

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

January 10th, 2023

The Three Lakes Water Association Board of Trustees held their January 10th, 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: Vice President Tyler Eshleman, Secretary Terra Nicolle, Treasurer Donald Kemmis, Trustee Marek Jedrejewicz, Trustee Heidi Mann, and Trustee Yvonne Craig. Trustee Raymond Cox was excused.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc. (DEA), 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 January 9th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Advanced elements in the chapters containing analysis, planning, and financial programs. Drafts of the substantively completed chapter will be shared with the board prior to the next meeting.

171st Water Main Replacement Project- Supported final review of the contract for preconstruction loan. Reviewed requirements for reimbursement and the potential for changing scope of work. Initiated phase 1 alignment selection and design/drafting.

62nd Water Main Replacement- Reviewed potential approaches, existing easements, and drafted two potential easement proposals.

Cell Lease Review- Lease amendment review, revisions, and comments completed per cell lease committee direction. Association staff submitted the package back to Verizon.

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 January 6th, 2023. Highlights of the monthly

manager report are summarized as follows: Multiple telemetry failures have continued through the past month. Staff have been working with our SCADA integrator to resolve these issues. Trustee Marek has also assisted in trouble shooting issues and configuring a new VPN device to be used with the telemetry system. Two new VPN devices have been purchased to replace the existing devices at both pump stations. The invoice from the Booster Pump Station #1 upgrade has been received and was significantly lower cost than the original quote. Winter storms have caused multiple outages to local power and internet. The freezing weather also created hazardous conditions that limited staff support to members. The freezing and thawing of the weather affected multiple members residential plumbing but no major issues to Association facilities. Manager Kemmis requested DEA to create documentation that would support the potential for two additional easements along 62nd St SE. Department of Health has provided a new revised preconstruction loan contract for the 171st Ave SE CIP to the association and a signed version has been returned for their counter signature. The required documentation for transferring assets for the company van has been submitted and approved. The damaged company van has been handed over to our insurance entity and the reimbursement check to the association is on its way. The employee vacation time policy has been updated as of January 2023 to have employees accrue vacation time on a monthly basis instead of the previous policy which had employees accrue their annual vacation time as a single block on their anniversary date. Staff Clarke's vacation has been paid out on the day of her initial employment resignation. Manager Kemmis requested one-year's vacation time paid out at his anniversary date with the agreement of the President and Vice President. Manager Kemmis and Assistant Manager Klicker have communicated a potential arrangement with Staff Clarke for her to continue employment with the association on a reduced hourly basis rather than stop her employment entirely. President Klicker and Vice President Eshleman have been informed of this discussion and the current plan to maintain this reduced hourly employment for the next three months or until otherwise indicated by the board (see new business). An email was sent out inviting current board members to take a tour of the association office and staff's daily operations. Information regarding the specific requirements for the Lead and Copper Service Inventory project has not yet been released by the Department of Health.

Approval of December 13th Board Meeting Minutes

Motion made by Trustee Terra Nicolle to approve December's Minutes, seconded by Treasurer Donald Kemmis. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Treasurer Donald Kemmis presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through January 10th, 2023 (attached). Total funds on

hand are \$1,107,108.88. Two transfers were made, one for \$43,000.00 to partially cover the bills from the KeyBank account, the second for \$52,000.00 to cover the remaining bills from the KeyBank account and complete the capital reconciliation for Fiscal year 2022/2023, quarter 4. Two bank accounts are slightly above the FDIC limit. 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- \$490,632.09

Capital- \$527,620.15

Reserve- \$88,856.64

Total Expenses- \$83,351.14

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 Trustee Marek Jedrejewicz. The motion passes.

President- President Klicker reported that he signed documents with Treasurer Nicolle for the 171st project in front of a notary. Reported having a discussion with Manager Kemmis regarding the requested vacation time pay out.

Vice President- Reported discussing vacation pay out request with Manager Kemmis.

Secretary- Reported signing 171st projects with President Klicker in front of a notary.

Treasurer- Assisted in passing money related responsibilities from Staff Clarke to Staff Klicker and Staff Way.

Old Business

Staff Clarke Employment Arrangement- A Discussion was held about Staff Clarke's continued employment, how the reduced time affected efficacy, and the pros/cons of hiring a new part-time employee in her place. Part of the discussion included what options would put the staff in the best position to efficiently run the company while still being able to make time for the use of personal vacation time. Staff discussed some of the factors that have most negatively impacted their use of vacation time in the past, which included emergency main breaks, telemetry failures, staffing due to paid family leave, and training new staff.

Wage Proposal- A proposal was made to increase income on January 1st, 2023, to help offset cost of living increases. The wage committee agreed to meet on January 24th, 2023, to discuss the wage proposal for association staff.

62nd St SE CIP- Staff met with DEA in the field to discuss the potential main replacement project along 62nd St SE. DEA has drafted plans and potential easements that would be required if the board would like to move forward with the project.

New Business

New Company Vehicle- The damaged company van has been handed over to our insurance entity. A discussion was held to determine how the board would like to proceed with purchasing a new company vehicle.

Motion made by Terra Nicolle for Manager Kemmis to purchase a new company vehicle at a reasonable cost to the association using the budgeted vehicle fund and the money collected from the damaged vehicle reimbursement check, seconded Trustee Marek Jedrejewicz. The motion passes.

Call to Adjourn Meeting

Motion made by Vice President Tyler Eshleman to adjourn the meeting, seconded by Trustee Marek Jedrejewicz. The motion passes. The meeting was adjourned at 7:57 p.m.