

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

June 13th, 2023

The Three Lakes Water Association Board of Trustees held their June 13th, 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.

Call to Order

The meeting was called to order at 6:05 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Yvonne Craig, Trustee Raymond Cox. Secretary Terra Nicolle logged in at 6:32. Vice President Tyler Eshleman and Trustee Heidi Mann were unexcused.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc. (DEA), Assistant Manager Kaila Klicker, staff member Seth Way and staff member Brittany Henning acting as recording secretary, Members Shirley and Richard West 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 June 12th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Engineer Rodney Langer provided the attendees of this month's board meeting with a presentation of the 2023 Water System Plan. Rodney thoroughly explained each section of the WSP in detail during the public hearing, which can be found on the Association's website. This plan must be submitted to the Department of Health for review and approval, as well as for the City of Everett and neighboring water purveyors as an informational guide to our practices. The public hearing portion of the meeting is concluded. Shirley and Richard West leave the meeting at 6:56pm.

171st Water Main Replacement Project- Rodney continues to integrate field data findings provided by staff from last month's potholing activity, narrowing down an alignment of pipe through phase 1 running from BPS#1 to 48th St SE. This allows the Association to further avoid environmentally sensitive areas along 171st Ave SE, as well as obtain the best approach to schedule this work. Environmental permitting is still awaiting approval from the County and a contract will be drafted to finish the design.

Manager & Cross Connection Report

Assistant Manager Kaila Klicker presented a summary of the manager report, which was e-mailed and provided to the Board on June 13th, 2023. Highlights of the monthly manager report is as summarized as follows: The idle pump time has decreased over the past month to 2 hours 25 minutes. Two system communication failures occurred, requiring Manager Kemmis and Assistant Manager Klicker to respond. Trustee Jedrzejewicz continues to assist in the replacement of the firewall equipment at BPS#1. Rivertown Homes West DE submitted an initial project deposit on May 12th; Rodney will collaborate with this developer to plan out next steps for this project. Manager Kemmis completed the two-year warranty inspection for the Flowing Lake Park entrance revision on May 30th. Per EPA requirement, staff continues to find, record, and submit data on lead and copper lines for inventory due September 2024. Currently, there are 196 connections with unconfirmed material types on the Association's side, and 372 connections with unknown service material types on the member's side. A questionnaire will be enclosed within the June billing asking for any information related to members' private service line material. On May 17th, Staff attended a meeting with Fire Chief Don Waller and crew to observe and discuss truck filling processes at fire station #42. It was concluded that there is minimal risk for a related backflow incident and the fire department has agreed to record and communicate water usage for fill operations going forward. This aids the Association in the documentation of all non-revenue water use per DOH. Fiscal year 2023/2024's budget has been drafted and revised to meet the Association's projected numbers. The draft budget was provided to the Board for review and comments. Staff have been working on annual hydrant flushing and maintenance, so far completing operation of 37% out of 143 hydrants on the system. Three signer cards are still awaiting completion at Pacific Premier.

Approval of May 9th Board Meeting Minutes

Motion made by Manager Kemmis to approve May's Board Meeting Minutes, seconded by Trustee Ray Cox. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Staff Way presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through June 13th, 2023 (attached). Total funds on hand are \$1,179,976.14. One transfer of \$75,000 was made to cover payroll and bills. Reports are 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- \$446,108.37
Capital- \$584,698.87
Reserve- \$ 148,898.90
Total Expenses- \$67,208.49

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

President- Signed a few share certificates, reviewed the draft budget.

Vice President- No report, absent.

Secretary- Signed a few share certificates.

Treasurer- Spoke to individual about cell lease.

Old Business

No old business to report.

New Business

Cell Lease- Landmark Dividends has reached out to Manager Kemmis in hopes of acquiring and managing the Verizon lease. This will be researched and discussed with the board to identify the pros and cons of doing so. The board has agreed to share the lease details with this entity, allowing consideration of available options.

Call to Adjourn Meeting

Motion made by Manager Don Kemmis to adjourn the meeting, seconded by Trustee Terra Nicolle. The motion passes. The meeting was adjourned at 7:56 p.m.