

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

April 11th, 2023

The Three Lakes Water Association Board of Trustees held their April 11th, 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 6:03 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Vice President Tyler Eshleman, Treasurer Donald Kemmis, Trustee Raymond Cox, and Secretary Terra Nicolle. Trustee Yvonne Craig, Trustee Marek Jedrzejewicz, and Trustee Heidi Mann were excused.

Trustee Raymond Cox joined the meeting at 6:09 p.m. and Vice President Tyler Eshleman joined the meeting at 6:12 p.m.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc. (DEA), staff member Kaila Klicker, staff member Brittany Henning, and staff member Seth Way, acting as recording secretary, were present. Fire Chief Don Waller of Fire District #4 was present at the start of the meeting and left the meeting at 6:28 p.m. (*See Old Business*).

DEA Engineers' Report- Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on April 11th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Chapter 2 of the WSP was provided as a final draft to the Board and posted to the Association's website for review. No comments have yet been received for previous draft chapters. The draft for Chapter 3 is currently in the works and will be a core part of the discussion for the capital improvement plan. The County Assistant Fire Marshal confirmed that the criteria that has been used for fire flow analyses in the past is not changing. President Klicker noted the Chapter 2 shows unusually high numbers predicted for water purchased and water leakage. Rodney explained that the higher predicted usage is based on members using more water per parcel, rather than having more members tapping onto the main with new connections.

171st Water Main Replacement Project- Rodney met on site with staff to confirm pipe location and proximity to regulated wetlands and asphalt. The conclusion of this meeting was that "pothole" excavations were warranted to confirm the location of the existing main. With Manager Kemmis' direction, DEA has been coordinating with the DOH contract manager about how to complete the construction loan in context of the signed preconstruction loan. The

preconstruction loan has some fees associated with it but is an interest free loan. Originally, DOH staff directed the association to include the total of the preconstruction loan in the total amount requested in the construction loan application, as some preconstruction activities were expected to be outside the preconstruction window. The DOH contract manager that we had previously been working with has since changed. When the contract manager was asked how to continue forward with these two loans, we were given a few options. The best option reached was to have the elements of the two loans separated by keeping the preconstruction loan and reducing the amount requested in the construction loan to no longer include the preconstruction amount.

Treasurer Donald Kemmis motions to authorize the board president to execute a DOH DWSRF Construction Loan in an amount up to \$3.6 Million. Trustee Raymond Cox seconds the motion. The motion passes.

62nd Water Main Replacement- The work for this project can be included in the DOH construction loan, without an increase in the corresponding loan funding.

Other- Provided confirmation of required elements of CCR and reviewed the CCR draft.

Manager & Cross Connection Report

Assistant Manager Kaila Klicker presented a summary of the manager report, which was e-mailed and provided to the Board on April 10th, 2023. Highlights of the monthly manager report is summarized as follows: All members in the area affected by the by the 62nd St SE Main Replacement project have signed and notarized the documents granting us easements to allow us the option to replace the water main further within the private gravel access road. DOH has informed us of upcoming contract training in April/May for the DWSRF Loan. D&G began potholing along 171st Ave SE to help us confirm the specific locations of our water main, as the new main is planned to be installed alongside the existing main. Other considerations are being made related to the avoidance of wetlands and how our replacement may impact existing county pavement. One new service has been paid for and installed. Payment has been received for the revoked share along 187th Ave SE and the meter was reinstalled on March 29th. An existing meter was discovered to be in an improper location and was relocated into the right-of-way with the assistance of D&G on March 20th. Manager Kemmis and Assistant Manager Klicker attended training hosted by DOH. Staff Way will be attending a WDM1 exam review class in May. Staff Clarke's last day working for the Association was March 30th. Staff Henning began her first day with the association on March 16th and has been training with all staff members on both field and office duties. Our annual Consumer Confidence Report has been submitted to DOH and posted to our website. The annual newsletter is being completed to be enclosed within the April billing. Pacific Premier signer cards have yet to be completed. Annual flushing has begun as part of our normal procedure each spring.

Approval of March 14th Board Meeting Minutes

Motion made by Secretary Terra Nicolle to approve March's Board Meeting Minutes, seconded by Vice President Tyler Eshleman. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Staff Way presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through April 11th, 2023 (attached). Total funds on \$1,148,218.88. Three transfers were made; \$15,000 was transferred from General to Capital lower the risk of accounts exceeding FDIC limit, \$6,000 was transferred General to Capital to complete the Fiscal Year 2022/2023 Quarter 3 Capital Reconciliation, and \$92,000 was transferred to cover 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- \$433,016.73
Capital- \$584,324.49
Reserve- \$130,877.66
Total Expenses- \$89,187.58

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

Motion made by Vice President Tyler Eshleman to approve payment of the bills as presented, seconded by Treasurer Donald Kemmis. The motion passes.

Officers' Reports

President- Reviewed and approved the employee evaluations and emailed Vice President Tyler for his review. Read WSP Chapter 2. Signed two shares.

Vice President- Reviewed and approved employee evaluations, signed checks to pay monthly bills.

Secretary- Needs to sign the two share certificates that President Klicker signed.

Treasurer- No Report.

Old Business

Fire Department Hydrant Use- A discussion was held between the Association's Board of Trustees, Association Staff, and Fire Chief Don Waller of Fire District #4. Fire Chief Waller asked questions about our hydrant use policies and explained how the fire station uses hydrants to be response ready for emergencies. Fire Chief Waller works with several other water entities who do not have the same concerns or requirements for hydrant use and wants to find a way to work with the Association. An offer was extended for Manager Kemmis and Assistant Manager Klicker to visit the fire station to get a better understanding of the fire truck's tank fill operations and their other training activities that require access to our hydrants. The other goal would be to confirm that the fire department's usage of our water cannot cause a backflow incident to occur and to assess if further backflow prevention is required.

Timeline For WSP Chapter Review- President Klicker asked what the general time frame was for the draft chapters to be reviewed. The current goal is to have a complete draft of all chapters ready before the June board meeting. An insert will be added in with the April billing to invite all members to attend the June meeting for any final comments or questions on the complete WSP draft.

New Business

Employee Evaluations- Employee evaluations have been completed for all staff members and have been reviewed and approved by President Klicker and Vice President Eshleman. This completes the process for the wage plan increase as approved by the board in the existing five-year wage plan.

Excavation Questions- Manager Kemmis asked Vice President Eshleman a few questions regarding his experience in the field working with different excavator bucket sizes for installing 8" water main.

Call to Adjourn Meeting

Motion made by Vice President Tyler Eshleman to adjourn the meeting, seconded by Trustee Raymond Cox. The motion passes. The meeting was adjourned at 7:25 p.m.