



Meeting Minutes

March Board Meeting	
3/20/2024	Location - Office
Type of Meeting	Monthly Board Meeting
Facilitator	Keith Krueger, President
Note Taker	Kristy de Vera, Secretary
Attendees	Keith Krueger, President Leslie Magnuson, Vice President Kristy de Vera, Secretary Mike Haney, Trustee Bruce Holen, Trustee Eric Starup, Trustee Absent Laura Leuze, Treasurer
Called to Order at 6:50 PM	
Presenter	Keith Krueger
Discussion	There was a motion to approve the previous meeting minutes from February 2024. <i>Keith motioned to approve, Bruce seconded, and the motion was passed.</i>
Operations Manager Report	
Presenter	Keith Krueger
Discussion	Please see the attached report.



Meeting Minutes

--	--

Office Manager Report

Presenter	Keith Krueger
-----------	---------------

Discussion	Please see the attached report.
------------	---------------------------------

Action Item: Leslie to work with Key Bank regarding card options for membership bill payment.

Treasurer Report

Presenter	Leslie Magnuson
-----------	-----------------

Discussion	No Attachments
------------	----------------

The association's finances were reviewed by the board.

Lawsuit

Presenter	Keith Krueger
-----------	---------------



Meeting Minutes

Discussion	Please see the attached report.
Litigation report was provided.	
Secretary Report	
Presenter	Kristy de Vera
<p>Outlined Process for Meeting Minute Approvals: The Secretary will send a Word doc of the Draft meeting minutes and the Board Members will reply in the email chain with their approvals. The draft meeting minutes will be sent electronically to the Secretary and the President for e-signatures. The meeting minutes will then be approved and finalized as a PDF and sent to the Office Manager for posting.</p> <p>Action Item: Kristy to verify Teams file structure regarding sensitive Board documents</p>	
Personnel Committee Report	
Presenter	Leslie Magnuson
Moving forward with Paycor, contract is signed and implementation fee has been paid.	
Finance Committee	
Presenter	Leslie Magnuson
Discussion	New Server
<p>There is a motion to authorize the purchase of a new server for a sum of \$16,723. <i>Leslie motioned to approve, Eric seconded. Motion unanimously passed.</i></p> <p>Insurance policy is up for renewal. Ensuring all tanks and equipment are included .</p>	



Meeting Minutes

There is a new contracts folder on Teams. All of the current contracts for the association are available there.

Action Item: Kristy to review Contacts/Vendors list.

Communications Committee Report

Presenter	Keith Krueger
-----------	---------------

Discussion: Putting together ideas for the next newsletter for second quarter

Opening social media to public pages as discussed by the board. The board would like more open communication with members and so would like to open interactions on Facebook.

Action Item for Kristy: Create a public page on Facebook with Kristy/Deana as admin.

Facilities Committee Report

Presenter	Keith Krueger
-----------	---------------

Eric Starup will be replacing Keith Kruger as the POC for the Facilities Committee.

Other Items of Business

Presenter	Keith Krueger
-----------	---------------

Discussion	No Attachments
------------	----------------



Meeting Minutes

All confidentiality agreements have been signed by the board members.

April Board meeting will be moved to Wednesday April 17, 2024.

MEETING ADJOURNED 8:04PM

Approved by the Board via email

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

A handwritten signature in black ink that reads "Keith 1".

& Kristy DeVera, Secretary

Kristy DeVera

Date 4/12/2024

Seven Lakes Water Association
OPS MANAGERS REPORT:

For 19 March 2024

Meter Upgrade Project	This Month	Last Month
New Radio-Read Meters Installed	10	90
Total Radio-Read Meters Installed	1736	1726
Project Completion	79%	78%

Other State/Federal Mandated Water Testing:

- Coliform- Monthly (March test results: 0 contaminants noted).
- Chlorine concentration- Daily (No negative reports).
- Asbestos testing- Every 9 years. Water Sample submitted to the Lab for analysis.

State DOH System Reporting:

- Distribution System Residuals– Monthly. Reports submitted for February.
- Currently working on Consumer Confidence Report (CCR)- Annual. Due July 1

Utility Locate Requests	This Month	Last Month
Emergency Locate Requests (Requires O/T)	1	0
Routine Locate Requests (Does NOT require O/T)	26	13

Lead Service Line Inventory (LSLI)

Deadline- October 2024. This project continues. We have inspected and documented approximately 1/3 of the system.

Annual Distribution System Flush

Every year, we flush the entire distribution system to help maintain excellent water quality. When flushing, the fast-scouring action of the water moving through the distribution lines helps regulate chlorination byproducts and any sedimentation in the system.

Distribution System Flushing	This Month	Last Month
Locations visited	2	0
Gallons of water flushed	8000	0



Office Manager Report
March 19th Monthly meeting

1. Outstanding AR as of 03/19/2024 (current invoice balances not included)

Outstanding Accounts Receivables Aging					
Billing Cycle	31 – 60	61-90	91-120	120+	Phase Amount
Phase One	104	95	3	1	\$ 8,378.14
Phase Two	115	17	17	2	\$ 12,510.50
Phase Three	0	0	0	0	\$ 0

Note: These are cumulative figures. Members 120+ days late are also included in the 30-60, 60-90, and 90-120 days late categories.

2 members are on payment plans.

2. Miscellaneous items

- The 2022/2023 Audit is scheduled to be completed by the end of May.
- Waiting for the Board to approve the ACH option so members can pay via bank account and not just use credit cards for autopay.

Bodger v. Seven Lakes Water Assn., Inc et al.
POC Litigation Update
16 April, 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 Mr. 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 & damages that may arise. Our policy deductible that has been paid.

Litigation POC Accumulated Volunteer Hours: **45.50** Office Manager Accumulated Hours: **7.65**
Noteworthy actions/decisions (Since last report):

- 03/18/24 – Plaintiff attorney (Mr. Moody) filed a Motion to Reconsider (MTR) the Court’s decision, dismissing the NIED Claim. He argued why the claim should not be dismissed.
- 03/20/24 - Defendant attorney (Ms. What) filed the first set of Interrogatories & Requests for Production to Plaintiff’s Attorney, beginning the “Discovery” phase of the litigation. Both parties exercise their rights to review documents & info held by the opposing party. 41 Multi-part questions asked & 32 requests for docs were made. Replies within 30 days.
- SLWA should anticipate a similar request from Plaintiff’s attorney in upcoming weeks. Both parties are obligated to provide truthful responses to such inquiries.
- 03/27/24 – Defendant attorney submitted a Response to Plaintiff’s MTR. She argued why the claim was correctly dismissed by the Judge on 03/04/24.
- 03/28/24 – Plaintiff attorney submitted a Reply to Defendant’s Response to the MTR. Suggests that legal standard used when dismissing a claim was misapplied.
- 04/01/24 – Examining the submittals from both parties and without oral argument, the Court ruled on the MTR, denying the Plaintiff’s request to reconsider the NIED dismissal. This leaves the following Plaintiff claims remaining in litigation:
 - Outrage
 - Wrongful Termination in violation of public policy
 - Negligent Supervision
- 04/03/24 – Defendant attorney filed the “ANSWER” to the original complaint (which was initially filed on 09/23/23). Where there was agreement on the facts, she admitted to them. Where there was a disagreement, she denied them as “factual.”
- As in all such proceedings, as your POC, I receive the briefing on behalf of the SLWA with an understanding that I will then brief the Board. Individual Defendants are briefed directly by our attorneys.

Kind Regards,

Marc Lebeau – Volunteer
Litigation POC, SLWA Board of Trustee