



Meeting Minutes

February Board Meeting	
02/20/2024	Location - Office
Type of Meeting	Monthly Board Meeting
Facilitator	Leslie Magnuson, Vice President
Note Taker	Kristy de Vera, Secretary
Attendees	Leslie Magnuson, Vice President Laura Leuze, Treasurer Kristy de Vera, Secretary Mike Haney, Trustee Bruce Holen, Trustee Eric Starup, Trustee Marc Lebeau, Legal POC Eric Hentila, Operations Manager Charlie Cox, Association Member
Called to Order at 6:30 PM	
Presenter	Leslie Magnuson, Vice President
Discussion	Bruce moved to approve the previous minutes, Mike seconded, everyone approved the last minutes and the motion passed. Records retention supplied by Laura to the Secretary for the purpose of updating the files in accordance with the Records Retentions Guidelines.
Operations Manager Report	
Presenter	Eric Hentila
Discussion	Please see the attached.
Item for the Facilities Committee: Discuss options for Seismic Emergency system upgrades	



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Office Manager Report	
Presenter	Leslie Magnuson, Vice President
Discussion	
Questions regarding the current contract with the CPA and updates regarding filings. Leslie to follow up.	
Treasurer's Report	
Presenter	Laura Leuze
Discussion	See Attachments
Postage is expensive and a high cost to the association Also, credit card processing fees are a concern	
Secretary's Report	
Presenter	Kristy de Vera
Discussion	No Attachments
First meeting with no printed papers. Action Item list, Committee information, Office Manager and Facilities reports are all online.	
Lawsuit	
Presenter	Marc Lebeau
Discussion	See Attachments
On the 19 th Motion to dismiss in part was granted. Copies of court orders were supplied to all defendants. Next step is issuing a response to the 3 complaints.	
Other Items of Business	
Presenter	Leslie Magnuson, Vice President
Discussion	No Attachments



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PERSONNEL COMMITTEE:

Action Item for Keith to verify Eric's promotion date to ensure his employee review can happen on time.

Possibly hiring an additional facilities maintenance position. Suggested to post on the website. Background check and drug test will apply, 6-month probation period with a review will apply.

Kristy to provide the past documented hiring process.

Motion to approve a raise for John (specifics discussed in the executive session) by Kristy, Mike seconded. All approved.

Paychex, ADP, Trinet, and Paycor were considered for payroll and HR options. Mike motioned to choose Paycor, Eric seconded, the board fully approves to bring this decision to the president.

Finance Committee:

Items on Teams

Budget and numbers available

Contacts list

Old Business: All board members have signed confidentiality agreements.

8:12pm meeting adjourned.

Approved by the Board via email

Certified to be a True Copy by: Keith Krueger, President *Keith Krueger*

& Kristy DeVera, Secretary *Kristy DeVera*

Date 3/14/2024

Seven Lakes Water Association
OPS MANAGERS REPORT:

For 20 February 2024

Meter Upgrade Project	This Month	Last Month
New Radio-Read Meters Installed	90	35
Total Radio-Read Meters Installed	1726	1636
Project Completion	78%	74%

Other State/Federal Mandated Water Testing:

- Coliform- Monthly (February test results: 0 contaminants noted).
- Chlorine concentration- Daily (No negative reports).

State DOH System Reporting:

- Distribution System Residuals– Monthly. Reports submitted for January.
- Water Use Efficiency Report- Annual. 2023 WUE submitted.
- Cross Connection Control Report- Annual. 2023 CCC Annual summary report submitted.

Utility Locate Requests	This Month	Last Month
Emergency Locate Requests (Requires O/T)	0	0
Routine Locate Requests (Does NOT require O/T)	13	18

Seismic Controllers

Beaver Equipment came out on February 6th to install the new recertified equipment at Tank 6. The installation went well, and all aspects of the system were looked over, tested, and cycled for proper functionality.

Training was provided to Ops Staff on how to test the seismic sensor to cycle the valve actuators. Functional tests will be performed in-house by Operations Staff every 6 months.

Lead Service Line Inventory (LSLI)

On January 15, 2021, the U.S. Environmental Protection Agency (EPA) issued Lead and Copper Rule Revisions (LCRR) that went into effect on December 16, 2021. Group A Community and nontransient noncommunity (NTNC) water systems are required to follow the LCRR.

What does this mean? LSLI needs to be completed by all community water systems and submitted to the EPA by October 16th, 2024. SLWA does not have any Lead Service lines, but we are still required to inspect, document, and submit this information to the EPA.

We have initiated this LSLI which involves a visual inspection at every water meter to document type and size of service line material on both SLWA and also members side of the water meter.



Office Manager Report
Jan 20th Monthly meeting

1. Outstanding AR as of 02/16/2024 (current invoice balances not included)

Outstanding Accounts Receivables Aging					
Billing Cycle	31 – 60	61-90	91-120	120+	Phase Amount
Phase One	171	21	20	6	\$ 14,658.02
Phase Two	79	72	7	7	\$ 10,199.64
Phase Three	2	0	0	0	\$ 801.12

Note: Cumulative figures. Members 120+ days late are also included in the 30-60, 60-90, 90-120 days late.

4 members are on payment

2. Billing software switch over to CUSI.

- The credit card reader is now working.

3. Miscellaneous items

- I am working with our CPA to get all the 2022/2023 audit information over to him to get it completed in a timely manner.

Bodger v. Seven Lakes Water Assn., Inc et al.
POC Litigation Update
20 February, 2024



The following is an update, specifically designed to keep the SLWA Board of Trustees, and Co-Defendants (former SLWA Board of Trustee Members and former General Manager) apprised of progress as of this date. The Association is being represented by the law firm of Simmons-Sweeney-Freimund-Smith-Tardiff, PLLC (SSS Law Group) and the former employee, (Plaintiff) is being represented by Rodney R. Moody. Our assigned Counsel includes Mr. Bret Simmons, Ms. Kaylynn What, and Ms. Jessie English. SLWA maintains insurance that includes litigation defense that should cover most costs to the Association. The Association also has coverage that includes certain awards and damages that may arise. Our policy deductible that has been paid.

Litigation POC Accumulated Volunteer Hours: **43.15** Office Manager Accumulated Hours: **7.65**
Noteworthy actions/decisions (Since last report):

- On 01/19/24 the Motion to Dismiss was granted “In Part.” The following claims were dismissed:
 - Defamation and false light claims – under “UPEPA” (Bursell and Erue) – Failed to prove.
 - Washington Law Against Discrimination/Hostile Work Environment (WLAD) – Does not apply to <8 employees.
 - Negligent Infliction of Emotional Distress (NIED) – No such tort in WA Law.
 - Constructive Discharge – Should be under Wrongful Termination claim.
- This leaves the following Plaintiff claims remaining in litigation:
 - Outrage
 - Wrongful Termination in violation of public policy
 - Negligent Supervision
- Copies of Court Order were provided to all Defendants by Ms. What.
- Paul Lucas has been dismissed as an individually named defendant. The Board members were not, but that is due to the liberal pleading standard.
- Defendant now entitled to reasonable attorney’s fees for defending against the UPEPA claim that has been dismissed. A hearing on this issue of fees will be held OOA 03/06/24.
- On 1/29/24, a virtual motion was submitted to the Board of Trustees to authorize the lawyer representing SLWA, Ms. What to enter negotiation 1.1 with Plaintiff’s attorney at her discretion. All details of which have been pre-briefed to the Board Members appropriately. The motion received a majority vote and was carried.
- On 02/04/24, Ms. Bodger (through her attorney) rejected a settlement offer to drop the remaining complaints in exchange for waiving her legal fee obligation for the defense of the UPEPA charges.
- Next: Ms. What will be filing with the Court, the “answer” to the original complaint.

If you have questions or concerns, please contact me at Lebeau@7lakeswater.com.

Kind Regards,

Marc Lebeau – Volunteer
Litigation POC, SLWA Board of Trustee