



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, FEBRUARY 14, 2022 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 remotely.

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

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

2. **COMMENTS BY THE CHAIRMAN**

None.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, and second, and unanimous vote the January 13, 2022 Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration of new Cash Management Plan – Internal Controls Policy**

District Manager Nicholls stated that the District's insurer is requiring the District to have social engineering fraud procedures established. The human resources service hours provided as part of the insurer's risk management coverage were used to update and replace the existing policy. By **MOTION**, second and unanimous vote the Board approved the Cash Management Plan – Internal Controls Policy.

b. **Resolution 2022-2-1; a resolution amending the Rules and Regulations of the District**

District Manager Nicholls stated that Bookkeeper Knutson noticed there was a discrepancy between the ACH form and Rules and Regulation on the amount charged for a returned

check. By **MOTION**, second, and unanimous vote the Board approved Resolution 2022-2-1; a resolution amending the Rules and Regulations of the District.

c. **Resolution 2022-2-2; a resolution appointing replacement DEO**

By **MOTION**, second, and unanimous vote the Board approved Resolution 2022-2-2; a resolution appointing a replacement DEO.

d. **WEFTEC conference event**

Director Gibson stated that he felt the District should consider sending District Manager Nicholls and Superintendent Gibboni to the WEFTEC Conference in New Orleans. He explained the educational opportunities and that more smaller wastewater entities attend the event when it is held in New Orleans. A discussion ensued regarding the educational aspects, costs, timing, and SDA annual conference. The Board stated they felt it sounded like a good opportunity and would consider if the budget would allow.

e. **Discussion: Engineer selection**

District Manager Nicholls stated that she and Director Gibson spoke with USDA and were able to get further clarification on the engineer selection. The expedited timeline is not needed as first perceived. A discussion ensued regarding the need, requirements of the District, potential firms, and Board member involvement in the process. The Board directed Staff to work with Chairman Reed and Secretary/Treasurer Huff on the RFQ and identifying the top engineering candidates for the District.

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**

Chairman Reed thanked the Staff for their hard work. Directors Golden and Huff thanked the Board members who stepped up to the Chairman, Vice Chairman, and Secretary/Treasurer positions.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. He noted that several lines have frozen recently, particularly in town. He also noted that the amount of sludge being hauled from the plant has doubled since the completion of the Copper Removal Project, and he expects it to be even higher this year. The Board questioned whether it was budgeted for in the 2022 budget. Superintendent Gibboni stated he felt he allowed for the increase.

10. **DISTRICT MANAGER REPORT**

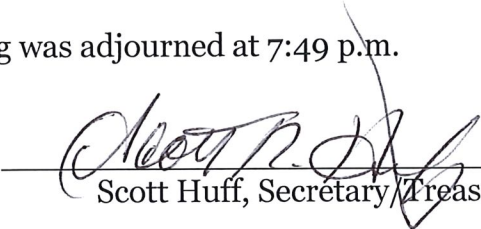
District Manager Nicholls presented the District Manager report. Director Gibson noted that he and District Manager Nicholls attended the Board of County Commissioners meeting recently in

pursuit of the letter of support received. During the meeting the Commissioners expressed concern with the outcome of previous line extension and specifically District policies which overly burden the property owner. Director Gibson and District Manager Nicholls stated that while it is premature to change the rules without the money, a statement of intention would help alleviate the concerns expressed. A brief discussion ensued, and the Board agreed that Director Gibson should draft the statement for official consideration by the Board.

The Board briefly discussed the recent denial of the appeal for the construction delays to the Copper Removal Project caused by the East Troublesome Fire. The Board decided the District should accept the loss and move on.

With no further business before the Board, the meeting was adjourned at 7:49 p.m.


Katie Nicholls, Reporting Secretary


Scott Huff, Secretary/Treasurer

