



RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT TUESDAY, SEPTEMBER 10, 2024 6:30 PM

1. **CALL TO ORDER**

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

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

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

2. **COMMENTS BY THE CHAIRMAN**

By **MOTION**, second, and unanimous vote the Board excused Director Mark Gibson and Director Stephanie Connors from the meeting.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

None.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and majority vote the August 13, 2024 Meeting Minutes were approved as revised by Staff.

5. **MATTERS BEFORE THE BOARD**

- a. **Presentations: public relations firms for Septic to Sewer Conversion Project**
Three firms were allotted a half an hour each to present their presentations and answer questions raised by the Board. Representatives from each firm are outlined below.
- i. *Wildrock*: Kristin Goliner, Annika Deming, and Kelly Wakefield
 - ii. *Sean Walsh and Public Alignment Communication*: Sean Walsh and Sara O’Keefe
 - iii. *John chip Taylor Government Relations*: Chip Taylor
- b. **Consideration of engaging a public relations firm for the Septic to Sewer Conversion Project**
A brief discussion ensued regarding the quality of the presentations, difficulty of decision, lack of input from absent Board members, and unknown timeline on the project due to EPA involvement. An agreement was reached to allow time for the absent board members to view

the presentations and weigh in. Board members will get any questions for the firms to the District Manager for distribution to the firms by no later than Sunday, September 15th. Once answers are received and shared with the Board each member will let the District Manager know preference and the winning firm will be asked to provide an agreement for consideration of the Board at the October meeting.

c. **Motion to appoint Katie Nicholls as Budget Officer**

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

d. **Consideration of engagement of McMahan and Associates, LLC for the 2024 fiscal year audit**

By **MOTION**, second, and unanimous vote the Board approved the engagement of McMahan and Associates, LLC for the 2024 fiscal year audit.

e. **Consideration of engagement of Tim Day & Associates for 2024 accounting services**

By **MOTION**, second, and unanimous vote the Board approved the engagement of Tim Day & Associates for 2024 accounting services.

6. **PUBLIC COMMENT**

None.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of August 2024 was approved. The financial documents for August were reviewed, and accepted as presented.

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

Due to Director Gibson's absence his report on the 2024 Annual Rocky Mountain Water Conference was postponed until the next meeting.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni stated that the Grand Lake Lift Station has been repaired. CDPHE performed an inspection on August 16th and they are waiting on the report back from them. The back-up generator for Columbine Lake Water District has been installed, and he concluded that the SCADA system installation and upgrade is still in progress.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented her report. The Board agreed to the request to move the October Board meeting date out one week, and a discussion ensued regarding the conversion with Neal Botie. The Board directed Vice Chairman Golden to follow up with Lakeridge HOA explaining why the District does not wish to consider having a simultaneous construction project with them.

With no further business before the Board, the meeting was adjourned at 8:55 p.m.



Katie Nicholls, Reporting Secretary



Scott Huff (Oct 23, 2024 11:15 MDT)

Scott Huff, Secretary/Treasurer









September Minutes 2024

Final Audit Report

2024-10-23

Created:	2024-10-23
By:	Katie Nicholls (katie@threelakesws.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhEPN-SIOxhGy91gSWCt7G_HogpmDwRQe

"September Minutes 2024" History

-  Document created by Katie Nicholls (katie@threelakesws.com)
2024-10-23 - 2:54:28 PM GMT
-  Document emailed to Scott Huff (scott@threelakesws.com) for signature
2024-10-23 - 2:54:30 PM GMT
-  Document emailed to Katie Nicholls (katie@threelakesws.com) for signature
2024-10-23 - 2:54:30 PM GMT
-  Email viewed by Katie Nicholls (katie@threelakesws.com)
2024-10-23 - 2:59:25 PM GMT
-  Document e-signed by Katie Nicholls (katie@threelakesws.com)
Signature Date: 2024-10-23 - 2:59:46 PM GMT - Time Source: server
-  Email viewed by Scott Huff (scott@threelakesws.com)
2024-10-23 - 5:12:37 PM GMT
-  Document e-signed by Scott Huff (scott@threelakesws.com)
Signature Date: 2024-10-23 - 5:15:43 PM GMT - Time Source: server
-  Agreement completed.
2024-10-23 - 5:15:43 PM GMT