

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

November 12th, 2019

The Three Lakes Water Association Board of Trustees held their November 12th, 2019 Board Meeting at 7:00 p.m. at the Association office located at 17503 58th St SE, Snohomish, Washington, 98290.

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 members in attendance: Vice President Jay Klicker, Secretary Matt Mead, Trustee Don Kemmis, and Trustee Doug Knorr. Treasurer Tyler Eshleman, Trustee Chad Davis, and Trustee Ray Cox were excused.

Members, Guests & Employees- Engineer Rodney Langer of CHS Engineers, and staff member Kaila Klicker were present. Renee Clarke, acting as recording secretary, was present.

CHS Engineers' Report- Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on November 9th, 2019. Highlights of the monthly CHS report are summarized as follows:

Flowing Lake Park Water Service- Rodney informed the board that water main construction work is pending the Association's receipt of proper insurance and bond documentation. Staff and CHS have been working with the developer, an engineering firm, and contractor to review document submittals. Staff has been attending weekly meetings at the park to help facilitate any project steps they can. Staff attended an archaeological training at the park on October 30th, 2019 offered by the county. At the last weekly meeting, contractor Terra Dynamics, Inc. informed staff that they hope to start water main work by next week and will coordinate with staff as needed.

2019 Rate Review- CHS is compiling resources in order to update the future budget forecast. Rodney hopes to have a report ready for board review at the December or January meeting.

169th/Panther Lane Water Main Slipline- Staff is currently reviewing as built information for this project and will continue to work with CHS to complete the project.

48th St and 177th Ave SE Water Main Potential Project- See New Business

Easement Inventory- Rodney reported that he is working with staff to inventory and map the Association's easements. This is an older project and staff is working with CHS to complete.

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 November 7th, 2019. Highlights of the monthly manager report are summarized as follows: Staff reported that they attended a scheduled trial on October 22nd, 2019 at the Snohomish County District Court Evergreen Division. A legal representative for the Association, Zachariah Tomlin, from Lorber, Greenfield & Polito, LLP, also attended the trial. The legal representative that attended the trial was hired by the Association's insurance entity to represent the Association at this trial. An attempt was made once again by the Association to satisfy member Keith Kosche's concerns and the legal representative interacted with member Keith Kosche and member Jack Huffman to discuss the concerns. A judgement was entered. An individual contacted the Association and informed staff that they are the new owners for a property which water service has been revoked from in the past. They inquired about water service and staff responded by informing them with the cost for new water service. A member contacted staff on October 22nd, 2019 to inform staff that there was excess water flowing away from his meter box. Staff investigated the area and discovered that facilities were damaged by heavy construction equipment, which parked over the meters. Staff repaired damaged facilities and replaced the meter boxes with ones that are traffic rated. Contractor Puget Sound Tapping Services worked with staff on November 6th, 2019 to repair a leak on the downstream side of the Booster Pump Station #1 piping configuration. Staff also discovered that there is a seal within a volute which appears to be dripping. Staff removed water service facilities along 171st Ave SE near a property which has had water service revoked. Staff modified the facilities to be used as a sampling point. On November 1st, 2019 staff discovered that the generator at the office site was not functioning properly. Staff repaired the generator by replacing a failed battery. Staff ordered studded tires and rims for the 2018 Ford F-150 and rims for the 2013 Ford F-150 in order to prepare the Association for winter weather. The Association received payment for new water service along 171st Ave SE and plans to install service with contractor PSTS soon. All Association employees have renewed their Department of Health operator certifications for the new year 2020 in order to be in compliance with DOH rules. Staff completed the water facilities inventory documentation and mailed it on October 15th, 2019 to the Department of Health. DOH requested this documentation.

Approval of October 8th Board Meeting Minutes

Motion made by Secretary Matt Mead to approve October's minutes, seconded by Trustee Don Kemmis. 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 November 12th, 2019 (attached). Total funds on hand are \$1,209,323.70. One transfer was made for \$70,000.00 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- \$337,794.06

Capital- \$827,280.34

Reserve- \$44,249.30

Total Expenses- \$65,960.27

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

Motion made by Trustee Don Kemmis to approve payment of the bills as presented, seconded by Vice President Jay Klicker. The motion passes.

President- President Bartell attended the October 22nd, 2019 trial date alongside staff and legal representation. He also signed checks for bills due before the November meeting.

Vice President- No report.

Secretary- Matt signed share certificates and checks for bills due before the November board meeting. He also updated his driver license information for his signer card at KeyBank.

Old Business

At the request of Trustee Don Kemmis, President Bartell agreed to convene an executive session to discuss a legal matter related to member Keith Kosche and the 169th Main Break Issue, seconded by Secretary Matt Mead. Guest Rodney Langer, employee Kaila Klicker, and employee Renee Clarke were invited by the board to attend the executive session. The executive session began at 7:20 p.m. The executive session adjourned at 7:25 p.m.

The regular session reconvenes at 7:25 p.m. with all initial trustees, employees, guests present.

169th Main Break Issue- No board action taken.

New Business

48th St and 177th Ave SE Water Main Potential Project- Rodney reported to the board that Manager Kemmis asked him to look into the potential for a project along 48th St SE and 177th Ave SE. Rodney presented a project information summary to the board. The proposed project includes the installation of 8" ductile iron main and slip lining of 6" AC water main in order to improve reliability and

reduce risk in this area as well as remove 500 feet of older 6" AC water main from service. Rodney said he would bring a more formal project proposal to the next meeting if the board thought the project was worth more consideration. The board verbally agreed to revisit the proposed project when a more formal proposal is provided by CHS.

163rd Ave SE Research- Manager Kemmis informed the board that he has asked Rodney to look into a potential project where Snohomish County would replace a culvert on 163rd Ave SE. This project would directly impact the Association because there is older AC main in that area and staff does not know the exact location of the main at the culvert. Staff was on site during county construction in August to protect facilities and was informed that they were completing a temporary repair to the culvert but that a permanent replacement project was being considered. Once more information is retrieved about this project the Association might consider replacement of facilities before or during the proposed project.

Booster Pump Station #1 Research- Manager Kemmis informed the board that he is looking into the potential of installation of more facilities at Booster Pump Station #1.

Call to Adjourn Meeting

Motion made by Vice President Jay Klicker, seconded by Secretary Matt Mead. The motion passes. The meeting was adjourned at 7:52 p.m.