



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, APRIL 8, 2019 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairwoman Farmer, at 6:35 p.m. at the Administration Building, 1111 County Road 48, Grand Lake, CO 80447

Directors Present: Pat Farmer – Chairwoman
Matt Reed – Vice Chairman – *arrived at 6:40 p.m.*
Les Shankland – Secretary/Treasurer – via telephone
Judy Acierno – Director
Scott Huff – Director

Staff Present: Katie Nicholls – District Manager
Mike Gibboni – Chief Operator

2. **COMMENTS BY THE CHAIRWOMAN**

Chairwoman Farmer thanked Vice Chairman Reed for filling as chairman during her physical absence from the previous meetings.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the March 11, 2019 Minutes were approved as presented. Vice Chairman Reed was absent for the vote.

5. **MATTERS BEFORE THE BOARD**

a. **Resolution 2019-4-1; a resolution adopting the Colorado Retention Manual for record retention**

District Manager Nicholls stated that she is recommending the District adopt the Colorado Retention Manual for record retention for special districts. She has reviewed it along with other staff members and has found it to be a useful tool for the District. By **MOTION**, second, and unanimous vote the Board approved Resolution 2019-4-1; a resolution adopting the Colorado Retention Manual for record retention.

b. **Discussion regarding the creation of a fire or other natural disaster event policy**

District Manager Nicholls stated that the Board had previously discussed setting up a policy to temporarily suspend user fees for a constituent who has been hit with a disaster event such as a fire. Discussion ensued regarding insurance coverage, clean-up and rebuild time expectations, impact on fees, and large scale catastrophic event impact on the District. The Board directed Staff

to draft a policy for inclusion in the Rules and Regulations which would allow for suspension of user fees on a single user, on case-by-case basis, for a period not to exceed two years.

6. **PUBLIC COMMENT**

None.

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 inquired if the taps were adequately capped on the vacant lot being used for construction staging for the CDOT bridge project. Chief Operator Gibboni stated he believed it was, but would reconfirm.

Vice Chairman Reed inquired if the district would be financially stable if 500 consumers were lost due to a catastrophic event. Insurance coverage and other areas of assistance were discussed. The Board directed Staff to confirm the insurance policy specifics and also to calculate the financial ramifications of such a loss.

Vice Chairman Reed stated he wanted to further continue the discussion regarding the employee benefits and wages. A discussion ensued regarding operator wages, pension plan vesting, insurance commencement dates, at-will employment status, and wages and benefits of comparable employers. By **MOTION**, second, and unanimous vote the Board changed the 401(a) pension plan vesting to 100% at six (6) months employment, and changed the health insurance benefits to begin upon hire. The Board directed Staff to update the Employee Handbook for official approval, and also to do a wage study of comparable employers to include Breckenridge, Crested Butte and Steamboat.

9. **CHIEF OPERATOR REPORT**

Chief Operator Gibboni presented the Chief Operator Report.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager Report.

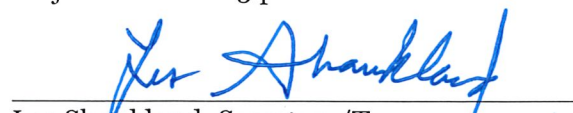
11. **EXECUTIVE SESSION**

Executive Session: 1.5 year 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 1.5 year review of Katie Nicholls. The Board exited executive session. By **MOTION**, second, and unanimous vote the Board increased Katie Nicholls' salary to step 6 of the step increase plan.

With no further business before the Board, the meeting was adjourned at 8:25 p.m.


Katie Nicholls, Reporting Secretary


Les Shankland, Secretary/Treasurer