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## RECORD OF PROCEEDINGS

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### REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT TUESDAY, AUGUST 13, 2024 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairman Reed, at 6:31 p.m. The meeting was held at the Administrative Office at 1111 GCR 48 and also remotely.

Directors Present: Matt Reed – Chairman  
Mike Golden – Vice Chairman  
Scott Huff – Secretary/Treasurer  
Stephanie Connors – Director  
Mark Gibson – Director

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

2. **COMMENTS BY THE CHAIRMAN**

Chairman Reed noted that he spoke with the Town Trustees about weird stuff being flushed, to include clothing. A discussion ensued regarding the matter.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Sharon Illsley and Janna Sampson

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and majority vote the July 9, 2024 Meeting Minutes were approved as presented. Vice Chairman Golden abstained.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration of Fourth Addendums to Columbine Lake Water District and North Shore Water District Intergovernmental Agreements**

District Manager Nicholls presented the addendums noting that the new addendums better clarify job tasks and expectations for both Districts. Administration fees for work beyond the standard scope of work was added to match the existing operations fees. She further noted that July CPI should be released any day now and the documents should be updated before they go before the respective boards. By **MOTION**, second, and unanimous vote the Board approved the fourth addendums to the Columbine Lake Water District and North Shore Water District Intergovernmental Agreements.

b. **Resolution 2024-8-1 in Opposition to the Statewide Proposals, Initiatives 50 & 108**

A brief discussion ensued and staff was directed to add the opposition to the home page of the website and anywhere else that is applicable to getting the word out. By **MOTION**, second, and unanimous vote the Board Resolution 2024-8-1; a resolution opposing Initiatives 50 & 108.

c. **Discussion: Cyber Security**

District Manager Nicholls reviewed the memo outlining the items accomplished and plans for the next 12 months. She noted that known cyber-attacks against the District have been stopped and MFA will be implemented soon as well.

d. **Consideration of entering into a lease with Pitney Bowes for new mail machine to meet USPS IMI Compliance**

District Manager Nicholls stated that the requirement to replace the mail machine was brought to the District's attention early 2024 so staff was unable to plan ahead for the expense. By **MOTION**, second, and unanimous vote the Board approved entering into a lease with Pitney Bowes for a new mail machine.

e. **Resolution 2024-8-2 Amending the Rules and Regulations of the District**

District Manager Nicholls stated that per the Board's request the Rules and Regulations of the District would be amended to further clarify the need for constituents to follow the county building code and plumbing codes, change the grease inspection date from May 15<sup>th</sup> to July 15<sup>th</sup>, and increase the fee schedule for extra work done. By **MOTION**, second, and unanimous vote the Board approved Resolution 2024-8-2; a resolution amending the Rules and Regulations of the District.

f. **Discussion: PR Firm**

District Manager Nicholls stated that she reached out to four public relations firms based on recommendations from the attorney for the District and the CEO of SDA. Three firms responded. Information packets were provided following conversations asking for general resources and thoughts on how a PR firm could help the Septic to Sewer Conversion Project succeed. A lengthy discussion ensued regarding the perceived benefits, costs, timeline, and information packets received. The Board directed Staff to work with Director Gibson on establishing measurable objectives to provide to Wildrock and Novitas and have them present at the next Board meeting. Finding a potential third option was also discussed.

g. **Consideration of engagement of NCR Voyix for payment processing services**

District Manager Nicholls stated that a new payment processor must be secured for our new utility billing service software. She noted new information came to light that makes NCR Voyix not a good fit for the District. She presented a proposal from Paystar noting that it will be a reduction in costs to customers. By **MOTION**, second, and unanimous vote the Board approved engagement of Paystar for payment processing services.

h. **Discussion: 2024 rate study**

District Manager Nicholls presented the 2024 rate study. She noted that the 10-year study shows the 10<sup>th</sup> year would be in the red, but that is with a significant contribution to reserves. A discussion ensued regarding the changes to district finances coming from legacy infrastructure needs, Septic to Sewer Conversion Project, and new potential compliance limits. Further conversation occurred related to Town of Granby increases, state of the economy, history of rate increases, and overall reception of increases to date. The Board directed staff to set up a public hearing for the October meeting continuing the \$6 per quarter, \$2 per month, increase.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of July 2024 was approved. The financial documents for July were reviewed, and accepted as presented.

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

Vice Chairman Golden inquired about the progress on the office grading project. District Manager Nicholls stated they should hear from Perizzolo in the next week and have looked at other contractors, but have not found any qualified for the work yet. Vice Chairman Golden also inquired into the high legal fees, noted his interest in solar at the plant and noted he spoke about the Septic to Sewer Conversion Project at the Lakeridge HOA meeting.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. He noted a state inspection will occur on Friday.

10. **DISTRICT MANAGER REPORT**


District Manager Nicholls stated that they are waiting for information from the engineers, and an assessment of Dillie Docks will be done on Thursday.

With no further business before the Board, the meeting was adjourned at 8:31 p.m.



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Katie Nicholls, Reporting Secretary



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Scott Huff, Secretary/Treasurer









# Minutes August 13, 2024

Final Audit Report

2024-09-11

Created:	2024-09-11
By:	Katie Nicholls (katie@threelakesws.com)
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