



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, NOVEMBER 14, 2022 6:30 PM

1. **CALL TO ORDER**

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

Directors Present: Matt Reed – Chairman
Mike Golden – Vice Chairman
Scott Huff – Secretary/Treasurer
Stephanie Conners – Director

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

2. **COMMENTS BY THE CHAIRMAN**

Chairman Reed thanked the Board for excusing his absence last month.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, and second, the October 10, 2022 Meeting Minutes were approved as presented. Chairman Reed abstained.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration of engagement with ExecuTech for IT services, and to increase the 2023 proposed budget accordingly**

District Manager Nicholls explained that due to a series of unfortunate personal events, the District's IT services provider has not been able to meet the District's needs for some time. After research, inquiries, and interviews one company, ExecuTech, has proven to be a good fit for the District. She noted that the new services would result in a total expense increase of \$4,200 for the 2023 proposed budget. Following a brief discussion, by **MOTION**, second, and unanimous vote the Board approved the engagement of ExecuTech for IT services, and to increase the 2023 proposed budget accordingly.

b. **Public Hearing: 2023 proposed budget**

District Manager Nicholls presented the 2023 proposed budget. She noted that grants currently being pursued as well as the septic-to-sewer conversion project were not included in the budget. Should they present themselves in 2023 an amended budget could be made. She noted that material, construction, utilities, and other general expenses have increased significantly over the last year. However, interest rates have been rising significantly creating more revenue. A brief discussion ensued regarding the increased costs, number of taps budgeted, and overall expenditures.

Chairman Reed opened the public hearing. There being no public present he immediately closed the public hearing.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

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

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

Director Connors stated that she felt agenda topics are not being given proper consideration due to creative differences of Board members. She noted that there should be a level of respect provided within the Board. Vice Chairman Golden agreed with the statement further stating that everyone is on the Board to better the District and a professional atmosphere is expected.

A brief discussion ensued regarding Director Gibson's absence. The Board decided to address it at the next meeting.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. She noted that she would be absent from the next meeting, but Bookkeeper Knutson would be running the meeting and she would touch base with all members prior to the meeting to address any potential questions in advance.

With no further business before the Board, the meeting was adjourned at 7:20 p.m.



Katie Nicholls, Reporting Secretary



[Scott R. Huff \(Dec 13, 2022 10:03 MST\)](#)

Scott Huff, Secretary/Treasurer


November 14 2022 Minutes

Final Audit Report

2022-12-13

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