



# Three Lakes Water Association Newsletter

April 2021

## Our Membership

Three Lakes Water continues to perform as a member owned non-profit Association. The Board of Trustees and Association Staff have completed many accomplishments within the past year. In January 2020, Staff supported the completion of a developer extension for Flowing Lake Park as part of the park's entrance revision. Approximately 391 feet of 8" ductile iron main was installed to replace 6" asbestos cement main that was previously installed within the park. In February 2020, the Association's supervisory control and data acquisition system was updated. This system controls the automation of pumps to deliver water to our members through the water distribution system. Since March 2020, Staff has continued to operate under a state of emergency based on the COVID-19 pandemic set by Governor Jay Inslee, the Department of Health and Snohomish County. As a purveyor of potable water to a population of approximately 2,000 people, we are considered an essential service within Snohomish County.

Measures were put into place for the workplace and employees so that we could continue to provide a reliable source of bacteria free drinking water to our members. We understand that it is critical for you to have this important resource available to you every day. In February 2021, we completed the replacement of approximately 1,700 linear feet of asbestos cement water main along Storm Lake Rd. It was replaced with 8" ductile iron water main, which has an estimated lifespan of 100 years and is less prone to failure. As of March 2021, the Association has a total of 870 members which consists of 862 full-time users, 3 charter members, and 5 non-users. The system continues to grow as extensions are completed and new services are installed. As our water system contains older asbestos cement main primarily installed in the 1960s, there are more leaks that are difficult to locate. If you see any suspicious or unusual surface water, please call the office at (360) 568-8022 or (425) 903-1601 after hours as it could be a leak.

## Consumer Confidence Report

The Association completed its 23rd annual water quality report in March of this year. It's purpose is to help our members understand where their drinking water comes from, what it contains, and how it compares to stringent state and federal water quality standards. The 2020 water quality monitoring results can also be found in this report. These results come from the City of Everett as they supply our drinking water. Of the more than 175 substances the City tested for this past year, most were not detected and those that were detected were found at levels far below the most stringent drinking water standards.

This report is available for download from our website and can be found at: [https://0ae51c63-8808-4dfb-aed4-07242f9b950d.filesusr.com/ugd/fcf7dd\\_4d18e359a81b457ab07e93991c07167a.pdf](https://0ae51c63-8808-4dfb-aed4-07242f9b950d.filesusr.com/ugd/fcf7dd_4d18e359a81b457ab07e93991c07167a.pdf). If you would prefer a paper version mailed to you, please let us know by calling and leaving a message at the office stating you would like to request a copy of the Consumer Confidence Report. You may also send us a note enclosed with your next payment with this request. Please take the time to read and understand this report. If you have any questions about your water, please let us know and we will do our best to help answer them.

## Monthly Board Meetings

In order for the Association to exist, we need interested Board Trustees. Monthly board meetings are currently held virtually due to the pandemic on the second Tuesday of each month at 7 p.m.

If you would like to attend a meeting to find out more about becoming a Board Trustee, contact the office for a virtual meeting link. Your input is appreciated and volunteering will help you and your fellow neighbors.

## *Protecting your Water Supply*

Washington State regulations require the Association to implement a cross-connection control program to protect the water system from any contamination. Auxiliary water supplies on or available to your premises are a potential source of contamination. Our program is operated by our entire staff as we are certified cross-connection control specialists by the Department of Health. We may require you to complete a cross-connection control survey which may lead to an on-site inspection. The Association has had several requests from members to install an irrigation system which ties into their existing service connection. As part of our program, documentation of the installation and an inspection to approve your connection is required. We understand this is a complicated subject so please feel free to call us if you have any questions.

The Association recommends the installation of a pressure regulating valve on all of our member's private residential water service lines. A properly installed and maintained PRV helps to isolate all of your plumbing and fixtures downstream of the point of installation. This helps to ensure that your house plumbing is not affected when water hammer occurs or we are performing other activities on the water distribution system. The installation and/or maintenance of all member's pressure regulating valves are the responsibility of the member per the Association By-Laws. As of February 14, 2017, the Board of Trustees has approved an in-home fire suppression sprinkler policy. This policy affects both existing and future members. Please call the office if you have an existing in-home fire suppression sprinkler or are planning on installing one in the future for policy information.

## *System Maintenance*

We will begin our annual flushing and valve maintenance this spring as is standard operations each year. You may experience cloudy water after a hydrant valve has been exercised as this is part of our flushing maintenance. To help clear up the water and evacuate the air, we recommend running your outside hose bib. After a few minutes, the cloudiness should subside. As part of our facility maintenance, we are also rebuilding approximately four hydrants or blow-offs per year. The goal is to extend the useful life of the facility at a lesser cost instead of replacing the full unit. In the process of completing capital improvement projects, additional fire hydrants have been installed to increase fire suppression capabilities for our members.

If Three Lakes Water Association has been granted an easement within the bounds of your property, we ask you to please keep the easement area clear of fences, shrubs, debris, trees or any other structures. The Association must have access to repair or replace water mains and services at all times. If you plan on any clearing, digging or construction within the easement area, please call Utilities Underground Location Center at (800) 424-5555 two days prior to your work. This will allow the Association to mark any and all locations of our facilities to help prevent potential damage to our infrastructure. We have focused more of our efforts towards specific maintenance as our facilities are aging and require additional care.

## *Emergencies*

If you witness anyone drawing water from hydrants, please contact the office to report it. Please get as much information as possible such as the license plate number on the vehicle, company name, time, date and location. This will help us in controlling unauthorized use of our water and reduce the potential of contamination to the water you drink.

For water system emergencies, contact the Association's General Manager, Donald Kemmis, at (425) 903-1601. If you have any questions about your bill, contact the office at (360) 568-8022. If our staff is unavailable, please leave a message with your name, service address, account number and the reason you are calling, and we will return your call as soon as possible.

## *Communicating with our Membership*

Our website can be found at [www.3lwa.org](http://www.3lwa.org). Members can find Association news updates, board meeting information, billing information, water quality data, as well as an online bill payment option.

Members can find Association news updates on our Facebook page. To stay informed about Association events, like our Facebook page at <https://www.facebook.com/ThreeLakesWaterAssociation>.

## ***Policies and Procedures***

On November 11, 2014, the Board of Trustees approved changing the Water Users Agreement to a Water Users Policy. This document applies to all members and describes the relationship and requirements between the member and the Association, as required by the By-Laws. Shutoff notices are mailed to all members with a balance above the Revenue Policy shutoff threshold on the first business day of each even month. If it becomes necessary for the staff to turn water off due to non-payment, a \$50.00 fee will be assessed. If water service restoration is requested outside of normal business hours and/or on a holiday, an additional \$45.00 fee will be assessed. Further details are listed on the shutoff notice.

As a long-standing policy, all of our members are required to keep their meter clear of dirt, debris and brush at all times. It is essential that we have access from the road as well as a diameter of three feet around your meter box. Proper access to your meter helps to ensure the safety of our staff and aids in keeping maintenance costs down. In emergency situations, especially at night, the ability for us to access your meter is crucial. It is also a benefit to you to know the location of your meter as it will help provide you ability to preserve your water resource should it become a necessity. A \$10.00 charge is assessed on your account for the first obstruction, \$50.00 for the second and \$50.00 for the third within one year. If you have any questions or concerns, please call the office.

## ***Paying your Residential Water Bill***

Our online bill payment portal has been updated. From this point on, all members who elect to use the online bill payment portal will need to enter their account number and water meter number to gain access. This information can be found on you residential water bill. Should you prefer to write checks, we ask you to mail your payment to P.O. Box 24, Snohomish, WA 98291. Please mail your payment with enough processing time so it is received by the due date.

The Board of Trustees established our Revenue Policy which prohibits post-dated checks from being accepted by the Association. When writing your check, please use black or dark blue ink and identify the account number you would like the payment to be allocated to. If your are paying towards multiple accounts, please identify the amount you would like allocated to each account. If you are paying electronically through your bank, keep in mind that a paper check is generated by the bank and mailed to the Association.

## ***Your Board of Trustees***

Your Board of Trustees conducts and approves Association business each month which allows the company to continue operations for the benefit of the Three Lakes community. The current Board of Trustees are:

- President-Jay Klicker  
Term expires October 2021  
President@3lwa.org
- Vice President-Tyler Eshleman  
Term expires October 2023
- Secretary-Raymond Cox  
Term expires October 2023
- Treasurer-Donald Kemmis  
Term expires October 2022  
Dkemmis@3lwa.org
- Alternate-Doug Knorr  
Term expires October 2022
- Trustee-Terra Nicolle  
Term expires October 2023

## ***Your Association Staff***

The present Association Staff consists of three employees. We operate and maintain office and business administration, repair and maintain water distribution main facilities, adhere to all federal, state and local regulations, and are the ones who respond to any and all water emergencies. Each one of us is certified by the Department of Health office of drinking water. We take pride in serving the community such an important resource. Your current Association staff members are:

- Donald Kemmis-General Manager  
WDM2, Cross-Connection Control Specialist
- Kaila Klicker-Assistant Manager  
WDM2, Cross-Connection Control Specialist
- Renee Clarke-Office Administrator/Field Technician  
Cross-Connection Control Specialist

## *Shares*

Shares are issued for an approved dwelling or place of use on a specific parcel. If you plan to subdivide a parcel served, please contact the Association to verify whether an additional share is needed.

If you sell your property, typically a final bill request is made by escrow to prepare your title documentation. Be sure to contact the office to verify that we have received communication from escrow for the transfer of your share.

## *Membership, Connection and Related Fees*

The current meter installation fees are:

- 5/8" meter - \$3,000.00 per connection
- 1" meter - \$3,500.00 per connection
- 1 1/2" meter - \$4,500.00 per connection
- 2" meter - \$6,000.00 per connection

The general facilities charges will become effective as of July 1, 2021. The new fees are:

- 5/8" meter - \$12,000.00 per connection
- 1" meter - \$18,000.00 per connection
- 1 1/2" meter - \$24,000.00 per connection
- 2" meter - \$42,000.00 per connection

Other membership, connection and related fees are:

- New share fee - \$500.00 per share
- Share transfer fee - \$100.00
- Developer Extension Manual - \$50.00
- Developer extension application and review - \$500.00
- Letter of water availability - \$100.00 per parcel
- Penalty fee for past due accounts - 10% assessed the 1<sup>st</sup> business day after the bill due date
- Non-sufficient funds - \$25.00 per occurrence
- Hydrant use permit - \$65.00
- Unauthorized use of water - \$500.00 per occurrence
- Penalty for not requesting a locate - \$50.00

## *Rates and Billing*

The current rates are based on a study completed in the year 2021 and were adopted by the Board of Trustees on January 12, 2021. The Board of Trustees reviewed the information and weighed many factors in their decision regarding rates. The new rates will become effective starting July 1, 2021. This means you will see this change on your September bill which encompasses July and August water consumption. The current Revenue Policy is available on our website at [www.3lwa.org](http://www.3lwa.org).

The newly adopted **bi-monthly** base rates are:

- \$134.00 for a 5/8" meter which includes 0-600 cf
- \$201.00 for a 1" meter which includes 0-900 cf
- \$268.00 for a 1 1/2" meter which includes 0-1,200 cf
- \$469.00 for a 2" meter which includes 0-2,100 cf

Each year, we work with our engineer to complete a review of our financial statements, the adopted budget for the current fiscal year as well as the forecasted operating and capital expenses for the next several years. The review is used to determine whether future rate increases are appropriate to cover the anticipated operating costs and increase the capital funds available for system improvements, including a long-range program for main replacement.

The new bi-monthly water use rates for a **5/8"** meter are:

- \$2.15 per 100 cubic feet for 601 cf to 1,200 cf
- \$2.40 per 100 cubic feet for 1,201 cf to 1,800 cf
- \$2.65 per 100 cubic feet for 1,801 cf to 2,400 cf
- \$2.90 per 100 cubic feet for 2,401 cf to 3,000 cf
- \$3.25 per 100 cubic feet for 3,001 cf to infinity