

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

August 8th, 2023

The Three Lakes Water Association Board of Trustees held their August 8th, 2023 Board Meeting at 6:00 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 6:07 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Treasurer Donald Kemmis, Secretary Terra Nicolle, Trustee Marek Jedrzejewicz, Trustee Yvonne Craig. Trustee Ray Cox and Trustee Heidi Mann were excused. Vice President Tyler Eshleman was unexcused.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc. (DEA), Assistant Manager Kaila Klicker, Staff Member Seth Way and Staff Member Brittany Henning, acting as recording secretary, were present.

DEA Engineers' Report- Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on August 7th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Engineer Rodney Langer provided updates for the WSP. Rodney is continuing his work on finishing up the remainder of the WSP drafts before the September meeting and will ask for adoption of those drafts at that time.

171st Water Main Replacement Project- Rodney and team have completed 60% of the project plans and have submitted them for Manager Kemmis and staff to review. This review process will get the plans over to the County for approval as soon as feasible. We are currently waiting for the Department of Health's environmental review related to SEPA and roadway exemptions before moving forward with this project.

Big Deer West DE- The developer is moving forward with the DE agreement. One signature from the property owner is needed to complete the necessary paperwork before being ready for the Board President's signature.

Manager & Cross Connection Report

Manager Don Kemmis presented a summary of Assistant Manager Kaila Klicker's manager's report, which was e-mailed and provided to the Board on August 7th, 2023. The highlights of the monthly manager's report are summarized as follows: The idle

pump time has increased since last month from 2 hours 10 minutes to 2 hours 40 minutes. Three system communication failures occurred that required emergency responses. A main break took place on July 28, 2023, at 12:30 am requiring immediate action. Staff, alongside D&G Backhoe, worked throughout the day to complete this repair in a timely manner. Members regained access to water within 14 hours of the initial main break event. This repair process also included replacing and relocating the fire hydrant that was previously located where this break occurred. This hydrant relocation to the other side of the power pole will help to ensure additional safety of said hydrant due to it previously residing alongside a sharp curve in the road. A Drought Advisory is in effect for parts of Snohomish County. As of now, there is no immediate action to take. Three Lakes Water Association has a water shortage response plan that will be implemented if the matter persists. Members have been returning their mailed service line surveys and reporting their private service line materials, which aids the Association in the required DOH report for lead and copper service inventory, due October 2024. Our annual hydrant flushing process is complete with 100% of hydrants flushed and deemed fully functional for emergency use. As of August 8th, there are 0 unconfirmed service line materials on the Association's side and 330 private service lines on the member's side with unknown material types. We will not be moving forward with any changes to the Verizon cell lease at this time. Signer cards at one bank still need signatures.

Approval of July 11th Board Meeting Minutes

Motion made by Manager Kemmis to approve July's Board Meeting Minutes; motion seconded by Trustee Yvonne Craig. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Staff Henning and Treasurer Kemmis presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through August 8th, 2023 (attached). Total funds on hand are \$1,158,554.53. One transfer of \$80,000 was made to cover payroll and bills. An additional transfer of \$2,500 from General to General was processed to bring one bank account below the FDIC limit. 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- \$ 437,759.16
Capital Funds- \$ 553,884.75
Reserve Funds- \$ 166,910.62
Total Expenses- \$ 92,647.86

Motion made by Trustee Marek Jedrejewicz to approve payment of the bills as presented, seconded by Secretary Terra Nicolle. The motion passes.

President- Signed a few share certificates.

Vice President- No report, absent.

Secretary- Signed a few share certificates.

Treasurer- A transfer of \$10,000 was attempted at Keybank between accounts to maintain a positive balance after bills were paid. The bank withdrew the check amount from its perspective account; however, it was deposited back into the same account it was taken from. This discrepancy was found over account reconciliation and adjusted in our records accordingly.

Old Business

BPS# 1 Generator Project- BPS#1 generator delivery is on schedule.

New Business

Communication Failures- System communication failures occurred on several occasions over the past few months that resulted in the loss of remote access to the SCADA system. Trustee Marek Jedrejewicz suggested potentially investigating Starlink, which may improve overall system communication through better bandwidth and reliability. Manager Kemmis would like to consider this as an option and research this topic further for future discussion.

Call to Adjourn Meeting

Motion made by Treasurer Don Kemmis to adjourn the meeting, seconded by Trustee Marek Jedrejewicz. The motion passes. The meeting was adjourned at 6:45 p.m.