

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

September 10th, 2024

The Three Lakes Water Association Board of Trustees held their September 10th, 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 6:04 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Vice President Tyler Eshleman, Treasurer Donald Kemmis, Trustee Ray Cox, and Trustee Marek Jedrzejewicz. Secretary Terra Nicolle, and Trustee Yvonne Craig were excused.

Members, Guests & Employees- Engineers Rodney Langer and 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. There were no requests made for member attendance.

Trustee Heidi Mann joined the meeting at 6:23 p.m. Her votes were cast via Zoom instant message communication.

DEA Engineers' Report

Engineer Rodney Langer presented a summary of DEA's status report, which was e-mailed and provided to the Board on September 9th, 2024. Highlights of the monthly report are summarized as follows:

Water System Plan Update- The final revised version and board adopted WSP was submitted to DOH with notes of the Association's approval.

171st AC Water Main Replacement Project –

Phase 1 - Services from DEA have been completed, including providing record drawings.

Phase 2 - DEA continues to provide support for Phase 2 work including the preparation of Pay Estimate #2.

Phase 3 - Funds were included in the construction loan amount for the 62nd St SE segment of replacement, and it is recommended by DEA to make a motion to

approve the amendment to Phase 3 to include the design work for this stretch of road. DEA provided base maps for Phase 3, met with staff to review design elements and key points of the project.

Big Deer West Developer Extension- DEA updated the Association system maps with the completion of this main extension. Project deposit reconciliation is in process, per the DE agreement, with the final warranty inspection in consideration.

Verizon Cell Lease Amendment- A response was received from Verizon, indicating acceptance to the most recent version of the lease amendment terms.. Legal review and point of contact provisions are still in process. DEA recommends the execution of this version of the lease for Board approval.

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 September 9th, 2024.

The idle pump time as of September 9th was 2 hours and 10 minutes with an average 24-hour volume of 31,534 c.f. The calculated non-revenue water for the period ending in August was 8.21%, compared to the calculated 11.26% for the period ending in June.

Four communication failures took place this month requiring manager response. A pressure sensor appears to display odd behavior and is being monitored by staff. Manager Kemmis responded to an alarm regarding a telemetry failure on August 17th. After inspecting the situation, it was found that pumps two and three were running simultaneously and pump one had just shut down. After contacting Schneider Electric, parameters were reset on the system and all pumps are now operating as expected.

Sunday morning at 9:15 a.m. on August 25th, a main break occurred along West Flowing Lake Road requiring immediate repair. D&G Backhoe and staff successfully repaired the main that same day. On the Tuesday morning of August 27th, a segment of AC main along the edge of 171st Ave SE, near an existing hydrant, failed. D&G Backhoe and staff successfully repaired the main that same day. An insurance claim for the hydrant along 181st Ave SE that was hit by a vehicle has been submitted and hydrant repair is in process. The primary stretch of this water main installation has been installed for Phase 2 along 171st Avenue SE and the initial filling of the new main was completed on August 15th. The pressure test and bacteria sampling came back satisfactory on August 22nd. Tie-overs to the new main are ongoing, however tie-ins have been completed from 48th St SE to 62nd St SE. The 5th request for construction loan reimbursement payment was received and was deposited on September 3rd. The first pay estimate on Ph 2 was paid to D&G on September 4th.

An application for a Developer Extension was sent to an individual for potential expansion in the area just North of Association facilities along 171st AVE SE. Notification was sent out to all members in the August billing debuting our new autopay portal feature. The office continues to assist members with enrolling and understanding the new payment system. A review of fiscal year end financials has been completed by staff. A final version of the report was sent back, from Bellingham CPA to the Association, on August 23rd. The Annual Meeting has been scheduled and notices will be sent out September 13th. DWSRF annual loan repayments have been prepared and will be mailed to DOH prior to their October 1st deadline. The EPA's deadline for the Lead and Copper Inventory is October 16th, 2024; as of September 9th, there are zero unknown service material types on the Association's side, and 269 services with unknown material type on the member's side, out of 883 total services. One WUCC meeting and one EWUC meeting were attended this past month. Bacteriological samples were fulfilled and satisfactory. Samples for lead and copper were submitted September 4th, as required by the City of Everett every three years.

Approval of August 13th's Board Meeting Minutes

Motion made by Vice President Tyler Eshleman to approve August's Board Meeting Minutes; motion seconded by Trustee Ray Cox. 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 September 10th, 2024 (attached). Total funds on hand are \$1,194,250.65. A combined transfer in the amount of \$116,500.00 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- \$ 287,100.20
Capital Funds- \$ 763,013.60
Reserve Funds- \$ 144,136.85
Total Expenses- \$ 106,761.01

Motion made by Vice President Tyler Eshleman to approve payment of the bills as presented, seconded by Trustee Marek Jedrejewicz. The motion passes.

President- Signed new shares.

Vice President- Signed checks.

Secretary- Absent, no report.

Treasurer- Nothing additional to report.

Old Business

Amended Verizon Cell Lease Authorization-

Motion to grant approval for President Jay Klicker to sign first amended lease agreement dated: September 10th, 2024, made by Treasurer Don Kemmis, seconded by Trustee Ray Cox. The motion passes.

New Business

171st Construction Phase 3: DEA Task Order Amendment-

Motion to authorize Association Manager Kemmis to sign the approved DEA Phase 3 Task Order 22-1 Amendment #5, outlining the design of 62nd ST SE AC main replacement, made by Trustee Marek Jedrejewicz, seconded by Vice President Tyler Eshleman. The motion passes.

Call to Adjourn Meeting

Motion made by Vice President Tyler Eshleman to adjourn the meeting; motion seconded by Trustee Ray Cox. The motion passes. The meeting was adjourned at 6:48 pm.