

## SEVEN LAKES WATER ASSOCIATION, INC.

### Board Meeting Minutes – July 19, 2022

The meeting was called to order AT 6:30PM by Board President, Kim Gudgel

#### **IN ATTENDANCE:**

Board Members: Kim Gudgel, Adam Bursell, Ron Crow, Greg Jensen, Craig Thompson, Marc Lebeau

Employees: Paul Lucas

#### **ABSENT:** Bruce Black (Resignation received)

GUESTS/Members: Ron Erue, Sherri Klotz, CJ, Karri Chase, Craig Chase

#### **MINUTES:**

The minutes for the June 21, 2022 meeting were reviewed and there were no edits that were approved unanimously; motion by Craig Thompson, seconded by Ron Crow. Adam Bursell expressed dissatisfaction with the short-fused distribution of last meeting's minutes. (Most received a copy only at the current meeting.) Kim Gudgel explained the late distribution, citing having been out of town on vacation.

Adam Bursell brought up the corrected minutes from the 17 May, 2022 Meeting, making his point that the poll taken during that meeting should be recorded by a listing of members' positions. There was a lively discussion.

During some point in the discussion, Greg Jensen departed and did not return.

Marc Lebeau made the motion to do no further amendments to the minutes. (2<sup>nd</sup>) Kim Gudgel. Votes: 3 yes. 2 no. Motion carried.

#### **TREASURERS REPORT:**

There was no Profit & Loss Report distributed at the meeting. Marc Lebeau stated that he had gotten an incomplete report only hours before the meeting. He developed a list of nearly a dozen questions about the information on the incomplete report, and rather than consume Board time with asking them of Paul Lucas, he said that he would share them with Paul and the Board by e-mail.

**ACTION ITEM:** (Marc) Distribute list of review questions from the incomplete P&L Report to Paul and fellow Board members.

It was mentioned that the temporary (part time book-keeper) Raina Barber was still not fully up to speed but that the problem with the computer that has Quick Books loaded onto it, has been resolved. Adam asked about the #530 entry for a \$300 deductible, which did not get answered from the previous meeting. Marc Lebeau explained that Kim Gudgel had authorized the payment of Eric Hentila's

insurance deductible after his truck was defaced on SLWA property. Marc Lebeau explained the circumstances under which the offer was made. Adam Bursell expressed disagreement with action, citing an absence of authorization to do so. Kim Gudgel acknowledged that he had not received Board approval.

There was considerable discussion about the hiring of a book-keeper either part time or full time and Marc Lebeau suggested that the importance of moving forward with this has increased, due to unpaid bills stacking up in the office. Paul Lucas reported difficulty in locating candidates. Kim Gudgel asked that an interview Committee be formed in advance of further efforts to locate a suitable book-keeper. Volunteer members: Marc Lebeau, Kim Gudgel and Paul Lucas

Guest/Members Ms. Karri Chase and Ms. Sherri Klotz agreed to volunteer time to come into the office and help get the books organized, and help pay some bills. Both ladies have prior experience in such tasks and agreed to start as early as July 20<sup>th</sup>. Suggested that it could be completed perhaps by the end of next week. The Board was highly appreciative and accepted the offer.

**ACTION ITEM:** (Paul) Set up a user name for Karri Chase to access the Quick Books program by tomorrow morning (7/20).

Adam Bursell asked about the inconsistent power bills from PUD. Paul Lucas suggested that when water demand was up (summer) the well pumps ran more often. Adam Bursell suggested that would not explain then why they are so high in December.

**ACTION ITEM:** (Paul) Obtain and present data to the Board on historic cost(s) of electric power at each of our powered locations.

Marc Lebeau reported that our 2021 Audit was still not completed and that Mr. Paul Hernandez was awaiting a few last pieces of information from Paul Lucas.

**ACTION ITEM:** (Paul) Provide the missing meter reading data being requested by Mr. Hernandez in support of the SLWA Audit.

### **WEBSITE REPORT:**

Paul was asked whether Meeting Minutes had been posted to the SLWA Website. He reported that they had not yet been posted and that he needed to convert them to .pdf files first. Marc Lebeau suggested that he could assist.

It was reported that the website would have a "Banner" field that announcements could be posted readily, like water outages or hiring efforts. There was considerable appeal to that future feature. Paul Lucas mentioned that although he has passwords, the website host still needed a reply from their inquiry to the former book-keeper, before proceeding.

Guest/Member, Ms. Sherri Klotz mentioned that currently the minutes that are posted are outdated and that they are lumped all together in a single .pdf and not searchable by dates.

**ACTION ITEM:** (Marc) Convert Meeting Minutes that he had access to into .pdf files and send them to Paul Lucas.

**ACTION ITEM:** (Paul) As permissions allow, post Board Meeting Minutes on the SLWA website.

### **MANAGERS REPORT:**

Paul reported that a former employee had filed an L&I complaint regarding workplace safety. Specifically, insufficient eye protection and various trip hazards. Investigators visited the SLWA Offices to inspect the workplace. Only discrepancy found was that face-shields were available when goggles should have been. Upon request, Paul Lucas provided safety program documents to the investigators. No further action is predicted.

One of the SLWA Chevrolet pick-up trucks was being prepared to be “surplused.” The diesel fuel was being removed from the auxiliary tank and the tools still needed to be removed. Expected that it would be ready for action to dispose of the truck within 2 weeks.

Adam Bursell asked about the employee identification cards. Paul Lucas reported that he had obtained a laminator. Kim asked whether Marc Lebeau had made progress on a draft version. Marc produced copies of a draft ID card. Guest/Member, Mr. Ron Erue suggested that the cards also include the address and telephone number of the SLWA offices, in the event the card were ever lost. He also suggested that rather than a laminated computer print-out, we should consider a hard plastic version, popular with law enforcement. Said he thought they were only \$13-\$14 each. There seemed to be broad appeal to that idea.

Adam Bursell asked about Body Cameras. Paul Lucas said that they had been purchased but that the SLWA attorney advised against using them. Kim Gudgel asked about the security cameras for the office property. Paul Lucas reported that a system was ordered and had arrived today. It was mentioned that the same installers of the back-up power generators would install the security cameras.

**ACTION ITEM:** (Paul) Contact the vendor for a project update.

Kim Gudgel reported that Eric Hentila has identified a person who is available to come on as full time to help install meters. Kim directed that Paul Lucas proceed with the posting of the position using the Job Description that had been circulated to the Board. Kim asked for volunteers to be on that Hiring Committee. Ron Crow volunteered to be on the interview panel with Paul Lucas.

A motion was made for Paul Lucas to proceed with a hiring action and authorized an hourly rate with a variance. (2<sup>nd</sup>) Ron Crow. Votes: 5 yes. 0 no. Motion carried.

Craig Thompson announced that a departing gift was purchased (out of pocket) and engraved for a retiring Board of Trustee member, and former President. He asked for contributions from fellow board members. He asked that Paul Lucas make adjustments to the gift before presentation and advise when ready.

**ACTION ITEM:** (Paul) Complete adjustments to gift; advise all when a date/time can be coordinated for presentation.

### **OLD BUSINESS:**

Kim reported on the efforts to hire a management company. He said that a firm that was identified that does this sort of work, they were not currently taking on new clients. Ron Crow mentioned that he was aware of another source.

**ACTION ITEM:** (Ron) research contact number for this alternative source.

Kim asked about prioritizing big projects that the Board of Trustees should be working on. Marc Lebeau prepared and distributed voting ballots with a list of 7 projects that had been discussed over several meetings, with room to add additional projects. He asked that Craig Thompson to collect and tally the votes.

**ACTION ITEM:** (Craig) Tally Project Prioritization ballots: Report to Board next meeting.

Adam Bursell asked about some bills that were manually increased. Paul Lucas described the process that is undertaken whenever there is a dispute from a member regarding their bill. Kim Gudel asked Paul Lucas whether the "Exception Report" was reviewed by him personally every month. Paul Lucas answered to the affirmative. It was suggested that some bills may have been "manually shut off." Marc Lebeau asked what was done when it was discovered that a former employee had falsified meter readings. Paul Lucas said that they started with addressing those accounts where complaints were received and that they had not finished doing a full audit of all accounts that may have had overages.

Kim Gudel asked Adam about whether any further progress had been made on the identification of potential source for a "Forensic Audit." Adam said that there didn't seem to be interest in pursuing it further, so the search was suspended.

Guest/Member Karri Chase suggested that if refunds were made, those amounts could be recouped by the Association through a claim to the insurance company holding the employee bond.

### **NEW BUSINESS:**

Kim asked about whether contact had been made to Tradesman International. Marc Lebeau reported that he was only able to locate them via web search and when queried for a multitude of skills needed in our area, the results were negative. Guest/Member Ron Erue said that he would see if he could find a phone number for the local office.

The suggestion that we look at the 3-Lakes Water Association's website came up again as a source upon which to style our own website.

Marc Lebeau asked that he be given, at a minimum reader permission to all of the SLWA Bank Accounts. There are about 12 of them at various banks. Kim Gudgel agreed to support the request with a signature.

**ACTION ITEM:** (Marc) Prepare account access request letters to all banks.

**OPEN DISCUSSION:**

Paul Lucas requested President & Secretary sign a blank certificate letter to present to a few new members (customers).

Guest/Member Ron Erue suggested that user names and passwords that were formerly in place by the former book-keeper should be removed and that all SLWA Account sign-on be changed.

Guest/Member Karri Chase asked whether the defective office computer had been fixed. Paul Lucas answered to the affirmative.

At 8:21 PM Adam Bursell made the motion that we adjourn the Regular meeting briefly to hold an Executive Session to discuss hourly rate for a future Book-keeper. That motion was 2<sup>nd</sup> by Kim Gudgel, followed by a unanimous vote. Motion carried.

[ Executive Session Held]

8:28 PM Executive Session was concluded. A Motion was made to authorize Paul Lucas to negotiate a P/T Book-keeper with potential for a future F/T position. The Board would authorize an hourly rate (w/variance) that Paul Lucas could conduct negotiations. (2<sup>nd</sup>) Kim Gudgel. Votes: 3 yes. 2 no. Motion carried.

ADJOURN: 8:30 PM

Submitted by: Marc Lebeau, Secretary-Treasurer