

SEVEN LAKES WATER ASSOCIATION, INC.  
Board Meeting Minutes – 17 September, 2024

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

**IN ATTENDANCE:**

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

GUESTS/Members: Marc Lebeau

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

**ABSENT:** none

**MINUTES:**

Acknowledgement that meeting minutes from August 2024 were previously approved via electronic vote and posted to website

**OPERATIONS MANAGER'S 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:

Eric reported SCADA upgrade still on schedule and completion is expected in October 2024.

Tanks 7 & 10 are now fully isolated/disconnected from our system.

New employee (Justin) started yesterday.

**OFFICE MANAGER'S 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.

Deana further reports that no sensitive information exists in the stored paper files and asked the board to determine whether electronic files are acceptable in lieu of hard copies.

**SECRETARY'S REPORT:**

Nothing to report

**LEGAL ISSUES:**

Marc Lebeau provided report, see attached. 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. Marc will look into this question.

**TREASURER’S REPORT:**

Laura Leuze provided report. Laura mentioned fiscal year ends August 31<sup>st</sup> and she will work with Deana on inputs.

**COMMUNICATIONS COMMITTEE REPORT:**

Nothing to report

**PERSONNEL COMMITTEE REPORT:**

Leslie brought up a list of tasks that board members are currently performing and the volunteer time it’s taking to perform them. Board discussed possible options for moving some tasks back to managers while ensuring best management practices for personnel and banking oversight.

**FACILITIES COMMITTEE REPORT:**

Nothing new to report.

**FINANCE COMMITTEE**

Nothing new to report.

**WELL LEASE RENEWALS:**

Nothing new to report.

**NEW BUSINESS**

No new business discussed

**Meeting Adjourned at 7:55pm.**

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

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

For 17 September 2024

<b>Meter Upgrade Project</b>	<b>This Month</b>	<b>Last Month</b>
New Radio-Read Meters Installed	39	88
Total Radio-Read Meters Installed	2016	1977
Project Completion	91%	89%

\*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 (September test results: 0 contaminants noted).
- Chlorine concentration- Daily (No negative reports).

State DOH System Reporting:

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

<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)	36	35

Lead Service Line Inventory (LSLI)

Due date for submittal- October 16<sup>th</sup>, 2024. This project continues and we are on track to meet the due date. We have inspected and documented approximately 90% of the system. Data entry into the DOH spreadsheet continues.

DOH Sanitary Survey

Sanitary Survey for SLWA was performed on Tuesday August 13<sup>th</sup> by a DOH ODW Engineering staff member. The survey report was drafted and submitted to SLWA on 9/06/2024 for review.

Water main Break/repair

On 8/28 at 8:22AM, we received a call from an SLWA member stating that their contractor broke the water main during excavation activities for their new residence. Staff immediately responded, isolated a portion of the water system and proceeded to repair the break. Water outage was minimal, services were restored in 2hrs.

Water main relocation (continuation of above break)

On 9/3 & 9/4, approximately 120' of 6" water main was relocated by SLWA staff to remove it from an association members property so that they could continue on with the construction of their new home. When this water main was originally installed in the late 1960s, the contractor had veered outside of the assigned utility easement.

Well 10 Motor replacement

On 9/13, PumpTech came out to install the new motor for Well 10 that was purchased in May 2024, we delayed the installation until we were through with the high production season.



**Office Manager Report  
September Monthly meeting**

**Outstanding AR as of 09/16/242024 (current invoice balances not included)**

<b>Outstanding Accounts Receivables Aging</b>					
Billing Cycle	31 – 60	61-90	91-120	121+	Phase Amount
Phase One	49	4	4	1	\$ 6,495.11
Phase Two	100	26	0	3	\$ 4,117.90
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.*

Three 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.
- The final member files have been scanned, and I am now working on sorting the PDFs into member electronic files. The paper files are now being stored in the shed.
- Office carpets have been cleaned for the first time in a long time.

**Trademark Information - No update 9/13/24**

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

17 September, 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: **49.08**. 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
- Request for Admissions were sent to Plaintiff's Attorney. Essentially, this is a process that can establish facts and information that both parties agree to without the need for further testimony/evidence etc. In the case of the Request for Admissions sent to Mr. Moody, Plaintiff can respond to these direct questions by admitting, denying, or objecting to the request as improper or cannot be admitted/denied for XYZ reason.
- This process is designed to narrow issues for a dispositive motion following discovery.
- Response from the Plaintiff and her attorney are due 9/19.
- [Repeated Entry] To date, no requests for Discovery documents have been made by the Plaintiff's attorney. Ms. What and her team have diligently organized the e-mails and other documentation received - to provide to Ms. Bodger's attorney when such a request is received.
- The Summary Judgment Hearing for Mr. Erue, originally scheduled for 05/17 and re-scheduled for 8/27 was postponed. New date is TBD.

Kind Regards,

Marc Lebeau – Volunteer  
Litigation POC, SLWA Board of Trustee