



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 Secretary/Treasurer Huff, at 6:31 p.m. The meeting was held remotely.

Directors Present: Scott Huff – Secretary/Treasurer
Mark Gibson – Director
Jeannie Wilkinson – Director
Scott Walter - Director

Staff Present: Katie Nicholls – District Manager
Mike Gibboni – Superintendent

By **MOTION**, second, and unanimous vote the Board excused Vice Chairman Mike Golden from the meeting.

2. **COMMENTS BY THE SECRETARY/TREASURER**

Secretary/Treasurer Huff stated that he would like the Board to postpone the election of officers until the next meeting, to be held in person, due to the absence of Vice Chairman Golden.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Sherry Leshner and Sean Walsh with Sean Walsh Consulting.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the April 8, 2025, Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

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

By consensus of the Board the item was tabled until the next meeting.

b. **Consideration of Client Work Authorization Agreement to be added to the Client Master Services Agreement with Anchor QEA for general engineering services**

District Manager Nicholls stated that the Client Master Services Agreement revolves around the Septic-to-Sewer Conversion Program project, and other projects are individually added on to the agreement, but occasionally there are smaller items that need engineering

assistance to include SRF loan application needs. The new agreement will allow these items to be addressed. By **MOTION**, second, and unanimous vote the Board approved the Client Work Authorization Agreement to be added to the Client Master Services Agreement with Anchor QEA for general engineering services.

c. **Consideration of engagement of services with GPRS for videoing and jetting of interceptor line**

District Manager Nicholls noted that contractors for the service are limited and GPRS was the contractor able to meet the District's needs. They provided the initial estimate used for budgeting purposes and provided an updated bid that day reducing the costs. A discussion ensued regarding the company, timing, traffic interruptions, and overall scope of work. By **MOTION**, second, and unanimous vote the Board approved the engagement of services with GPRS for videoing and jetting of interceptor line.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of April 2025 was approved. The financial documents for April 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. A question was raised if there was going to be any quantifiable positive impacts to flow from the interceptor inspection and cleaning. Superintendent Gibboni stated he would see what he can determine after it is complete.

10. **DISTRICT MANAGER REPORT**

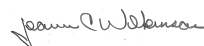
District Manager Nicholls presented the District Manager report. She inquired if the Board would consider a paperless incentive to reduce district costs, the board stated their interest. She noted that the server in the office needs to be replaced unexpectedly, but noted that the process is in the works. She concluded by stating that the PR firm has requested head shots of the board members and the strategic planning meeting needs to be scheduled and asked that the Board start to look at their calendars.

Director Gibson stated that the new newsletter was well done and noted that the interceptor line inspection came out of the last strategic planning meeting and hopes that this years will bring other important items to light.

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



Katie Nicholls, Reporting Secretary



Jeannie Wilkinson, Secretary/Treasurer









May 20 2025 Meeting Minutes

Final Audit Report

2025-06-11

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