

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

February 9th, 2021

The Three Lakes Water Association Board of Trustees held their February 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 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 7:01 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Secretary Raymond Cox, Treasurer Donald Kemmis, Trustee Doug Knorr, and Trustee Terra Nicolle. Vice President Tyler Eshleman was excused.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc., and staff member Kaila Klicker were present. Renee Clarke, acting as recording secretary, was present.

DEA Engineers' Report- Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on February 8th, 2021. Highlights of the monthly DEA report are summarized as follows:

Flowing Lake Park Water Service- Rodney reported that there are still items needed from developer Snohomish County for the closeout of this project. Rodney plans to send the developer a reminder communication informing them of items needed to finish the developer's extension process.

Storm Lake Road Phase 2 Water Main Replacement- See Old Business

181st Water Main Replacement- Staff reported that they have worked to research any easements within the potential project area related to Association facilities but still have not found anything. Staff and Rodney reviewed an additional title report, and no easements were found. Manager Kemmis informed the board that he thinks this project should be put on hold until there is a more prominent reason to replace the facilities within 181st Ave SE, like a leaking water main. For now, the potential project will remain dormant until the board or staff determines a greater need for it to progress forward.

153rd Water Main Easement- Manager Kemmis met with the developer for Sequoia Ridge, who applied for a Developer's Extension in 2017, to discuss the potential of extension of Association's facilities to serve the development. Representatives from the City of Everett were also present because the development is within proximity to the city's Transmission Line #5. Rodney

reviewed documents provided by the developer and determined that evidence of an easement or County right to use 153rd Ave SE past existing Association facilities will be required for a new Developer's Extension. The developer was topically informed of this requirement and that a new Developer's Extension application would be required by the Association should the developer elect to apply. Staff will wait for updates from the developer or City of Everett on the evidence requirement.

Manager & Cross Connection Report

Staff member Kaila Klicker presented a summary of the manager report, which was e-mailed and provided to the Board on February 8th, 2021. Highlights of the monthly manager report are summarized as follows: Manager Kemmis monitored Association facilities on February 2nd, 2021 during the installation of a private septic line that crossed the Association's 6" AC water main. Systems Interface, Inc. continues to work with staff to complete contracted items for the Association as part of the Telemetry Upgrade project. Staff is still waiting for and monitoring the Paycheck Protection Program loan forgiveness portal with KeyBank for a simplified forgiveness application. Staff continues to work with KeyBank representatives to understand when the new simplified application will be available. Staff continues to keep track of the Association's Member Assistance Program and communicate with members as part of the program when necessary. As-built files have been provided to staff by DEA as part of the Association's efforts to compile digital files. Staff is working to catalog the as-built files and compile them for future use. The Water Use Efficiency report was submitted to the Department of Health on January 27th, 2021, as part of normal annual submittals to DOH.

Approval of January 12th Board Meeting Minutes

Motion made by Treasurer Donald Kemmis to approve January's Minutes, seconded by Secretary Raymond Cox. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- The financial report was prepared and distributed to the Board summarizing the financial position through February 9th, 2021 (attached). Total funds on hand are \$1,468,540.76. One transfer was made for \$55,000.00 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.

Current Financial Info

General Funds- \$423,064.09

Capital- \$966,585.27

Reserve- \$78,891.40

Total Expenses- \$61,385.58

Monies were transferred to both Standpipe, Pump House, and Mero restricted accounts.

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

President- President Klicker reported that he signed the project agreement and a contract change order for the Storm Lake Road Phase 2 Water Main Replacement project. He also signed share certificates.

Vice President- Not present.

Secretary- Secretary Cox reported that he signed share certificates and checks for bills due before the February meeting.

Old Business

Storm Lake Road Phase 2 Water Main Replacement- Rodney reported that the contractor submitted pricing information for the work to fill all abandoned water mains. The cost of this work is \$9,560.00. The price was reviewed by staff and President Klicker and determined to be reasonable. Rodney prepared a contract change order to summarize the abandonment work and pricing, and it was signed by the contractor and board president. President Klicker executed the project contract with contractor D&G Backhoe, Inc. for the Association by signing it. A preconstruction meeting was held on January 22nd, 2021 with staff, Rodney, and the contractor. The Notice to Proceed letter was issued on January 22nd, 2021. Construction on the project is underway and staff is on site to monitor and support the contractor. A scheduled shut down occurred on February 4th, 2021 to tie in existing facilities to new water main. Manager Kemmis informed the board that a complaint was filed with Snohomish County Surface Water Management on January 27th, 2021. An individual voiced concerns about runoff from the site infiltrating Storm Lake and later a Snohomish County representative came to the site to inform the crew that a complaint had been filed. The complaint was discussed, and the representative agreed that the site runoff was being handled properly. Manager Kemmis promised the representative that he will be watchful and careful about any job site runoff near lakes or other bodies of water.

February Billing Newsletter- Staff informed the board that after a request at the last meeting for an increased communication with the membership, staff created a newsletter document to be mailed with February water bills. Staff will report any comments or questions that come from members regarding the content within the newsletter at the next meeting.

Booster Pump Station #1 Property Investigation- Manager Kemmis continues to move forward with this project as time allows.

New Business

No New Business

Call to Adjourn Meeting

Motion made by Treasurer Donald Kemmis, seconded by Secretary Raymond Cox. The motion passes. The meeting was adjourned at 7:47 p.m.