

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

October 10<sup>th</sup>, 2023

The Three Lakes Water Association Board of Trustees held their October 10<sup>th</sup>, 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](mailto: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, Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Ray Cox, and Secretary Terra Nicolle, who logged in at 6:30pm. Trustee Yvonne Craig was excused, and Trustee Heidi Mann was unexcused.

**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.

**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.

Ray Cox – 3-year term (Position #1)  
Tyler Eshleman – 3-year term (Position #2)  
Terra Nicolle – 3-year term (Position #3)  
No other nominees were presented.

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

**Water System Plan Update-** DEA has submitted the final draft to all the required entities. The next step is to wait up to 90 days for comments to develop a plan for final adoption. Thus far, all services are under budget.

**171st Water Main Replacement Project-** The DEA team is 95% complete with the final plans. Phase one is estimated at \$1.1 million plus tax but the contractor bidding will give us a better idea of what the cost will look like after the bid opens. DOH is ready to approve construction plans for this phase, but we are currently waiting for the department head to sign off to move forward.

**BPS#1:** The generator and ATS were successfully delivered and connected by Dickson Electric. We are currently awaiting final inspection before having the initial run test performed.

## **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 October 9<sup>th</sup>, 2023. The highlights of the monthly manager's report are summarized as follows: The idle pump time was 2 hours and 15 minutes. Three system communication failures occurred that required emergency response from Manager Kemmis or Assistant Manager Klicker. Based on a local earthquake that took place during the evening of October 8<sup>th</sup>, staff followed up the next morning, performing rounds of the system to view and confirm that facilities appeared to be operating properly. Additional monitoring will take place over the next several days to ensure the system is running as expected. The September 12<sup>th</sup> main break repair along 171<sup>st</sup> Ave SE required approximately 152' of 8" ductile iron main to be installed to replace the existing main. Pressure and water sample testing of the new stretch of water main was completed on September 18<sup>th</sup> and the tie-in to the existing main was completed on September 21<sup>st</sup>. The construction loan contract for the 171<sup>st</sup> Ave SE project was received from the department of health and reviewed by staff. Comments and edits were sent back to DOH on September 19<sup>th</sup>. President Klicker signed the contract, and it was returned to DOH on September 26<sup>th</sup>. We are still waiting for additional signatures from DOH for the contract to be fully signed. Staff are working towards the first design and engineering loan invoice submittals for project reimbursement. Phase 2 of this project is currently being developed around the segment of the new ductile iron main installed during the September 12<sup>th</sup> main break. Rodney was contacted by the Big Deer West developer on September 27<sup>th</sup> regarding the status and design to prepare for construction. The developer was informed of the next steps that are required to move the project forward. Staff Way continues his work painting hydrants, and the numbering of hydrants is 33% complete. The Association acquired an aquatic boom with the assistance of Tyler Eshleman. This boom can be used whenever protection of a body of water is required while performing work. The Verizon cell lease optimization group contacted the Association regarding our intentions towards their last "best offer," which Manager Kemmis informed the representative that the Association's decision is to retain the current lease. We continue our efforts towards the lead and copper service inventory, there are 0 unconfirmed material types on the Association's side and 287 unknown service types on the member's side out of 872 total services. There is one account over the share revocation threshold and a letter was mailed to the member on October 2<sup>nd</sup> in an attempt to make contact and bring this account to current. Bellingham CPA provided a copy of the Association's tax return on September 21<sup>st</sup>, and Staff made the proper edits and returned the documents September 25<sup>th</sup>. Once the edits are completed and returned to the Association, the President's signature will be required to complete the filing process. There was an uplift of 8.4% on our auto and liability coverage this year. One of our CD accounts is maturing, and we plan to continue with this account, extending the term with a higher interest rate. Staff Henning will be attending a virtual CCS exam class November 7<sup>th</sup>-8<sup>th</sup>. There were 40 shut off notices sent out; shut offs are scheduled for October 11<sup>th</sup>. There were 3 leaks reported on the member's side.

## **Approval of September 12<sup>th</sup>'s Board Meeting Minutes-**

*Motion made by Marek Jedrejewicz to approve September'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 October 10<sup>th</sup>, 2023 (attached). Total funds on hand are \$1,016,069.81. One transfer of \$153,000 was made to cover monthly 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- \$ 434,432.58  
Capital Funds- \$ 493,307.23  
Reserve Funds- \$ 88,330.00  
Total Expenses- \$ 153,174.94

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

**President-** No report.

**Vice President-** No report.

**Secretary-** No report.

**Treasurer-** The final 10% payment for the generator will be paid in full after the initial run-test is successful.

## **Old Business**

**Long Term Wage Plan-** Tyler Eshleman was nominated and accepted a position to organize and discuss the future long-term wage plan for Association staff. The Board agreed to an executive session during the next board meeting, referencing the previous wage plan and reviewing needed data to formulate a proposal.

## **New Business**

**New DWSRF Repayment Account-** This will allow staff to facilitate the reimbursement and repayment of our DWSRF Design & Engineering Loan, as well as our DWSRF Construction Loan, as required by DOH.

*Motion made by Trustee Marek Jedrejewicz for Donald Kemmis to establish a new loan repayment account at Mountain Pacific with Don Kemmis, Tyler Eshleman, and Ray Cox as signers, and establish Staff Brittany Henning and Staff Seth Way with book-keeper authorization for this account, seconded by Tyler Eshleman. The motion passes.*

**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 2023 through October 2024 are as follows:

**President- Jay Klicker**  
**Vice President- Tyler Eshleman**  
**Secretary- Terra Nicolle**  
**Treasurer- Donald Kemmis**  
**Alternate- Marek Jedrejewicz**

**Call to Adjourn Meeting**

*Motion made by Treasurer Don Kemmis to adjourn the meeting, seconded by Vice President Tyler Eshleman. Motion passes. The meeting was adjourned at 7:28 pm.*