



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT TUESDAY, MAY 20, 2025 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 at the administrative offices and 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 VICE CHAIRMAN**

Vice Chairman Golden welcomed the new board members. He asked each board member to introduce themselves and then outlined the duties and responsibilities of board members. He concluded by outlining the etiquette expectations which ensure productive meetings.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Sean Walsh with Sean Walsh Consulting.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, and second the May 20, 2025, Meeting Minutes were approved as presented. Vice Chairman Golden abstained.

5. **MATTERS BEFORE THE BOARD**

a. **Elections of Officers: Chairman, Vice Chairman, and Secretary/Treasurer**

Vice Chairman nominated Scott Huff as Chairman and Jeannie Wilkinson as Secretary/Treasurer. He noted his desire to remain as Vice Chairman. Secretary/Treasurer Huff nominated Mike Golden as Vice Chairman. By **MOTION** and second the board appointed Scott Huff as Chairman, Mike Golden as Vice Chairman, and Jeannie Wilkinson as Secretary/Treasurer. Director Gibson abstained.

b. **Resolution 2025-6-1; a resolution amending the rules and regulations of the District**

District Manager Nicholls stated that, as previously mentioned, the motion made at Matt Reed's final meeting to update the compel connection policy related to the Septic to Sewer Conversion Project would need to be adopted via resolution to become official. A discussion ensued with a question raised pertaining to section 3.5.1. Amendments to add a requirement for the septic permit to be provided and the inclusion of the word "and" under section 3.5.1C were also discussed. A discussion ensued regarding transparency and the history of the process getting to this point and moving forward were also discussed. By **MOTION** and second the Board approved Resolution 2025-6-1; a resolution amending the rules and regulations of the District were approved with the two amendments discussed included and direction to discuss with the attorney, and update if appropriate, if there was better clarification possible for the statement "up to 15 years from the date of compelled connection order." Director Gibson voted nay.

c. **Consideration of establishing a paperless incentive starting 2026**

District Manager Nicholls stated that the Board had previously mentioned they were open to considering a paperless incentive to save costs. She outlined the costs associated with paper billing and payment, noting they exceed \$10 per bill. Providing an incentive will be beneficial to the district and customer. A discussion ensued regarding cost savings, revenue line reductions, security risks due to mail theft and check fraud, and benefits of ACH. The Board directed staff to prepare a resolution for a \$5.00 per customer per billing discount for customers who are signed up for e-billing only and ACH payment.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

None. Incorrect financials were included in the packet.

8. **MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS**

Director Gibson stated that the District will need to de-taborize and do a mill levy in the future, and considering the failed ballot question and failure of the consolidation election the board members need to think about how they can work towards successful campaigns.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. A discussion ensued regarding the plant permit and potential upcoming nutrient limits.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. A brief discussion ensued regarding schedules for the strategic planning meeting.

With no further business before the Board, the meeting was adjourned at 8:39 p.m.



Katie Nicholls, Reporting Secretary



Jeannie Wilkinson, Secretary/Treasurer









June 10 2025 Minutes

Final Audit Report

2025-07-09

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