

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

September 14th, 2021

The Three Lakes Water Association Board of Trustees held their September 14th, 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 7:05 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Vice President Tyler Eshleman, Treasurer Donald Kemmis, Secretary Raymond Cox, and Trustee Terra Nicolle. Trustee Doug Knorr was excused.

Members, Guests & Employees- Engineer Rodney Langer of David Evans and Associates, Inc., staff member Kaila Klicker, and staff member Seth Way 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 September 13th, 2021. Highlights of the monthly DEA report are summarized as follows:

Flowing Lake Park Water Service- Rodney reported that the receipt of the easement, bond, and additional project deposit from county are all pending. No action is required this month as we wait for county action.

Storm Lake Road Phase 2 Water Main Replacement- Rodney reported that marked up construction plans were submitted to DEA on August 11th to close out the final documentation for Storm Lake Rd CIP. DEA is in process of preparing the record drawings.

Booster Pump Station #1- Rodney reported an electrical engineer completed a site visit to BPS#1, who met with staff to measure and plan for the generator install. City of Everett has temporarily removed their monitoring facilities from BPS#1 to accommodate more space for the new pump and piping installation. Staff is currently waiting to be notified by PumpTech Inc. that the new pump has been received so that installation can be scheduled.

Sequoia Ridge Estates, Lots 3 and 4 DE- Staff has completed the review process for the Sequoia Ridge Developers Extension. DEA has submitted edits/conditions of approval to the developer for action.

Developer Extension Manual- Rodney reported that an updated draft of the manual has been created and sent to Staff for final review before it will be presented to the Board for adoption at the next meeting.

163rd Culvert Replacement- See Old Business

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 September 9th, 2021. Highlights of the monthly manager report are summarized as follows: Staff has been in contact with Systems Interface Inc. regarding the power cabinet failure and has relayed to them that Snohomish County PUD has defined a soft start is still required as part of their 2004 permit approval. DEA and their supporting electric engineer have submitted a recommendation to the Association for currently available components. Currently, staff is waiting for documentation to be prepared for the scope of work to be completed for booster pump station #3, so that it may be submitted for approval. The cost is currently estimated to be roughly around \$6,000 but will be more accurately reflected as updates are made by Systems Interface to the final cost. A new service was installed along Panther Lake Road on September 2nd, 2021, by contractor Puget Sound Tapping Services. As our current handheld device is reaching the end of its lifespan, staff is coordinating with our billing database entity, as well as our handheld device entity, to time software integration to be implemented by January 2022. An estimate was collected for an HOA, at their request, to install a fire hydrant along 187th Dr SE. and was emailed to the HOA on September 8th, 2021. We are waiting to be notified if they would like to proceed forward. Licensing is due for the cradle point as part of SCADA operations. Staff intends to pay the \$690.00 cost for a five-year license. Staff is currently working with the appropriate members who have late fees/large outstanding balances, as part of our Member Assistance Program, as the governor's proclamation regarding late fees/shut offs will potentially be dismissed on September 30th.

Approval of August 10th Board Meeting Minutes

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

Officers Reports

Treasurer Report and Pay Bills- Staff member Renee Clarke presented a summary of the treasurer report. The financial report was prepared and distributed to the Board summarizing the financial position through September 14th, 2021 (attached). Total funds on hand are \$1,270,860.08. One transfer was made for \$85,000.00 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. Currently there is one bank account that is slightly above the FDIC limit. The Pacific Crest Certificate of Deposit is set to mature in October

Current Financial Info
General Funds- \$456,476.30
Capital- \$771,677.85
Reserve- \$42,705.93
Total Expenses- \$83,622.95

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 Terra Nicolle. The motion passes.

President- President Klicker reported that he signed some new shares and the Developers Extension for Sequoia Ridge, lots #3 and #4.

Vice President- No Report.

Secretary- Secretary Raymond Cox reported that he signed some checks and new shares.

Old Business

Verizon Cell Lease- A conference call was held on August 23rd between Staff and Verizon representatives to clarify what edits to plans were required for resubmittal to the Association. Staff defined that Tilson Tech records appeared to have records that were not accurate regarding what facilities were installed on the standpipe. A committee meeting occurred on August 23rd. A decision was made that the committee would like Verizon to submit a proposed new lease contract to the Association, as their scope of work is outside the current lease agreement.

163rd Culvert Replacement- Rodney reported that DEA and staff are currently coordinating with Snohomish County in anticipation of work to both temporarily and permanently replace culverts on 163rd because the culverts are at the end of their lifespan. This work will directly impact the Association as facilities are within the proposed area of construction. Staff met with Snohomish County and Fish and Wildlife Representatives on September 2nd, 2021, as requested by the county, to discuss a temporary culvert replacement which will be required to be installed by September 30th, if approved. In response to the County's locate request, Manager Kemmis asked for potholing work to be performed to confirm the location and depth of our 1965 AC water main in the area of the culvert replacement. The potholing work was completed on September 8th, 2021. Profile data was obtained by staff and is currently being reviewed by DEA. The start of temporary work is scheduled to begin on September 16th, 2021. Permanent replacement work has been prolonged until summer of 2023-2024.

Staff PFML- On August 26th, a letter was received notifying the association of a staff members intention of Paid Family Medical Leave, beginning September 24th, and a

letter was generated to the staff member stating the Associations intention to retain them as an employee, if reasonably possible, during and after their leave as defined by the program. Current staff members are successfully working to fill the roles of our leaving employee as they prepare to step away for their temporary leave. The staff member taking leave wished the board well and looks forward to returning.

New Business

Annual Meeting- Staff has created invitations, instructions, and ballots for the annual board meeting that are ready to be mailed out to association members on September 15th, 2021. Staff has worked to streamline the virtual meeting process to help increase member attendance from last year's virtual meeting. Staff stated that members must be shareholders and be in attendance of the annual meeting for votes to be valid. The board discussed the likely hood of continuing virtual meetings moving forward and agreed that meetings would continue to be held virtually for the foreseeable future. General procedures for speaking and voting during the annual meeting were discussed by board members. DEA will be monitoring the meeting during discussions and questions. Members will nominate board members during the appropriate time, at which point nominees will be recorded and displayed to attendees. Voting members will mail ballots back the following day and ballots will be counted at the next monthly board meeting.

Call to Adjourn Meeting

Motion made by President Jay Klicker, seconded by Trustee Terra Nicolle. The motion passes. The meeting was adjourned at 8:03 p.m.