

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – September 20, 2022

The meeting called to order AT 6:33 PM by Board of Trustees President, Kim Gudgel

IN ATTENDANCE:

Board Members: Kim Gudgel, Adam Bursell, Craig Thompson, Marc Lebeau

GUESTS/Members: Theresa Regimbal, Elizabeth Johnson, Roberta Hanson, Ron Erue, Sherri Klotz, Channa Bursell, David Melton

Employees: Eric Hentila, Acting Manager (Paul Lucas on Vacation)

ABSENT: Ron Crow, Karri Chase

MINUTES:

The minutes for the August 16, 2022 meeting were reviewed and a motion to approve was submitted by Craig Thompson, it was seconded by Adam Bursell. The **vote** was unanimous for approval and the Motion was carried.

TREASURERS REPORT:

There was no Profit & Loss Report and a Balance Sheet available at the meeting. Marc Lebeau recognized the countless volunteer hours that have been expended by Karri Chase and Sherri Klotz, restoring order to the book-keeping records of the Association. Mentioned the acknowledgment that was posted in the local newspaper. (Unfortunately, Marc had not obtained prior approve to have Ms. Klotz named published publicly, and he apologized for that, after it was pointed out.)

Marc Lebeau presented what had been done over the last few days regarding the posting of two positions for hire at the Association: A Bookkeeper and a Utility Office Manager. Both were posted on ZipRecruiter. Asked if we could first approve the formation of a new employee position, as the Board had not officially voted on it after making the pitch last month. After some discussion, a motion was made to create the new position. It was seconded by Kim Gudgel and it was brought to a vote, where the motion was unanimously approved.

Before the meeting, Marc Lebeau had distributed 6 resumes (3 for Bookkeeper and 3 for a Utility Office Manager - UOM). At the meeting he distributed a revised resume for one applicant, and the list of references for two of the UOM. Also included was a template for questions to pose to the references. Kim Gudgel and Craig Thompson volunteered to conduct phone interviews. Kim Gudgel took the third set with him, stating that he thought that Ron Crow would be able to help with the third set. Adam Bursell proposed that we should consider a salary vs. an hourly wage for the new UOM. Marc Lebeau asked the Board whether they wanted to keep the ZipRecruiter account open until we make the two hires,

or close it down now. The current rate of the postings would cost the Association \$25/each per day. (They bill when the invoiced amount reached \$500) There seemed to be a majority of Board Members that wanted to keep it open, in the interest of identifying more candidates.

Marc Lebeau reported that a proposal had been received for a housekeeping service to provide a monthly cleaning of the office. The service was offered at \$150 for the effort. There were no objections to moving forward with the arrangement.

Marc Lebeau reported on his analysis of the Banking Institutions which had been distributed to the Board beforehand. There was some discussion about the proposal and an alternative plan was proposed as follows: Close BECU Checking (7226), Close US Bank (7220), Close Union Bank (8534) and (8542) and transfer those amounts into the BECU Savings Account (7151). Kim Gudgel made the motion to approve as amended. Adam Bursell seconded that motion. The **vote** was unanimous; Motion carried.

Marc Lebeau mentioned that the Chase Bank VISA Credit Card that was formerly personally guaranteed by Mr. Bruce Black was now closed. However, there was an inexplicable charge of \$1,041.89 now due. The charge was ambiguous in its description. Sherri Klotz recognized the amount as something that we paid last year to "LogMeln" which is part of our remote water monitoring system.

ACTION ITEM: (Marc) Contact LogMeln and get them to re-direct billing to our active Key Bank Credit Card.

Kim Gudgel pointed out that we had developed a new Employee Orientation Check-list and that Marc Lebeau had combined input from those that offered and sent it to the Board for review.

Guest/Member and Office Volunteer, Ms. Sherri Klotz provided the Board with copies of a 14-page report that she had assembled after working in the SLWA Office for 13 days. They appeared to be a collection of observations of improper bookkeeping in the past. She apologized for not making the report available to the Board Members before the meeting. She DID highlight a few items of noteworthiness including the recommendation to secure a Lock Box with our partner bank to receive customer payments directly. She recommended that SLWA stop accepting checks and cash at the Office. There was support mentioned for the formation of a new Office Manager position along with a Bookkeeper.

The report that Karri Chase provided to the Board via e-mail before the meeting was acknowledged. Kim Gudgel read the Proposal that Karri had submitted requesting that she be paid (at a discounted rate) for any further Bookkeeping work that SLWA needed to have her accomplish.

Guest/Member Roberta Hanson asked about how long the Board Members have been in their positions, which was answered. As a former Board Member, Ms. Roberta Hanson expressed bewilderment about how the Association had come to having so much “chaos” in the management. That was followed with some lively discussion and an admittance that we didn’t have a current annual budget from which we were operating.

Guest/Member Mr. Ron Erue asked about whether a probationary period was imposed on new hires. Marc Lebeau responded that nothing in writing had been made to the last new hire, Mr. John Moehrle. Kim Gudgel mentioned that we are an “At Will” organization that could terminate without cause.

WEBSITE REPORT:

Adam Bursell reported that he was able to post several Meeting minutes to the SLWA Web Site, but the process was not intuitive. He reported that making changes was still not an easy option and the web management contractor wanted to sell SLWA a maintenance contract. Kim asked about e-mail access and he was told that there was a 90-day waiting period before they could purge former users and replace SLWA as the owner, and it still had not expired. The HostGator contractor needed contact from Paul Lucas before anything could be changed.

ACTION ITEM: (Paul) Contact website contractor, HostGator to provide an update.

MANAGERS REPORT:

Eric Hentila was present (Paul Lucas was out of town) and reported on progress for the following items: Truck not quite ready for transfer. ID Cards – Arlington’s machine not available to us. Suggestion made to have them produced commercially. Having uniform outer-wear produced with the SLWA logo. Security Camera system needs an electrician to install outlets for the DVR. Back-up generators still need tanks for Propane. Long lead time to buy. Kim Gudgel asked about Natural Gas from PSE.

ACTION ITEM: (Eric Hentila) Contact PSE to determine which sites could be served by Natural Gas. (Can convert the GEN’s to operate on it vs. Propane.

Guest/Member Ron Erue asked whether we were also waiting on Electrical Permits. Eric said that the project lacked the permitted installation of a transfer switch and the associated wiring; they have not yet obtained the permits.

OLD BUSINESS:

Kim Gudgel asked Adam Bursell whether we could post Board Member solicitation on our website. Adam expressed discomfort in his ability to do that on the SLWA website. A suggestion was made that we include an advertisement in the Ballots that will get mailed out in a couple of months.

ACTION ITEM: (Marc) Develop a written advertisement for membership on the Board of Trustees.

Kim Gudgel mentioned a need to work on a New Member “Welcome Aboard Package” but it would need to wait until other more pressing matters were addressed.

NEW BUSINESS:

Kim Gudgel had planned to discuss need for an Civil Engineering firm (brought up in previous meeting) but given the lateness of the meeting, he tabled the issue for a future meeting.

OPEN DISCUSSION:

Guest/Member Roberta Hanson had questions about “Water Rights” that were currently in-place and reported on a recent development involving the Tulalip Tribe and their inclination to take on additional service areas.

Guest/Member Sherri Klotz recommended that Board Members obtain training from the State on the rules governing NPO’s. She mentioned that it was free of charge and she offered to send an internet link to the resource.

Guest/Member Ron Erue provided copies of a 7-page narrative to the Board Members on a multitude of areas where the SLWA’s organization could improve. There was a suggestion that the blame for current dysfunction should be equally shared between the Management of the SLWA and the Board of Trustees. The narrative was represented as a random collection of identified problems but few proposed solutions. From a quick glance, some of the broken processes reported were identified in the reports from Karri Chase and Sherri Klotz. Others had not been reported to the Board before and were illuminating. There was considerable discussion on this topic. Ron Erue expressed frustration that despite his requests, he has STILL not received a copy of his User Agreement.

President Kim Gudgel read a pre-prepared letter to the Board wherein he declared his intention to not seek re-election to the position of SLWA Board President and expressed his desire to transition to a less stressful phase of his retirement.

Ms. Roberta Hanson mentioned that they had similar problems many years ago when she was a SLWA Board Member, saying that some Board Members quit for similar reasons. She also mentioned that while she was on the Board, they had produced Employee Handbooks and Position Descriptions. She was surprised that they no longer existed.

Adam Bursell asked Eric Hentila if he was aware of any equipment that they needed to do their job more effectively. Eric Hentila mentioned some specialized pipe locating equipment that could more effectively locate Concrete/Asbestos pipe (which he said was the majority of our system). A motion was made to

authorize Eric Hentila to research and purchase such equipment at about \$10K +/- 10% variance. Adam Bursell made the motion to approve. Kim Gudgel seconded that motion. The **vote** was unanimous; Motion carried.

ADJOURN: 9:00 PM

Submitted by: Marc Lebeau, Secretary-Treasurer