

SEVEN LAKES WATER ASSOCIATION, Inc.  
Board Meeting Minutes – 28 May, 2024

The meeting was called to order at 6:32 PM by Board of Trustees President, Keith Krueger

**In Attendance:** Board Members: Keith Krueger, Leslie Magnuson, Bruce Holen, Mike Haney, Eric Starup and Laura Leuze

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

**Absent:** N/A

**Minutes:** The previously approved April, 2024 board meeting minutes were acknowledged by the Board. A signed copy will be posted to the website.

**Operations Manager 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 satisfaction.

Eric added that there were 380 additional new water meters enroute with another 150 meters yet to be shipped. Eric noted that the LOMA tank requires some additional facility items that the Facility Committee will need to address.

**Office Manager Report:** Deana Sweet provided the board a written a written report and it is attached to these meeting minutes.

The Board discussed switching the phone system from landline with Zply to VOIP with Vonage for a substantial annual savings. 7 Lakes Water Association would retain a land line for our existing alarm and SCADA systems.

Leslie Magnuson made a motion to accept the change to the Vonage phone system and Bruce Holen seconded. The vote was unanimous for approval and the Motion was carried. The Board discussed the recent changes to the billing system and noted that the changes have caused some members to be delinquent in paying their bills. Deana is contacting those members to resolve outstanding delinquencies.

The OPS and Office managers voluntarily departed after making their presentations.

**Treasurers Report:** Laura Leuze provided the standard monthly financial reports for the Board's review and answered any questions from the Board. The Board also requested Laura to check on the progress of the annual audit and address any existing issues.

The monthly reconciliation of our books by the Robert Half agency will be reduced to 4 hours from 6 hours to save expenditures.

**Open Secretary Position:** The Board discussed the open Secretary position on the Board. Mike Haney agreed to take notes for the May Board meeting. Keith Krueger will contact a previous board applicant to see if they are interested in the open position.

**Personnel Committee:** Leslie Magnuson reported out on the status of the Paycor system implementation. There have been issues with the implementation of the system, however the committee expects to implement initial payroll in early June.

**Facilities Committee:** Eric Starup reported this committee will review the findings of the water system plan (WSP) due to be completed soon and develop a prioritized action item list based on those findings.

**Finance Committee:** Laura Leuze was asked to take on leadership of the Finance Committee from Leslie Magnuson. Laura agreed.

**Insurance Renewal Costs:** Leslie Magnuson provided a table of insurance renewal costs for Seven Lakes Water Association for 2024 – 2025. Our exposure level for our facilities was previously understated and the new exposure levels have increased by a factor of 2.5 times. This change will increase our annual premium by slightly more than double the current years premium. We will need to assess the exposure level each year going forward as the entire insurance industry's premiums are increasing yearly. The Board discussed and agreed to eliminate the flood insurance policy as not required at a minor annual savings. The Board requested Leslie Magnuson to move forward with updating the insurance policies for 2024-2025.

**Trademark email from Marc Lebeau:** After reviewing the Trademark comments from Marc in his email (and his recent status as a paralegal), the Board has asked Leslie Magnuson to request that Marc Lebeau investigate this trademark concern and assist us in establishing our trademark to ensure that we can continue to use our business name going forward as before. The board concurred that registering our trademark is necessary.

**Mission Statement Review:** The board reviewed a proposed mission statement for the Seven Lakes Water Association and requested review and feedback including our OPS and Office manager's review.

Based on discussions in Executive session, Keith Krueger moved to request payment to a prior employee for their unpaid vacation hours that were on the books upon their termination of employment. Eric Starup seconded the motion and the Board unanimously approved the payment.

The Board Meeting was adjourned at 8:45 PM

Approved by the Board via email

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



& Mike Haney, Trustee \_\_\_\_\_

*Mike Haney*

Date 6/4/2024

**Seven Lakes Water Association**  
**OPS MANAGERS REPORT:**

For 21 May 2024

<b>Meter Upgrade Project</b>	<b>This Month</b>	<b>Last Month</b>
New Radio-Read Meters Installed	0	10
Total Radio-Read Meters Installed	1736	1736
Project Completion	79%	79%

\*waiting for meter shipment (expected delivery by end of May)

Other State/Federal Mandated Water Testing:

- Coliform- Monthly (May test results: 0 contaminants noted).
- Chlorine concentration- Daily (No negative reports).
- Distribution By Products HAA5 THM- Annual (No negative reports).

State DOH System Reporting:

- Distribution System Residuals– Monthly. Reports submitted for April.
- Consumer Confidence Report (CCR)- Annual. Completed and Submitted to all members.
- CCR Certification- Annual. Submitted to DOH with a copy of our CCR.

<b>Utility Locate Requests</b>	<b>This Month</b>	<b>Last Month</b>
Emergency Locate Requests (Requires O/T)	1	2
Routine Locate Requests (Does NOT require O/T)	40	36

Lead Service Line Inventory (LSLI)

Deadline- October 2024. This project continues. We have inspected and documented approximately 1/2 of the system.

<b>Distribution System Flushing</b>	<b>This Month</b>	<b>Last Month</b>
Locations visited	75	35
Gallons of water flushed	171035	125000

This annual maintenance task has been completed. Total gallons flushed- 296035

Water main repair

On 4/24, We received a call from a member stating that they noticed water coming out of the ground along the side of the road. During our investigation, it was confirmed that it was one of the association’s 2” PVC lines that supplies water to 4 meters. A request for utility locates was submitted, and repairs were made on 5/1 with minimal interruption.



**Office Manager Report  
May Monthly meeting**

**1. Outstanding AR as of 05/17/2024 (current invoice balances not included)**

<b>Outstanding Accounts Receivables Aging</b>					
Billing Cycle	31 – 60	61-90	91-120	120+	Phase Amount
Phase One	71	67	13	11	\$ 7,100.64
Phase Two	121	35	29	7	\$ 8,603.50
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.

3. I have proposed moving our phone system to Vonage from Zippy. We must keep the Fax line as it is since it is linked to the SCADA and security alarm.

- This would reduce cost
- Better phone features
- Caller ID, call transfer between cell and desk phone
- App to use to text members