



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, JUNE 12, 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 at the Administrative Building, 1111 GCR 48, Grand Lake, CO 80447, and also 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**

Chairman Reed thanked the Staff for their hard work through the wet spring.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

John Carmichael, Ana Etlar, Patricia Good, Leslie Mclachlan, and Matthew Miller.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the May 8, 2023 Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

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

By **MOTION**, second, and unanimous vote the Board agreed to keep the officers the same with Matt Reed as Chairman, Mike Golden as Vice Chairman, and Scott Huff as Secretary/Treasurer.

b. **Presentation of 2022 Audit**

Matthew Miller, McMahan & Associates, presented the 2022 audit. He explained the process, noted that there were no disagreements with Staff and that the audit went extremely well. The District had 3 adjustments, which were year-end related movement.

c. **Motion to approve 2022 Audit**

By **MOTION**, second, and unanimous vote the Board approved the 2022 audit.

d. **Conduct Public Hearing to consider Petition for Exclusion of Property filed by Nine Quarter Circle Ranch**

Chairman Reed opened the Public Hearing. District Manager Nicholls noted that the John Carmichael is seeking exclusion from the District as the District boundary bisects his property and the County is requiring it be all in the District or all out of the District. She noted that due to the location of the property the reality of the District extending into the area is very unlikely. Chairman Reed inquired if there were any objections or comments from the public. There being none, he closed the Public Hearing. A brief discussion ensued pertaining to the location of the property. By **MOTION**, second, and unanimous vote the Board approved the Petition for Exclusion of Property filed by Nine Quarter Circle Ranch.

e. **Consideration of Temporary Variance for Patricia J Good Living Trust: 1725 W Portal Road**

District Manager Nicholls stated that the existing temporary variance for 1725 W Portal Road had expired and that the property owner is requesting a new variance to come back into compliance with the District. She noted that the property owner, Patricia J Good, had provided the required documentation and paid the special request fee as required. A brief discussion ensued regarding the area of the property. By **MOTION**, second, and unanimous vote the Board approved the temporary variance for Patricia J Good Living Trust for 1725 W Portal Road.

f. **Consideration of proposal for an aerial infrared thermographic survey of septic tank systems**

District Manger Nicholls stated that the proposal provided was the only company to put forth a proposal for the aerial survey. She noted that the aerial survey, along with establishment of a monitoring program, and preliminary engineering report are all part of the scope of work approved by the committee awarding the Windy Gap Environmental Fund grant. The contractor worked with the District in prioritizing areas, and getting the most area covered with the \$60,000 budget. Director Gibson noted that the RFQ was sent off to 6 firms, 4 interreacted with the District, but only one choose to bid. A discussion ensued regarding the areas identified, timing and weather of the survey, if the survey was a fair bid, and end product. By **MOTION**, second, and unanimous vote the Board approved the aerial infrared thermographic survey of septic tank systems by Stockton Infrared Thermographic Services.

g. **Consideration of vSaaS Services Agreement for SCADA system**

District Manager Nicholls stated that the Jericho Road issue has been resolved without requiring a pricy line replacement for now. The District will be able to pay as much up front as possible for the required SCADA system upgrade. She noted that Browns Hill Engineering and the attorney for the District are still working on the addendum to ensure the state contract requirements are met, but the terms of the deal would not change. She requested the Board approve the agreement and allow her to sign the agreement once the attorney for

the District approve the final contract. By **MOTION**, second, and unanimous vote the Board approved the vSaaS Services Agreement for the SCADA System with Browns Hill Engineering once approved by the attorney for the District.

6. **PUBLIC COMMENT**

Leslie McLachlan introduced herself and inquired into her temporary variance and making an improvement to her septic system to prevent freezing. District Manager Nicholls asked her to call the office to speak with her the next day.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of May was approved. The financial documents for May 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. Director Gibson inquired about if runoff continued to enter the system. Superintendent Gibboni stated it was not.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report.

With no further business before the Board, the meeting was adjourned at 7:47 p.m.


Katie Nicholls, Reporting Secretary


Scott Huff, Secretary/Treasurer

