

# RECORD OF PROCEEDINGS

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## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT

### HELD

Monday, June 11, 2018  
6:30 p.m. at the Administration Building  
1111 County Road 48  
Grand Lake, CO 80447

A regular meeting of the Board of Directors was called to order by Chairwoman Farmer, at 6:30 p.m.

The following Directors were present and acting:

Pat Farmer  
Julie Gasner  
Scott Huff  
Matt Reed  
Les Shankland

Staff present: Katie Nicholls, District Manager  
Mike Gibboni, Chief Operator  
Carolyn Steffl, District's Attorney

### COMMENTS BY THE CHAIRWOMAN

Chairwoman Farmer had no comments.

### INTRODUCTIONS OF PUBLIC PRESENT

Alan J. Coldwell  
Marnie Ritter  
Bill Babich  
Donald "Skip" Coffey  
Linda Coffey  
Rich Schliep

### ACCEPTANCE OF MINUTES

Director Shankland had a suggested change to the draft minutes. By **MOTION** and second, and unanimous vote May 14, 2018 Minutes were approved as revised.

### MATTERS BEFORE THE BOARD

#### **Consideration of Resolution No. 2018-6-1; a resolution approving revised Employee Handbook**

Katie stated that the revisions to the handbook discussed at the last meeting to include allowing references, modifications to the office hours, certification bonuses, vacation, sick leave, CDL and certification renewals, dress code, call-out time, and on-call policies have been made. In addition to these changes the District's Attorney has modified the drug testing policy, and added in discipline options along with some minor non substantive changes. By **MOTION** and second, and unanimous vote, the Board approved Resolution No. 2018-6-1; a resolution approving the revised Employee Handbook.

### **Exemption/Temporary Variance Request – Lot 32, Lakeridge Subdivision Filing 2**

Katie stated that Donald E. Coffey, owner of Lot 32 Subdivision Filing 2, more commonly referred to as 226 GCR 472/Lakeridge Drive is seeking an exemption or temporary variance from connection. His property was identified as part of the Lakeridge line extension. Direct connection as the crow flies to the manhole requires him to receive easements from two property owners and is approximately 387 feet to the closest point on his property. Connection down the road to that same point was measured by Mike at 405 feet. Due to the terrain of the property and area a lift station would be required, however, it should be noted that the property is not connected to electric and is only powered by solar, which is inadequate to run a lift station. Connection is required by June 30, 2018.

Mr. Coffey stated that it would take multiple lift stations to get service to the property. He is on solar power and does not think he has enough power to accommodate the system; increase in solar would be required. He noted that tying into the existing electric would be an option, however, being off the grid is their desire. Other concerns he raised with connection were odor, noise and effects of failure. His existing septic system works.

A discussion ensued regarding the existing septic system, variance requirements, notice from the District, rules and regulations, and practicality to connect. By **MOTION** and second, the Board tabled the topic and extended the compliance deadline until the next meeting so the property owner can comply with the rules and regulations for a variance request.

### **Columbine Lake #1 Lift Station Update**

Carolyn Steffl outlined the project to-date. The District identified Columbine Lake #1 lift station as a high priority lift station in need of renovation to ensure failure does not occur. The lift station serves approximately half of the Columbine Lake community and is located within close proximity to the lake. Replacement of the lift station with relocation into the public right-of-way was identified as the best solution by the District. The project is now substantially complete and the contractor feels he has done everything necessary to restore the property to same or better condition. Two homeowners have complaints with the project. This was one of the District's big capital projects to ensure the future of the District and protect Columbine Lake.

Bill Babich; 537 Columbine Drive, outlined his experience with the project to-date. A trench was proposed between his and a neighbor's properties, and the District worked with him to change the plan. He stated that he felt a lot of unexpected problems occurred on the project due to inadequate lateral support and bracing. He continued, explaining that he felt that the communication promised was not delivered. He outlined his complaints which include: cut phone and gas lines, missing tracer line on the gas line, loss of a large tree, rockwork needed, and damage to his private docks. He asked the District to the best it can to mitigate and restore his property. He also suggested that the District consider installing some smaller trees to screen the panel as a gesture to the community as a whole.

Alan Coldwell, 555 Columbine Drive, inquired if the Board had reviewed the construction drawings for the project and requested documentation of approval of the changes. He posed a series of questions to Mike regarding the plans' accuracy and if a survey was completed for lot 25. Mike confirmed that a survey was done and that the plans appear to be accurate upon initial review. Mr. Coldwell stated that he believes the lift station was moved from lot 24 to lot 25. He inquired if the District is aware of a specific easement for Columbine Lake recorded at reception no. 176299, and stated that he believes that the District does not have permission to construct on the surface of his property. He outlined his complaints to include: blocked access to property, destruction of a tree, lack of notification, reduction of value of the property, and that the lift station panel is on property owned by him. He inquired as to why the control panel was not placed underground. Mike explained the safety concerns that led the engineers to advise against underground placement. He requested that the lift station be relocated and have his property returned to how it was before.

Marnie Ritter presented some building plans to the Board dated 2003 and stated that the location of the lift station has stopped the ability to put in a planned garage on Mr. Coldwell's property.

**Executive session pursuant to C.R.S. § 24-6-402(4)(b) for a conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions related to the Columbine Lake Lift Station No 1 project and requests by neighboring landowners**

By **MOTION** and second, and unanimous vote, the Board entered into executive session pursuant to C.R.S. § 24-6-402(4)(b) for a conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions related to the Columbine Lake Lift Station No 1 project and requests by neighboring landowners.

By **MOTION** and second, and unanimous vote, the Board exited executive session.

The Board directed Staff to gather estimates for screening or landscaping Columbine Lake #1 lift station, to ask Mr. Babich to supply monetary proof and documentation of any alleged damages, and to place the item on the next month's agenda.

**Consideration of Resolution No. 2018-6-2; a resolution updating the signatories for accounts held at Grand Mountain Bank**

Katie stated that the signatories for the accounts held at Grand Mountain Bank need to be updated with the installation of the new Board. The change will add Scott Huff to the accounts. By **MOTION** and second, the Board approved Resolution No. 2018-6-2; a resolution updating the signatories for accounts held at Grand Mountain Bank.

**Motion to update signatories for account held at Liberty Savings Bank removing Sally Blea and William Heffron and adding Katie Nicholls and Patricia Farmer.**

Katie stated that a motion must be made to update the signatories for the CD account held at Liberty savings account. The change will remove Sally Blea and William Heffron and add Katie Nicholls and Patricia Farmer. By **MOTION** and second, the Board moved to update the signatories for the account held at Liberty Savings Bank removing Sally Blea and William Heffron and adding Katie Nicholls and Patricia Farmer.

**PUBLIC COMMENT**

None.

**FINANCIAL REPORTS**

By **MOTION**, and second the checklist for the month of May was approved. The Financial documents for May were reviewed and accepted as presented.

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

Director Gasner informed the Board that the County was adopting the 2015 building regulations, which does not outline specific requirements for septic tanks. Therefore, the county will not be inspecting septic tanks nor is it going to check if the installers are licensed.

Director Huff stated that he felt the Board should re-assess their decision on the Sloopy's property. A discussion ensued about where the fault lay, and if a better repayment rate could be provided. The Board directed Staff to place the item upon the agenda for the next month's meeting.

**CHIEF OPERATOR REPORT**

See attached written report.

**DISTRICT MANAGER REPORT**

**Audit**

The auditor was in the office on May 23, 2018 for the 2017 audit. They are wrapping up the audit and will provide a report at the next meeting.

**Staffing**

A new receptionist, Jessica Selvog, has been hired and will start on June 18, 2018.

**Grand Lake Center**

The Town of Grand Lake and Middle Park Medical Center have been in contact to schedule a time for members of their Boards to come a meeting. Due to scheduling conflicts with the Town, our regularly scheduled meeting times will not work. They have requested to be on the agenda for the Special Meeting on June 18, 2018. Reassessment of the property is scheduled for June 12, 2018.

**Copper Compliance**

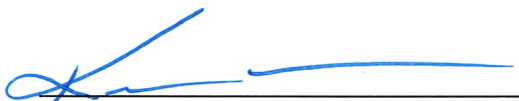
CDPHE will be in Grand Lake for the prequalification meeting for funding for the copper compliance project.

**Executive Session pursuant to C.R.S. § 24-6-402(4)(b) for a conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions related to accounting and bookkeeping issues**

By **MOTION** and second and unanimous vote, the Board entered into Executive Session for a conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions related to accounting and bookkeeping issues

By **MOTION** and second and unanimous vote, the Board exited Executive Session.

With no further business before the Board, the meeting was adjourned at 9:43 p.m.



Katie Nicholls, Reporting Secretary



Les Shankland, Secretary/Treasurer