



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, JUNE 14, 2021 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairwoman Farmer, at 6:35 p.m. The meeting was held remotely.

Directors Present: Pat Farmer – Chairwoman
Scott Huff – Secretary/Treasurer
Mike Golden – Director

Staff Present: Katie Nicholls – District Manager
Mike Gibboni – Superintendent
Tara Knutson – District Bookkeeper

2. **COMMENTS BY THE CHAIRWOMAN**

By MOTION, second, and unanimous vote the Board excused Director Acierno's absence from the meeting.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By MOTION, second, and unanimous vote the May 10, 2021 Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

- a. **Ratification of vote: motion to approve an increase to Kennedy Jenks Construction Engineering Contract for the Copper Removal Project to \$231,794, an increase of \$14,722**

By MOTION, second, and unanimous vote the Board ratified their vote to approve an increase to the Kennedy Jenks Construction Engineering Contract for the Copper Removal Project to \$231,794, an increase of \$14,794.

- b. **Special Request: Consideration of temporary variance for 62 GCR 4459**

District Manager Nicholls stated that the property owners Cris and Donna Gordon were seeking a temporary variance to install a septic system. The property is located within 400 feet of a District main, however, they have been denied the necessary easements needed for

connection. A brief discussion ensued regarding the property and area. By **MOTION**, second, and unanimous vote the Board approved the temporary variance from connection for 62 GCR 4459.

c. **Discussion: Pay for performance/merit increase**

District Manager Nicholls stated that based upon the Board's request she has laid out three perspective performance-based incentive increase options for District employees. She briefly outlined the options. A discussion ensued regarding the benefits of employee retention, cost to the District, potential wage increase to the employees, and the Cost-of-Living increase program. The Board directed District Manager Nicholls to move forward with the COLA/Merit Combination Increase option, and requested she draft the necessary changes to the Employee Handbook for their approval.

d. **Discussion: future meetings location**

District Manager Nicholls inquired if the Board would like to resume in-person meetings. A discussion ensued regarding the benefits of in-person and remote meetings, noting that in-person meetings are important for Public Hearing agenda items. After continued discussion they decided to determine the remote verses in-person status of meetings on a month-by-month basis.

6. **PUBLIC COMMENT**

None.

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**

Secretary/Treasurer Huff noted that he is assisting the Staff, at their request, in locating a suitable contractor for minor repair needed to the shop building roof.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. He noted that the District had been approached by the Forest Service to potentially use some of the land around the plant to stage and disburse mulch on the surrounding burn areas via helicopter.

10. **DISTRICT MANAGER REPORT**

Manager Nicholls presented the District Manager report. Chairwoman Farmer noted the long tenure of the District Secretary and commended management on the improved employee morale and retention.

With no further business before the Board, the meeting was adjourned at 7:21 p.m.



Katie Nicholls, Reporting Secretary

6/14/2021



Scott Huff, Secretary/Treasurer

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