

SEVEN LAKES WATER ASSOCIATION, INC. -

Board Meeting Minutes – January 17, 2023

The meeting called to order AT 6:30 PM by Board of Trustee President, Bruce Holen.

IN ATTENDANCE:

Board Members: Keith Krueger, Marc Lebeau, Karri Chase, Bruce Holen, Andrew Springer, Bryan Gregory

GUESTS/Members: (0)

Employees: Paul Lucas (OPS Manager), Deana Sweet (Office Manager)

ABSENT: Mary Jo Lake (Excused Absence)

MINUTES:

The meeting minutes for the January 05, 2023 meeting were reviewed and a motion to approve was submitted by Andrew Springer, it was seconded by Bryan Gregory. There was no discussion. The vote was unanimous for approval and the Motion was carried. The Secretary and the President signed a copy for the official record.

OPS MANAGERS REPORT:

Paul Lucas previously provided the Board President with notes with updates on various projects and current and future plans. They are summarized below:

Wireless Meter Installation: Total Project Complete: 34% (Last Month 30%)
Installed this Month: 81 (As of this date)
Installed Last Month: 62
Total Installed: 750
Meters on Order: 1,000 (250/2-months)

Emergency Generator Installation: Total Project Complete: 40% (last month 35%)
Generators Delivered: 02
Generators installed: 02
Propane Tanks Delivery: 03
Generators Wired: 01

Propane tanks (500-Gallon) are filled at Lake Loma, Tank 6 and Office Building.
Trenching between Propane Tanks and E-Gens pends completion all three sites.

Paul Lucas reported on a water main break that occurred on 22 December, 2022, which initially left many customers with low water pressure and or no water. A contractor was called in to support the repairs with additional labor and some rented equipment. By 4:00PM next day, the system had been restored. Despite short notice, a generous bid from PLE, LLC allowed for a total repair cost of less than \$5,000.00.

Bruce Holen discussed the familiarization tour of the system for the Board Members that occurred on 01/12/23. Recommended it for the future to those who could not attend.

OFFICE MANAGERS REPORT:

Deana Sweet provided an update with details on the following:

Billing Cycle: Billing is on track and up to date.

Accounts Receivable: PH1: \$23,837, PH2 \$32,541, PH3 \$477 outstanding

Banking Access: NW Plus Credit Union Accounts closed (Savings, CD).

Funds will be directed to Account at Heritage Bank.

Audit: Still have a few data elements to provide to Accountant.

(Unsure if they will delay his 1/18 deadline for final 2021 Report)

Escrow Closings: Backlog reduced to 11 outstanding.

Still looking at replacement AR Programs; Criticality increased as current system is experiencing challenges.

WA State Report returned for updating to new required form. (Marc for action)

TREASURERS REPORT:

Karri Chase provided a Profit & Loss Statement and a Balance Sheet. After a few minutes of review, Karri determined that the reports were in error and collected the copies. She promised to have revised versions prepared and provided to Board Members in the next day or two.

Bruce Holen asked for clarification on when we would be ready to start collecting the data for the 2022 Audit. Both Karri Chase and Deana expressed that once the final numbers are provided for 2021, it will be very easy to query the database for the information needed. Deana expressed to Mr. Hernandez that they could book a time for him to come to the Office and physically review the 2022 records.

SECRETARY'S REPORT

Marc Lebeau requested the user name and password for the SLWA's enrollment in the American Water Works Association. Their website may contain resources that the SLWA Personnel and/or Facilities Committees can use. Paul provided.


PERSONNEL COMMITTEE REPORT:

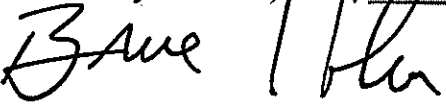
Bruce Holen reported that Paul Lucas has agreed to remain available to SLWA in a reduced capacity after some family time in Eastern WA. Bruce thanked Andrew and Keith for their efforts in securing a compromise solution to Paul's somewhat surprise retirement announcement. Mary Jo will be away for the immediate future and Keith Krueger has stepped in to help the Personnel Committee, but views the task of replacing Paul to be significantly less critical now.

NEW BUSINESS:

Bruce Holen asked for other comments. None made.

ADJOURN: 7:00 PM

 2/21/23
Submitted by: Marc Lebeaut, Secretary-Treasurer

 2/21/23
Certified to be a True Copy by: Bruce Holen, President