

SEVEN LAKES WATER ASSOCIATION, INC.  
Board Meeting Minutes – 19 November , 2024

The meeting called to order at 6:31 PM by Board of Trustee President, Keith Krueger.

**IN ATTENDANCE:**

Board Members: Keith Krueger (remote via Zoom), Leslie Magnuson Eric Starup, Mike Haney, Charlie Cox

Association Members / Guests: Julie David Employees: Eric Hentila (Ops Manager)

**ABSENT:**

Board Members: Laura Leuze,  
Volunteer: Marc Lebeau  
Employees: Deana Sweet (Office Manager)

**MINUTES:**

Acknowledgment that regular board meeting minutes from October 22, 2024, were approved via electronic vote.

Acknowledgment that Annual General Membership meeting minutes from November 2, 2024, were approved via electronic vote.

Acknowledgment that a special board meeting to address personnel issues was held on November 2, 2024, and minutes were approved via electronic vote.

Acknowledgment that a special board meeting to elect officers, as required by the association bylaws, was held on November 11, 2024, and minutes were approved via electronic vote.

**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 update is complete and working great.

Emergency response to water shooting out driveway cracks and entering basement. Excavation found saddle corroded and failed. We are expecting a claim from the property owner for damage inside house.

Eric researched the concern of diesel generator fuel tank located within the sanitary control area and found that we are compliant due to our tank being double walled and we have alarm monitoring. This information was sent to DOH auditor and issue is resolved. This effort saved the association an estimated cost of over \$80k to replace and/or relocate existing generator.

Contracted ROV inspections of tank 6 and Loma tank are completed. Small amount of sediments found were removed. Both tanks reported in good shape.

#### OFFICE MANAGER REPORT:

Deena was absent from the meeting but her report is attached to these minutes.

#### **OPEN TRUSTEE POSITION:**

Member Julie David previously attended multiple meetings and expressed interest in volunteering as a trustee. Eric asked if she was still interested in a board position and Julie confirmed her willingness to participate. Leslie made a motion to appoint Julie David to the board of trustees and Mike seconded. Vote taken and motion carried.

A second motion was made by Mike for Julie to be appointed to the open Secretary role. Eric seconded. Vote taken and motion carried.

#### **PERSONNEL:**

Leslie presented her recent research into SLWA employee benefits, aimed at improving association's compensation packages for retention and recruitment purposes. Comparison was made between insurance premiums paid and Flexible spending account program, possible switch to Delta dental, consideration of additional holidays and PTO, and LTD insurance.

#### **FACILITIES:**

Eric S. and Keith met with Greg Jensen to discuss draft terms of proposed SLWA lease. There were a couple of email exchanges outlining proposed modifications from Mr. Jensen. Lease is likely to remain in draft until the approval of our WSP and final agreement on terms.

Some progress made on WSP revisions/additions that included Eric H. and vendor.

#### **FINANCE:**

We need a quote and level of service from new CPA firm proposal we are considering, so board can review and determine whether our needs will be met before board can vote on selection.

#### **OLD BUSINESS:**

Leslie made a motion and Mike seconded to adopt Mission and Vision statements as previously drafted. Vote taken and motion carried. Julie abstained.

#### **NEW BUSINESS**

Board went into executive session at 7:20pm.

8:23pm board exited executive session.





**SEVEN LAKES ASSOCIATION, INC.™**

**17507 West Lake Goodwin Road Stanwood WA 98292**

**Phone 360-652-8192**

## Mission Statement

11/19/24

Our dedicated team delivers safe, clean drinking water at a reasonable price, to the homes and businesses of our members.

## Vision Statement

We will dutifully accomplish our mission by consistently doing the following:

- Ensure that infrastructure and equipment remain operational and reliable
- Respond to reports promptly when water supply is compromised
- Dependably read water-use meters & invoice members accurately
- Foster a professional organization by treating members & co-workers respectfully
- Comply with Federal, State, and County regulations governing water utility operations
- Treat our vendors with dignity by paying them fully and promptly
- Be admirable community citizens & good stewards of the member's trust
- Be transparent and proactive; ensure members know what we are doing
- Plan for future needs through recapitalized assets and lease agreements

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

For 19 November 2024

<b>Meter Upgrade Project</b>	<b>This Month</b>	<b>Last Month</b>
New Radio-Read Meters Installed	49	33
Total Radio-Read Meters Installed	2098	2049
Project Completion	94%	93%

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

State/Federal Mandated Water Testing:

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

State DOH System Reporting:

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

<b>Utility Locate Requests</b>	<b>This Month</b>	<b>Last Month</b>
Emergency Locate Requests (Requires O/T)	1	0
Routine Locate Requests (Does NOT require O/T)	16	20

Annual Fire hydrant Maintenance: This project has been completed.

<b>Hydrant Maintenance</b>	<b>This Month</b>	<b>Last Month</b>
Number of Fire Hydrants Exercised	162	90
Project Completion	100%	36%

6" DCVA Backflow Device Rebuild/Re-Certification

On 10/28, We contracted with Advance Testing & Service to test the Associations 6" DCVA located at Camp Killoqua. This backflow device failed during the initial test procedure. This unit has been rebuilt and re-certified.

Tank Inspections & Internal Cleaning

On 10/31, Contractors arrived on site at the associations two water storage facilities to start the inspection and cleaning process. The service performed took approximately 2 full days to complete. We are currently waiting for the detailed inspection report which will also include pictures and video. We should receive the report within the next month.

Sodium Hypochlorite (Chlorine) Injection Pump Maintenance:

Every year we contract with TMG Services to rebuild our 4 injection pumps located at our well sites. This service was performed on 10/31.



## Office Manager Report Nov Monthly Meeting

**Outstanding AR as of 11/15/24** (current invoice balances not included)

Outstanding Accounts Receivables Aging					
Billing Cycle	31 – 60	61-90	91-120	121+	Phase Amount
Phase One	50	45	3	3	\$ 5,605.66
Phase Two	68	16	16	6	\$ 7,054.50
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.*

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

### **Miscellaneous Information**

- Once we sign the engagement letter with the new CPA firm, we will start the audit in December.
- The vent ducts have been cleaned.

### **Trademark Information - No update 11/15/24**

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