

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

October 8th, 2024

The Three Lakes Water Association Board of Trustees held their October 8th, 2024 Board Meeting at 6:00 pm. 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 to 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 6:01 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 Ray Cox, Trustee Heidi Mann, Trustee Yvonne Craig, and Trustee Marek Jedrzejewicz.

Members, Guests & Employees- Engineer Zach Worley of David Evans and Associates, Inc. (DEA), Assistant Manager Kaila Klicker, Staff Member's Seth Way and Brittany Henning, acting as recording secretary, were present.

Member requests for the meeting link include: Susan Kemmis, Tami Foote, Lindsey Martin, Steve Lefebure, and Tom Beisner.

Members who attended: Steve Lefebure, Tom Beisner, Lindsey Martin, Joseph Martin, and Susan Kemmis.

DEA Engineers' Report

Engineer Zach Worley presented a summary of DEA's status report, which was e-mailed and provided to the Board on October 7th, 2024. Highlights of the monthly report are summarized as follows:

Water System Plan Update- DOH requested additional information pertaining to parts of the submitted plan. A response will be drafted by DEA.

171st AC Water Main Replacement Project –

Revised GIS maps and asset data sheets were submitted by DEA to Association staff for review and input.

Phase 2 – Limited support was provided by DEA as requested by the Association. Weekly payroll reports were reviewed and Pay Estimate #2 and #3 were prepared.

Phase 3 – 60% plans were submitted to staff for review on October 7th.

Verizon Cell Lease Amendment- Verizon has verbally accepted the lease amendment and the document is awaiting their endorsement. DEA has reiterated to Verizon the construction and lease expectations, which includes the 30-day notice required prior to construction. Final construction plans are available for use by the Association.

Annual Water Rate Review- As has been past practice for the past eleven years, DEA recommended a motion to approve DEA to review Association rates based on previous financial planning, performance, and position based on Fiscal Year End 2024, forethought into the FY 2025 budget, and planned improvement projects. Engineer Zack Worley provided task-order amendment documentation to the Board for review. Any revised water rates will go into effect July 1, 2025.

Trustee Heidi Mann requested that DEA presents supporting rate review documentation to the Board for assessment, as part of their process. Engineer Zack Worley clarified that this process is completed each year as DEA presents their recommendation regarding the rate structure for potential board adoption.

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 7th, 2024, and an amendment was drafted and read aloud on October 8th, 2024.

The idle pump time, as of October 7th, was 2 hours and 40 minutes with an average 24-hour volume of 21,524 c.f. The calculated non-revenue water for the period ending in September was 11.93%. On September 16th, an interim meter read was performed to analyze the operating characteristics, which confirmed the calculated percentage.

A telemetry failure of extensive nature occurred during the afternoon of Saturday, October 5th. System communication was interrupted for about 8.5 hours, resulting in over 160 system alarm call outs. Staff worked through the night into the remainder of the weekend to observe the odd patterns of failure, and monitor the system. The SCADA system failures seemed to subside and resolve around 1:30 am. A second event causing telemetry failure took place through Sunday afternoon, resulting in system communication loss for several hours.

A concern was stated by the General Manager involving an uncomfortable confrontation by an individual who was attempting to gain access to the office, to acquire a proxy form. Once the individual was properly identified as a member, they were provided with the

requested form, before vacating the premises. September 23rd, along Spada Road, Manager Kemmis discovered a main leak on the evening of Monday. A leak investigation took place and D&G Backhoe assisted with the repair of the water main the next day. Documentation related to August's hydrant collision was submitted to the individual's insurance and payment was received and deposited for this claim on October 3rd. Manager Kemmis climbed the water tank on September 16th to inspect the tank to confirm everything is in good shape prior to Verizon's upcoming construction project.

171st Phase 2 installation has been completed. Filling of the newly installed main was performed September 26th and pressure testing completed September 30th. October 2nd, bacteriological sampling was submitted, and satisfactory results were confirmed on October 3rd. Following the tie-in process on the North side of 62nd St SE, another segment of 6" AC main was decommissioned. Another tie-in on the South side of 62nd St SE was completed on October 7th. A request was made to DOH for construction loan reimbursement #6 on September 26th. This check was received and deposited on October 7th. Staff reviewed and confirmed that all documentation related to all loan draws and project invoices are up-to-date and filed for completeness. Recently, a pattern of reduced chlorine levels was noticed by staff. Steps have been taken to analyze this oddity, including but not limited to: additional chlorine monitoring, a full system inspection, and an interim meter read, which confirmed no meter backflow events have occurred in this time. Additional flushing and tank turnover was performed, and system monitoring is on-going.

Association insurance renewal is underway and pending staff review. Autopay is up and running for member use, and staff has responded to several inquiries. Board trustees were invited to perform a walk-through of the Three Lakes Water Association office. Trustee Ray Cox, Secretary Terra Nicolle and Engineer Zack Worley have all visited the office for an overview of general daily operations. Staff prepared and presented a slideshow for the Annual Meeting which can be found on the Association's website. The EPA required Lead and Copper Service Inventory for the Association was submitted on October 1st, prior to its Oct 16th deadline. This document is required to be available to our members and is posted to our website. System maintenance is on-going, including but not limited to: vegetation control, system flushing, and confirming of hydrants. One hydrant was deemed inoperable and will be scheduled for repair; this hydrant has been taken offline and reported to the Fire Department. One ADU letter, two new share transfers, 3 member leaks reported and three meter contacts were made. September's bacteriological samples showed the absence of contamination and were properly filed. Signer cards were received from Pacific Premier and will be scheduled for signatures.

Trustee Yvonne Craig expressed her appreciation and gratitude to the dedicated staff, who once again, worked throughout the night to repair the water main.

Trustee Yvonne Craig requested that staff expand on the confrontation outside of the office. This event was discussed and clarified to the Board, with comments from Trustee Heidi Mann and Treasurer Don Kemmis.

A member of the public made a direct reference to documentation that was only shared within board communication. The nature of the communication was private board business. Trustee Marek Jedrzejewicz requested a future Executive Meeting pertaining to understanding the circumstances of the incident and confidentiality practices.

Approval of September 10th's Board Meeting Minutes

Motion made by Vice President Tyler Eshleman to approve September's Board Meeting Minutes; motion seconded by Treasurer Don Kemmis. Trustee Heidi Mann: yes, Trustee Yvonne Craig: yes, Trustee Marek Jedrzejewicz: yes, Secretary Terra Nicolle: yes, and President Jay Klicker: yes. Trustee Ray Cox was absent from this vote. The motion passes.

Approval of the October 1st, 2024 Annual Meeting Minutes

Motion made by Trustee Yvonne Craig to approve the 2024 Annual Meeting Minutes; motion seconded by Vice President Tyler Eshleman. Trustee Heidi Mann: yes, Trustee Marek Jedrzejewicz: yes, Secretary Terra Nicolle: yes, Treasurer Don Kemmis: yes, and Trustee Marek Jedrzejewicz: yes. Trustee Ray Cox was absent from this vote. 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 8th, 2024 (attached). Total funds on hand are \$997,377.00. A transfer in the amount of \$110,000.00 was transferred between accounts to cover this month's bills. Reports were provided for the past month's expenses, prepaid invoices, and payroll summary. Checks were presented to be approved for payment by the Board.

Current Financial Information
General Funds- \$ 347,706.77
Capital Funds- \$ 481,912.62
Reserve Funds- \$ 167,757.61
Total Expenses- \$ 129,542.84

Motion made by Secretary Terra Nicolle to approve payment of the bills as presented, seconded by Trustee Marek Jedrzejewicz. Trustee Heidi Mann: yes, Trustee Yvonne Craig: yes, Vice President Tyler Eshleman: yes, Treasurer Don Kemmis: yes, President Jay Klicker: yes. Trustee Ray Cox was absent from this vote. The motion passes.

President- Attended the Annual Meeting, signed shares.

Vice President- Attended Annual Meeting, communicated with the Association attorney, pertaining to an on-going matter.

Secretary- Signed checks, visited the office, provided information for Association banking needs.

Treasurer- Reviewed financial reports.

Old Business

Amended Verizon Cell Lease Authorization-

Motion for Board to authorize the General Manager to sign the DEA proposed Task Order 20-1 Amendment #4 for the 2024 Rate Review made by Trustee Marek Jedrzejewicz, seconded by Trustee Yvonne Craig. Trustee Heidi Mann: yes, Treasurer Don Kemmis: yes, Vice President Tyler Eshleman: yes, Secretary Terra Nicolle: yes, President Jay Klicker: yes, Trustee Ray Cox: yes. The motion passes.

Nominee, Steve Lefebure, inquired about the General Manager's overall authorization of signing documents within given limits. A response was provided by Vice President Tyler Eshleman and Treasurer Don Kemmis.

New Business

Proxy Ballot Process- Several inquiries to the Board related to increased member participation at the Annual Meeting, proxy voting and time limits on receiving ballots were received. This topic was and will be discussed more in depth at an upcoming board meeting.

Trustee Election Results-

Current Board vacancies:

Position 4: presently Yvonne Craig

Position 5: presently Jay Klicker

Position 6: presently Heidi Mann.

Ballots were secured by members who signed in prior to the meeting start time of 7:00 pm. Proxy ballots were provided to members prior to the 6:30 pm cut-off time. Ballot submissions were recorded and tallied by Engineer Zack Worley and Staff Henning.

Nominees:

Tom Beisner:	28 attendee votes, 8 proxy votes
Jay Klicker:	8 attendee votes, 4 proxy votes
Steve Lefebure:	28 attendee votes, 8 proxy votes
Heidi Mann:	23 attendee votes, 6 proxy votes

The elected trustees for the board vacancies are as follows: Tom Beisner, Steve Lefebure, Heidi Mann. Newly elected trustees chose to share words with the Board, highlighting their interest in joining.

President Jay Klicker thanked the Board for his two terms of volunteer service.

Officer Elections-

President: Vice President Tyler Eshleman nominated Trustee Marek Jedrejewicz, who accepted.

Vice President: Treasurer Don Kemmis nominated Vice President Tyler Eshleman, who accepted. Trustee Steve Lefebure nominated himself.

Secretary: Trustee Marek Jedrejewicz nominated Secretary Terra Nicolle, who accepted.

Treasurer: Vice President Tyler Eshleman nominated Trustee Steve Lefebure, who accepted.

Alternate: Trustee Tom Beisner nominated himself. Vice President Tyler Eshleman nominated Ray Cox, who denied.

The office positions for October 2024 – October 2025 are as follows:

President:	Trustee Marek Jedrejewicz	8/8 votes
Vice President:	Trustee Tyler Eshleman	5/8 votes
Secretary:	Trustee Terra Nicolle	8/8 votes
Treasurer:	Trustee Steve Lefebure	8/8 votes
Alternate:	Trustee Tom Beisner	8/8 votes

President Marek Jedrejewicz requested for Jay Klicker to carry out the remainder of the meeting.

Yvonne Craig offered her time off the board to participate as an involved member, as needed.

Manager Don Kemmis extended the office visit and overview invitation to the newly elected Association board members.

Call to Adjourn Meeting

President Marek Jedrejewicz closed out the board meeting.

Motion made by Trustee Tom Beisner to adjourn the meeting; motion seconded by Trustee Don Kemmis. The motion passes. The meeting was adjourned at 7:45 pm.