

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – 20 June, 2024

The meeting called to order at 6:33 PM by Board of Trustee President, Keith Krueger.

IN ATTENDANCE:

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

GUESTS/Members: Charlie Cox (SLWA volunteer), Marc Lebeau (SLWA volunteer)

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

ABSENT: none

MINUTES:

President called meeting to order at 6:33pm.

Keith reported that on May 9 Kristy DeVera resigned her position as Trustee. All paper files, keys, and embossing stamp were transferred to Keith. Stamp was placed in locked file cabinet in office. Deana has removed Kristy's access to SLWA electronic files and email.

Volunteer Charlie Cox confirmed he was interested in filling the open trustee position. Motion was made and seconded, vote was unanimous in favor of appointing Charlie to the position. Charlie will serve the remainder of the current term, which expires November 2024. An additional motion was made and seconded to appoint Charlie to the Secretary position. Motion carried unanimously.

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:

Perfect Pals (business location) wishes to add a hydrant near a new building site. Plan review is underway and Eric is using the City of Marysville Standards and Specifications manual.

Eric asked about the board's position regarding employees performing work on private water services (downstream of association meters) during their 'off-hours'. Board had brief exchange of thoughts surrounding possible conflicts of interest, but was mindful that an employee's 'off-hours' time is their time.

Action item

Board will review current policy and discuss any concerns, and get back to Eric once a decision is reached.

SCADA (Supervisory Control and Data Acquisition) system upgrade proposal reviewed.

Action item

Board asked Eric to contact vendor and ask for additional detail with regard to any recommended future update schedule and ongoing costs.

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

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

SECRETARY'S REPORT:

Nothing to report

LEGAL ISSUES:

Marc Lebeau had nothing new to report on the outstanding litigation.

Marc informed board that two trademark applications have been started for the association's name including Seven Lakes Water and 7 Lakes Water. Expected to take up to two years to complete process. Keith signed and returned engagement letter to Endejan Law, LLC on 6/20/24 authorizing them to make application and agreeing to fee structure.

TREASURERS REPORT:

Laura Leuze provided report of financials, short discussion ensued.

COMMUNICATIONS COMMITTEE REPORT:

Nothing to report

PERSONNEL COMMITTEE REPORT:

Leslie Magnuson reported on looking into benefit comparison options for employee 401k versus simple IRA. Brief discussion resulted in suggestion to invite an Edward Jones representative to meet with employees and provide details.

FACILITIES COMMITTEE REPORT:

Nothing new to report.

WELL LEASE RENEWALS:

Nothing new to report.

Meeting adjourned at 8:54pm

Submitted by:	<u>Charlie Cox</u> Charlie Cox, Secretary	<u>7/16/24</u> Date:
Certified to be a True Copy by:	<u>Keith Krueger</u> Keith Krueger, President	<u>7/16/24</u> Date:

Seven Lakes Water Association
OPS MANAGERS REPORT:

For 20 June 2024

Meter Upgrade Project	This Month	Last Month
New Radio-Read Meters Installed	71	0
Total Radio-Read Meters Installed	1807	1736
Project Completion	82%	79%

Other State/Federal Mandated Water Testing:

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

State DOH System Reporting:

- Distribution System Residuals– Monthly. Reports submitted for May.

Utility Locate Requests	This Month	Last Month
Emergency Locate Requests (Requires O/T)	0	1
Routine Locate Requests (Does NOT require O/T)	23	40

Lead Service Line Inventory (LSLI)

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



**Office Manager Report
June Monthly meeting**

Outstanding AR as of 06/14/2024 (current invoice balances not included)

Outstanding Accounts Receivables Aging					
Billing Cycle	31 – 60	61-90	91-120	120+	Phase Amount
Phase One	104	41	41	10	\$ 9,923.12
Phase Two	87	70	17	11	\$ 5,734.33
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.

3 members are on payment plans.

The Vonnage phones arrived and will be hooked up soon. We are still waiting for the phone number transfer to be completed on 7/1/24. I pushed this date out since they did not give me a shipment date on the phones.

I have received the draft financial report and AJE from Paul for the 2022/2023 Year End Audit.

Bodger v. Seven Lakes Water Assn, Inc et al.

POC Litigation Update

20 June, 2024



- The following is an update, specifically designed to keep the SLWA Board of Trustees apprised of progress as of this date. Individual Defendants are briefed directly by our attorneys. 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. Litigation POC Accumulated Volunteer Hours: **46.85** Office Manager Accumulated Hours: **7.65**

Noteworthy actions/decisions (Since last report):

- [Repeated Entry] Reminder: The following Plaintiff claims remain in litigation:
 - Outrage, Wrongful Termination in violation of public policy, & Negligent Supervision
- Week of 06/03/24 - Responses to the first set of Interrogatories & Requests for Production presented to Plaintiff's Attorney were delivered to the Defense Attorney. It is a fairly large volume of information and the SSS Law Team has begun the process of carefully reviewing the Discovery documents.
- Expect that the Attorney for the Plaintiff will soon issue their first set of Interrogatories & Requests for Production. When that occurs, there will be a concerted effort to provide all the requested documents in a timely fashion.
- [Repeated Entry] 05/16/24 – The Summary Judgment Hearing for Mr. Erue, originally scheduled for 05/17 was re-scheduled for August 27, 2024. Will likely get delayed further due to Mr. Moody's potential unavailability.

Kind Regards,



Marc Lebeau – Volunteer
Litigation POC, SLWA Board of Trustee

TM Registration of Intellectual Property

Seven Lakes Water Assoc., Inc.™

Project Update

20 June, 2024



- The following is an update, specifically designed to keep the SLWA Board of Trustees apprised of progress as of this date. An effort has been initiated to register the Trademarks of the Seven Lakes Water Association. The Association is being represented by Ms. Judith Endejan, of Endejan Law, LLC (Everett, WA) and Mr. Anthony Verna, of the Verna Law, PC (Rye, NY). It is their task to Register our trade name with the U.S. Patent & Trademark Office in Washington, DC. This action will prevent others from claiming our trade names and potentially denying us the right to use them in commerce.

Volunteer Hours: **6.05** Office Manager Accumulated Hours: **0.50**

Noteworthy actions/decisions:

- 04/24/24 - The SLWA Office Manager received an e-mail from a paralegal, Ms. Grace Coleman at a NJ consulting firm, (Tressler Consulting Group) representing a Maryland Association with the same name as this Association. They were involved in the mandatory pre-filing research to identify other possible users of the business name before filing for a federal registered trademark.
- 06/03/24 – Mr. Lebeau modified the letter head and logo with a Trademark to establish our desire to assert ownership of the Association’s intellectual property (IP). Letter sent via e-mail to Ms. Coleman, advising of our intent to Register the SLWA Trademark with the U.S. Patent and Trademark Office. (USPTO). Deana Sweet circulated revised Letterheads and logos to all concerned. After researching IP Attorneys in our area, located one registered with the WA State Bar Association: Ms. Judith Endejan. After discussing our case by phone, she agreed to advocate on our behalf.
- 06/04/24 – Provided background narrative to Ms. Endejan on the SLWA case.
- 06/05/24 – Ms. Endejan advised that she would be working with Mr. Anthony Verna (NY) on the efforts to register the “Seven Lakes Water Association, Inc.” trademark. Ms. Endejan sent a Letter of Engagement for SLWA Board President, Keith Krueger to sign. It outlined the expectations and responsibilities involved in establishing the attorney/client relationship.
- 06/17/24 – Minor edits made to the Engagement Letter; readied for signature. Sent to SLWA Board President for review and signature.
- 06/18/24 – Ms. Endejan asked if there was a desire to also register the trademark “7 Lakes Water Association.” If so, there would be an additional filing fee required by the USPTO. Sent to the Board members via e-mail for approval to commit additional resources to this project. (Current Filing Fee with the USPTO is \$350 for each Trademark registration request.)
- Note –Responding to requests, Ms. What from SSS Law Firm and Mr. Cogdill from CNR Law Firm both graciously offered referrals for IP Attorneys in the Seattle area.

Kind Regards,

Marc Lebeau, MLS – Volunteer
Litigation POC, SLWA Board of Trustee