



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, MAY 11, 2020 6:30 PM

1. **CALL TO ORDER**

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

Directors Present: Pat Farmer – Chairwoman
Matt Reed – Vice Chairman
Judy Acierno – Director
Mikeleen Reed – Director
Scott Huff – Secretary/Treasurer – joined the meeting at 6:41 p.m.

Mike Golden – unofficially elected 5/5/2020 was present and allowed to speak during topics, but did not vote

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

2. **COMMENTS BY THE CHAIRWOMAN**

Chairwoman Farmer was having technical difficulties and asked Vice Chairman Reed to Chair the meeting. Vice Chairman Reed thanked everyone for a smooth election.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Vice Chairman Reed asked the public to introduce themselves. None introduced themselves.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the April 13, 2020 Minutes were approved as presented. Secretary/Treasurer Huff joined the meeting following the acceptance of the minutes.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration to approve Copper Removal Project Change Order #5; to use a total of \$51,979.50 from contingency for doors**

District Manager Nicholls explained that doors were inadvertently left out of the 100% GMP submittal. Staff had several conversations with the contractor and engineer about the matter, both were present at the meeting to explain how the situation occurred and answer questions.

Jay Conroy, Conroy Excavating was recognized by the Board. Mr. Conroy explained that doors were in the 90% GMP and were believed to be in the 100% GMP up to the point that he requested specifications on the doors from the subcontractor Baker Builders. He further explained that the

doors bid received from Baker Builders was very high, and he found a much lower option that is local.

Mike Barnes, Kennedy/Jenks, further explained that both Kennedy/Jenks and Conroy Excavating missed the exclusion of the doors in the 100% GMP, and that while it is an unexpected oversight Conroy Excavating should not be required to absorb the cost. He went on to explain the CMAR process, which was used in place of the regular bidding process to ensure that a contractor would be secured in a timely manner to ensure the compliance deadline for the project is met.

The Board raised several questions regarding the bids for doors, who ultimately is at fault, and about the subcontractor Baker Builders in general. By **MOTION**, second, and unanimous vote the Board approved Copper Removal Project Change Order #5; to use a total of \$51,979.50 from the contingency funds for doors.

b. **Motion to formally approve the Board of Directors decision to increase Staff wages by 3% in place of the Cost of Living Adjustment of 1.924%, effective April 13, 2020**

District Manager Nicholls stated that the Board had directed Staff to increase employee wages by 3% instead of the Cost of Living Adjustment. The Board commented that they wanted to reward their employees while times are still good, and they budgeted for a 3% increase. By **MOTION**, second, and unanimous vote the Board increased employee wages by 3% in place of the Cost of Living Adjustment of 1.924%, effective April 13, 2020.

c. **Consideration to set up a special meeting for installation of new Board following election certification**

District Manager Nicholls explained that the Board cannot be installed until after the UOCAVA deadline and should wait until after certification, but must be done by no later than June 4, 2020. The next regularly scheduled meeting is June 8, 2020. After discussion the Board set a special meeting on June 1, 2020 at 6:30 p.m.

6. **PUBLIC COMMENT**

Diane Temple was recognized by the Board. Mrs. Temple raised questions about the Copper Removal Project bidding and if it was done in a special meeting, if the Board felt it was appropriate to increase wages now, and if Day and Associates was producing the financials. Vice Chairman responded to the questions noting that the Copper Removal project used a different bidding process which was approved at a regular meeting, the Board felt wage increases were appropriate, and that Day and Associates were not producing the financial reports.

Delia Bell was recognized by the Board. Ms. Bell raised questions on the cost of an election recount, she further noted her displeasure with the rate increases, and that there are people stealing utilities but refused to state where the properties were located. District Manager Nicholls explained the recount costs. Vice Chairman Reed noted that the Board takes the financials into a lot of consideration and have had a lot of experts look at them as well.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of April was approved. A question was raised pertaining to a Wells Fargo fee. District Manager Nicholls and District Bookkeeper Knutson explained that the fee was the last fee for Wells Fargo the District will pay, the credit card and account have been closed. The financial documents for April were reviewed and accepted as presented.

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

Vice Chairman Reed thanked the Staff for working safe, for keeping the public and themselves safe.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. Superintendent Gibboni thanked the Board for the pay increase. Vice Chairman Reed reiterated the Board's appreciation of the Staff and all they do.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. Noting that Jake and Tim had recently celebrated anniversaries with the District at 1 and 11 years.

With no further business before the Board, the meeting was adjourned at 7:27 p.m.



Katie Nicholls, Reporting Secretary



Scott Huff, Secretary/Treasurer