

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

November 9<sup>th</sup>, 2021

The Three Lakes Water Association Board of Trustees held their November 9th, 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 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: Treasurer Donald Kemmis, Trustee Doug Knorr, Secretary Terra Nicolle, and Trustee Raymond Cox. Vice President Tyler Eshleman was excused.

**Members, Guests & Employees-** Engineer Rodney Langer of David Evans and Associates, Inc., Assistant Manager 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 November 8th, 2021. Highlights of the monthly DEA report are summarized as follows:

**Flowing Lake Park Water Service-** Rodney reported that the maintenance bond and revised easement are still pending. The Association will release a portion of an existing easement, which is no longer required, with the Board's acceptance of the project. Rodney suggested that the Board make a motion to accept the developer extension as complete upon receiving those two items and to authorize Manager Don Kemmis to sign an Easement Release document.

*Motion made by Trustee Raymond Cox to authorize the acceptance of the developer extension as complete, upon receipt of the maintenance bond and revised easement, and to authorize Manager Don Kemmis to sign an Easement Release document, to be recorded by Staff, to release that portion of the easement over the main that has been replaced/abandoned, seconded by Secretary Terra Nicolle. The motion passes.*

**Storm Lake Road Phase 2 Water Main Replacement-** Rodney reported that the Association has been provided the DOH project completion report and that DEA has just a few minor changes to make to complete the record drawings.

**Booster Pump Station #1-** A propane-fueled generator design was agreed upon for BPS#1. Some of the electrical work is planned to be done by an electrician, which includes some miscellaneous upgrades to the 120V power supply and

some work on the lighting. An estimated project cost was created, emailed to staff on November 4<sup>th</sup> and utilized to calculate the current fiscal year budget.

**Sequoia Ridge Estates, Lots 3 and 4 DE-** Nothing new to report.

**Water System Plan (WSP) Update-** DEA has created a proposal for a full WSP update. See new business.

### **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 November 9<sup>th</sup>, 2021. Highlights of the monthly manager's report are summarized as follows: Staff's time has been split searching for a water main leak. The Association is currently waiting for notification from PumpTech that the new pump for BPS#1 has been received so that installation can be scheduled. BPS#2's generator is currently displaying a fault and the cause has yet to be figured out. No communication has been received from Tilson Tech or Verizon since Manager Kemmis' last request on October 15<sup>th</sup> for additional information on their plan submittal. Staff is working with Core & Main to implement a new meter reading handheld upgrade. A mobile hotspot has been acquired to allow on-call personnel to have backup internet access for the SCADA system. An updated water system map is currently being completed by DEA. The Association's CPA completed the 990-tax filing. The filing was reviewed by Staff and was signed by President Jay Klicker for e-filing. The Association's auto, liability, and umbrella insurance through Bancorp was renewed on Oct. 27<sup>th</sup>. Our current Certificate of Liability was emailed to Snohomish County as was requested.

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

*Motion made by Trustee Doug Knorr to approve October's Minutes, seconded by Treasurer Don Kemmis. The motion passes.*

### **Officers Reports**

**Treasurer Report and Pay Bills-** Manager Donald Kemmis presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through November 9<sup>th</sup>, 2021 (attached). Total funds on hand are \$1,256,264.85. One transfer was made for \$60,000.00 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.

Current Financial Info  
General Funds- \$409,908.56  
Capital- \$785,639.36  
Reserve- \$60,716.93

Total Expenses- \$78,722.05

Funds were transferred to the Standpipe, Pump House, and Mero restricted accounts.

*Motion made by Trustee Doug Knorr to approve payment of the bills as presented, seconded by Secretary Terra Nicolle. The motion passes.*

**President-** Signed the document for the 990-tax filing and reviewed the draft budget for fiscal year 2021/2022.

**Vice President-** Absent.

**Secretary-** No report.

**Treasurer-** Worked with staff and DEA on the draft budget for fiscal year 2021/2022.

### **Old Business**

**62<sup>nd</sup> Street Water Main Replacement-** The main break which occurred along 62<sup>nd</sup> St SE was successfully repaired with the assistance of PSTS. Hydrant work related to this project is being scheduled as time permits. Following the main break, a request was made by the Association to DEA for a preliminary cost estimate to replace the remaining 6" AC main from the point of this repair to 181<sup>st</sup> Ave SE. The total estimated project cost is \$170,000 for approximately 915 linear feet.

**Booster Pump Station #2-** PumpTech successfully installed the new impeller at BPS#2 on October 19<sup>th</sup> and it is currently our primary pump. It continues to run on its original 2005 soft starter. The soft starter for pump #3 has been backordered, so no installation is scheduled at this time.

### **New Business**

**Water Service Request-** The Association received a request from an individual who is just outside of our retail service area. PUD is their current retail provider and has provided a letter to the individual that indicates they cannot provide service. The Association is currently coordinating with PUD for information on what type of agreement is required for us to serve potable water to this individual's parcel.

**Comprehensive Water System Plan-** Staff met with DEA to discuss and initiate the 2023 Comprehensive Water System Plan update. The Comprehensive Water System Plan is used to provide information to the state about our water system's age, condition, capacity, water usage, scope of service, operational and financial capacity, and planned improvements to maintain or expand the system. DEA is in coordination with Staff to gather resources and provided a proposed budget of \$80,000 for the scope of work. This plan is due by June 30<sup>th</sup>, 2023 and will be effective for 10 years upon approval.

**Fiscal Year 2021/2022 Budget-** Staff has been in coordination with DEA to make modifications to the draft budget.

*Motion made by Trustee Doug Knorr to approve the presented draft budget as the approved budget for fiscal year 2021/2022. Seconded by Trustee Raymond Cox.*

**Call to Adjourn Meeting**

*Motion made by President Jay Klicker, seconded by Trustee Doug Knorr. The motion passes. The meeting was adjourned at 8:03 p.m.*