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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 14, 2023 6:30 PM

1. **CALL TO ORDER**

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

Directors Present: Matt Reed – Chairman – *arrived at 6:58 p.m.*  
Mike Golden – Vice Chairman  
Scott Huff – Secretary/Treasurer  
Stephanie Conners – Director  
Mark Gibson – Director

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

2. **COMMENTS BY THE VICE CHAIRMAN**

Vice Chairman Golden noted that Chairman Reed would be late to the meeting and he was starting the meeting in his absence.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Greg Stockton, Stockton Infrared Thermographic Services, Inc.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the July 10, 2023 Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Presentation of Aerial Survey Report**

Greg Stockton with Stockton Infrared Thermographic Services, Inc stated they completed the aerial survey on July 7 and July 8<sup>th</sup>. He reviewed his findings and various anomalies found with the Board during a lengthy presentation. A discussion ensued regarding the findings and it was decided that Chairman Reed would work with Staff on identifying specifics on the anomalies found.

*Chairman Reed arrived at 6:58 p.m.*

b. **Discussion: Cyber Security**

District Manager Nicholls noted that the Board must have a discussion on Cyber Security annually to retain the higher coverage the District has received. The District switched IT providers in November 2022. Since then, the new IT replaced or added anti-virus with anti-ransomware to all workstations, as well as installed Automate for Windows security updates to be applied on a scheduled basis. New local and cloud backups have been established with monthly restore tests. Password policies were created and file security and rights have been properly updated to each employee. The firewall was improved with monthly firmware update checks established and proper VPNs created. Active monitoring of anti-virus, server off-line alerts and internet outages has provided quick and efficient responses.

The following items are set to be addressed in the next 12 months: develop an annual RoadMap; replace DMZ workstation with a server; setup spare firewall at plant with a site-to-site VPN tunnel, upgrade ISP at treatment plant, create a workstation replacement plan, verify all user with MFA application, discuss a threat detection and prevention plan, update or create an emergency response plan and cyber security plan. A brief discussion ensued related to Staff satisfaction with the changeover of providers.

c. **Discussion: Columbine Lake Water District potential dissolution and absorption**

District Manager Nicholls stated that Columbine Lake Water District has asked she inquire with the Board regarding this matter to see if they are open to the potential dissolution of their district to be absorbed by Three Lakes. She explained that Columbine Lake Water District has hired Three Lakes to administratively and operationally run their District for several decades. They have a difficult time filling vacancies and while they have no-term limits, several board members are likely to step down in the forthcoming years. She noted that a dissolution of the district with absorption by Three Lakes would be beneficial to both districts and the property owners they serve. A lengthy discussion ensued regarding the process, many benefits, if there were any cons, water rights value on the market, the state of the district and its infrastructure. The Board advised Staff to inform Columbine Lake Water District that they are open to the idea of absorbing their District should they decide to move forward with the matter.

d. **Special Request: Consideration of a temporary variance for 177 GCR 4454 - Mullinex**

District Manager Nicholls stated that Rick & Dee Mullinex currently have a temporary variance on their property located at 177 GCR 4454, it is set to expire October 14, 2023. They are seeking a continuation of the temporary variance. She noted that nothing has changed regarding the inability to connect on their property. The easement required for connection to occur continues to be denied. She also noted that the septic system in place was recently inspected. By **MOTION**, second, and unanimous vote the Board approved a temporary variance for 177 GCR 4454.

6. PUBLIC COMMENT

None.

7. FINANCIAL REPORTS

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

8. MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS

None.

9. SUPERINTENDENT REPORT

Superintendent Gibboni presented the Superintendent report.

10. DISTRICT MANAGER REPORT

District Manager Nicholls presented the District Manager report. The Board moved the September meeting to September 18, 2023 due to conflicts with the SDA Conference.

With no further business before the Board, the meeting was adjourned at 8:19 p.m.

  
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Katie Nicholls, Reporting Secretary

  
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Scott Huff, Secretary/Treasurer

