

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

October 12th, 2021

The Three Lakes Water Association Board of Trustees held their October 12th, 2021, Board Meeting at 7:00 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 7:02 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Vice President Tyler Eshleman, Treasurer Donald Kemmis, Trustee Doug Knorr, and Trustee Terra Nicolle. Secretary Raymond Cox was excused.

**Members, Guests & Employees-** Engineer Rodney Langer of David Evans and Associates, Inc., staff member Kaila Klicker, 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 October 7th, 2021. Highlights of the monthly DEA report are summarized as follows:

**Flowing Lake Park Water Service-** Rodney reported the additional project deposit was received and the County has confirmed they are securing the maintenance bond. The revised easement is still pending. The association will release a portion of existing easement that is no longer required with the acceptance of the project.

**Storm Lake Road Phase 2 Water Main Replacement-** Rodney reported that DEA has completed redlines for record drawings and sent to association staff for review.

**Booster Pump Station #1-** Rodney reports that designs continue to progress with considerations regarding the recommended generator sizes, fuel types, and corresponding run times for fuels (diesel vs propane). Currently the Association is waiting to be notified by PumpTech that the new pump for Booster Pump Station #1 has been received, so that installation can be scheduled. A memorandum has been received from DEA on September 27<sup>th</sup> for the process of implementing generator capabilities at this station. As per the request of DEA's electrical engineer, schematics and an electrical drawing have been provided to move forward with the electrical requirements for this project.

**Sequoia Ridge Estates, Lots 3 and 4 DE-** Plans submitted by the developer of Sequoia Ridge have been reviewed and comments were provided to David Evans and Associates, who created edits/conditions of approval back to the developer on September 13<sup>th</sup>. We are currently waiting for the resubmittal of plans for review. No action needed at this time.

**Developer Extension Manual-** DE Manual has been updated and reviewed. See New Business.

### **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 October 12<sup>th</sup>, 2021. Highlights of the monthly manager report are summarized as follows: Final documentation of the Storm Lake Rd CIP was completed on August 11<sup>th</sup> with the submittal of marked-up construction plans to DEA. On October 6<sup>th</sup>, new proposed construction drawings were submitted from Tilson Tech that, upon initial review, does not reflect some of the items requested by email by the Association. A proposed new lease was also not provided, as per the committee's request. On October 6<sup>th</sup>, staff took old brass meter bodies and old copper piping to Schnitzer Steel Industries for recycling and the Association received a payment of \$2,964.40 for these materials to be utilized as capital funds. As Governor Jay Inslee's proclamation regarding late fees/shut offs was dismissed on September 30<sup>th</sup>, staff continue to use the developed Member's Assistance Program to work with members who have high, outstanding balances.

### **Approval of September 14<sup>th</sup> Board Meeting Minutes**

*Motion made by Vice President Tyler Eshleman to approve September's Minutes, seconded by Trustee Doug Knorr. The motion passes.*

### **Approval of Annual Meeting of the Members Minutes**

*Motion made by Trustee Doug Knorr to approve Annual Meeting minutes, seconded by Trustee Terra Nicolle. The motion passes.*

### **Officers Reports**

**Treasurer Report and Pay Bills-** Manager Donald Kemmis and staff member Seth Way presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through October 12<sup>th</sup>, 2021 (attached). Total funds on hand are \$1,293,061.21. One transfer was made for \$89,000.00 to cover the 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. Currently there is one bank account that is slightly above the FDIC limit. The Pacific Crest Certificate of Deposit matures 10/30/2021.

Current Financial Info  
General Funds- \$455,710.83  
Capital- \$785,636.71  
Reserve- \$51,713.67  
Total Expenses- \$62,471.82

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.*

**President-** President Klicker reported that multiple share transfers were signed this month.

**Vice President-** Vice President Tyler Eshleman reported that he made an emergency call to staff to report a leak in the water main (See new business).

**Secretary-** No Report.

**Treasurer-** Treasurer Donald Kemmis reported that he worked with staff to drop Pacific Crest Certificate of Deposit down below FDIC limit.

### **Old Business**

**Proclamation 20-23 Dismissal-** Governor Jay Inslee's proclamation 20-23 was dismissed on September 30<sup>th</sup>, 2021. The board discussed reinstating the associations normal late fee, shut off and share revocation policies and notifying members by mail regarding the reinstatement of the Associations procedures and policies for late fees, shut offs and share revocations. The first fees, shut offs, and share revocations would be assessed December 1<sup>st</sup>, 2021. The Association's hope is that members, who are participating in the Member's Assistance Program, will continue to work with staff to pay their balances.

*Motion made by Trustee Doug Knorr to approve reinstating the shut off notices as it was before, and to notify the members in the next mailing, seconded by Vice President Tyler Eshleman. The motion passes.*

**163<sup>rd</sup> Culvert Replacement-** The two failing 30" culverts along 163<sup>rd</sup> Ave SE were successfully replaced by the county on September 22<sup>nd</sup> - 23<sup>rd</sup>.

**Booster Pump Station #2-** System Interface sent the Association a quote for approximately \$10,000.00 for the replacement of the soft starter at Booster Pump Station #2. The quote was signed and returned, and we are currently waiting to hear back from System Interface for scheduling. Installation of Booster Pump #2 has been delayed until October 19<sup>th</sup>, 2021.

## **New Business**

**62<sup>nd</sup> St Water Main Replacement-** Vice President Tyler Eshleman contacted the manager the morning of October 12<sup>th</sup>, 2021, regarding the water main that runs along 62<sup>nd</sup> St SE. Six members were called and informed they may have their water temporarily shut off as Pacific Sound Tapping Service worked to repair the water main. A phone call was initiated by Manager Kemmis to President Jay Klicker, Vice President Tyler Eshleman, and Rodney Langer of DEA to discuss laying pipe that extended slightly toward the road and tied back into the existing main, since the damaged portion was inaccessible due to it being located beneath large trees that exist on private property.

**Developer Extension Manual Update-** Changes have been made to the Developer Extension Manual including two addenda, a change to the application fee, cleared an inconsistency on the warranty, increased requirements for blow-off assemblies, and minor clean-up for typos and clarity.

*Motion made by Treasurer Donald Kemmis to adopt the DE manual changes for October 2021, seconded by Vice President Tyler Eshleman. The motion passes.*

**Board Member Election Results-** Staff reported that ballots were received by mail and tallied for the annual meeting. Trustee election results were announced by staff.

Jay Klicker – 3 year term (Position #5)

No other nominees were presented.

**Community Engagement-** A discussion was held by the board about ways to fill empty board positions, create diversity on the board, and increase community involvement with the Association. The requirements for becoming a board member were defined as per the Associations By-Laws and current board members were encouraged to read the by-laws and talk with neighbors about attending monthly meetings.

**Officer Elections-** Rodney created Zoom polls for the board to vote for officers. Any Trustee who is not present has the right to decline the elected officer position when present at a following board meeting.

The Officer positions for October 2021 through October 2022 are as follows:

President- Jay Klicker  
Vice President- Tyler Eshleman  
Secretary- Terra Nicolle  
Treasurer- Donald Kemmis  
Alternate- Raymond Cox

**Call to Adjourn Meeting**

*Motion made by President Jay Klicker, seconded by Vice President Tyler Eshleman.  
The motion passes. The meeting was adjourned at 8:33 p.m.*