

# THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

January 9th, 2024

The Three Lakes Water Association Board of Trustees held their January 9<sup>th</sup>, 2024 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](mailto:president@3lwa.org).

## **Call to Order**

The meeting was called to order at 6:04 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Vice President Tyler Eshleman, Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Heidi Mann, Secretary Terra Nicolle who logged in at 6:07pm, Trustee Ray Cox who logged in at 6:24pm. Trustee Yvonne Craig and was 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 January 9th, 2024. Highlights of the monthly DEA report are summarized as follows:

**Water System Plan Update-** The plan is still in review by Department of Health.

**171st Water Main Replacement Project-** A protest from the third lowest bidder was received following the last meeting related to unbalanced bids and a concern that there was a potential to jeopardize the Association. A response was sent to the bidder identifying that the Board had considered this in part of their review and no change of recommendation would be implemented. Preconstruction conferences took place between the Association, the contractor and the County as part of the project. A Notice to Proceed was issued January 8<sup>th</sup>, 2024. 171st Main Replacement Phase 2 base map is in progress.

**BPS#1-** Construction and supporting documentation has been finalized for both the generator supply and equipment installation contracts. The Association is working with

Systems Interface on the last portion of the integration work. Staff Way and Manager Kemmis provided discussion points and photos of the project to the Board.

**Verizon Cell Equipment Change Documents Review-** See Old Business

**Big Deer West Developer Extension-** First set of plans were received for review.

**Rate Review-** In progress, next month's meeting will include additional 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 January 8<sup>th</sup>, 2024. The idle pump time as of January 8<sup>th</sup> was 3 hours and 40 minutes with an average 24-hour volume of 18,924 c.f. Eight system communication failures occurred requiring a response from Manager Kemmis or Assistant Manager Klicker. Starting December 8<sup>th</sup>, these failures occurred every 12 hours and functionality resumed shortly thereafter. An interim solution was implemented on December 15<sup>th</sup> to discontinue the 12-hour alarms, but a permanent solution is still being revised. Manager Kemmis was able to repair the damaged gate and fence at BPS#2, which is now in proper, working condition. Staff Way reported unusual sounds coming from pump #3 last month; we continue to work with PumpTech as the issue remains mysterious and potentially an issue. As check valve at this location is also not properly closing and causing pressure in the system which could be damaging to related parts. Four flexible couplings show pressure-related deterioration and should likely be replaced at the same time as the check valve. In the meantime, Manager Kemmis was able to install a pressure release valve to temporarily mitigate further damage. Discussion with the engineering team is ongoing to formulate options for this repair. Staff Way was able to facilitate acquiring higher BPS#1 internet speeds with Zply by having them out to test our equipment and service options. D&G submitted their bond and contract agreement for the first phase of the 171<sup>st</sup> project which was signed by the Association President December 18<sup>th</sup>. On January 2<sup>nd</sup>, Staff handed out notice of construction to members who will be affected by this work as well as the community was notified on the Association's Facebook page and website. The Association's second draw for 171<sup>st</sup> design and engineering loan was received and deposited January 8<sup>th</sup>. The lead and copper service inventory is continuously in motion, all Association sides are known, and 284 services are still unknown on member's side. This project is due for report March 2024 to the City of Everett.

### **Approval of December 12<sup>th</sup> Board Meeting Minutes**

*Motion made by Treasurer Don Kemmis to approve December's Board Meeting Minutes; motion seconded by Vice President Tyler Eshleman. 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 January 9<sup>th</sup>, 2024 (attached). Total funds on hand are \$1,057,323.18. Two transfers equaling \$94,000 were transferred to cover monthly 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- \$ 386,329.31  
Capital Funds- \$ 533,625.50  
Reserve Funds- \$ 137,368.37  
Total Expenses- \$ 79,254.38

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

**President-** Signed Phase One Construction Project paperwork and attended Cell Lease Committee meeting.

**Vice President-** Signed checks.

**Secretary-** Attended Cell Lease Committee Meeting.

**Treasurer-** All details previously reported.

## **Old Business**

**Long-Term Wage Plan-** Based on the executive session discussion in the December board meeting, a proposal was put forth to increase Association Employee wages by 4% beginning in the current Jan/Feb pay period. This increase reflects COLA points and is a short-term solution to the long-term wage plan. This will be discussed further in the next meetings. Adding the option of retirement plans for current and future Association employees was discussed with the request to prepare an outline of information to present at a future Board Meeting regarding feasibility and plan options. Trustee Marek Jedrzejewicz offered to assist the Association with this task. A future policy is to be developed for an annual base wage adjustment, tied to the common cost of living and wage indices with the support of DEA as directed in the December Board Meeting for Board review.

*Motion to increase all employee wages by 4% starting in the current pay period made by Vice President Tyler Eshleman; seconded by Secretary Terra Nicolle. The motion passes.*

**Verizon Lease Committee-** Engineer Rodney Langer presented a packet outlining the cell committee meeting consensus details for the proposed Verizon Cell Lease revision. The Board directed Rodney, in coordination with Manager Kemmis and legal representatives, to formulate a written response to the most recent lease documents presented by Verizon through Tilson on this proposed revision.

*Motion to authorize DEA and General Manager, Don Kemmis, to communicate the January 4<sup>th</sup>, 2024 cell committee consensus to Verizon and it's representatives made by Vice President Tyler Eshleman, Seconded by Secretary Terra Nicolle. The motion passes.*

### **New Business**

**Bank Signers-** Ray Cox has notified the Association that he would like to hand off his duty as a signer to another Board Member. Secretary Terra Nicolle and Trustee Marek Jedrzejewicz offered to take on this task. A vote will be held during February's board meeting to motion for new signers.

### **Call to Adjourn Meeting**

*Motion made by Secretary Terra Nicolle to adjourn the meeting; motion seconded by Vice President Tyler Eshleman. Motion passes. The meeting was adjourned at 7:26pm.*