

# Seven Lakes Water Association, Inc

## Board Meeting Minutes December 17, 2024

### CALL TO ORDER

Board Vice President Leslie Magnuson called to order 6:28pm.

### IN ATTENDANCE

Board Members: Eric Starup, Mike Haney, Charlie Cox, Laura Leuze, Leslie Magnuson, Julie David

Association Members/Guests: Marc Lebeau

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

Absent: Board Member Keith Krueger

### MINUTES

Acknowledgement that regular board meeting minutes from November 19, 2024, were approved via electronic vote.

Acknowledgement that special meeting minutes from December 9, 2024, were approved via electronic vote.

Minutes of a special 10-day meeting to elect board officers has been approved but has not been posted on the website; Leslie to contact Keith and Deana to post.

### OPERATIONS MANAGER REPORT

Eric Hentila provided the Board with a written report, and it is attached to these meeting minutes. It was reviewed during the meeting and any questions from the Board members were answered to their satisfaction.

He added the following additional report:

Emergency locate requests: 1

Routine locates: 24

Ongoing maintenance continues with a focus on gutters and thermostat replacements.

Due to the power outage issues on 12/14/2024, there were 10 contacts from SCADA to Eric.

One well site has experienced issues with a generator that will not fault over. This is a long-standing issue that Eric is seeking to resolve. A QCC engineer is to work with Eric to troubleshoot.

There is a new position on the Operations Manager's team that is still under recruitment. No candidates have been selected at this time.

## **OFFICE MANAGER REPORT**

Deana Sweet provided the Board with a written report, and it is attached to these meeting minutes.

Deana provided background and estimated number of accounts that are considered "snowbird" accounts. These accounts are on lock for the winter months per owner request. Evaluation of the criteria and recommended lock out rate is requested to be reviewed by the Board per the bylaws.

Deana noted the bylaws need updating in several areas. The Board requested Deana provide a list of the bylaws that need updating and provide to the Board for review and consideration. Note, for changes to occur to the bylaws, a meeting is to be held, and a quorum of members is required to approve. Per the bylaws, a quorum consists of members present at the designated meeting.

Recommendation to communicate the potential changes and meeting notice to members to obtain feedback.

## **FINANCE**

Bids received from 3 CPA firms through engagement letters.

**Motion:** Laura Leuze recommends Bailey CPA for selection

**Seconded:** Eric Starup

**Vote:** motion carried unanimously

Laura signed the engagement agreement 12/17/2024 for Bailey CPA for a one-year contract to review the fiscal year ending August 31, 2024.

## **LAWSUIT UPDATE**

Marc LeBeau provided an update to the board on the litigation of Bodger vs. SLWA and Board Members. There was nothing significant to report.

Date lawsuit filed: 9/18/2023.

Date of latest activity: 12/17/2024

Number of days in litigation: 456

Number of years in litigation: 1.25

Number of initial tort complaints: 7

Number of tort complaints remaining after motions: 3

Number of volunteer hours by Marc: 52.62

Number of admin hours by office manager: 7.65

## **TREASURER REPORT**

Laura Leuze provided the Board with a written report, and it is attached to these meeting minutes. Laura added she has reviewed all bank transactions and financial statements and nothing unusual is noted.

A change in credit card transaction review was decided at the Board meeting. Review responsibility will transfer from Vice President Leslie Magnuson to Treasurer Laura Leuze to align with fiscal reviews.

## **COMMITTEE REPORTS**

### **Personnel – Long Term Disability Discussion**

The Board has reviewed potential options for Long Term Disability insurance to offer to employees as an employment benefit. This benefit is to enhance their benefit package to continue to make SLWA an employer of choice.

The annual premium that will provide 60% of annual wage through Social Security Normal Retirement Age is \$2800 annually. This program rate by the provider is based on salary and age.

**Motion:** Laura Leuze made a motion to offer long term disability to employees

**Second:** Mike Haney

**Vote:** motion carried unanimously

Recommendation by the Board to provide each employee with a Total Compensation document. This document would provide details on salary and benefits individual to each employee.

## **FACILITIES**

Conversations continued with Jensen and are pending the water plan finalization.

Eric Starup provided the Board with an update on the water system plan under review from Facet, a civil engineering firm. Progress has been made; however, the firm did not return the plan with the edits requested by SWLA. Eric will reach out to Facet to request the draft be updated with SLWA markups.

Pending update in the water system plan: emergency response plan, budget (10 year look ahead)

To develop the budget, a list of updates with costing is needed from the Operations Manager. This list is to include capital improvements and ongoing maintenance.

## **WATER RATES**

Per bylaws, new rates are to be reviewed and approved at the end of each fiscal year. Rate increases have not occurred in 10 years.

The current rate is \$50 every 2 months.

A rate study from Facet is still pending. Eric Starup will request the study from Facet.

## **OFFICE HOURS DISCUSSION**

Executive session called by Leslie at 8:12pm

Executive session exited at 9:06pm

## **NEW BUSINESS**

No new business

## **COMMENTS FROM MEMBERS**

No comments

## **Adjournment**

Board Vice President Leslie Magnuson adjourned at 9:07pm.

Submitted by:

*Julie David*

Julie David, Secretary

\_\_\_\_\_  
Date:

Certified to be a  
True Copy by:

*Keith Krueger*

Keith Krueger, President

\_\_\_\_\_  
Date:

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

For 17 December 2024

<b>Meter Upgrade Project</b>	<b>This Month</b>	<b>Last Month</b>
New Radio-Read Meters Installed	84	49
Total Radio-Read Meters Installed	2182	2098
Project Completion	96%	94%

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

State/Federal Mandated Water Testing:

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

State DOH System Reporting:

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

<b>Utility Locate Requests</b>	<b>This Month</b>	<b>Last Month</b>
Emergency Locate Requests (Requires O/T)	1	1
Routine Locate Requests (Does NOT require O/T)	24	16



**Office Manager Report  
Devember Monthly Meeting**

**Outstanding AR as of 12/13/24** (current invoice balances not included)

<b>Outstanding Accounts Receivables Aging</b>					
Billing Cycle	31 – 60	61-90	91-120	121+	Phase Amount
Phase One	92	13	13	1	\$ 6,821.11
Phase Two	47	38	7	6	\$ 3,958
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.

One member was locked off for non-payment – To be Liened soon and not included in the above numbers.

1 Lock off pending payment by the 16<sup>th</sup>.

0 Lock-Off warning letter going out in December- No members three bills past due in cycle one at this time.

**Miscellaneous Information**

- We will start the audit in December once we sign the engagement letter with the new CPA firm.

**Trademark Information - No update 12/13/24**

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