

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

February 14th, 2023

The Three Lakes Water Association Board of Trustees held their February 14th, 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 6:04 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Treasurer Donald Kemmis, Trustee Raymond Cox, Trustee Marek Jedrzejewicz, Trustee Yvonne Craig, and Trustee Heidi Mann. Vice President Tyler Eshleman and Secretary Terra Nicolle were excused.

Trustee Heidi Mann joined the meeting at 6:30 p.m. and left the meeting at 7:55 p.m.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc. (DEA), staff member 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 February 14th, 2023. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Final Drafts of chapters 1, 5, 6, and 7 were provided to and reviewed by Manager Kemmis. The draft for chapter 2 has been completed. These five drafts of the WSP have been emailed to the board for review before our March board meeting.

171st Water Main Replacement Project- Currently in a holding pattern with the design for 171st. Plans have been sent to Manager Kemmis for review and to understand impacts, particularly with the effects of anticipated environmental impacts versus pavement impacts. DEA is currently waiting to hear back from Manager Kemmis to schedule a field visit for confirmation of alignment and design details.

62nd Water Main Replacement- Two easements were prepared and sent to members.

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 February 10th, 2023. Highlights of the monthly manager report are summarized as follows: The VPN device between Booster

Pump Station #2 and the office finally failed on February 3rd and a new unit was configured and integrated that same evening with the assistance of Trustee Jedrzejewicz, who has invested much on-site and at home time to help the association. Booster Pump Station #1's VPN device has begun to act unreliably, and Manager Kemmis has requested Trustee Jedrzejewicz to assist with the replacement of this device at BPS#1. Manager Kemmis has reviewed our Continuity of Operations Plan and operations will continue in this mode until further notice. A service leak was discovered and repaired along 171st Ave SE on February 1st with the assistance of D&G. Easement letters to grant the association wider easements have been mailed to the relevant members on 62nd St SE for the water main replacement to be installed further within the private gravel road. A new motor has been ordered to replace Pump #3's current motor, with the potential to have the old motor refreshed and kept as a spare for future use. A new company truck has been purchased to replace the company van that was damaged during a storm several months ago. Based on input from the board, a list was created with tasks and duties that could potentially be completed by external contractors as opposed to being completed by internal staff to reduce overall costs and increase efficiency. Our belt clip for meter reading has been sent to Neptune for our contracted upgrade and a representative from Core & Main/Neptune was on-site to fix an issue between our meter reading hardware and database software. One revoked share has been reinstated and one share has an account balance higher than the share revocation threshold. The Comprehensive Water System Plan has been sent to staff for review and comment and the CWSP will soon need to be advertised for public comment before submission to DOH and others for review. Partial historical data has now been collected on at least 563 services for the Lead and Copper Service Inventory project. PFAS requirements for water systems will soon be listed to comply with new state and federal requirements. The association is not currently expecting to have additional requirements at this time.

Approval of January 10th Board Meeting Minutes

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

Officers Reports

Treasurer Report and Pay Bills- Treasurer Donald Kemmis presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through February 14th, 2023 (attached). Total funds on hand are \$1,130,937.03. Two transfers were made; \$88,000 was transferred from general to capital to bring Pacific Premier and Key Bank accounts below FDIC limit and \$82,000 was transferred to cover 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- \$490,632.09
Capital- \$527,620.15
Reserve- \$88,856.64
Total Expenses- \$83,351.14

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

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

President- Spoke with Manager Kemmis and approved the request made to purchase a new motor for BPS#2.

Vice President- No Report

Secretary- No Report

Treasurer- Approved the transfer of funds from General to Capital to bring bank accounts below the FDIC limit.

Old Business

Bookkeeper Authorization- Previously, the board voted to shift Renee's bookkeeper authorization over to Staff Klicker. As we can have multiple staff members as bookkeepers, and Staff Way has accepted the position of Office Administrator, it is prudent that this authorization be officially extended to Staff Way, as well as Staff Klicker.

Motion made by Treasurer Donald Kemmis for Staff Seth Way and Staff Kaila Klicker to have bookkeeper authorization at all our banking entities on behalf of the association, seconded by trustee Marek Jedrzejewicz. The motion passes.

Trustee Yvonne Craig queried about the proper process to express the recommendations of the wage committee. It was stated that based on confidentiality, an executive session was warranted to speak about necessary specifics. President Jay Klicker agreed to convene an executive session to discuss employee wages, seconded by Trustee Marek Jedrzejewicz. The executive session began at 7:15 p.m. The executive session adjourned at 7:55 p.m.

The regular session reconvenes at 7:55 p.m. with all initial trustees present except for Trustee Heidi Mann.

Wage Committee-Based on the findings of the wage committee, a recommendation was made by the committee for Staff Way's wage to increase

by 5% retroactively to the date he started his new position. No other changes were recommended by the wage committee regarding staff wages at this time.

Motion made by Trustee Yvonne Craig to increase Seth's wage by 5%, retroactive to the time that he started his new position on January 13th. Trustee Marek Jedrzejewicz seconds the motion. The motion passes.

Requirements for Potential New Hire- The wage committee made a second recommendation for Manager Kemmis to seek out a new employee to assist the Association with daily operations.

Motion made by Trustee Marek Jedrzejewicz to authorize Don to seek out a new hire with the aforementioned specifications. These included a full time Field Technician/Office Assistant, preferably with WDM1 certification, at a wage of \$24-\$39, effective as soon as possible. Trustee Yvonne Craig seconds the motion. The motion passes.

171st Ave SE Main Replacement- A discussion was held about the 171st Ave SE main replacement project to determine whether the board was in agreement to move forward with this project. An agreement was reached that the board was in full support to move forward with the project as planned.

External Outsourcing- At the suggestion of the board, an external contractor was contacted to see about the potential to help lighten the load for Association staff. The board agreed that this particular entity was not what the association is looking for based on their lack of utility industry knowledge and high cost of service.

New Business

On-Call Policy- A redline of the on-call policy was presented to the board. Current policy states that staff will obtain 1 hour of pay while on call regardless of if called out. The new proposal states that if they respond to an emergency, that staff will be paid for their response time as well as the initial hour for being on call.

Motion made by Trustee Yvonne Craig to amend the policy for on-call time as written by Assistant Manager Klicker, Seconded by Trustee Marek Jedrzejewicz Seconds. The motion passes.

Non-emergency Hydrant Use- It has been discovered that Fire Station 42 continues to draw water from a nearby fire hydrant for training purposes and other non-emergency uses. In the last couple months, there have been two instances where the new crew at the station has been drawing water from a hydrant for non-emergency use without following association policy. The board agreed that the fire station should be following association policy for hydrant use

to best protect the health and safety of everyone who uses the Association's water system.

Hiring A Consultant- A suggestion was made to potentially hire an outside consultant to assess the current effectiveness of the association and help give guidance to improve and streamline the work performed to help achieve the goal of easing the workload and improving efficiency. President Klicker suggested that potential consultants be contacted and quotes obtained with the goal to present and discuss at the next board meeting in March.

Call to Adjourn Meeting

Motion made by Trustee Raymond Cox to adjourn the meeting, seconded by Trustee Marek Jedrzejewicz. The motion passes. The meeting was adjourned at 8:30 p.m.