



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT TUESDAY, JULY 8, 2025 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairman Huff, at 6:30 p.m. The meeting was held remotely.

Directors Present: Scott Huff – Chairman
Mike Golden – Vice Chairman
Jeannie Wilkinson – Secretary/Treasurer
Mark Gibson – Director
Scott Walter - Director

Staff Present: Katie Nicholls – District Manager
Mike Gibboni – Superintendent

2. **COMMENTS BY THE CHAIRMAN**

NONE.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Brenden Covert and Michael Whelan with Anchor QEA, Bob Orsatti with Orsatti Water Consultants, LLC, and Matt Miller with McMahan and Associates, LLC.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, and second the June 10 2025, Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **McMahan and Associates: Presentation and motion of approval of 2024 Audit**
Matt Miller, McMahan and Associates presented the 2024 audit. He explained the auditing process noting that the district received a clean audit opinion. The only recommendation for the district is that annual inventory occur, as it is industry practice. He noted that inventory is a small amount, around \$35,000, and therefore not a huge concern. A brief discussion occurred with an error identified of a stale footnote that needed to be removed. By **MOTION**, second, and unanimous vote the Board approved the 2024 audit with the removal of the footnote in question.

b. **Consideration of engagement of McMahan and Associates, LLC for 2025 Audit**
By **MOTION**, second, and unanimous vote the Board engaged McMahan and Associates, LLC for 2025 audit.

c. **Anchor QEA: Presentation of Equipment Manufacturer Research and Selection for Grand Lake Wastewater Heat Trace Retrofitting Project**

Bob Orsatti, Orsatti Water Consultants, and Brenden Covert, Anchor QEA presented the report on manufacturer research and selection for the heat trace material for the Grand Lake Wastewater Heat Trace Retrofitting Project. They noted that there are not many manufacturers that have the ability to provide a product certified for in pipe use in wastewater piping, and none in the United States. The recommended manufacturer is Heat Line located in Canada which has a quote in line with the projected budget. A lengthy discussion ensued regarding the lifespan and replacement of the project, how many new manholes will be added for access, when and how timelines will be available and presented to the affected property owners, if lift stations are included, and property owner project notification methods.

d. **Consideration of Change Order #1 for Grand Lake Wastewater Heat Trace Retrofitting Project**

Bob Orsatti, Orsatti Water Consultants, and Brenden Covert, Anchor QEA presented the change order. They noted that administrative increases occurred due to the timeline change caused by the funding pursuit. Reductions were also included due to the District's existing relationships with contractors. The change order has a total increase of \$4,385. A discussion ensued regarding potential future change orders. By **MOTION**, second, and unanimous vote the Board approved Change Order #1 for the Grand Lake Wastewater Heat Trace Retrofitting Project.

e. **Motion to remove Matthew Reed and Stephanie Conners and add Jeannie Wilkinson and Scott John Walter to the checking and money market accounts held at United Business Bank**

By **MOTION**, second, and unanimous vote the Board removed Matthew Reed and Stephanie Conners and added Jeannie Wilkinson and Scott John Walter to the checking and money market accounts held at United Business Bank.

f. **Resolution 2025-7-1; a resolution adopting a rate discount for paperless billing and ACH payments**

District Manager Nicholls noted that the user fee rate discount of \$5.00 would start January 1, 2026 only for customers signed up for paperless billing only and ACH payment. The discount will be applied per account per quarter, it is not based on SFE. By **MOTION**, second, and unanimous vote the Board approved Resolution 2025-7-1; a resolution adopting a rate discount for paperless billing and ACH payments.

g. **Consideration of engagement of Cold Creek Excavation for drainage repair around office building**

District Manager Nicholls presented two bids for the repair of the drainage of the office building. She noted that this is necessary to fix the problem that caused the sinking of the slab in the office that has recently been repaired. A discussion ensued regarding the qualifications of both construction firms, timing needs and availability, project difficulty,

and cost. By **MOTION**, second, and unanimous vote the Board agreed to engage the services of Cold Creek Excavation for drainage repair around the office building.

h. **Discussion: Rate Study**

District Manager Nicholls presented the updated rate study. She stated that the Board should consider doing a modest increase for 2026 and contracting a new rate study to be completed due to the many changes that have occurred since the original rate study was done in 2018. A discussion ensued regarding the rate study, Raftelis the previous contractor for the rate study, and what an appropriate rate would be to cover expenses. By **MOTION**, second, and unanimous vote the Board directed the District Manager to set a Public Hearing for the September Board Meeting for a 5%, \$6.75 per SFE, increase starting January 1, 2026.

i. **Special Request: Consideration of temporary variance for 1287 GCR 47**

Mike Golden presented his variance request. He noted that this would be his second renewal of the temporary variance, but the easement required for connection continues to be denied. He further noted that the septic to sewer conversion project would provide a better connection point when it came to his road. A discussion ensued regarding the state and maintenance of the septic system and the construction bids received. By **MOTION**, second, and majority vote the Board approved the temporary variance for 1287 GCR 47. Vice Chairman Golden abstained.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklists for the months of May and June 2025 were approved. The financial documents for May and 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. He noted that the July 4th holiday went well with no call outs. He also noted that the inspection and cleaning of the interceptor line has been completed and the report received. There were no defects found in the pipes or manholes, and very little cleaning was needed. The project was completed under budget and quicker than planned. He concluded by noting that line replacement for the main located behind Kirk's Flyshop will be completed this week, it is the last clay line that needed to be replaced or rehabbed in the Town of Grand Lake.

10. **DISTRICT MANAGER REPORT**


District Manager Nicholls noted that the strategic planning meeting is set for Tuesday, July 22nd, and the agenda will be posted and emailed as soon as available. She concluded by stating that the office is having issues with the volume of calls from Columbine Lake residents pertaining to the water district that needs to be addressed as it is affecting the ability of the district to attend

to the constituents. A discussion ensued regarding the matter and the Board directed Director Walter, also a director on the Columbine Lake Water Board, to address the matter.

With no further business before the Board, the meeting was adjourned at 8:30 p.m.



Katie Nicholls, Reporting Secretary



Jeannie Wilkinson, Secretary/Treasurer









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Final Audit Report

2025-08-20

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