

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

June 11th, 2024

The Three Lakes Water Association Board of Trustees held their June 11th, 2024 Board Meeting at 6:00 pm. 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, Secretary Terra Nicolle, Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Heidi Mann, and Trustee Ray Cox. Trustee Ray Cox exited the meeting at 7:25 pm. Trustee Yvonne Craig was unexcused.

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

Member Questions- Association member, Steve Lefebure, attended this month's board meeting. Mr. Lefebure's primary questions related to the Water System Plan, which were addressed by both Engineer Rodney Langer and General Manager Don Kemmis. The member indicated he had additional questions and was encouraged to utilize the established water system plan link on the Association's website to submit other questions related to the planning document.

DEA Engineers' Report -

Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on June 10th, 2024. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- DEA received comments from DOH. DEA will be revising the WSP to integrate modifications to address DOH's comments for Board review.

171st AC Water Main Replacement Project Phase 1 – Phase 1 certified payrolls have been completed, pending one subcontractor submittal. Record drawings are in process.

171st AC Water Main Replacement Project Phase 2 – Phase 2 Notice of Award was issued to D&G Backhoe. Documents are awaiting review before being presented to the

President for signature. The preconstruction meeting was held on May 31st. Construction will proceed once traffic control permitting, contracting and approval of reviewed submittals is completed.

Big Deer West Developer Extension- A letter was drafted, verifying steps for project completion and close-out.

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 June 10th, 2024. The idle pump time as of June 10th was 3 hours and 20 minutes with an average 24-hour volume of 29,501 c.f. On the evening of May 28th, approximately 150 alarm call outs were received from the telemetry system with communication interruptions. After working through the night to mitigate this event, the issue seemed to have cleared up on its own. The regularly occurring 12-hour alarm intervals have also subsided since this point in time. Over Memorial Day weekend, the alarm call-out was discovered to be non-functional. Manager Kemmis and staff were able to restore function that same day. Also on this Saturday, a member reported a loss of water supply. It was established that the meter box was leaking on the member's side. Parts are on order for pump 3. Once delivered and repaired, PumpTech will schedule for reinstallation. Since being brought back online, pump one has continued to perform as anticipated. 171st Phase 3 is in review by Association staff.

On the morning of May 16th, Manager Kemmis was recklessly approached by a member shouting from his vehicle in the street at pump house one. The member communicated their frustration with the 171st construction crew for allegedly trimming tree limbs on his property across the road from the work completed. After investigation, it was confirmed that the trimming was not performed by the construction crew, but that Asplundh tree trimming service was involved apparently at the direction of Snohomish County. The member was sent a communication regarding the tree trimming details the same day, but again, on May 28th, the individual chose to confront Assistant Manager Klicker as she was working at pump house one. Construction for the Big Deer West DE project began May 9th with 9 new services installed. Filling, pressure testing, and bacteriological samples were all successful. Three member calls related to air in the water were received. Supplementary flushing was done that same day and the issue was resolved.

The General Manager is increasingly concerned with security. Staff have been reminded to look for, record, and report any odd or suspicious activity. Tilson Tech supplied the Association with the amended cell lease on May 24th with Verizon's proposed changes. DEA has been requested to review the documents for anomalies and understand any alterations. Live testing of the auto-pay feature on the Association's current billing portal is still in process. Snohomish County requested comments on their Coordinated Water System Plan from WUCC members for the County's finalization of the document. As of June 10th, there are zero unknown service materials on the Association's side and 275

services with unknown material type out of 874 services. Assistant Manager Klicker fulfilled her required CEUs for this professional growth period.

Approval of May 14th Board Meeting Minutes

Motion made by Trustee Marek Jedrzejewicz to approve May's Board Meeting Minutes; motion seconded by Secretary Terra Nicolle. 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 June 11th, 2024 (attached). Total funds on hand are \$1,344,046.26. \$88,000.00 was transferred between accounts to cover this month's bills. Reports were provided for the past month's expenses, prepaid invoices, and payroll summary. Checks were presented to be approved for payment by the Board.

Current Financial Information

General Funds- \$ 331,889.32

Capital Funds- \$ 792,731.46

Reserve Funds- \$ 219,425.48

Total Expenses- \$ 87,000.82

Motion made by Vice President Tyler Eshleman to approve payment of the bills as presented, seconded by Trustee Marek Jedrzejewicz. The motion passes.

President- Signed new shares, signed change order for 171st Phase 1, reviewed FY 24/25 draft budget.

Vice President- Signed checks

Secretary- Signed checks.

Treasurer- Reviewed FY 24/25 draft budget with DEA and staff, meeting with the Vice President.

Old Business

Signer Card Update- A few tasks remain, weekly emails will continue to be sent out to the Board with a checklist to complete this process.

Auto-Bill Pay- Staff continues to work on the live testing and will inform members as soon as this feature comes available.

New Business

Draft Budget 2024/2025- The President presented next fiscal year's draft budget. The Board will review for comment and approval in an upcoming meeting.

Retail Service Area Adjustment- A Retail Service Area adjustment was presented by DEA based on DOH comments on the WSP. The Board agreed for DEA to move forward with requesting an adjustment to boundary maps between DOH and PUD.

Motion made by Secretary Terra Nicolle to pre-authorize the President to enter into Retail Service Area Adjustment Agreement with PUD upon the recommendation of DEA and General Manager; motion seconded by Vice President Tyler Eshleman. The motion passes.

171st Phase 2 Project Management- Manager Kemmis requested input from the Board regarding planned supervision for phase 2 of the 171st project. The request was related to whether to utilize internal staff or if the Board would prefer to subcontract the daily supervision of the project. It was defined that if internal resources are to satisfy the requirement, overtime should be expected. It was also defined that if DEA was to perform the task instead, the Board would need to authorize approximately an additional \$50,000 cost for the service. It was agreed that the project will be managed internally by the General Manager with support from Staff.

Call to Adjourn Meeting

Motion made by Vice President Tyler Eshleman to adjourn the meeting; motion seconded by Secretary Terra Nicolle. The motion passes. The meeting was adjourned at 8:14 pm.