

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes February 15, 2022

The meeting was called to order by Kim Gudgel

IN ATTENDANCE:

Board Members Present: Kim Gudgel, Craig Thompson, Ron Crow, Greg Jensen

Board Members Absent: Bruce Black

Employees: Paul Lucas

GUESTS:

Ron Erue, Cheri Klotz, Adam Bursell

MINUTES:

The minutes for the January 18, 2022 meeting were corrected to state purchase of Ford truck was approved; motion to approve by Craig Thompson, seconded by Greg Jensen, approved unanimously.

TREASURERS REPORT:

Paul presented the report, discussed Income Statement, higher wage cost due to former employee injury. Status of Year End Audit: almost complete

WEBSITE REPORT:

A guest commented that the site appeared to be under construction and without the ability to pay bills and questioned why it contained public access items that are free.

MANAGER REPORT:

Meter Reading Audit: We are using the *Billing Exception Report* (from low to high and three-month estimates) to correct estimated and any incorrect meter readings.

We will be using loaned contract labor from Forest Land Services to install new meters.

OLD BUSINESS:

- Board Openings:
Adam Bursell again volunteered to be on the board (he had previously offered to fill a vacant position at the annual meeting). He spoke about his background, and the board felt he would be a good fit. Motion to put him on the board by Greg, seconded by Craig. Adam was approved for board membership unanimously.
- Lock Bids: Paul will obtain a third bid on the Pass Code Locks.
- Office Hours: Motion to approve 9 AM–3 PM office hours by Craig Thompson. seconded by Ron Crow; approved unanimously.
- Gate Sign: Greg moved to approve a 3' by 5' sign to be located on the gate. Board asked Paul to obtain two bids; sign would include Seven Lakes graphic, phone

number, website, office hours, and have the possibility to note meeting days and/or cancelled meetings. Second by Craig; approved unanimously.

NEW BUSINESS:

- Paul will appoint Eric to the role of Acting Field Supervisor.
- The board will form a committee to update/develop:
 - Position Descriptions and develop procedures for all positions and set up a salary plan for each position;
 - Update the Employee Handbook;
 - Develop a draft Discipline Policy to be reviewed by our Attorney.

Guests contributed to the meeting throughout, allowing for discussion and interjection of suggestions for improving communication with association members..

Meeting was Adjourned at 7:45 PM.