



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, AUGUST 8, 2022 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: Mike Golden – Vice Chairman
Scott Huff – Secretary/Treasurer
Stephanie Connors – Director

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

2. **COMMENTS BY THE CHAIRMAN**

By **MOTION**, second, and unanimous vote the Board excused Chairman Reed's absence.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Marilou Randall, Tim Randall, Patrick Randall, Steve Chandler, Bobann Garcia, and Greg Query were present. Chairman Golden noted that due to the long agenda, and in consideration of public in attendance's time, he was going to allow public comment before any further business occurred.

Marilou, Tim, and Patrick Randall, with Never Summer Mountain Products, were recognized by the Board. The Randall's explained a sewer main backup that occurred in May had affected their property and business. They noted that the claim was denied by both their insurance and the District's, however they are in receipt of a \$10,000 no-fault check from the District's insurance. They noted that they felt the District's insurance did not do a thorough investigation. The Board directed Staff to follow up with the insurance and attorney.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the July 11, 2022 Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

- a. **Special Request: Consideration of a temporary variance from connection for John E. Struckhoff located at 748 GCR 47**
By **Motion**, second, and unanimous vote the Board approved a temporary variance from connection for Lakeridge Subdivision Filing 2, Lot 40, more commonly referred to as 748 GCR 47.
- b. **Special Request: Consideration of a temporary variance from connection for Steve P. Chandler located at 37 GCR 4628/Jaspar Rd**
A brief discussion ensued regarding the connection possibilities for the property. By **MOTION**, second, and unanimous vote the Board approved a temporary variance from connection for Shadow Mountain Estates Lot 30, more commonly referred to as 37 GCR 4628/Japar Road.
- c. **Consideration of laboratory test fee increase**
District Manager Nicholls noted that per the Board's request Staff has come back with a recommendation of increasing fees to \$40 from \$25, and offer a discounted rate of \$35 for public water systems and bulk sales of 10 or more tests. By **MOTION**, second, and unanimous vote the Board increased the water laboratory test fee from \$25 to \$40, and offer a \$35 rate for public water system tests and bulk sales of 10 or more tests.
- d. **Consideration of engagement of Timothy Day CPA for accounting services for the 2022 year**
By **MOTION**, second, and unanimous vote the Board engaged the accounting services of Timothy Day CPA for the 2022 year.
- e. **Consideration of engagement of services of McMahan and Associates for audit services for the 2022 year**
By **MOTION**, second, and unanimous vote the Board engaged McMahan and Associates for auditing services for the 2022 year.
- f. **Motion to appoint Katie Nicholls as Budget Officer**
By **MOTION**, second and unanimous vote the Board appointed Katie Nicholls as Budget Officer.
- g. **Consideration of setting a public hearing for a user fee rate increase for the 2023 calendar year**
District Manager Nicholls stated that the rate study had been updated, keeping the \$6 per SFE per quarter gradual increase. Current inflation has affected the long-range planning slightly. She further noted that due to so many unknowns with potential funding and project roll out for the septic-to-sewer project it was being left out of the equation for the 2023 budget. If something should occur in 2023 that would affect the budget an amendment would occur. The Board directed Staff to set a public hearing for the October meeting for a \$6.00 per SFE per quarter increase.
- h. **Discussion on cybersecurity practices**

District Manager Nicholls presented a cybersecurity report to the Board. She noted that while the District has made a lot of improvements to the cybersecurity of the District to include the installation of a direct Comcast line to the office and new firewalls. She further noted that the District is really close to getting Citizen Link completed, which will allow the customers to have access to their accounts and sign up for ACH online. This will eliminate the need for the District to hold customers personally identifiable information within the office. Following the meeting more frequent password changes will be instated for Staff and Board members, and towards the end of the year a written IT disaster recovery plan will be drafted to be adopted by the Board, as well as a future vendor questionnaire to ensure third party vendors meet the standards needed.

i. **2023 IGA rates**

District Manager Nicholls brought the updated/expected intergovernmental rates to the Board. A lengthy discussion ensued regarding the Columbine Lake Water District increases; it was noted that the 3% increase applied every other year does not cover employee wage increases, and has not for some time. By **MOTION**, second, and unanimous vote the Board directed Staff to apply a one-time 5% increase to the Columbine Lake Water District IGA for the calendar year 2023, and for a thorough evaluation and renegotiation of the agreement to occur in 2023 for 2024 and beyond.

6. **PUBLIC COMMENT**

No further public comment occurred.

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**

On behalf of a constituent Director Conners inquired about the water quality of Grand Lake. District Manager Nicholls directed her to either contact Grand County or Northern Water.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. After a brief discussion the Board appointed Secretary/Treasurer to conduct the review of District Manager Nicholls, and they also planned to tentatively cancel the September meeting due to SDA conference conflicts.

With no further business before the Board, the meeting was adjourned at 7:31 p.m.


Katie Nicholls, Reporting Secretary


Scott Huff, Secretary/Treasurer

