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## RECORD OF PROCEEDINGS

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### REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT MONDAY, OCTOBER 12, 2020 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairwoman Farmer, at 6:36 p.m. The meeting was held remotely.

Directors Present: Pat Farmer – Chairwoman  
Matt Reed – Vice Chairman – *arrived at 6:39 p.m.*  
Scott Huff – Secretary/Treasurer  
Judy Acierno – Director  
Mike Golden – Director

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

2. **COMMENTS BY THE CHAIRWOMAN**

None.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Kim Cole.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the September 14, 2020 Minutes were approved as presented. Vice Chairman Reed was absent arriving to the meeting just after the acceptance of the minutes.

5. **MATTERS BEFORE THE BOARD**

a. **PUBLIC HEARING: Resolution 2020-10-1; a resolution of certification to the Grand County Treasurer of delinquent accounts for collection on its tax rolls**

Chairwoman Farmer opened the Public Hearing. District Manager Nicholls explained that State Statute allows for the certification of delinquent accounts in place of disconnection of service. The accounts listed in the resolution are \$150 or greater and have been delinquent for at least 6 months as is required for certification. She noted that Kim Cole was present.

Kim Cole stated that she has had financial hardship due to the COVID-19 pandemic and requested the Board not certify her account. She proposed payment of \$100 per paycheck

with full payoff by the end of the year. The Board briefly discussed the matter and inquired if a good faith payment could be made prior to the certification date of October 30, 2020. There being no further matters of discussion Chairwoman Farmer closed the Public Hearing. By **MOTION**, second, and unanimous vote the Board approved Resolution 2020-10-1; a resolution of certification to the Grand County Treasurer of delinquent accounts for collection on its tax rolls, and instructed Staff to remove Kim Cole's account from certification provided a payment is made by no later than October 23, 2020.

b. **PUBLIC HEARING: to receive public comment on a proposed increase in the quarterly user fees to be paid effective January 1, 2021**

Chairwoman Farmer opened the Public Hearing, there being no public present she immediately closed the Public Hearing.

c. **Resolution 2020-10-2; a resolution setting sewer service fees**

By **MOTION**, second, and unanimous vote the Board approved Resolution 2020-10-2; a resolution setting sewer service fees at \$111.00 per quarter, or \$37 per month, per single family equivalency effective January 1, 2021.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

Bookkeeper Knutson stated that the District has made great increases in the number of customers signed up for e-billing and ACH, which results in cost savings to the District. She further stated that while the number of customers paying online through Point and Pay is decreasing the fees charged by the service provider have increased. She concluded by stating that she is looking into getting customers online access to their accounts. By **MOTION**, second, and unanimous vote the checklist for the month of September was approved. The financial documents for September were reviewed and accepted as presented.

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

Vice Chairman Reed stated that the Upper Colorado River Watershed Group asked him to join their Board. He noted that he and District Manager Nicholls attended their last meeting and he feels that it would be beneficial to the District to have the District Manager sit on that Board. After a brief discussion the Board agreed District Manager Nicholls should volunteer to be on the Board on behalf of the District.

Vice Chairman Reed also stated he felt that the Personnel Handbook should be amended to allow employees three hours per month to volunteer on the clock, during work hours, for non-profits as a show that the District supports the community. A brief discussion ensued and the Board directed Staff to place the item on the next agenda for further discussion.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report.

11. **EXECUTIVE SESSION: REVIEW OF KATIE NICHOLLS, DISTRICT MANAGER – PURSUANT TO §24-6-402(4)(F) PERSONNEL MATTERS**


At 7:25 p.m. by **MOTION**, second, and unanimous vote the Board entered into Executive Session for the purpose of a review of Katie Nicholls, District Manager. By **MOTION**, second, and unanimous vote the Board exited Executive Session at 7:35 p.m.

12. **EXECUTIVE SESSION: RECEIVE LEGAL ADVICE RE: WASTEWATER DISCHARGE PERMIT AND COPPER REMOVAL DELAYS DUE TO COVID-19- PURSUANT TO §24-6-402(4)(F)**

At 7:36 p.m. by **MOTION**, second, and unanimous vote the Board entered into Executive Session for the purpose of receiving legal advice pertaining to the wastewater discharge permit and delays of the Copper Removal Project due to COVID-19. By **MOTION**, second, and unanimous vote the Board exited Executive Session at 7:48 p.m.

By **MOTION**, second, and unanimous vote the Board directed District Manager Nicholls, should it be necessary, to draft a letter for signature by the Board to the Governor related to potential non-compliance fines due to project delays related to COVID-19.

With no further business before the Board, the meeting was adjourned at 7:55 p.m.



Katie Nicholls, Reporting Secretary



Scott Huff, Secretary/Treasurer