



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, NOVEMBER 10, 2025 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairman Huff, at 6:32 p.m. The meeting was held remotely.

Directors Present: Scott Huff – Chairman
Mike Golden – Vice Chairman
Jeannie Wilkinson – Secretary/Treasurer
Scott Walter – Director
Stephanie Conners – Director

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

2. **COMMENTS BY THE CHAIRMAN**

Chairman Huff stated that he had met with a contractor about the work needed on the office, shop, and fuel shed. He noted that Superintendent Gibboni had also met with someone and that he would be meeting with the Superintendent to get an agreed upon scope of work. Chairman Huff also noted that he looked into de-brucing and it is an easy endeavor but required educating the public. He concluded by noting that he had some interesting conversations with people who were adamantly opposed to removing term limits.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, and second, and unanimous vote the October 14 2025, Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Resolution 2025-11-1; a resolution designating the official custodian of records and adopting a policy on responding to open record requests**

District Manager Nicholls stated that the policy has not been updated in a long time, and this matches all state statute. By **MOTION**, second, and unanimous vote the Board approved Resolution 2025-11-1; a resolution designating the official custodian of records and adopting a policy on responding to open record requests.

b. **PUBLIC HEARING: 2026 Proposed Budget**

Chairman Huff opened the public hearing. District Manager Nicholls reviewed the budget and changes from the 2025 approved budget. Vice Chairman Golden inquired about legal fees. There being no public present and no further questions from the Board Chairman Huff closed the public hearing.

c. **Resolution 2025-11-2; a resolution to allow conditional prepayment of tap fees**

District Manager Nicholls noted that the new policy has been established based upon the previous conversation to allow pre-payment of taps for the septic to sewer project. By **MOTION**, second, and unanimous vote the Board approved Resolution 2025-11-2; a resolution to allow conditional prepayment of tap fees.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of October 2025 were approved. The financial documents for October were reviewed and accepted as presented.

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

Director Walter inquired about the EPA being furloughed and its effect upon the septic to sewer conversion project. District Manager Nicholls confirmed a delay and further stated that the SRF loan is not affected as it is state run.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent Report.

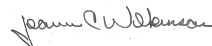
10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager's report. The Board decided to have the next meeting as remote.

With no further business before the Board, the meeting was adjourned at 7:07 p.m.



Katie Nicholls, Reporting Secretary



Jeannie Wilkinson, Secretary/Treasurer









November 10 2025 Minutes

Final Audit Report

2025-12-10

Created:	2025-12-10
By:	Katie Nicholls (katie@threelakesws.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwSeMB-f25ZO0AjbSKgJB0yX7HTaf2k-i

"November 10 2025 Minutes" History

-  Document created by Katie Nicholls (katie@threelakesws.com)
2025-12-10 - 2:55:44 PM GMT
-  Document emailed to Jeannie Wilkinson (jeannie@threelakesws.com) for signature
2025-12-10 - 2:55:47 PM GMT
-  Document emailed to Katie Nicholls (katie@threelakesws.com) for signature
2025-12-10 - 2:55:47 PM GMT
-  Email viewed by Katie Nicholls (katie@threelakesws.com)
2025-12-10 - 3:06:06 PM GMT
-  Document e-signed by Katie Nicholls (katie@threelakesws.com)
Signature Date: 2025-12-10 - 3:06:24 PM GMT - Time Source: server
-  Email viewed by Jeannie Wilkinson (jeannie@threelakesws.com)
2025-12-10 - 3:47:21 PM GMT
-  Document e-signed by Jeannie Wilkinson (jeannie@threelakesws.com)
Signature Date: 2025-12-10 - 3:48:27 PM GMT - Time Source: server
-  Agreement completed.
2025-12-10 - 3:48:27 PM GMT