WATER SANITATION DISTRICT

RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS
THREE LAKES WATER AND SANITATION DISTRICT
MONDAY, JULY 10, 2023 6:30 PM

1. **CALL TO ORDER**
    A regular meeting of the Board of Directors was called to order by Chairman Reed, at 6:30 p.m.
    The meeting was held remotely.

    Directors Present: Matt Reed – Chairman
    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 CHAIRMAN**
    None.

3. **INTRODUCTIONS OF PUBLIC PRESENT**
    Matt & James Chidley. Bob Orsatti with Anchor QEA.

4. **ACCEPTANCE OF MINUTES**
    By **MOTION**, second, and unanimous vote the June 12, 2023 Meeting Minutes were approved
    as presented.

5. **MATTERS BEFORE THE BOARD**
    a. **Consideration of engagement of Timothy Day CPA for accounting services for
        year ending December 31, 2023**
        By **MOTION**, second, and unanimous vote the approved the engagement of Timothy Day
        CPA for accounting services for year ending December 31, 2023.

    b. **Consideration of engagement of McMahan and Associates LLC for auditing
        services for year ending December 31, 2023**
        By **MOTION**, second, and unanimous vote the Board approved the engagement of
        McMahan and Associates for auditing services for year ending December 31, 2023.

c. **Consideration of engagement of Anchor QEA for preliminary engineering services for the Septic to Sewer project to be paid for from funds received through the Windy Gap Environmental Fund grant**

District Manager Nicholls stated that the District previously did an official bid for engineering services before the District started pursuing the Septic to Sewer Conversion Project. Anchor QEA was selected by the Board. Anchor QEA, represented by Bob Orsatti, has put together a proposal for the big picture roll out of the completion of the District. Using the aerial survey, staff knowledge and potential age of existing septic systems a ranking system will be created to identify and prioritize the phases of the project. Additionally, initial engineering on the first phase is included. The District intends to use the data to pursue additional funding opportunities. A discussion ensued regarding the Lakeridge area, aerial survey status, USDA requirements, and state funding. By **MOTION**, second, and unanimous vote the Board approved the engagement of Anchor QEA for preliminary engineering services for the Septic to Sewer Conversion project.

6. **PUBLIC COMMENT**
Matt Chidley and James Chidley owners of 1205 GCR 4739 and 161 GCR 472 introduced themselves. Their properties were included in the Lakeridge line extension on County Road 472. They noted that the Board granted them an extension to their 5-year connection agreement to allow more time for connection though October 1, 2023. They stated that two contractors have informed them that connection was not possible and they are looking for a resolution to the situation. A lengthy discussion ensued. The Board informed the Chidley's they are expecting them to connect, but they can try for a variance if they desire. However, they will need to get a bid in order to do so, but noted that they would need very compelling documentation to have one granted.

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

8. **MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS**
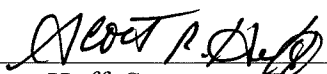None.

9. **SUPERINTENDENT REPORT**
Superintendent Gibboni presented the Superintendent report.

10. **DISTRICT MANAGER REPORT**
District Manager Nicholls presented the District Manager report. The Board directed Staff to contract with the lowest and best contractor for HVAC services who can meet the timing needed, they further requested Staff run the bids by Director Huff and Director Golden.

With no further business before the Board, the meeting was adjourned at 7:58 p.m.

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Katie Nicholls, Reporting Secretary

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Scott Huff, Secretary/Treasurer