

# THREE LAKES WATER ASSOCIATION – ANNUAL MEETING MINUTES

October 5<sup>th</sup>, 2020

The Three Lakes Water Association Board of Trustees conducted the October 5<sup>th</sup>, 2020 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 Robert Bartell at 7:00 p.m.**

Other present Board Trustees: Vice President Jay Klicker, Treasurer Tyler Eshleman, Secretary Ray Cox, Trustee Don Kemmis, and Trustee Doug Knorr.

## **Members, Guests & Employees**

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

Renee Clarke, Staff Member and Recording Secretary

Kaila Klicker, Staff Member

Dan Bhatella, CPA

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

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

## **2020 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 11.40% in the last fiscal year (7/1/19 to 6/30/20) and 17.71% as the last three-year running average. The water purchased from Everett was 1.96% more than last year at a cost of 7.41% more, and the water used by Members was 2.66% more than last year. Staff maintained 24.5 miles of the water distribution system including 869 services, 142 hydrants, 168 valves, and 25 blowoffs. Staff completed 62 share transfers and 6 new shares were issued in the last fiscal year. The Telemetry System Upgrade project was completed, which will allow a more reliable and efficient structure to monitor and control the water system's pumps and daily operations. Verizon paid the Association \$20,480.76 for the cell lease.

#### **Dan Bhatella CPA (see 2020 Fiscal Year Financial Statement)**

Dan Bhatella introduced himself to the members in attendance and provided the financial report to the Association. Dan Bhatella 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 \$4,604,629 in equity, \$748,309 in debt, Revenue vs. Expenses \$72,567, and \$1,432,290 in cash.

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

Don Kemmis and Kaila Klicker presented other news. The Association devised a strategy to maintain a consistent ability to serve water during the COVID-19 pandemic. The strategy included confirming the accuracy and level of details within operations, and enacting management and documentation to allow others to take over the Association should COVID-19 affect its workforce. The following updates were made to stay in compliance with Governor Jay Inslee's Proclamation 20-25: staff working remotely, cross-training staff for redundancy of operations, a secondary level of command was established, safety protocols were established, the Emergency Response Plan was updated, the Member Assistance Program was created and updated, and the Continuity of Operations Plan was and continues to be updated as needed. The 169<sup>th</sup> Ave SE Capital Improvement Project was completed, which replaced approximately 500 linear feet of 6" AC main with 2" HDPE main. The 153<sup>rd</sup> Ave SE Capital Improvement Project was completed, which replaced approximately 210 linear feet of 2" PVC main with 8" ductile iron main. The Flowing Lake Park Developer Extension (DE) is still in process. This DE will replace approximately 391 linear feet of 6" AC main with 8" ductile iron main. The 48<sup>th</sup> St SE Capital Improvement Project design was completed. This project will install approximately 520 linear feet of 8" ductile iron main and replace 250 linear feet of 6" AC main with 2" HDPE main. There were three main breaks that were repaired this fiscal year. Staff continues to monitor the water system for leaks and breaks. The Operations and Management Manual and Emergency Response Plan were updated. The Association's website, Facebook page, and online payment system continue to be improved to increase communication with the membership. The Association has prioritized the Comprehensive Water System Plan's plans for replacement of aging infrastructure to reduce the amount of water loss and the cost of repairs.

### **Trustee Vacancies**

Trustee Positions 1 (presently Ray Cox), 2 (presently Tyler Eshleman), 3 (presently Chad Davis), and 6 (presently vacant) are open due to expiring terms. The Appointment and Election of Board of Trustees Policy was shown and read for all meeting attendees to review. Don Kemmis nominated Ray Cox to serve as Trustee. Kaila Klicker nominated Terra Nicolle to serve as Trustee. Jay Klicker nominated Tyler Eshleman 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 13<sup>th</sup>, 2020.

### **New Trustee Voting Results**

The board president will announce voting results at the next regular board meeting on October 13<sup>th</sup>, 2020. 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 7:37 p.m.