

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – March 21, 2023 - RevA

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

IN ATTENDANCE:

Board Members: Marc Lebeau, Karri Chase, Bruce Holen, Mary Jo Lake, Bryan Gregory

GUESTS/Members: (0)

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

ABSENT: Keith Krueger (Excused Absence)

MINUTES:

The minutes for the February 21, 2023 meeting were reviewed and a motion to approve was submitted by Marc Lebeau, it was **SECONDED** by Bryan Gregory. 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 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: **42%** (Last Month 38%)
Installed this Month: 73 (As of 3/17)
Installed Last Month: 94
Total Installed: 917
Meters on Order: Received 250 meters on 2/16.
(Early shipment arriving next week – stage in shop)

Emergency Generator Installation: Total Project Complete: 75% (last month 50%)
Generators installed: 03
Propane Tanks Installed: 03
Electrical Connections Done: 02

Loma Tank Genset: All aspects of installation are complete; Operational.

Tank 6: All aspects of installation are complete; Operational.

Office Building: Genset & Propane tank in-place. Trenching & conduit complete. Electrical contractor plans to complete install on 3/23.

PFAS Sampling: Federal EPA requested voluntary well samples to test for “Forever Chemicals” The first of two phases were completed on 01/23. It will be followed by a second sampling in mid-year. We are awaiting the results from Phase One.

Other State/Federal Mandated Water Testing:

- Nitrates – Completed 3/20. Results expected early April.

- Lead & Copper – June 2023
- Coliform – Monthly
- Chlorine Concentration - Daily

Uni-Directional Water Main Flushing: Maintenance project began 3/19. Goal is to flush all dead-end portions of our system semi-annually. (Spring/Fall). The QTY of gallons flushed and the residual chlorine detected are recorded at each location.

Eric reported that the SLWA 2011 Chevrolet Silverado pickup trucks in our parking area was vandalized on Sunday night, around 11:00 PM, having its catalytic converter stolen. Snohomish Cty Sheriff notified. Plan to download security camera footage to assist with apprehension.

OFFICE MANAGERS REPORT:

Deana Sweet provided an update with details on the following:

Billing Cycle: Billing for Phase 2 & 3 (Commercial) began in February.
187 Members were charged FEES assessed at \$1,496.00 for LATE payments of the February Invoices. Advanced Notices provided on Billing Statements.
 Billing Cycle for Phase 1 will begin in March 2023.
 Accts Receivable: PH1: \$22,592.71, PH2 \$26,437.32, PH3 \$110.43 outstanding.
 Banking On-line Access: All accounts.
 Received new VISA Credit Cards from Chase Bank.
 Returned Mr. Gudgel's Master Card; he closed the account.
 NW+ Credit Union needs Meeting Minutes to finish account closeout.

Safe Deposit Box at Key Bank was closed. Contents (documents) retrieved and scanned. Placed on MS Teams platform for easy Board member access.

The SLWA Website has been updated with a new framework that allows Deana to make edits without outside intervention. (A huge success story!) She is inviting all Members to examine and provide constructive feedback.

SECRETARY's REPORT:

Nothing Significant to Report (NSTR).

TREASURERS REPORT:

Karri Chase provided advanced copies of the Profit & Loss Statement (Sept 2022 – February 2023) and a Balance Sheet (as of February 28, 2023) to the Board Members prior to the Meeting. It was reviewed; questions were posed; answered appropriately.

Karri Chase offered a **Motion** to move forward with execution of contracted services (Robert Half & Associates) to provide accounting services to perform monthly reconciliations for our accounts in order to remain GAAP compliant. Cost estimates were discussed. Karri estimated approximately 4 hours of effort a month were needed, and that she would sign off on their efforts at invoicing. Bruce Holen asked Karri to identify the deliverables. Karri explained that the deliverable would be a completed

Reconciliation Report every month. The motion was SECONDED by Bruce Holen. Discussion followed. Vote: 5 Yes, 0 No. Motion carried.

Karri Chase brought up the fact that there are no checks and balances on payroll. She mentioned a fiduciary responsibility to ensure that work hours submitted and amounts paid as wages are accurate. Presently, employees turn in hours they enter independently on varying time sheets. There is no standard time sheet in use, and no one signs off on hours. Karri had researched some options, including a fingerprint time clock and mobile check in if employees start work before reaching the office. The Board agreed it was an issue worth further discussion and research. It was suggested that everyone think about the situation, decide if there is a need, and possibly research other options.

ACTION ITEM: Karri Chase. Provide info on proposed time-clock documentation product for Board Member's review.

Bruce Holen asked about when we should expect the in-person de-brief from auditor Mr. Paul Hernandez (Langabeer, McKernan, Burnett & Co.) Karri said it would be arranged after May 2023, and she would ensure that it was included in a future meeting agenda.

Karri Chase offered a **Motion** to close ALL the NW+ Credit Union Savings/Checking/or CD accounts, and withdraw any residual funds. The motion was SECONDED by Marc Lebeau. Discussion followed. Vote: 5 Yes, 0 No. Motion carried.

FACILITIES COMMITTEE REPORT:

Marc lebeau reported that a Committee Meeting was held on 03/08 (at SLWA Offices). We met with Mr. Jeff Tasoff and Mr. Kelly Evans, interested contractors From Davido Consulting Group to discuss revising our outdated Water System Plan. We discussed at length what is required in the process. We have identified two other Contractors that do WSP's. Contacted SvR Design Co. (Seattle) that prepared our 1999 Report. No response. Received a "NO BID" from Engineering Firm that did our last Report (WR Consulting). He is retired.

We have asked both Contractors to have their cost proposals provided to the Facilities Committee by 14 APRIL, 2023. The Committee will meet before the 4/18 meeting to discuss; hopefully present a proposal to move forward with one of the contractors.

Marc Lebeau distributed a Formalize list of Facility Committee Projects for Board Review. He invited feedback from Board members. Karri Chase requested "ball park" estimates for the projects (when available) for her on-going Budget Preparation efforts.

PERSONNEL COMMITTEE REPORT:

Mary Jo Lake provided advanced copies of DRAFT Employee Job Descriptions (03) to all Board Members prior to the meeting. Discussion followed. Marc Lebeau provided

written feedback on the OPS MGR JD and said he had not received the drafts in sufficient time to allow for the review of the other two Job Descriptions.

Mary Jo reviewing the Employee Handbook for improvement opportunities. It was mentioned that the City of Arlington had a favorable format for such a document and MJ was reviewing it for possible use at SLWA.

Bruce Holen mentioned that the recruiting efforts for a new Operations Manager now include a posting on the American Water Works Association (that we are a member of). However, there has been little success. A discussion followed. It was decided that the most appropriate way to handle the hiring of an Operations Manager was to have any applications come through the Personnel Committee rather than the Office Manager.

ACTION ITEM: Personnel Committee. Rearrange the on-line job posting efforts to have all applications come to a member of the Personnel Committee. Remove Office Manager from the process.

Bruce Holen brought up the discussion about Employee Reviews. He was able to obtain an employee evaluation form that is currently being used by the City of Arlington, and thinks it might be helpful as a template for a SLWA equivalent.

ACTION ITEM: Bruce Holen. Circulate the City of Arlington form discussed, and solicit feedback from the Board Members.

Bruce Holen brought up the discussion about employee salary structure, pointing out a benefit from having pay scale ranges for every employee position. Discussion followed. It was decided that no action was needed immediately, and the Board favored pursuit of a method to recognize longevity and reward expected/exceeded employee performance with monetary incentives.

COMMUNICATIONS COMMITTEE REPORT:

Nothing Significant to Report. (NSTR)

COMMENTS FROM MEMBERS:

None.

ADJOURN: 8:25 PM

Submitted by: Marc Lebeau, Secretary-Treasurer

 4/25/23

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

 4/25/23