

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

April 13<sup>th</sup>, 2021

The Three Lakes Water Association Board of Trustees held their April 13th, 2021 Board Meeting at 7:00 p.m. in a virtual setting utilizing phone and webinar technologies. The Association website and Facebook page requested members who wished to address the board to inform the board president by email so he could report any comments, questions, or concerns to the board. The board president's email is president@3lwa.org.

### **Call to Order**

The meeting was called to order at 7:03 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Secretary Raymond Cox, Treasurer Donald Kemmis, Trustee Doug Knorr, and Trustee Terra Nicolle. Vice President Tyler Eshleman was excused.

**Members, Guests & Employees-** Engineer Rodney Langer of David Evans and Associates, Inc., and staff member Kaila Klicker were present. Renee Clarke, acting as recording secretary, was present.

**DEA Engineers' Report-** Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on April 12<sup>th</sup>, 2021. Highlights of the monthly DEA report are summarized as follows:

**Flowing Lake Park Water Service-** See Old Business

**Storm Lake Road Phase 2 Water Main Replacement-** Rodney reported that Snohomish County representatives have confirmed that the restoration work during construction of this project meets the county's standards. DEA supported completion of Pay Estimate #1 for payment of the original contracted work and previously approved Change Order #1 by the board. The total paid for Pay Estimate #1 was \$178,685.93. Rodney prepared a memo and recommended the board consider authorizing the president to sign an additional change order. Change Order #2 was created to address additional paving and restoration work completed during construction. The additional Change Order #2 has already been signed by contractor D&G Backhoe, Inc. and returned to staff. A check for Pay Estimate #2 (for work outlined in Change Order #2) has been prepared by staff for \$12,058.44. Rodney also recommends the Association prepare a retainage check for \$9,227.45 in late April or early May provided that are no lien notices received by staff for this project. Staff is currently working with DEA on a few outstanding items, like as-builts, to complete this project.

*Motion made by Trustee Doug Knorr to authorize President Jay Klicker to sign Change Order #2 on behalf of the Association as outlined in DEA Memo dated March 29<sup>th</sup>, 2021, seconded by Treasurer Donald Kemmis. The motion passes.*

## **Booster Pump Station #1 Property Investigation- See Old Business**

### **Manager & Cross Connection Report**

Staff member Kaila Klicker presented a summary of the manager report, which was e-mailed and provided to the Board on April 12<sup>th</sup>, 2021. Highlights of the monthly manager report are summarized as follows: Staff reported that multiple SCADA system telemetry failures occurred between March 26<sup>th</sup> and April 1<sup>st</sup>, 2021. Staff scheduled troubleshooting work with Ziplly Fiber technicians. The technicians found a few different factors that may have been contributing to service issues and repairs were made. The SCADA system is now acting more reliably, and staff has not noticed any intermittent issues. The standpipe water level reached a significantly low level of 67 feet due to a scheduled Ziplly Fiber outage that the staff was unaware of, which disabled the telemetry alarm callout system for nine hours. Staff also signed up for service with Ziplly Fiber for text notifications during service outages. Manager Kemmis spoke to President Klicker on March 23<sup>rd</sup>, 2021 about the costs of labor and materials needed to repair the Association's Pump Number Three. The cost of the labor and materials needed to repair Pump Number Three exceeded the amount of money the manager can spend per event without prior authorization. The president and Manager Kemmis agreed that repairing of pumps is something that is a necessary and a worthy investment for the Association. Parts have been ordered from Pumptech, Inc. and will take approximately eight weeks to be made and shipped. Royce with Systems Interface, Inc. agreed to help staff by providing a solution to operate pumps in a way which will allow the most efficient pump to be selected based on current suction pressure. Manager Kemmis informed the board that he asked for additional pricing from Systems Interface, Inc. for work to accommodate a new impeller and the cost is \$725.00. The manager intends to contract Systems Interface, Inc. to do this work. Manager Kemmis and Assistant Manager Klicker met with Snohomish County representatives on March 10<sup>th</sup>, 2021 to discuss drilling work on 163<sup>rd</sup> Ave SE. The drilling work is within proximity to Association facilities. Staff supported the county on April 12<sup>th</sup>, 2021 by being onsite during the work and isolating facilities in case of damage to facilities. The annual backflow assembly testing required by the City of Everett and Department of Health was performed on March 8<sup>th</sup>, 2021 to all necessary Association facilities. Systems Interface, Inc. continues to work with staff to complete contracted items for the Association as part of the Telemetry Upgrade project. The annual employee evaluations have been completed, reviewed, and signed by the employee, supervisor, and Vice President and President. The payroll audit was completed as a part of this process. The annual Consumer Confidence Report has been prepared and posted to the Association's website as required by the Department of Health. Staff is currently working to prepare the Annual Newsletter to be mailed with April water bills. Staff has updated the Association's Emergency Response Plan to include some additional instructions related to a failure of Ziplly Fiber services, which would affect the Association's telemetry system. Staff received an email communication from KeyBank informing them that Paycheck Protection Program loan forgiveness applications will be emailed to clients starting this

month, which will allow the Association to apply for this. Staff informed the board that Governor Jay Inslee's Proclamation 20.23 has been extended through July 31<sup>st</sup>, 2021, which disallows the Association from charging late fees or disconnecting services due to nonpayment.

### **Approval of March 9<sup>th</sup> Board Meeting Minutes**

*Motion made by Treasurer Donald Kemmis to approve March's Minutes, seconded by Secretary Raymond Cox. The motion passes.*

### **Officers Reports**

**Treasurer Report and Pay Bills-** Staff member Renee Clarke presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through April 13<sup>th</sup>, 2021 (attached). Total funds on hand are \$1,302,334.99. One transfer was made for \$64,000.00 to cover the bills from the KeyBank account. Reports were provided for the past month's expenses, prepaid invoices, and payroll summary. Checks were presented to be signed once authorized by the board.

#### Current Financial Info

General Funds- \$426,803.31

Capital- \$778,623.12

Reserve- \$96,908.56

Total Expenses- \$67,359.17

Monies were transferred to both Standpipe, Pump House, and Mero restricted accounts.

*Motion made by Treasurer Donald Kemmis to approve payment of the bills as presented, seconded by Trustee Terra Nicolle. The motion passes.*

**President-** President Klicker reported that he had a phone meeting with Manager Kemmis about pump related expenses. He also signed a share certificate.

**Vice President-** Not present.

**Secretary-** Secretary Cox reported that he signed checks for bills due before the April meeting and share certificates.

### **Old Business**

**Booster Pump Station #1 Property Investigation-** Staff reported that easement documentation and a payment for \$800.00 was delivered to neighboring property owners. The signed and notarized document was returned to staff on April 5<sup>th</sup>, 2021. The completed easement document was reviewed by DEA. The easement has been mailed to Snohomish County for recording. On April 7<sup>th</sup>, 2021 Manager Kemmis and contractor Puget Sound Tapping Services

performed preliminary work at the Booster Pump Station #1 to prepare for the next steps necessary. Additional work is scheduled for April 16<sup>th</sup>, 2021. A flexible coupling was ordered from Red Valve for this station and will take approximately eight weeks to ship. Manager Kemmis recommended that the board consider authorize the proposed work to this site as a Capital Improvement Project soon and establish a budget for the project. Staff will work with Rodney to gather cost information and come back to the board when ready to present this. Trustee Knorr suggested the board take action to authorize Manger Kemmis to proceed with this preliminary prep work in the meantime. Manager Kemmis informed the board that he may ask Secretary Cox for some help with the work to the site.

*Motion made by Trustee Doug Knorr to authorize General Manager Donald Kemmis to pursue this site maintenance project including pump replacement, fence replacement, site improvement including drainage prior to a potential Capital Improvement Project, seconded by Secretary Raymond Cox. The motion passes.*

**Flowing Lake Park Water Service-** Rodney reported that he has reviewed all submittals from developer Snohomish County and provided feedback to them. There are still some items needed for the completion of this Developer's Extension. The Bill of Sale and Certification of Costs has been prepared for county review. The maintenance bond amount of \$10,100.00 is based on the value for the work completed. Rodney informed the board that there is abandoned water main in an old and no longer necessary easement which is still existing. Rodney is waiting for the developer to prepare a document which will relinquish the easement area back to the county since a new easement was provided to the Association. Rodney recommended that the board take action to authorize the president to sign a relinquishment document on behalf of the Association.

*Motion made by Treasurer Donald Kemmis to authorize President Jay Klicker to sign an easement relinquishment document on behalf of the Association once provided by the developer Snohomish County, seconded by Trustee Doug Knorr. The motion passes.*

## **New Business**

### **No New Business**

### **Call to Adjourn Meeting**

*Motion made by Secretary Raymond Cox, seconded by Treasurer Donald Kemmis. The motion passes. The meeting was adjourned at 7:52 p.m.*