

# THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

July 14th, 2020

The Three Lakes Water Association Board of Trustees held their July 14th, 2020 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 7:00 p.m. by President Bob Bartell. A quorum was satisfied by other Board trustees in attendance: Vice President Jay Klicker, Treasurer Tyler Eshleman, Secretary Ray Cox, Trustee Don Kemmis, Trustee Matt Mead, and Trustee Doug Knorr. Trustee Chad Davis was unexcused.

**Members, Guests & Employees-** Engineer Rodney Langer of David Evans and Associates, Inc., and staff member Kaila Klicker 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 July 13<sup>th</sup>, 2020. Highlights of the monthly DEA report are summarized as follows:

**Flowing Lake Park Water Service-** Rodney reported that the County provided proposed revisions to the Association's standard easement form. He reviewed these proposed revisions with staff then provided them to the Association's attorney for further review. He also sent an email to the developer to remind them of other closeout work required to complete the Developer's Extension process.

## **Manager & Cross Connection Report**

Staff member Kaila Klicker presented a summary of the manager report, which was e-mailed and provided to the Board on July 10<sup>th</sup>, 2020. Highlights of the monthly manager report are summarized as follows: Staff continues to monitor communication coming from authorities having jurisdiction related to the COVID-19 pandemic. Association's operations are being amended as needed to be in full compliance with government guidelines and recommendations. Staff is currently working with trustees to complete new signature cards at all Association banking entities. Pumtech, Inc. repaired the seal on the pump at Booster Pump Station #1 on June 8<sup>th</sup>, 2020 and it is now operational and functioning normally. Two new water services were installed by contractor Puget Sound Tapping Services along 171<sup>st</sup> Ave SE on June 25<sup>th</sup>, 2020 and June 29<sup>th</sup>, 2020. The telemetry project is currently underway and Royce with Systems Interface, Inc. is now back working onsite to complete tasks outlined in the original project contract.

Manager Kemmis authorized the purchase of additional pressure transducers. They will be installed once available. The pressure transducers will provide additional monitoring data beyond the data collected for our use by the City of Everett's transducers. Staff is in the process of reviewing draft plans for the 48<sup>th</sup> St and 177<sup>th</sup> Ave SE Water Main Project and will provide comments to Rodney. Potholing work was completed on 48<sup>th</sup> St SE by contractor PSTS on July 9<sup>th</sup>, 2020 to obtain more information necessary to identify existing facilities in the proposed construction area. Staff assisted the County on June 22<sup>nd</sup>, 2020 during work along 163<sup>rd</sup> Ave SE near the intersection of Panther Lake Road. County representatives informed staff that repair work to failing culverts is expected only to last approximately one year. The county is aware of the need to perform major revisions to this water crossing. This activity would likely have a significant impact on Association facilities in that area. Staff is still working with President Bartell to perform the accounting work for the Paycheck Protection Program's loan funds. The accounting work will allow staff to work towards completing the loan forgiveness application. An interim accounting was presented to the board at this meeting for review. Staff member Renee Clarke attended a virtual training on June 18<sup>th</sup>, 2020 regarding emergency preparedness. Staff member's Kaila Klicker and Donald Kemmis attended a virtual training on June 24<sup>th</sup>, 2020 regarding lead and copper regulations. All staff members earned CEU's, which are necessary to maintain certifications with the Department of Health. Staff revised the Association's Operation & Management Manual to update processes in the manual related to the telemetry system. Staff submitted facility change information to Rodney so he can update the Association's existing water system map.

### **Addendum to Manager & Cross Connection Report**

Staff reported that some maintenance has been completed on the generator at Booster Pump Station #2. The display panel on the generator has failed and will need to be repaired. An initial onsite evaluation was completed on July 8<sup>th</sup>, 2020 by Cummins Inc. and will cost approximately \$1,000.00 to diagnose issues with the generator's display panel. A quote for approximately \$5,000.00 was provided to staff for the work to repair items thought or known to be causing issues with the generator including a block heater. There may be additional costs for a water pump which is thought to be leaking. A Cummins technician was onsite on July 14<sup>th</sup>, 2020 to attempt to confirm whether the water pump is leaking. No leak was detected but there appears to be evidence of coolant on the top of the engine block. The technician informed staff that he suspects there is a microscopic crack in the engine block. The technician suggested that the Association consider replacement of the unit as opposed to repairing the engine block if it turns out to be the issue because the work to repair that would likely be a significant expense.

### **Approval of June 9<sup>th</sup> Board Meeting Minutes**

*Motion made by Trustee Matt Mead to approve June's Minutes, seconded by Secretary Ray Cox. The motion passes.*

### **Officers Reports**

**Treasurer Report and Pay Bills-** The financial report was prepared and distributed to the Board summarizing the financial position through July 14<sup>th</sup>, 2020 (attached). Total funds on hand are \$1,442,538.49. One transfer was made for \$35,000.00 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.

Current Financial Info

General Funds- \$369,105.60

Capital- \$957,035.27

Reserve- \$116,397.62

Total Expenses- \$57,842.91

Monies were transferred to both Standpipe, Pump House, and Mero restricted accounts.

*Motion made by Trustee Matt Mead to approve payment of the bills as presented, seconded by Secretary Ray Cox. The motion passes.*

**President-** Bob reported that he signed share certificates and checks for bills due before the July meeting. He also signed some banking signature cards. He has been working with the Association's banking entity Bank of America to complete new signature cards. At that bank, every account signer is required to individually visit the bank to sign the signature cards. Bob recently sent out email communication to the signers who had not yet signed the signature card to remind them to go in and complete the task.

**Vice President-** No report.

**Secretary-** Ray reported that he signed some banking signature cards.

**Old Business**

**Trustee Matt Mead-** Staff informed the board that this meeting would likely be the last meeting where Matt Mead will still be a trustee because he is currently in the process of selling his property within the Association and is expected to be closing soon. Staff and trustees thanked Matt for his many years of service on the Association's board and wished him luck on his future endeavors. Manager Kemmis reminded the board that staff needs their help recruiting trustees to serve on the Association's board.

**Booster Pump Station #1-** Manager Kemmis reminded the board about a previous board discussion where he informed the board that he is looking into the potential of installation of additional facilities at Booster Pumps Station #1. He informed the board that he intends to contract DEA to do some research work and possibly a site survey, so staff understands how much property the

Association owns and how it relates to other boundaries. He anticipates this work not to cost more than a few thousand. He asked the board if they think that it is a good idea to contract DEA to perform the work. The board verbally agreed that it would be a good idea to contact DEA to perform some research and site survey work.

**Future Board Meetings-** President Bartell asked the board whether they would like to continue to meet virtually for board meetings or if they would like to start meeting in person at the Association's office again. The board discussed this topic. The board decided to continue to meet virtually and continue to assess the current COVID-19 pandemic situation as needed. Staff informed the board that they have been asking members to communicate with the board by sending any comments to President Bartell's email. Staff will continue to do this.

**Member Assistance Program-** Staff informed the board that the Department of Health has made recommendations to utility companies to create customer assistance programs. Guidelines in this recommendation include not disconnecting services and notifying customers of the program. The Association is not required by DOH to create a program because the number of Association connections is below the minimum number of connections as defined by the Governor's Proclamation 20-23.6 However, the board has asked staff to create a program to assist the members who are facing hardship during the COVID-19 pandemic.

## **New Business**

**Staff Transition Plan-** President Bartell reported that he discussed a possible staff transition plan with Manager Kemmis. The goal of this plan would be to have guidance in place to make transitions between staff roles more gradual or seamless. The president recommended that the board consider creating an assistant manager position to provide the Association with another staff member who has the authority to run the Association in the manager's absence. The board discussed these ideas. The board agreed to review a draft assistant manager job description then come to the next board meeting prepared to discuss it and take board action if desired.

*Motion made by Trustee Doug Knorr to have all board trustees review the draft job description for an assistant manager position and come to the next board meeting prepared to discuss any comments and vote on the position, seconded by Trustee Matt Mead. The motion passes.*

**Fiscal Year 2019/2020 Budget-** Staff informed the board that the completed fiscal year 2019/2020 budget is included in meeting packets. If any trustees have any questions about the budget, they were asked to contact staff.

**Board Trustee Compensation-** Treasurer Eshleman recommended that the board consider compensating trustees for attending board meetings. He said that this might make it easier for the Association to find members willing to serve on the board. Staff agreed to investigate the possibility of trustee compensation.

*Motion made by Treasurer Tyler Eshleman to investigate the possibility of compensating board trustees for attending board meetings, seconded by Trustee Doug Knorr. The motion passes.*

**Call to Adjourn Meeting**

*Motion made by Trustee Matt Mead, seconded by Treasurer Tyler Eshleman. The motion passes. The meeting was adjourned at 9:03 p.m.*