

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

January 11th, 2022

The Three Lakes Water Association Board of Trustees held their January 11th, 2022, 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 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 7:08 p.m. by President Jay Klicker. A quorum was satisfied by other Board Trustees in attendance: Treasurer Donald Kemmis, Secretary Terra Nicolle, Trustee Doug Knorr, and Trustee Raymond Cox. Vice President Tyler Eshleman was absent.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc., Assistant Manager Kaila Klicker, and staff member Seth Way, acting as recording secretary, were present.

DEA Engineers' Report- Engineer Rodney Langer presented a summary of his status report, which was emailed and provided to the Board on January 8th, 2022. Highlights of the monthly DEA report are summarized as follows:

Booster Pump Station #1- Plans and specifications are being prepared and are almost ready to be sent to staff. DEA recommends soliciting bids to purchase the generator for BPS#1 directly from the manufacturers, and then schedule installation by a contractor when it's delivered.

Water System Plan- DEA is working to schedule a pre-planning conference with Department of Health representatives in February of 2022.

163rd Culvert Replacement- There is a potential that plans will be proposed to the county for work on the culvert in 2023 that may require moving the association's water main that runs alongside 163rd.

Manager & Cross Connection Report

Assistant Manager Kaila Klicker presented a summary of the Manager's Report, which was emailed and provided to the Board on January 7th, 2022. Highlights of the monthly manager's report are summarized as follows: Manager Kemmis received a call about a main leak at the end of 159th Dr SE on December 25th. Excavation revealed that the service saddle had failed. A new saddle was installed by staff, with the help of D&G, within a short timeframe to get members back to their holiday festivities. Manager Kemmis received a call on December 31st regarding a leak near a meter along 72nd St SE. The service maintained operability until the repair was completed with the

assistance of D&G on January 5th. Documentation and drawings have been completed for recording the severance of the 6" AC main that ran from Weber Rd to Wonderland Rd. The heating unit at BPS#2 has failed. As this heating unit is a 17-year-old piece of equipment, staff is exploring options to replace it with the help of Trustee Cox. Temporary heat has been established in the meantime. Creative Technologies has been emailed on January 3rd to inform them we would like to initiate the software module upgrade process. The annual blanket permit has been submitted to Snohomish County and a confirmation was received that our permit will be issued by the end of January. Staff Clarke notified the association staff that she intends to return to work on January 24th.

Approval of Draft Budget

A draft of the budget was presented to the board which showed the revisions that were approved in November and the updated quarterly numbers. The board was in agreement on the draft budget.

Approval of December 14th Board Meeting Minutes

Motion made by Trustee Doug Knorr to approve December's Minutes, seconded by Trustee Raymond Cox. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Manager Donald Kemmis and Staff Seth Way presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through January 11th, 2022 (attached). Total funds on hand are \$1,258,312.85. Two transfers were made, one for \$60,000.00 to cover the bills from the KeyBank account and the other was a transfer from Capital to General for \$9,000.00 to pay for the pump upgrades. 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- \$402,948.16
Capital- \$776,643.50
Reserve- \$78,721.19
Total Expenses- \$70,981.70

Funds were transferred to the Standpipe, Pump House, and Mero restricted accounts.

Motion made by Trustee Doug Knorr to approve payment of the bills as presented, seconded by Treasurer Don Kemmis. The motion passes.

President- Signed a few share transfers.

Vice President- Absent.

Secretary- Signed a few share transfers at the beginning of the month.

Old Business

Verizon Cell Lease Modification- In response to the letter received by Actualize, LLC, the Association generated a letter requesting written authorization from Verizon for the Association to work with the new group. We are currently waiting on a response.

Booster Pump Station #1- Propane tanks for the generator are estimated to not be in stock until as late as 2024. Staff is looking into leasing for a time and then moving forward with purchasing. PumpTech has notified staff that the new pump for BPS#1 has been received and an installation date is currently being discussed. PSTS is working with us to remove the old piping and install the preliminary piping prior to the new pump's installation. Staff has been working with Trustee Raymond Cox to install new lighting upgrades at BPS#1. The transducer at pump station #1 failed, possibly due to cold weather, and is being investigated by Systems Interface to address the issue.

Leak Detection- Leak detection services have been scheduled with Utility Services Associates for January 17th and 18th to help find the leak(s) related to our high non-revenue water. A discussion was held amongst the board about what pay might look like for this service, as January 17th is a Holiday.

New Business

Government Assistance Program- Manager Kemmis mentioned receiving an email about a program to help assist qualifying member's pay their utility bill. As the Association currently does not have any programs like this, staff will likely be researching if our system can enroll in this program and what that will look like for qualifying member's.

Call to Adjourn Meeting

Motion made by President Jay Klicker to adjourn the meeting, seconded by Secretary Terra Nicolle. The motion passes. The meeting was adjourned at 7:47 p.m.