

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

December 14th, 2021

The Three Lakes Water Association Board of Trustees held their December 14th, 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 7:06 p.m. by President Jay Klicker. A quorum was satisfied by other Board Trustees in attendance: Treasurer Donald Kemmis, Secretary Terra Nicolle, Trustee Doug Knorr, 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 Water DE- The maintenance bond is reportedly ready and in the mail.

Other Services- DEA has provided general support for the ongoing pursuit of leak detection and support on a general service area question.

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 December 10th, 2021. Highlights of the monthly manager's report are summarized as follows: Hydrant work related to the main break on 62nd St SE was completed on December 8th with the assistance of D&G. Approximately 450 feet of 6" AC main was severed between Wonderland Rd and Weber Rd. Eight original services were removed, five services and a one-inch blow-off were installed, and the water main was severed near the end of wonderland Rd on November 24th. The upper end of the main at Weber Rd was severed on December 8th, all with the assistance of D&G to complete the project. Manager Kemmis was on-site on December 2nd, as Snohomish County Performed their work on a drainage culvert in the area of the Association's AC main along 176th Dr SE. As of December 1st, the Association has resumed its long-standing policy of charging late fees, performing shut offs, and revoking shares for member who have larger outstanding balances, as it is written in accordance with our By-Laws and follows past and present Board decisions regarding

monies owed to the corporation. A letter was enclosed within the October billing to notify the membership that these activities would resume as of December 1st and staff has been communicating with members who have larger outstanding balance, in order to reiterate this message, collect payment, and reduce amounts owed. Work continues with our Core & Main representative on implementing the meter reading handheld upgrade. Manager Kemmis has signed the quote to upgrade the software module for our billing software to be compatible with the handheld software and returned the signed quote to Creative Technologies. DEA has completed the water system map update. Our Premera health insurance has been renewed for 2022.

Approval of November 9th Board Meeting Minutes

Motion made by Trustee Doug Knorr to approve November's Minutes, seconded by Secretary Terra Nicolle. 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 December 14th, 2021 (attached). Total funds on hand are \$1,296,410.90. Two transfers were made, one for \$95,000.00 to cover the bills from the KeyBank account and the other for \$6,000.00 to bring the balance of one of the Associations capital accounts down below 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- \$441,046.21
Capital- \$785,643.50
Reserve- \$69,721.19
Total Expenses- \$84,744.21

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 a few share transfers.

Vice President- Absent.

Secretary- Signed the updated cover letter for new members and signed a few share transfers.

Old Business

Water Service Request- The individual who requested water service from the Association has acquired a letter from their current retail service provider, PUD, the indicates that PUD cannot provide service. The Association contacted PUD to see what type of agreement is required for us to provide service to this individual and PUD has assured the Association that the letter of service denial is sufficient. The individual has been requested to provide staff with survey marks depicting property lines, so Staff can meet and coordinate a proposed meter location. Upon completion, the individual will be requested to provide the appropriate easement documentation.

Booster Pump Station #1- Plans and specifications are being prepared for work done to BPS#1. Currently, we are waiting to be notified by PumpTech that the new pump has been received. The manufacturers scheduled ship date is December 17th.

Verizon Cell Lease Modification- To date, we have not yet received any communication back from Tilson Tech or Verizon regarding manager Kemmis' October 15th response to Tilson Tech.

Water System Plan (WSP) Update- Manager Kemmis has signed the task order to officially initiate the 2023 Comprehensive Water System Plan with DEA as approved in the November board meeting. Resources are currently being gathered for the development of the update. DEA is working to schedule a pre-planning conference with DOH representatives.

Leak Detection- As October's non-revenue water was higher than previous billing periods, staff performed an interim meter read on November 17th, to confirm volumes and generate a list of meters to be inspected. A request from staff was posted to our website and Facebook page, asking that member's report any suspect or unusual water. Staff's time continues to be split looking for a water main leak. Staff has been communicating with leak detection specialists to get a quote and schedule possible times that they can come and help look at our system.

New Business

Verizon Ziplly Fiber Modification- The Association received a letter on December 1st from Actualize, LLC, stating that they represent Verizon and that Ziplly Fiber capabilities will be installed and integrated at our reservoir location in the near future, as part of the modification process.

Call to Adjourn Meeting

Motion made by Trustee Ray Cox to adjourn the meeting, seconded by Trustee Doug Knorr. The motion passes. The meeting was adjourned at 7:45 p.m.