

## **THREE LAKES WATER ASSOCIATION – ANNUAL MEETING MINUTES**

**October 5<sup>th</sup>, 2021**

The Three Lakes Water Association Board of Trustees conducted the October 5<sup>th</sup>, 2021, Annual Members meeting beginning at 7:00 p.m. in a virtual setting utilizing phone and webinar technologies. The meeting was hosted by Rodney Langer, Engineer of David Evans and Associates, Inc., on Zoom. The Association website and Facebook page provided information for members who wished to virtually participate in the meeting.

### **Meeting Called to Order by President Jay Klicker at 7:00 p.m.**

Other present Board Trustees: Vice President Tyler Eshleman, Treasurer Don Kemmis, Trustee Doug Knorr, and Trustee Terra Nicholle.

### **Members, Guests & Employees**

Rodney Langer, Engineer of David Evans and Associates, Inc.

Seth Way, Staff Member and Recording Secretary

Kaila Klicker, Staff Member

Dan Bhathella, CPA

Several Association Members were also in attendance (a list is on file).

The Association President, Jay Klicker, welcomed everyone and thanked them for attending. He then introduced the Board Trustees and staff who were in attendance.

### **2021 HIGHLIGHTS- SEE ATTACHED SLIDE SHOW**

#### **Water Manager's Update and Overview**

##### **(Staff member Kaila Klicker summarized the Association's activities)**

Kaila Klicker introduced herself as the assistant manager. Unaccounted for water was 12.71% in the last fiscal year (7/1/20 to 6/30/21) and 12.44% as the last three-year running average. The water purchased from Everett was 5.91% more than last year, at a cost of 6.81% more, and the water used by Members was 5.00% more than last year. Staff maintained 24.5 miles of the water distribution system including 871 services, 143 hydrants, 174 valves, and 27 blowoffs. Staff completed 46 share transfers and 3 new shares were issued in the last fiscal year. Two main breaks occurred along Storm Lake Rd, to which 1,700 linear feet of 8" DI main has been used to replace the old main and avoid additional water losses. One new staff member was added to the Associations workforce. Verizon paid the Association \$21,197.61 for the cell lease.

#### **Dan Bhathella CPA (see 2021 Fiscal Year Financial Statement)**

Dan Bhathella introduced himself to the members in attendance and provided the financial report to the Association. Dan Bhathella gave an overview of the Financial Statement as presented to the members in attendance, generally reviewing each section and what information it contained. He believes that Three Lakes Water is doing well in terms of financial health. The assets of the Association are \$4,594,603 in equity, \$666,908 in debt, Revenue vs. Expenses \$39,713, and \$1,298,325 in cash.

#### **Other News...**

Don Kemmis and Kaila Klicker presented other news. The Association has continued its devised strategies to ensure a constant ability to serve water during the COVID-19 pandemic. These strategies included confirming the accuracy and level of details within operations, documentation, and management to allow others to take over the Association should COVID-19 affect its workforce. In order to stay in compliance with Governor Jay Inslee's proclamation, the following procedures and modifications have been implemented; staff have continued to physically distance themselves whenever possible, masks are worn while together and when serving in public, the continuity of Operations Plan continues to evolve as information is released by authorities within jurisdiction, staff have continued to cross train for redundancy and efficiency while maintaining established safety protocols for all association sites. No late fees have been assessed or shut offs performed since December 2019 in accordance with Gov. Jay Inslee's proclamation 20-23, which has been dismissed as of September 30, 2021. Members have been communicating with the Association and utilizing the Member's Assistance Program. The telemetry system upgrade continues to be enhanced and has created a more reliable and efficient structure for monitoring and controlling daily operations of the water system. Design and preparation work for the Booster Pump Station One Capital Improvement Project is in process to add generator capabilities and enhance our 1965 booster pump station. Booster Pump Three has completed upgrades to increase flow capabilities to meet current and future water demands. Approximately 1,900 linear feet of 8" ductile iron main is currently proposed to be added to the existing water system as part of the Sequoia Ridge Developer Extension that is in process. Two major water main breaks were identified and repaired. As-Built documentation has been digitalized and the Developer Extension Manual has been updated as a part of our focus on operational efficiencies. The Association's website, Facebook page, and online payment system continue to be improved to increase communication with the membership. The association continues to prioritize efforts to reduce water loss and cost of repairs from aging infrastructure, through our Comprehensive Water System Plan, as we identify and replace necessary water facilities.

### **Trustee Vacancies**

Trustee Positions 4 (Presently Vacant), 5 (Presently Jay Klicker), 6 (Presently Vacant) are open due to expiring terms or vacancy. The Appointment and Election of Board of Trustees Policy was shown and read for all meeting attendees to review. Doug Knorr nominated Jay Klicker to serve as Trustee.

**NEW TRUSTEE VOTING:** Completed paper ballots must be mailed to the Association office for the tallying of votes and election results to be presented at the next regular board meeting on October 12<sup>th</sup>, 2021.

### **New Trustee Voting Results**

The board president will announce voting results at the next regular board meeting on October 12<sup>th</sup>, 2021. The Board will continue to meet the 2<sup>nd</sup> Tuesday of every month virtually or at the office location, 17503 58<sup>th</sup> St SE in Snohomish.

### **Questions**

Some questions were asked by members in attendance. Board trustees and staff responded to the questions posed.

**Adjournment of the Annual Meeting:** The general meeting is adjourned at 7:27 p.m.