

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

May 9th, 2023

The Three Lakes Water Association Board of Trustees held their May 9th, 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 6:02 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Heidi Mann, Trustee Yvonne Craig and Secretary Terra Nicolle. Vice President Tyler Eshleman and Trustee Raymond Cox were excused.

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.

DEA Engineers' Report- Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on May 9th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Tentative final drafts of chapters 1, 5, 6, 7, and 10 were provided to the board for review and have been posted on the Association's website, no public or board comments have yet been received. Revisions to the chapter 3 draft are almost complete, which includes the system hydraulic analysis.

171st Water Main Replacement Project- Met with Staff to confirm the findings from the pothole work and the recommended alignment. The base map is being updated to confirm constraints. Advised the DWSRF contract manager of the desired adjustments voted on by the board in April's meeting to accept the second loan.

Manager & Cross Connection Report

The 24-hour volume has increased over the past month. The calculated non-revenue water for the month of April was 15.92%, which was a decrease from February's 18.25%. One telemetry communication failure occurred requiring Manager Kemmis to respond. Trustee Jedrzejewicz continues to assist in the replacement of the firewall equipment at BPS#1. The generator for BPS#1 is expected to be delivered late September 2023. Potholing activity continued on 171st with the assistance of D&G on April 13th, confirming 43 specific locations of 6" AC main. On April 14th, this detailed information was provided to Rodney Langer of DEA to aid in the design process for

phase one of the project. Manager Kemmis, Assistant Manager Klicker and Rodney Langer attended DOH DWSRF contract training on April 27th to understand the requirements for the project loan. On May 2nd per the CIP contract, a cooling fan was installed by Dickson Electric at BPS#1. The Association received payment from the developer of Rivertown Homes West DE for 9 water availability extension letters. Manager Kemmis received a call from this developer on May 3rd to further discuss the water main extension project. A new meter was installed along West Flowing Lake Road on April 10th with the assistance of D&G.

Approval of April 11th Board Meeting Minutes

Motion made by Treasurer Don Kemmis to approve April's Minutes, seconded by Trustee Yvonne Craig. 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 May 9th, 2023 (attached). Total funds on hand are \$1,141,479.62. One transfer of \$80,000 was made to cover payroll and 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.

Current Financial Info
General Funds- \$417,085.96
Capital- \$584,506.64
Reserve- \$ 139,887.02
Total Expenses- \$74,860.69

Motion made by Treasurer Donald Kemmis to approve payment of the bills as presented, seconded by Trustee Terra Nicolle. The motion passes.

President- Signed share certificates, reviewed the annual newsletter.

Vice President- No report, absent.

Secretary- Signed share certificates.

Treasurer- No report.

Old Business

Fire Department Hydrant Use- Manager Kemmis and Assistant Manager Klicker spoke with Fire Chief Don Waller and Deputy Chief Jason Hodkinson of Fire District #4 on May 3rd to discuss their truck fill operations in further detail and to establish an on-site meeting at Fire Station #42 . A meeting is scheduled on

May 17th to confirm there is no potential for a backflow incident as the fire department operates the Association's facilities.

Water System Plan- Trustee Jedrzejewicz inquired about the potential to install leak detection technology devices on the Association's water main. As multiple pumps supply water to the distribution system, it was discussed that it would likely be unfeasible to do so. The association will continue to monitor and address leaks to reduce non-revenue water.

Board Signers- The Association currently has three signing board members. Adding another signer would ease the process of paying bills for both staff and other signers, especially when some of these signers are not available for signing.

New Business

No New Business- No new business to report.

Call to Adjourn Meeting

Motion made by Treasurer Don Kemmis to adjourn the meeting, seconded by Trustee Yvonne Craig. The motion passes. The meeting was adjourned at 8:30 p.m.