
RECORD OF PROCEEDINGS

**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS
NORTH SHORE WATER DISTRICT
WEDNESDAY, APRIL 16, 2025 5:30 PM**

1. **CALL TO ORDER:**

A regular meeting of the Board of Directors called to order by President Kevin Manship at 5:30 p.m. The meeting was held remotely.

Directors Present: Kevin Manship – President
Jeannie Wilkinson – Vice President
Deb Spencer – Secretary/Treasurer
Tim Good – Director
Jim Simoni – Director

Staff Present: Katie Nicholls – District Manager

2. **PUBLIC:**

None

3. **MINUTES:**

By **MOTION** and second, and unanimous vote, the March 19, 2025 meeting minutes were approved as presented.

4. **MATTERS BEFORE THE BOARD:**

a. **Presentation of 2024 audit – McMahan & Associates, LLC**

Matt Miller, McMahan & Associates, explained the auditing process noting that since district audits are done every other year the audits get more work done to go back to the last audit completed. He stated that the District is in a strong position with a clean audit. No adjustments were made and they have no recommendations or concerns for the District.

b. **Motion to approve 2024 audit**

By **MOTION**, second, and unanimous vote the Board approved the 2024 audit.

c. **Resolution 2024-4-1: a resolution adopting amended Bylaws**

District Manager Nicholls noted that the Bylaws were updated to change the meeting time from 6:30 pm to 5:30 pm and a few other items she felt comfortable updating were updated to meet current laws. She stated that the Bylaws have not been updated or reviewed by an attorney in over 10 years. By **MOTION**, second, and unanimous vote the Board approved Resolution 2025-4-1; a resolution adopting amended Bylaws.

After a brief discussion the Board directed the District Manager to contact the Three Lakes Water and Sanitation District attorney to get legal review and update of the Bylaws.

5. **PUBLIC COMMENT:**

None.

6. **FINANCIAL STATEMENTS:**

By MOTION, second, and unanimous vote, the checklist for the month of March 2025 was approved.

By **MOTION**, second, and unanimous vote, the financials for the month of March 2025 were approved.

7. **SUPERINTENDENT REPORT:**

Superintendent Gibboni was absent from the meeting. Director Good stated that water usage is still up a little and that there may be a service line leak somewhere, but staff is not concerned.

8. **DISTRICT MANAGER REPORT:**

None

President Manship stated that he is putting his house up for sale in the next couple months and will have to resign in the near future.

There being no further business to be brought before the Board, the meeting was adjourned at 5:54 p.m.



Katie Nicholls, Recording District Secretary



Deborah Spencer, Secretary/Treasurer










April 16 2025 Minutes

Final Audit Report

2025-06-19

Created:	2025-06-19
By:	Katie Nicholls (katie@threelakesws.com)
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