

RECORD OF PROCEEDINGS

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT

HELD

Monday, October 9, 2017
6:30 p.m. at the Administration Building
1111 County Road 48
Grand Lake, CO 80447

A regular meeting of the Board of Directors was called to order by Chairman Knox, at 6:30 p.m.

The following Directors were present and acting:

Pat Farmer
Dan Knox
Les Shankland
Julie Gasner
Matt Reed

Others present: Mandy Hanifen, Steve Tukua, guests
Sally Blea and Mike Gibboni, Staff

COMMENTS BY THE CHAIRMAN

None

INTRODUCTIONS OF PUBLIC PRESENT

Mandi Hanifen and Steve Tukua

ACCEPTANCE OF MINUTES

By **MOTION** and second, the September 11, 2017 Minutes were approved with minor changes.
By **MOTION** and second, the September 15, 2017 special meeting Minutes were approved as presented.

MATTERS BEFORE THE BOARD

Resolution 2017-10-1: consideration of certification to Grand County Treasurer of delinquent accounts for collection on its tax rolls

Sally noted one of the accounts has paid and will not be certified to the County Treasurer. By **MOTION** and second, and unanimous vote, the Board approved the Resolution.

Consideration of Auditor proposal for Year 2017 Audit

The Board reviewed the proposal, noting that the Audit fee is much higher than in previous years. Sally responded that they have worked beyond the norm to re-organize our fund and account structures, and the allocation of accounts to those funds, and as well, are working with us to rework the capital asset schedules. Some of this fee is to recover costs for that work. As well, as advised by the Auditor, the District has hired a CPA that will work with the Bookkeeper to prepare the District's financial records for the Audit. By **MOTION** and second, and unanimous vote, the Board approved the proposal.

PUBLIC COMMENT

Steve Tukua stated to the Board that he is concerned about properties individually connecting to the extended sewer main in the Lakeridge Subdivision and having a lot of service lines in the roadway. He would like to see neighbors sharing the cost of one ditch leading to the sewer main in which all of the service lines could be laid. It was noted that the District does not provide input as to service line installations but agreed it would be a good idea for the homeowners to share a ditch cost that would also eliminate the digging up of the road for each install.

Mandy Hanifen requested confirmation of the 400' rule for required connection. There is a proposed project near her home that concerns her. Mike assured her that the project in question does not require a main line extension that would affect other properties, at least in his preliminary discussion with the property owner.

FINANCIAL REPORTS

By **MOTION**, second the checklist for the month of September was approved. The Financial documents for September were reviewed and accepted as presented.

MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS

Director Reed stated that a good safety program is always a concern of his. Mike responded that the operations department is required to do weekly safety programs online. The safety equipment provided is very adequate for their needs and staff practices good safety techniques. As well, the District participates in the insurance pool program to purchase equipment with grant participation by the pool.

Director Gasner would like to see the Directors create a "Director fund" in which monies could be available for people who are struggling to pay their sewer bill, or some other need. Director Shankland responded that he would be in favor of offering a charitable contribution to a fund outside of the District, such as the Mountain Family Center, but may be difficult for the District to sponsor, and questioned if it is even legal to organize through the District.

Chairman Knox announced that he is not able to attend the October 13 special meeting of the Board. The remainder of the Board agreed that it was most important to not delay the meeting, and to go ahead with the meeting without his presence.

A special meeting was set for November 3, 2017 for the strategic planning workshop, pending confirmation with Kennedy/Jenks that they will be ready for a presentation.

Director Shankland requested that the District move forward with a consultant to do a cost of service study with financial forecasts. An amount of \$50,000 may be appropriate for the Budget Line Item for consultant fees. He would like to see several proposals, including one from the Engineers that prepared the Financial Planning Report for Arapahoe County Water & Wastewater Authority.

CHIEF OPERATOR REPORT

See attached written report. Mike also reported that the Lakeridge Subdivision extension is mostly installed and will be completed within a few days. He will then determine the final list of those properties within 400' of the sewer main, including the two properties at the end of the cul de sac, which were questionable.

The Crouch/Crossland project to move the sewer main line located on the property at 2180 Grand Avenue has commenced and should take about a week to complete.

DISTRICT MANAGER REPORT

Katie Nicholls has accepted the District's offer for employment as the District Manager. Her commencement date is October 10, 2017.

Chairman Knox appointed Director Gasner to prepare the annual review of the District Manager position.

Budget Officer: By **MOTION** and second, and unanimous vote, the Board appointed Sally as Budget Officer to prepare the 2018 Budget.

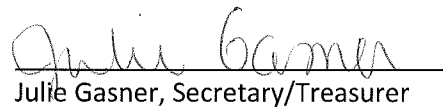
Sally will include a fee in the Budget for her services according to the Succession Plan, after her departure from the District.

The Board directed Sally to provide a Line Item in the Budget for a PR Consultant that can be hired in 2018.

Compensation for the Directors: Sally confirmed that any Director attending a meeting on behalf of the District which is a **not** a regular or special meeting of the Board, and of which the Board has appointed that Director to attend on behalf of the District, shall receive reimbursement at \$100 per diem if the meeting is out of the County limits, or \$50 per diem if the meeting is within the County limits, plus payment for mileage.

With no further business before the Board, the meeting was adjourned at 8:10 p.m.


Sally J Blea, Reporting Secretary


Julie Gasner, Secretary/Treasurer

October 2017
Chief Operator Report

Lift Stations /Call Outs:

A force main failure occurred at Best View Lift station. Fortunately there is only the Best View Motel, which is vacant, and 2 summer houses serviced by this station. Some sewage did make it to Lake Granby in the amount of an estimated 10,000 gallons. As is required, it was reported to CDPHE. The leak has been isolated and the station taken out of service until lake levels drop and the pipe can be excavated and repaired.

Treatment Plant:

Operating normally. We continue to work with Kennedy/Jenks on the copper issues as well as Northern Water on the possible nutrient reduction and treatment. We will continue testing to determine the next course of action.

Water Systems:

1. North Shore: Operating normally.
2. Columbine: Operating normally.

Other:

We have received the site approval and design approval from CDPHE for the Columbine Lift Station renovation. Conroy Excavating will begin construction and the hope is to have it complete by the end of the year.

Beach Lift Station Renovation has begun and should also be complete by the end of the year.

Construction of the CR 472 line extension and the relocation of the force main at 2180 Grand Ave will be done within the next couple of weeks.

Mike