pandemic and ensure them that they will get paid and have job security.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. A brief discussion ensued regarding the North Shore Water leak and lack of notification to the property owners that their water was going to be shut off. Superintendent Gibboni stated he would do better to ensure that the residents are informed in the future.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. After a brief discussion the Board agreed to pay the bills for the personal cell phones used by the office staff during the stay-at-home order.

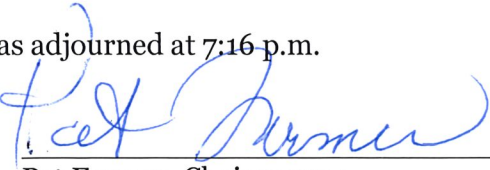
11. **EXECUTIVE SESSION**

**Executive Session: Review of Katie Nicholls, District Manager – pursuant to 24-6-402(4)(f) Personnel Matter**

By **MOTION**, second, and unanimous vote the Board entered into executive session, pursuant to 24-6-402(4)(f) Personnel Matter related to the review of Katie Nicholls. The Board exited executive session.

With no further business before the Board, the meeting was adjourned at 7:16 p.m.

  
Katie Nicholls, Reporting Secretary

  
Pat Farmer, Chairwoman