THREE LAKES
WATER & SANITATION DISTRICT

RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS
THREE LAKES WATER AND SANITATION DISTRICT
MONDAY, SEPTEMBER 9, 2025 6:30 PM

1. **CALL TO ORDER**

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

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

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

2. **COMMENTS BY THE CHAIRMAN**

None.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Doug Decker with Munn Architecture, Janna Sampson, Stephanie Conners, Steve Kudron, Sean Walsh with Sean Walsh Consulting, and Sara O'Keefe with Public Alignment.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, and second, and unanimous vote the August 11 2025, Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Consideration of filling vacancy of the Board: Stephanie Conners**

Chairman Huff stated that both Stephanie Conners and Janna Sampson were present and have stated interest in the position. He noted that both candidates were on the May election ballot and reviewed the vote counts noting that Stephanie Conners had received more votes of the constituency than Janna Sampson. Each candidate introduced themselves. A brief discussion ensued. By **MOTION**, second, and unanimous vote the Board Stephanie Conners was appointed to the vacant position on the Board.

b. **SPECIAL REQUEST: Town of Grand Lake – Space to Create connection variance**

District Manager Nicholls stated that the Town of Grand Lake is requesting a variance from the rules and regulations that require independent service lines be directly connected to the main. The Town of Grand Lake requested to create a 6 inch mainline they would own that would connect to the Districts main with individual service lines into their 6 inch main. She noted that all requirements associated with the special request have been met.

Steve Kudron, Town Manager, and Doug Decker with Munn Architecture were present representing the Town of Grand Lake. A discussion ensued with the applicant, the Board, and Staff regarding the plans and the necessity of request. Mr. Kudron stated that the town intends to retain ownership of the spaces and will be singly billed by the District. He noted that not having 10 taps into the District main within 150 feet was a matter of efficiency for both the town and the District. Further discussion ensued regarding setting precedence, backflow requirements for each service line, and historical occurrences of similar requests. By **MOTION**, second, and unanimous vote the Board approved a variance from the rules and regulations for the Space to Create property to allow the residences to connect individual service lines into a 6 inch main owned by the Town of Grand Lake as indicated by the plan submitted.

c. **PUBLIC HEARING: to receive public comment on a proposed increase in the quarterly user fees to be paid effective January 1, 2026**
District Manager Nicholls reviewed the increase discussion history, compliance with the state statutes regarding the increase, and plan to have a new rate study completed in 2026. Chairman Huff opened the public hearing. Janna Sampson inquired as to why the District is not more aggressively increasing rates? Chairman Huff noted that the Board strives to be conscious of the constituents it serves and not over burden them whenever possible. District Manager Nicholls reiterated and expounded upon the new rate study occurring in 2026. With no further public comments Chairman Huff closed the public meeting.

d. **Resolution 2025-9-1; a resolution setting sewer service user fees**
By **MOTION**, second, and unanimous vote the Board approved Resolution 2025-9-1; a resolution setting sewer service user fees.

e. **Consideration of engagement of Timothy Day CPA for 2025 financials accounting services**
By **MOTION**, second, and unanimous vote the Board approved the engagement of Timothy Day CPA for 2025 financials accounting services.

f. **Consideration of Sean Walsh Consulting for 2026 public relations proposed work**
District Manager Nicholls introduced the proposal noting that the proposal is the maximum amount and includes public relations work for the Septic to Sewer Conversion Project as well as the proposed de-brucing election in 2026. She noted that de-brucing elections rarely succeed without PR assistance. Sean Walsh and Sara O'Keefe, Public Alignment, reviewed the proposal. A discussion ensued regarding their experience with de-brucing elections and opportunities for cost savings with overlapping work for each project. By **MOTION**, second, and unanimous vote the Board approved the 2026 public relations proposed work.

g. **Motion to appoint Katie Nicholls as Budget Officer**
By **MOTION**, second, and unanimous vote the Board appointed Katie Nicholls as Budget Officer.

6. **PUBLIC COMMENT**
Stephanie Conners thanked Vice Chairman Golden for his kind words stated about her during her appointment earlier.

7. **FINANCIAL REPORTS**
By **MOTION**, second, and unanimous vote the checklists for the month of August 2025 were approved. The financial documents for August were reviewed and accepted as presented.

8. **MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS**
Vice Chairman Golden and Chairman Huff noted that the construction work completed by Cold Creek Excavating on the drainage project was well done.

9. **SUPERINTENDENT REPORT**
Superintendent Gibboni presented the Superintendent report. A brief discussion ensued regarding the plant permit.

10. **DISTRICT MANAGER REPORT**
District Manager Nicholls presented the District Manager Report. The November meeting was moved up one day to November 10, 2025 due to Veteran's Day. She additionally noted that EPA has officially approved the use of the attorney for the District for legal services for the CDS Grant for the Septic to Sewer Conversion Project. A lengthy discussion ensued regarding the plan for the District Manger's review process. The Board appointed Chairman Huff to confer with each board member on the matter individually, compile the information and meet with the District Manager privately.

With no further business before the Board, the meeting was adjourned at 7:50 p.m.

Katie Nicholls, Reporting Secretary

Jeannie Wilkinson, Secretary/Treasurer

September 9, 2025 Minutes

Final Audit Report 2025-10-15

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