

# RECORD OF PROCEEDINGS

## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT

### HELD

Monday, August 14, 2017  
6:30 p.m. at the Administration Building  
1111 County Road 48  
Grand Lake, CO 80447

A regular meeting of the Board of Directors of the Three Lakes Water and Sanitation District was held in accordance with the applicable Statutes of the State of Colorado.

The following Directors were present and acting:

Pat Farmer  
Dan Knox  
Les Shankland  
Julie Gasner

Others present: See attached  
Sally Blea and Mike Gibboni, Staff

### CALL TO ORDER

Acting Chairman Knox called the meeting to order and opened for discussion the first agenda item.

### COMMENTS BY THE CHAIRMAN

Chairman Knox announced that the Agenda will be taken out of order because the Chief Operator has not arrived for the first two items and he would like him to be present for those two items.

### INTRODUCTIONS OF PUBLIC PRESENT

Per attached List

### ACCEPTANCE OF MINUTES

By **MOTION** and second, and by unanimous vote, the July 10, 2017 Minutes were approved as presented.  
By **MOTION** and second, and by unanimous vote, the July 17, 2017 Minutes were approved as presented  
By **MOTION** and second, and by unanimous vote, the August 1, 2017 Minutes were approved as presented

### MATTERS BEFORE THE BOARD

**Kevin Ortell: request for transfer of one sfe tap from Lot 1, Block 3, Colorado Angler's Club, to Lot 13, Block 7, Colorado Angler's Club (both lots vacant)**

Mr. Ortell was not present but Sally explained that the lot that Mr. Ortell wishes to transfer the tap from is a vacant lot in which a previous owner had extended a sewer service line onto the property, which at this time is considered a "dry tap". Mr. Ortell believes that the property is unbuildable because of easements that have made it a very poor building lot and more suitable for green space. The lot is located next to his home. Lot 13, Block 7 is a vacant lot that he owns as well, thus it meets the requirements of the Rules & Regulations, of transferring from same ownership to same ownership. By **MOTION** and second, the Board unanimously approved the transfer, with all of the fees applicable for this type of transfer.

**Mike Golden, Lot 41, Lakeridge Subdivision, Filing 2: Request for temporary variance from connection**

Mr. Golden was not present but Sally explained that his property is situated such that he must cross private land in order to connect to the sewer main that is within 400' of his property boundary. The District is in receipt of two denial letters from two separate lot owners who do not wish to grant him the easements required to connect. By **MOTION** and second, the Board by unanimous vote approved of the temporary variance with all of the standard agreement terms applicable.

**Ronda Grassi, Lot 35, Lakeridge Subdivision: request for extension of sewer main on County Road 472**

Ms. Grassi submitted a proposal to the Board to extend the sewer main approximately 300' to service a lot she is planning to build on. She also submitted a bid for a sewer service line extension from ATH. Mr. Golden and Mr. Tukua are also interested in participating for future service to their vacant lots that they own. Mr. Golden, Mr. Tukua and Ms. Grassi's lots are not within 400' of the existing lift station but are willing to pay for one-half of the cost of an extension, and requested that the District pay the remaining half. Mike explained that the District had, a few years ago, explored for a property owner, the idea of an extension to service every lot in the cul de sac with a design that would include a gravity sewer main and force main. The project was going to be very expensive and the Board did not approve it. He also discussed his opinion a few years ago to service the most eastern properties, which includes Ms. Grassi's lot and Mr. Golden's lot, with a line extension onto County Road 4739. Ms. Grassi's proposal will not service all of the lots in the cul de sac. The Board discussed budget concerns and timing for the project. By **MOTION** and second and unanimous vote, the Board approved to set this matter for a hearing to receive further comments on the proposed line extension, that staff obtain a bid for a sewer main extension, and develop a plan for the project.

**Review/consideration of Bid documents for proposed line extension from grand Avenue at Sunnyside Drive and extending east across West Portal Road**

The Board reviewed the Bid document with a cost of \$68,640 that did not include rock excavation. This amount was more than twice the cost estimated by the Chief Operator and would require that the District set it for formal bid. For these reasons staff recommended that the District not proceed with the short line extension. The initial staff recommendation was to do the short extension to position the sewer main so that it could easily be extended in the future into the Sunnyside Addition to Grand Lake Subdivision. A **MOTION** was made by Director Shankland that the District proceed with putting the project out for bid to receive competitive bids and decide if we can accept the lowest bid. This motion died for lack of second. A **MOTION** was then made by Director Farmer that the District do not proceed with the project. This motion was seconded and approved with one nay vote by Director Shankland.

**Review of Rules and Regulations, Sections 4.7, 5.2, 6.2 and 8.3: for language changes**

Sally presented some sections of the Rules and Regulations that authorize the Board to take an action, when she believes that those are actions that can and should be taken care of by management. She requested that the Board make a word change wherever in those particular sections where it refers to "Board", to refer to the District to give management the latitude to act without Board approval. By **MOTION** and second, the Board approved the change in wording, and included Section 4.8 as well. The Board directed that Sally take a closer look at all of the Rules & Regulations to see if there are other areas of the Regulations that would best be served in this way as well.

**Applicant Interviews/Consideration for Board of Director Replacement: Matt Reed, Jim Durkee, Tim Little and Jim Simoni**

Sally first stated the requirements by State law to be qualified as a Board Member

1. Matt Reed: Stated that he has lived in the area since 1996. He has been employed with Mountain Parks Electric for the past three years. Prior to that he owned his own excavating business for 7 years. He serves on the Grand Lake Trail Groomers Board, as the secretary. He feels that just knowing a lot of people in the District and having done utility work and is familiar with the sanitation services available throughout the District, he



would be a good fit for the Board. With regard to a question on having enough time to prepare for Board meeting preparation since he works full time, he stated he can get that time to prepare.

2. Tim Little: stated that he has lived in the area since 1998 and has been a Three Lakes' customer for nearly 20 years. His background is in mechanical engineering and works for Wilderness Adventures full time. He wants to be a part of helping, serving and improving the community, and is in a position to do that. He has served on various non-profit boards and currently serves on the Grand County Economic Development Committee.

3. Jim Durkee: has lived here for 7 years full time currently, although he worked in the District in the 60's. He is in the biological sciences but his career is with telecommunications. He is fully retired, taught scuba diving, CPR and first aid, amongst other types of work. Feels he is a good planner, and can offer that expertise to the District.

4. Jim Simoni: has been in the area for many years having retired from the Post Office. He bought a house in the District in 2000. He is currently serving on the North Shore Water District Board and feels he can make a difference on this Board as well.

With regard to concerns or suggestions regarding the District, two of the candidates stated they have not heard anything positive about the District, and would like to help improve the perception. Director Shankland responded that he thinks there is always improvement for public relations but feels the district is sound, some confrontational issues, but overall the district is in good shape, being very sound and very strong; the rates are reasonable and he is glad he does not have to utilize a septic system. By **MOTION** and second, the Board unanimously voted to appoint Matt Reed to fill the vacant position until the May, 2018 election, where he must run for a seat on the Board. The Board thanked the other candidates for their interest and informed them that if they continue to have an interest in running for the Board seats that will be open in May, they may pick up an application at the beginning of the year to do so.

#### **District Manager position – conditional offer of employment consideration**

The Board discussed at length the qualifications of Sarah Sjobakken and Ross Blackmer. Some of the pros and cons for each centered around learning curves, communication, versatility, district and staff size, exposure to long term planning and cost of service studies; salary challenge, housing needs, and special district and sanitation service exposure and knowledge. Before voting the Board noted that both candidates are very well qualified for the position. By **MOTION** and second, the Board agreed to make a conditional offer of employment to Sarah. The voting on this motion included one nay vote by Chairman Knox. (See below for continued discussion).

#### **PUBLIC COMMENT**

None

#### **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.

#### **MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS**

Director Gasner commended Operations staff – having read the local newspaper article that reported on State violations issued to water districts. Our contracted water districts were the only two of those reported, that did not have any violations.

## CHIEF OPERATOR REPORT

See attached written report. Mike also reported that the force main work for the Columbine Lake #1 Lift Station project has been completed. We have not received permission from CDPHE to begin construction of the lift station itself.

He attended a meeting of the Grand Lake town this afternoon at which the Town Counsel informed him that they will not approve an August start date for the Beach Lift Station project, stating that they were not aware of the requested start date until recently. They have extended the date into September. Mike noted that he has been working with Town officials since the summer of 2016 on this project. The project will cost more with such a late start which will put the Contractor into some winter months to complete it. He questioned whether it could be completed in this year with such a late start.

### **District Manager position – conditional offer of employment consideration – Cont.**

Upon further discussion as to a salary for Sarah, the Board, by **MOTION** and second, unanimously approved a starting salary of \$73,000. She would be eligible for an "all or nothing" 4% increase every six months via a performance review by the Board, until a maximum gross salary of \$96,000 is reached. The offer did not include the Bonus Program as the Board indicated it is likely the program as it exists today, will end on December 31, 2017. The offer is conditional in that a reference and background check would be performed before a final offer of employment is made.

## DISTRICT MANAGER REPORT

Nothing further to report.

With no further business before the Board, the meeting was adjourned at 9:30 p.m.

  
Sally J Blea, Reporting Secretary

  
Julie Gasner, Secretary/Treasurer

## ATTENDANCE RECORD

BOARD MEETING - August 14, 2017

THREE LAKES WATER &amp; SANITATION DISTRICT

	NAME	PROPERTY ADDRESS	EMAIL ADDRESS
	DAN REEF	1525 W. PORTER RD.	REEF, JESU.EDU
2	Nancy Ettinger	1525 W. Porter Rd.	eHinger.1@osu.edu
3	Tim Durkee	100 CR 4104	jindurkee@comcast.net
4	Matthew Reed	35 CR 4953	wccordingitxquoting@yahoo.com
5	Ronda Grassi	Lakeridge subdivision CR 472	rondaecadcoinc.com
6	Steve Torkua	LOT 31 Lakeridge CR 472	Storkua@hotmail.com
7	Jim Little	25 CR 4435 60447	tim80447@gmail.com
8	Gim Simon	578 CRL 47	Genevive59@aol.com
9	Caryl McCracken		
10	John M. Ragan	103 county Rd 474	—
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**August 2017**  
**Chief Operator Report**

**Lift Stations /Call Outs:**

All stations are operating properly.

The Lakeridge CR472 lift station upgrade has been completed. There were some unforeseen circumstances in the field such as the force main size and where the force main was connected on CR 47. This resulted in some additional construction time and cost due to having to upsize the force main from 2" to 4" and make a proper tie in to the existing gravity sewer.

Property owners have inquired about extending a sewer main from the renovated Lift Station further on CR 472. There is approximately 300-400 feet which could flow by gravity. We have referred them to the existing Rules & Regulations that provide for private main line extensions but they have indicated a desire to approach the Board about other possible scenarios.

**Treatment Plant:**

Operating normally. We continue to work with Kennedy/Jenks on the copper issues as well as Northern Water on the possible nutrient reduction and treatment. A few months ago we asked for an extension for compliance with the copper requirements. We have been denied an extension. We will continue testing to determine the next course of action.

**Water Systems:**

1. North Shore: Operating normally.
2. Columbine: Operating normally.

**Other:**

Construction on the Columbine Lift Station *force main* has begun and we are waiting for final approval of the *lift station* design from CDPHE, before we can begin construction of it.

Beach Lift Station construction will begin on August 21 or extend to August 28 depending on approval from the Town of Grand Lake.

Mike