

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – 18 July, 2023

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

IN ATTENDANCE:

Board Members: Bruce Holen, Keith Krueger, Marc Lebeau, Mary Jo Lake, Bryan Gregory, Leslie Magnuson

GUESTS/Members: (2) Cheryl Bailey; Karri Chase

Employees: Eric Hentila (Ops Manager), Deana Sweet (Office Manager)

ABSENT: None

MINUTES:

The minutes for the June 20, 2023 meeting were reviewed and a **MOTION** to approve was submitted by Bruce Holen, it was **SECONDED** by Mary Jo Lake. 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:

Eric Hentila provided the Board a written report and it is attached to these Meeting Minutes. It was reviewed during the meeting and any questions from Board members were answered to their full satisfaction.

OFFICE MANAGERS REPORT:

Deana Sweet provided the Board a written report and it is attached to these Meeting Minutes. It was reviewed during the meeting and any questions from Board members were answered to their full satisfaction.

The Operations Manager and the Office Manager voluntarily departed the meeting after making presentations and answering questions.

TREASURERS REPORT:

Karri Chase submitted a letter of resignation from the Board of Trustees, dated June 23, 2023 effective immediately.

Bruce Holen reminded the Board that Deana had provided advanced copies of the Profit & Loss Statement (June 2023, and FY- June 30, 2023) and a Balance Sheet (FY – June 30 2023) to the Board Members prior to the Meeting.

Bruce spoke with Mr. Paul Hernandez, CPA from the public accounting firm: Langabeer, McKernan, Burnett & Co. (LMBC) to discuss plans to brief the Board on the 2022 audit and begin the 2023 audit. He signed the authorization for LMBC to submit IRS Form 990 (Annual Information Form) to the IRS on our behalf before July 15, 2023 (due date).

SECRETARY'S REPORT:

Marc Lebeau brought up the following issue: With the resignation of Karri Chase as a Board Member and our Treasurer, the Association has a need to remove her from all SLWA Bank Accounts. Marc offered a **MOTION** to remove Karri Chase from all SLWA Banking Accounts. The motion was **SECONDED** by Bruce Holen. Discussion followed. Vote: 5 Yes, 0 No. Motion carried.

Marc Lebeau raised the issue that there were tasks that Karri Chase was working on that required re-assignment. The POC for Robert Half & Associates (temp account reconciliation) was changed over to the Secretary. The Secretary will receive billing invoices and Deana Sweet will verify Tamara Callahan's on-line timecard. There was discussion about other possible unfinished Treasurer business.

Action Item: (Bruce Holen) Engage with the member having payment plan issues and resolve with Office Manager. Report back to the Board on the completion/outcome.

Since last meeting Marc added Keith Krueger to 2 On-line Accounts at BECU. He added Keith Krueger and Bruce Holen to our 1 on-line account at HERITAGE BANK. User names and temp passwords were provided to each. Neither reported receiving that information.

Action Item: (Marc Lebeau) – Resend User Account Information.

Marc thanked Mary Jo for establishing a private file cabinet for the safekeeping of confidential and PII-sensitive Board files and notes. This file cabinet is for Board Use only. Mary Jo Lake (Personnel Committee) and Board Secretary both have keys to the cabinet should any Board Member desire access to certain files. (MJ has Key #1, Marc has Key #2; there are no other keys.)

A short discussion followed about what sort of information would be kept in the locked, file cabinet. There was agreement with a need for safeguarding the sensitive & private information.

FACILITIES COMMITTEE REPORT:

Progress on the WSP by DCG is on-going. They have requested, and both Deana and Eric have provided - scores of historic documents needed for the report. Their first progress payment was stolen from our out-going mailbox at the street. Deana stopped payment on the check and a replacement check was cut and hand-carried to the Arlington Post Office by Marc. Keith Krueger asked about the desired format for the data being requested. He believed that any data in .pdf format would need to be resent to DCG.

Action Item: (Keith Krueger) Contact DCG to confirm which data sets remained outstanding and confirm the file format desired.

NEW BUSINESS:

Office Manager POC: Bruce Holen raised the issue of re-assigning a Point of Contact (POC) for the Office Manager. This person is the primary "touch point" for direct communications from and to the Board of Trustees for the Office Manager. His inquiry

with Mary Jo Lake revealed a willingness to take on the role if elected. Bruce offered a **MOTION** for the Board to Elect Mary Jo Lake as the new POC for the Office Manager. The motion was **SECONDED** by Marc Lebeau. Brief discussion was followed by a vote: 3 YES, 0 NO, 2 Abstained. Motion Carried.

Board of Trustee Treasurer: Bruce Holen brought up the issue of electing a new Treasurer for the Board of Trustees. His inquiry with Leslie Magnuson revealed a willingness to take on the role if elected, and copies of her resume were circulated to the Board Members. (It outlined significant business management experience.) Bruce offered a **MOTION** for the Board to Elect Leslie Magnuson as SLWA Board of Trustee Treasurer. The motion was **SECONDED** by Mary Jo Lake. Brief discussion was followed by a vote: 5 YES, 0 NO. Motion Carried.

In conjunction with this newly elected position, the Board approved the action to add Leslie Magnuson to the Seven lakes Water Association Bank Accounts (Savings, Checking and Certificates of Deposit) for the performance of her new duties.

COMMUNICATIONS COMMITTEE REPORT:

Bruce Holen brought up the issue of a perceived need to send out another post card update to our members. The following items discussed that would be considered for inclusion: (1) WSP, (2) New Ops Manager, (3) Up-coming Board Elections, (4) Current Board Opening for someone with accounting experience, (5) CUSI Billing Program, (6) Employee introduction.

Action Item: (Keith Krueger) Coordinate the collection of articles for the post card; distribute cost data for Board awareness via e-mail.

Marc Lebeau raised the issue of the upcoming Board Elections and reviewed the efforts required for last's year's event. According to Article VI of our By-Laws - all ballots will be counted at the Annual Meeting (Scheduled for 04 NOV, 23). This prompts a need to ballots returned to the Association by 01Nov, 2023, which equates to sending out ballots to members in early October. New ballots will need to be formed, printed & mailed at least 30 days prior to that: (01 Oct, 2023). There was a need identified by the previous Board to improve the clarity of the ballots. Bryan Gregory volunteered to lead the efforts to examine the current process and make timely recommendations to the Board on improvements.

Action Item: (Bryan Gregory) Work with Office Manager to coordinate the Annual Election of Trustees in November, 2023. Provide recommendations to the Board on improvements to the ballots and process.

Action Item: (Marc Lebeau) Provide the list of Board Positions with duration of remaining terms to Bryan Gregory, with copies to the Board.

GUEST/MEMBER COMMENTS:

Mrs. Cheryl Bailey addressed the Board with a complaint on the assessment of late fees to her account and the way they were being addressed.

Karri Chase (former Treasurer) addressed the Board with concerns about disparaging accusations she had heard - about her actions as a Board Member.

As a rule, the Board would not speak to member concerns brought up at a regular meeting, but would instead – listen intently and take the matters under advisement for future deliberations and/or Board action.

ADJOURN (8:00PM) to a Special Executive Session of the Board of Trustees to discuss Personnel Policy issues.

ADJOURNED (9:35PM) the Special Executive Session of the Board. A Regular Meeting of the Board of Trustees was resumed at that time to offer motion(s) and/or to vote on any residual issue(s) at hand.

Marc Lebeau offered a **MOTION** to remove, discontinue and never restore without Board approval, any program or device that can access SLWA electronic files from outside the premises of the SLWA offices. The motion was **SECONDED** by Bryan Gregory. Discussion followed. Vote: 5 Yes, 0 No. Motion carried

ADJOURNED (9:43PM) The Regular Meeting.



8/15/23

Submitted by: Marc Lebeau, Secretary-Treasurer

Certified to be a True Copy by: Bruce Holen, President



for B.H.

Seven Lakes Water Association
OPS MANAGERS REPORT:

For 18 July, 2023

Meter Upgrade Project	This Month	Last Month
New Radio-Read Meters Installed	94	105
Total Radio-Read Meters Installed	1,283	1,189
Project Completion	58%	54%

EPA PFAS Sampling: Next sampling, July. Test results for the first round of EPA UCMR5 (Unregulated Contaminant Monitoring Rule 5) have been reviewed.

All analyte results for the first sampling are shown as: <MRL – All Analyte results are Less Than EPA's current **Minimum Reporting Level**.

(MRL Definition- The minimum concentration that can be reported by a laboratory as a quantitated value for a method analyte in a sample following analysis.)

Other State/Federal Mandated Water Testing:

- Distribution By-Products (DBP)- Completed. Test results received and submitted to DOH for compliance.
- Lead and Copper- Completed. Letters with results have been provided to all participating members.
- Coliform- Monthly (July test results: 0 contaminants noted).
- Chlorine concentration- Daily (No negative reports).

State DOH System Reporting:

- Distribution System Residuals – Reports submitted for June.
- Consumer Confidence Report- Completed and submitted on time to all members of the association. The required DOH Certification form and a copy of the CCR have been submitted to DOH to meet compliance.
- Lead and Copper- The required DOH Certification form and a sample copy of the L&C letter have been submitted to DOH to meet compliance.

Utility Locate Requests	This Month	Last Month
Emergency Locate Requests (Requires O/T)	02	03
Routine Locate Requests (Does NOT require O/T)	24	45

PRV Station maintenance:

We are currently working with one of our vendors to provide us with a quote for maintenance rebuilds of our 8 PRV (Pressure Reducing Valve) stations.



Office Manager Report July 20th Monthly meeting

1. Outstanding AR as of 7/13/2023 (current invoice balances not included)

- Phase 1
 - \$12,141.00
 - 74 members 30-60 days late
 - 74 members from above are also 60-90 days late.
 - 25 members from above are also 90-120 days late.
 - 14 members from above are also 120+ days late.
- Phase 2
 - \$13,040.11
 - 124 members 30-60 days late
 - 23 members from above are also 60-90 days late.
 - 23 members from above are also 90-120 days late.
 - 11 members from above are also 120+ days late.
- Phase 3
 - \$5,570.00

2. Miscellaneous Items

- Shut-Offs
 - Late fees and shut offs have been suspended by the board.
- The Audit for 2021/2022 is ongoing
- We will be starting the process soon to get all the data added to the new billing program CUSI

Thanks,

Deana Sweet
Office Manager