



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, FEBRUARY 10, 2020 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Vice Chairman Reed, at 6:30 p.m. at the Administration Building, 1111 County Road 48, Grand Lake, CO 80447

Directors Present: Pat Farmer – Chairwoman – via telephone
Matt Reed – Vice Chairman
Judy Acierno – Director
Scott Huff – Director

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

2. **COMMENTS BY THE VICE CHAIRMAN**

None.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Geoff Elliott, Mikeleen Reed, Mike Golden, Mark Gibson, Kathy Klusch, and Diane Temple.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the January 13, 2020 Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration of appointment for vacant Board of Directors position**

Vice Chairman Reed asked that each person who provided a letter of interest to introduce themselves and state whether they were willing to run for office in the upcoming election. He further stated that he felt it was important that whomever is appointed run for office as the appointment is only through the election. The following people introduced themselves and stated their willingness to run in the upcoming election: Mikeleen Reed, Mike Golden, Mark Gibson, and Diane Temple.

A brief discussion ensued regarding the candidates. By **MOTION**, second, the Board appointed Mikeleen Reed to the Board of Directors, Secretary/Treasurer Huff did not vote.

b. **Consideration of a temporary variance for Casler-McAuley Revocable Trust for Shadow West 40 Lot 4; also known as 480 GCR 466**

District Manager Nicholls stated that Eileen Casler and Dave McAuley, property owners, were seeking a temporary variance to install an on-site septic system due to topography. The property is located within 400 feet of a main, however connection requires installation through wetlands, which the Corp of Engineers has indicated they would deny the permit. Other connection options exceed 1,000 feet and connection estimates are expensive.

Geoff Elliott with Grand Environmental Services was present on behalf of the property owners. He outlined his presentation materials noting the wetlands with adjacent fens, pricey connection costs, and septic installation plans. The Board questioned the location of the septic system and its potential impact on the wetlands, and the permit application with the Corps of Engineers. The Board thanked Mr. Elliott for the thorough presentation.

By **MOTION**, second, and unanimous vote the Board approved a temporary variance for Casler-McAuley Revocable Trust for Shadow West 40 Lot 4; also known as 480 GCR 466.

c. **Consideration to ratify the District Manager entering into the Fence Agreement and Easement with Alan J. Coldwell Living Trust Dated May 20, 2010**

District Manager Nicholls stated that all Board members individually provided approval via email for advance signature of the document, which was required due to court deadlines.

By **MOTION**, second, and unanimous vote the Board ratified the District Manager entering into the Fence Agreement and Easement with Alan J. Coldwell Living Trust Dated May 20, 2010.

d. **Consideration of correction of previous Board determination for Gilmour properties located at 1823 GCR 491 and 941 GCR 464**

District Manager Nicholls stated that Timothy and Katharine Gilmour are the property owners of two separate properties located at 1823 GCR 491 and 941 GCR 464. In 2016 the property owners were notified by previous staff that both properties were not in compliance with the District's Rules and Regulations due to each having a second kitchen. The matter came before the Board and it was determined that Mr. and Ms. Gilmour would need to purchase an additional tap for each property and pay back fees for the additional usage. Additionally, they were to install a separate service line for each property for the additional dwellings assessed. Per the determination of the Board and the timeline given, the property owners purchased one additional tap for the property located at 1823 GCR 491 in 2017, with the tap for 941 GCR 464 to be purchased at a later time. During routine work the property located at 1823 GCR 491 came to the Staff's attention. It was discovered that the 1823 GCR 491 property was broken up into two separate accounts, one for each lot. One lot with 1 tap and one lot with 2 taps due to the purchase made in 2017. The County shows both lots listed as one parcel of land. Staff believes that the tap purchased in 2017 should have been applied to the 941 GCR 464 property, therefore making the properties in compliance with taps.

A discussion ensued regarding the taps of record, the Board's previous determination, the number of buildings on the property, what the interior of the building was actually like, and if two service lines were needed for each property. By **MOTION**, second, and unanimous vote the Board agreed that the tap purchased in 2017 was to be applied to the property at 941 GCR 464; and further determined that second service line for each property was not required at this time.

e. **Motion to open a line of credit with Card Assets owned by First Arkansas Bank and Trust through Grand Mountain Bank for credit cards in the amount of \$10,000 each in the names of Kathleen Nicholls, District Manager, and Michael Gibboni, Superintendent; and upon approval subsequently close the bank account and credit card issued by Wells Fargo Bank**

By **MOTION**, second, and unanimous vote the Board approved opening a line of credit with Card Assets owned by First Arkansas Bank and Trust through Grand Mountain Bank for credit cards in the amount of \$10,000 each in the names of Kathleen Nicholls, District Manager, and Michael Gibboni, Superintendent for a cumulative amount of \$20,000; and close the bank account and credit card issued by Wells Fargo Bank upon approval.

By **MOTION**, second, and unanimous vote the Board approved the draft minutes for the meeting held on February 10, 2020 for the purpose of expediting the credit card application and closure of accounts held with Wells Fargo Bank.

6. **PUBLIC COMMENT**

None

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of January was approved. The financial documents for January 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 instructed Staff to continue with plans to put the fee increase for water lab fees on the March agenda as already posted.

With no further business before the Board, the meeting was adjourned at 7:44 p.m.


Katie Nicholls, Reporting Secretary


Scott Huff, Secretary/Treasurer

Matt Reed, Vice Chairman