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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, AUGUST 10, 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  
Mike Golden – Director

Staff Present: Katie Nicholls – District Manager  
Mike Gibboni – Superintendent  
Tara Knutson – District Bookkeeper

2. **COMMENTS BY THE CHAIRWOMAN**

Chairwoman Farmer called for a motion to excuse Director Golden from the June 8, 2020 Meeting. By **MOTION**, second, and unanimous vote the Board excused Director Golden from the meeting.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the June 8, 2020 Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration of engagement of services with Day and Associates for services for the 2020 year**

District Manager Nicholls stated that Day and Associates submitted a proposal for accounting services related to the 2020 audit year in amount of \$6,700. By **MOTION**, second, and unanimous vote the Board approved the engagement of services with Day and Associates for the 2020 audit year.

b. **Consideration of engagement of services with McMahan and Associates for a single audit for the 2020 year**

District Manager Nicholls stated that McMahan and Associates submitted a proposal for the 2020 audit year in the amount of \$15,700. The District is currently receiving loan funds in 2020 and therefore will need to do another single-audit, as is required under the terms of the loan agreement, which results in increased auditing costs. By **MOTION**, second, and unanimous vote the Board approved the engagement of services with McMahan and Associates for the 2020 audit year.

c. **Resolution 2020-8-7, a resolution entering into a right-of-way permit with the National Park Service for existing sewer pipeline located within the boundaries of Rocky Mountain National Park**

District Manager Nicholls stated that the previous right-of way permit expired in the 1990s and was never renewed. This resolution is required for the District to enter into a new right-of-way agreement with the National Park Service for infrastructure located within Rocky Mountain National Park. By **MOTION**, second, and unanimous vote the Board approved Resolution 2020-8-7, a resolution entering into a right-of-way permit with the National Park Service for existing sewer pipeline located within the boundaries of Rocky Mountain National Park.

d. **Updated rate study discussion**

District Manager Nicholls stated that the rate study was updated with the 2019 audit numbers for evaluation by the Board. She provided a brief overview of the rate study noting that the Board engaged the services of a contractor to create the rate study in 2018. The study was created using the District's audited financials and a previously conducted asset management plan conducted by another contractor to evaluate the potential infrastructure repair and replacement needs for the District over the next 30 years. She further provided an analysis of the current user fee rates compared to other surrounding wastewater service providers. A discussion ensued regarding the District's needs over the next 10 years, the state of the local economy, and past rate freezes done by the District. The Board directed Staff to set up a public hearing at the October meeting to increase rates to \$111.00 per quarter per single family equivalency, effective January 1, 2021.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the months of June and July were approved. The financial documents for June and July were reviewed and accepted as presented.

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

Director Golden apologized for missing the previous meeting.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. He further stated that it is likely Conroy Excavating will request additional time for the Copper Removal Project due to unforeseen delays related to the pandemic. The project requires 3 months of sampling prior to the compliance deadline, which is unlikely to happen. Approval by the state would be required. A discussion ensued regarding the reasoning for the delays, and what meetings will occur to get the extension.

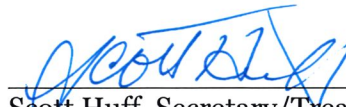
10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. A discussion ensued regarding the potentiality of solar power at the plant. The Board agreed that solar is not currently beneficial to the District, but may be in the future. They requested that Staff contact a couple other companies to back up the information received and then shelf the project until it is more financially beneficial for the District.

With no further business before the Board, the meeting was adjourned at 7:03 p.m.



Katie Nicholls, Reporting Secretary



Scott Huff, Secretary/Treasurer