

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – 17 October, 2023

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

IN ATTENDANCE:

Board Members: Bruce Holen, Marc Lebeau, Bryan Gregory, Leslie Magnuson. Keith Krueger joined virtually via a laptop while out-of-town.

GUESTS/Members: (3) Adam Bursell.

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

ABSENT: N/A

MINUTES:

The minutes for the September 19, 2023 meeting were reviewed and a **Motion** to approve was submitted by Bruce Holen, it was **SECONDED** by Bryan Gregory. The **vote** was unanimous for approval and the Motion was carried. The Secretary and the Vice-President signed a copy for the official record.

OPERATIONS 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. He added the following additional report:

The fire hydrant on Fire Trail Road that has been inoperative and covered with black plastic for an extended time. The delay was caused by back-ordered parts that were recently received. A contractor was hired for the installation and should get repaired next Monday (10/23).

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. She added the following additional report:

She revised the number from 10 to 8 that remained outstanding for delinquent payment in Phase 1. Only 5 members have not yet made contact to arrange a payment plan.

Deana reported that the new A/R system (C.U.S.I.) should be fully functional by the first week in November.

The OPS Mgr and the Office Mgr voluntarily departed after making presentations.

PRESENTATION BY KEY BANK PARTNERS - PAYCHEX:

Mr. Cole Bellomo and Ms. Jazmin Chan, representing one of our Banks (Key Bank) partner service provider (Paychex – Webox) made a virtual presentation on a suite of Payroll and HR services. The Web/Mobile App service offers a great deal of useful

tools and services that we are currently paying other vendors for. Because of the partnership with Key Bank, they are offering these services at a discounted rate and offer SLWA an opportunity to consolidate some of the services, and provide payroll accounting that is currently being performed in-house. After a short presentation, Mr. Bellomo and Ms. Chan ended their virtual presentation after answering questions from Board Members.

SECRETARY'S REPORT:

Marc Lebeau reported that on October 17, 2023 (2 hrs. before the meeting) he and Kim Gudgel (Member and former Board President) volunteered a few hours to install a 38" flatscreen TV and wall mount (that had been donated by a member) in the SLWA Conference Room. It was tested at this meeting and seemed to function as expected. Before it can be used effectively as a meeting tool, the sound system and a camera will need to be purchased and installed. (A personal laptop was connected to the TV for the test.)

LAW SUIT:

Marc Lebeau provided an update to the Lawsuit against SLWA. Legal Team – assigned by our insurance adjuster: Simmons Sweeney Freimund Smith Tardif, PLLC (SSS Law Group) has reviewed all 111 documents provided (with exception of about 2 that remain outstanding). Ms. Kaylynn What, Attorney for SSS Law Group has reviewed uploaded Discovery documents from SLWA, posted Meeting Minutes, and began Zoom interviews with all Co-Defendants and members of the current Board of Trustees. Attorney Mitch Cogdill (who has represented SLWA in the past with legal advice) was asked (via e-mail) whether SLWA had a contract or retainer agreement with his law firm. Answer was "no." SLWA was invoiced from his firm for responding.

TREASURERS REPORT:

Prior to the meeting, Leslie Magnuson provided to the Board, copies of the monthly P&L and Balance Sheets produced from QuickBooks®. She also provided a written report and it is attached to these Meeting Minutes.

Leslie Magnuson offered to follow-up the presentation from Paychex – Webox with a cost analysis to contrast and compare the services that they are offering against what the Association currently pays to other outside vendors for the same services.

Action Item: (Leslie Magnuson) Provide a simple cost analysis on the proposal and a recommendation to be approved by Board Motion at the earliest time. A future **Motion** for Board approval would be sought.

Leslie reported that she had received employee feedback on the proposed PTO (Personal Time Off) that was presented in the in the Employee Handbook revision. She proposed a solution that would appropriately credit current Sick and vacation time accrued by employees before enacting the Employee Handbook policy.

Action Item: (Leslie Magnuson) Prepare a short narrative on her proposed solution and share with OPS Manager POC, Keith Krueger. She would do same with the Office Manager. If found to be acceptable, present to the Board for final approval.

COMMUNICATIONS COMMITTEE REPORT:

The Postcard Mailer with SLWA updates was mailed out to all members two weeks ago.

PERSONNEL COMMITTEE REPORT:

Bruce Holen reported that recruitment efforts for Board membership had been put into place. (Action Item from last meeting) In addition to the message on the post-card mailer (that went out two weeks ago), he was successful at adding the same message to a “blue-colored” notice that went out with last month’s bills.

FACILITIES COMMITTEE REPORT:

Marc Lebeau reported progress on the on-going Water System Plan (WSP) by DCG.

Metric	This Month	Last Month
Project Completion (%)	44	N/A
Time Completion (%) ¹	42	N/A
Total Hours (Invoiced)	253	N/A
Hours Completion (%) ²	54	N/A

(1) Time Completion based on a 12-mos. period of performance – (2) Hours Completion based on 468 hours estimated in the DCG Proposal. Projected completion: May, 2024.

Contact was made with Kelly Evans (DCG-Watershed) and he reported that the following items are fully completed for the WSP:

Large sections of the WSP have been put into draft form

Capacity Analysis

Hydraulic model of the Water System

Description of Water System

Existing infrastructure in the Water System

System demands and current water use

Water Quality

They are continuing to push this forward and most, if not all, information has been gathered so far for the WSP. This information includes OEM data on installed equipment, system operation features, and various documents like the ERP, Operations Manual, financial information, and others.

He provided a short list of confirmations needed about our current system and they were forwarded to the Operations Manager for verification.

WELL LEASE RENEWALS:

Committee contacted Mr. Greg Jensen by phone on 21 Sept to express regret that progress has been slow on the renewal of the Lease for Well #9. He was told about the concentrated push for completion of the Employee Handbook, The November Elections, and our newly-added project of defending against a lawsuit. Assurances were made that SLWA would return our attention back to his lease as quickly as possible.

GUEST/MEMBER COMMENTS:

Mr. Adam Bursell addressed the Board regarding three issues. The first was a question regarding the capability of the Association to hold Regular Meetings via Zoom. It was explained that the newly-mounted TV in the conference room was the first step in achieving that eventual capability.

Mr. Bursell asked about whether the Board had a Transition Plan to maintain continuity of an assigned SLWA POC for purposes of the lawsuit. It was explained that Marc Lebeau was not seeking re-election and has plans to depart the Board at the completion of the two-year term which he was filling. If the Board is filled after the next election cycle, he would petition that the job be re-assigned to a newly-elected member of the Board. If all positions were not filled, he would volunteer to fill a position (at the Board's discretion) and continue as the SLWA POC for the lawsuit, but would not seek an officer position. Before a gap would be permitted, the Board would officially designate a successor by Resolution or Motion.

Mr. Bursell asked whether the Board would consider funding the legal defense for one of the co-defendants, not covered by the Association's Litigation Liability insurance policy. It was explained that such an action would be prejudicial to the Board's fiduciary responsibility to its members.

ADJOURNED (8:12PM) The Regular Meeting.

Submitted by: Marc Lebeau, Secretary-Treasurer

Marc Lebeau

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

Bruce Holen