

SEVEN LAKES WATER ASSOCIATION, INC.

Board Meeting Minutes – 22 October, 2024

The meeting called to order at 6:30 PM by Board of Trustee President, Keith Krueger.

IN ATTENDANCE:

Board Members: Keith Krueger, Bruce Holen, Eric Starup, Mike Haney, Charlie Cox

Association Members / Guests: Marc Lebeau (volunteer), Julie David, Chris Nyhus, Dale Gardner (members and write-in candidates for open trustee position from recent balloting)

Employees: Eric Hentila (Ops Manager)

ABSENT:

Board Members: Leslie Magnuson, Laura Leuze

Employees: Deana Sweet (Office Manager)

MINUTES:

Acknowledgement that meeting minutes from September 2024 were approved via electronic vote and were posted on website.

Keith introduced association members Julie, Chris, and Dale (arriving later) as interested in open Trustee position and provided a brief overview of the water system, our staffing, the board and its role, and some of the current efforts and challenges ahead.

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 full satisfaction. He added the following additional report:

SCADA QCC will be out to office October 23rd to update system.

Per WSDOH's 5 year requirement for water tank inspection and cleaning, Eric H. has reached out to 2 companies for proposals, one company uses divers the other uses remotely operated vehicle (ROV). Eric has received one response as of today.

Required 'Lead Service line' inventory has been completed. The association had no written records to reference, which precipitated the need to perform physical inventory. The outcome of our inventory was that we found zero lead service lines.

Keith and Eric H. have discussed the need for hydrant replacement program. Eric S. added this as a project line item to our draft Water System Plan.

OFFICE MANAGER REPORT:

Deana Sweet provided the Board a written report and it is attached to these Meeting Minutes. It was read by Keith and reviewed during the meeting.

SECRETARY REPORT:

Nothing to report

LAWSUIT UPDATE:

Marc Lebeau provided report, see attached.

COMMITTEE REPORTS:

TREASURER:

Keith reported Bank CD auto-renewed today.

COMMUNICATIONS:

Trustee election ballots are arriving. Ballot counting will occur Friday before annual meeting.

PERSONNEL:

Keith asks that the personnel committee look into filling our Water Works Foreman position and discussed options for advertising the vacancy.

FACILITIES:

Eric S. has updated some items in chapter 6 of the draft Water System Plan. The Coliform monitoring plan as well as the cross-connection control plan still needs updates. Deana has done some updates to the budget portion. Eric S. suggested contacting our vendor to see if they can provide additional help to complete the sections we need to input on. Board will discuss further at next meeting.

OLD BUSINESS

Keith will arrange a meeting with member Jensen to discuss board's well lease renewal proposal.

NEW BUSINESS

None

COMMENTS / QUESTIONS FROM MEMBERS

Bruce asked whether those guests in attendance (interested in joining board as a Trustee) if they had questions and would like to share background and interest in volunteering. All provided some background expertise and experience believed relative to board needs.

Guests were thanked by board and left meeting.

Board convened and entered Executive session

Board adjourned executive session

Bruce made motion on a proposed pay raise and bonus to John Moehrle which would be given along with his annual performance review, Mike seconded, Keith called for vote, vote carried.

Bruce made motion on attaching a pay raise to annual performance review for Eric Hentila, Mike seconded, Keith called for vote, vote carried.

Meeting Adjourned at 10:15pm.

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

Seven Lakes Water Association
OPS MANAGERS REPORT:

For 15 October 2024

Meter Upgrade Project	This Month	Last Month
New Radio-Read Meters Installed	33	39
Total Radio-Read Meters Installed	2049	2016
Project Completion	93%	91%

*last batch of meters needed to complete this project were delivered to us on 8/12/2024.

Other State/Federal Mandated Water Testing:

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

State DOH System Reporting:

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

Utility Locate Requests	This Month	Last Month
Emergency Locate Requests (Requires O/T)	0	0
Routine Locate Requests (Does NOT require O/T)	20	36

Annual Fire hydrant Maintenance:

The Association has approximately 250 Fire Hydrants throughout the distribution system. The goal of this hydrant maintenance is to ensure their functionality and reliability, and to also document static water pressures.

Hydrant Maintenance	This Month	Last Month
Number of Fire Hydrants Exercised	90	0
Project Completion	36%	0%

Lead Service Line Inventory (LSLI)

This project has been completed and all supporting documentation has been submitted to the DOH ODW. During this project, we analyzed and documented 2265 water meter connections/service lines.



**Office Manager Report
Oct Monthly meeting**

Outstanding AR as of 10/11/242024 (current invoice balances not included)

Outstanding Accounts Receivables Aging					
Billing Cycle	31 – 60	61-90	91-120	121+	Phase Amount
Phase One	15	15	3	3	\$ 11,619.87
Phase Two	45	0	11	2	\$ 5,361.32
Phase Three	1	0	0	0	\$ 456.50

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

Two members are on payment plans and not included in the above numbers.

Miscellaneous Information

- I am working on getting a quote for the 23/24 audit from the firm Paul recommended.

Trademark Information - No update 10/11/24

as of July 02, 2024

98629886 - 7 LAKES WATER ASSOCIATION

- New application awaiting assignment to an examining attorney.

98629789 - SEVEN LAKES WATER ASSOCIATION

- New application awaiting assignment to an examining attorney

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

POC Litigation Update

15 October, 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. Documented Litigation POC Accumulated Volunteer Hours: **50.77**. 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
- Defendant Counsel received the written response to the Request for Admissions (RFA's). Essentially, this is a process that can establish facts and information that parties agree to without the need for further testimony/evidence etc. This process is designed to narrow issues for a dispositive motion following discovery. Ms. What has completed a thorough review of the information provided in the RFA by the Plaintiff; feels they were productive.
- Ms. What sent copies of the RFA Response to the individually named co-defendants in this litigation, along with her thoughts on future legal strategies.
- As the litigation is still in the Discovery Phase, our attorneys are expecting at some point to receive Discovery requests from Plaintiff's counsel, Mr. Moody.
- Action Item from Last Month's meeting:
Marc was asked about the possibility of lowering the amount of funds reserved for litigation outcome due to the length of time the current case seems to be taking. The concern being possible insurance renewal costs.
Response: Defendant Attorney was unaware that our insurance rates would be negatively affected by the lengthy litigation process. Ms. What has no control over how quickly this case can be resolved, but promised to expedite what she can control in the process.
- NOTE: All attorney's practicing in WA State are guided by WA State RPC Rule 3.2 which *requires a lawyer to make a reasonable effort to expedite litigation* consistent with client's interests
- The Summary Judgment Hearing for Mr. Erue, originally scheduled for 05/17 and re-scheduled for 8/27 was postponed to accommodate opposing counsel's availability. New date is TBD.

Kind Regards,

Marc Lebeau – Volunteer
Litigation POC, SLWA Board of Trustee