

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

November 14th, 2023

The Three Lakes Water Association Board of Trustees held their November 14th, 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 6:06 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Secretary Terra Nicolle, Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Heidi Mann, and Trustee Ray Cox, who logged in at 6:10pm. Vice President Tyler Eshleman and Trustee Yvonne Craig were excused.

Members, Guests & Employees- Engineers Rodney Langer and Zach Worley 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 November 13th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Inconsistencies were found by PUD regarding service area boundaries and resolved to their satisfaction. Clarification was provided to DOH related to water supply.

171st Water Main Replacement Project- DOH has approved Phase One plans and the Project Report. Currently awaiting final feedback from the DWSRF Contract Manager on the Project Manual. Plans are subject to final adjustments for Phase 1 before going to bid. Pending final approvals, advertisement and bid schedules will be established soon. Come December board meeting, the hope is to have a recommendation for awarding the contract for this phase based on the bids received. Base map work for phase 2 is in process.

BPS#1: The ATS was successfully installed. The test run of the generator and the ATS was completed successfully on November 3rd. Operations training was provided to staff for use and maintenance, and a weekly test was established to ensure regular engine activity. Final payment is in process for the generator and its included services.

Verizon Cell Equipment Change Documents Review: DEA reviewed the revised construction plans and proposed changes in the cell lease agreement most recently provided. Draft review memo was prepared for Board discussion.

Manager & Cross Connection Report

Assistant Manager Kaila Klicker presented a summary of the manager's report, which was e-mailed and provided to the Board on November 13th, 2023. The highlights of the monthly manager's report are summarized as follows: The idle pump time was 3 hours and 40 minutes. Non-revenue water for October was calculated at 12.94%, compared to 7.64% in August. Staff Way presented a master-meter graph to the Board, illustrating water consumption at each of the three main break events that took place this month. Two system communication failures registered, requiring an emergency response from Manager Kemmis or Assistant Manager Klicker. After an update to the SCADA computer, the callout function to send out an active alarm was non-functional therefore additional monitoring was performed. Immediately the following morning, staff were able to get the program up and running properly.

Based on a local earthquake that took place during the evening of October 8th, staff followed up the next morning, performing rounds of the system to view and confirm that facilities appeared to be operating properly. Additional monitoring took place over the next several days to ensure the system was running as expected. Thursday, October 12th, consumption data confirmed that volume continued to increase. Staff posted a notice on social media, describing the possibility of suspect water and requesting community support in locating suspicious water activity. Shortly thereafter, a member called in regarding seeing unusual water along 187th Dr SE. D&G responded quickly to our request for assistance and water service was restored to all affected members the same day. On Sunday, October 22nd at 8:30pm, Manager Kemmis saw the idle pump time had decreased to 20 minutes, causing skepticism outside of normal system operations. Staff performed immediate rounds of the system that next morning. Staff Henning and Assistant Manager Klicker discovered suspicious water along Weber Rd. D&G, once again, assisted with this emergency repair. Excavation, installation and clean up took three days to complete. This segment of replaced main was seated within tight quarters of several large trees, a fence, and down a hill, proving difficult to maneuver and excavate. During this time, there was one member with temporary water service fed from the nearest hydrant.

Upon further communication with DOH, it was discovered that they had not counter-signed the construction loan contract. Invoice reimbursement submittal for the first draw on the engineering and design loan was completed on November 13th. A new account was opened at Mountain Pacific on October 18th as part of the DOH requirements for repayment. Signer's signatures are still needed to complete the set-up process for this new account.

As of November 9th, Systems Interface was contacted by the Association to schedule the generator to SCADA integration process. Staff Way has completed 98% of his work recoating and numbering fire hydrants. As part of the Lead and Copper EPA requirement, staff continues to gather data for submittal. As of November 9th, there are

0 services with unconfirmed material types on the Association's side, and 284 services with unknown material types on member's side. The past 5-year wage plan was provided to the Board as requested. Assistant Manager Klicker was nominated for the WUCC chair position, to which she graciously declined. Staff Way completed his WDM1 exam on September 26th, achieving his CEU requirements through December 2027. Staff Henning attended a virtual CCS exam review class November 7-8th. Manager Kemmis has also fulfilled his CEUs through December 2024. The required November backflow tests are in process. The Association received an invitation for a PFAS webinar, Manager Kemmis is considering attending. The annual tax return was signed and returned to our CPA for filing.

Approval of October 10th Board Meeting Minutes

Motion made by Treasurer Don Kemmis to approve October's Board Meeting Minutes; motion seconded by Trustee Marek Jedrzejewicz. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Staff Henning presented a summary of the treasurer's report. The financial report was prepared and distributed to the Board summarizing the financial position through November 14th, 2023 (attached). Total funds on hand are \$968,233.83. One transfer of \$130,000.00 was made to cover monthly bills. 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.

<u>Current Financial Info</u>	
General Funds-	\$ 364,644.41
Capital Funds-	\$ 498,935.27
Reserve Funds-	\$ 104,654.15
Total Expenses-	\$ 116,396.83

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

President- Signed tax return and shares

Vice President- No report, absent.

Secretary- Nothing to report.

Treasurer- Opened a new account at Mountain Pacific as a new construction loan repayment account per loan requirements, as authorized in the October board meeting.

Old Business

Long-Term Wage Plan- Vice President Tyler Eshleman was nominated and accepted the position to organize and discuss the future long-term wage plan for Association staff. The Board agreed to an executive session during the last board meeting, referencing the previous wage plan and Manager Kemmis' proposal. . President Jay Klicker agreed to convene an executive session to discuss the long-term wage plan, seconded by Trustee Marek Jedrzejewicz. The executive session began at 7:25 p.m. with President Jay Klicker, Secretary Terra Nicolle, Treasurer Don Kemmis, Trustee Ray Cox, Trustee Heidi Mann, Trustee Marek Jedrzejewicz and Assistant Manager Kaila Klicker. The executive session adjourned at 7:58 p.m. The regular session reconvenes at 7:58 p.m. with all initial attendees present except for Trustee Heidi Mann, Trustee Ray Cox, guest Rodney Langer, and guest Zach Worley.

New Business

WDM1 Certification- Per policy, a 5% wage increase was proposed for Staff Seth Way's completion of his WDM1 certification.

Motion to approve a 5% wage increase for Staff Seth Way based on obtaining a WDM1 certification, going into effect for the current pay period, November 6th; motion made by Trustee Marek Jedrzejewicz to approve Staff Way's wage increase, seconded by Secretary Terra Nicolle. The motion passes.

Wage Committee – A wage committee was proposed to the Board including the following members: Vice President Tyler Eshleman, Trustee Marek Jedrzejewicz, Secretary Terra Nicole, and Trustee Heidi Mann.

Motion to form wage committee made by Marek Jedrzejewicz, motion seconded by Treasurer Don Kemmis. The motion passes.

Call to Adjourn Meeting

Motion made by Treasurer Don Kemmis to adjourn the meeting; motion seconded by Trustee Marek Jedrzejewicz. Motion passes. The meeting was adjourned at 8:02 pm.