

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

September 8th, 2020

The Three Lakes Water Association Board of Trustees held their September 8th, 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 7:10 p.m. by President Bob Bartell. A quorum was satisfied by other Board trustees in attendance: Vice President Jay Klicker, Secretary Ray Cox, Trustee Don Kemmis, and Trustee Doug Knorr. Treasurer Tyler Eshleman and Trustee Chad Davis were unexcused.

**Members, Guests & Employees-** Engineer Rodney Langer of David Evans and Associates, Inc., and staff member Kaila Klicker were 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 7<sup>th</sup>, 2020. Highlights of the monthly DEA report are summarized as follows:

**Flowing Lake Park Water Service-** Rodney reported that there are several items that are still in process for the closeout work for this Developer's Extension to be completed. He is supporting the developer Snohomish County as needed with the closeout work. Staff is attending bi-weekly meetings to support the developer and contractors during this project.

**48th and 177<sup>th</sup> Ave SE Water Main Potential Project-** Rodney reported that this project is still pending staff review of the draft plans.

**Booster Pump Station #1 Property Investigation-** Rodney reported that DEA completed a field survey and a draft initial base map was provided to staff for review. Results from the field survey are currently being reviewed.

**181<sup>st</sup> Water Main Replacement-** Rodney reported that a field survey and draft base map have been completed. Results from the field survey are currently being reviewed. There are some items that still need further investigation.

### **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 September 4<sup>th</sup>, 2020. Highlights of the monthly

manager report are summarized as follows: Staff informed the board that there have been multiple inquiries recently from individuals interested in the Association's ability to serve water to multiple parcels. One individual was provided a Developer's Extension application. Another individual inquired about a large parcel, 75 acres, who may need to also complete a DE application. An individual contacted the Association to inquire about water service to an address along West Flowing Lake Road in Snohomish. It appeared that the representatives who talked to staff believed that a water service had been installed for the address during a Developer's Extension completed in 2009. Association project documentation does not show any record of a water service being installed for the address. The official easement document was reviewed by Manager Kemmis and a copy of the document was mailed to the individual on September 2<sup>nd</sup>, 2020. Booster Pump Station #1 was disconnected by PumpTech, Inc. on August 28<sup>th</sup>, 2020 so their staff could investigate a leak at their shop. The pump was reinstalled on September 2<sup>nd</sup>, 2020 at no charge to the Association. The pump appears to be fully operational. PumpTech staff determined that the tolerance between the motor shaft and the impeller was unacceptable and caused a vibration which appeared to be the cause of the leak. Staff decided to attempt one additional repair to the pump to extend its lifespan. A quote was requested from PumpTech for a new unit like the current one for consideration. A leak at Booster Pump Station #2 has been repaired by staff. It appears that the unit will require additional maintenance soon. Manager Kemmis completed a census for the Department of Commerce related to the effects of the COVID-19 pandemic on the Association. The focus of the census was loss of revenues and policies to handle similar issues. Staff received invoices for the annual DWSRF loan payments. The loan payments are due by October 1<sup>st</sup>, 2020. Staff will prepare the checks to make loan payments for board signature. Staff updated the Policies and Procedures Manual to reflect the Assistant Manager's authority in the absence of the General Manager. Staff reminded the board that KeyBank will soon have the forgiveness application for the Paycheck Protection Program loan available. Staff and the president will continue to work towards completing the loan forgiveness application once its available. All staff members attended the virtual ERWOW Fall Conference to obtain CEUs. CEUs are necessary to maintain certifications with the Department of Health.

### **Approval of August 11<sup>th</sup> Board Meeting Minutes**

*Motion made by Trustee Don Kemmis to approve August'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 September 8<sup>th</sup>, 2020 (attached). Total funds on hand are \$1,447,256.07. One transfer was made for \$50,000.00 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- \$355,679.74

Capital- \$957,162.43  
Reserve- \$134,413.90  
Total Expenses- \$51,329.62

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

*Motion made by Vice President Jay Klicker 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 September meeting.

**Vice President-** No report.

**Secretary-** Ray reported that he signed checks and share certificates.

### **Old Business**

**Annual Meeting-** Staff informed the board that they are working to prepare for the Association's annual meeting. At the last board meeting the board agreed that staff should investigate options for virtually hosting the meeting and make a recommendation to the board at this meeting. Staff's recommendation is for Rodney with DEA to virtually host the meeting using Zoom. Hosting the meeting virtually will keep the Association in compliance with Governor Jay Inslee's Proclamation 20-28. A notice and ballots for the meeting were created and are being prepared to mail to the members. Members will vote via paper ballot while attending the virtual meeting and then mail the ballots to the Association. Staff will tally votes and announce election results at the following board meeting. The board verbally agreed with staff's recommendations for the meeting to be hosted virtually. Information about the meeting will also be posted to the Association website.

**Telemetry Upgrade-** Staff informed the board that the equipment and software installed during the Telemetry Upgrade project are currently working properly but that there are also still a few things that need to be done to complete this project. This includes the installation and configuration of the additional sensing points that will enhance the real-time capabilities of the SCADA system.

### **New Business**

**Fiscal Year 2019/2020 Financial Statement-** Staff informed the board that the 2019/2020 Financial Statement document was received by staff from the Association's CPA. Staff is working to review the document and emailed it to the

board for review on September 4<sup>th</sup>, 2020. Staff asked the board if anyone had questions about the statement. The board discussed the statement.

**Member Assistance Program-** Manager Kemmis informed the board that staff has been considering action for the Association to take when Governor Jay Inslee's Proclamation 20-23 becomes inactive. The Association currently has a Member Assistance Program that states that the Association will not charge late fees, disconnect water service due to nonpayment, and will work with members to lower outstanding account balances. He recommended that once the proclamation becomes inactive that members who are enrolled in the program, still owe a balance, and wish to participate in this additional segment of the program will be provided a payment plan option to eliminate this outstanding debt over a specified segment of time. They will then be responsible to make regular payments in addition to their normal bi-monthly residential water charges and fees with the goal to lower and pay off the balance owed at time of the proclamation becoming inactive. If a member sells their home during the repayment process than any remaining balance owed will be collected at that time. This proposed plan is similar what other utility companies intend to do. The board verbally agreed that it is a good idea and to move forward.

**President Announcement-** President Bartell informed the board that he is selling his home soon. The board thanked him for his service and discussed the need for new trustees, signers, and officers.

### **Call to Adjourn Meeting**

*Motion made by Trustee Doug Knorr, seconded by Trustee Don Kemmis. The motion passes. The meeting was adjourned at 7:53 p.m.*