

SEVEN LAKES WATER ASSOCIATION, INC.

Board Meeting Minutes – 17 July, 2024

The meeting called to order at 6:29 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, Paul Hernandez

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

ABSENT: none

MINUTES:

President called meeting to order at 6:29 pm.

Meeting minutes from June 20, 2024 were approved

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:

Eric has an experienced prospect for possible hire. Will be meeting with him this Friday. Position may need to have a salary range determined during a future board meeting.

Not enough information available as yet to discuss SCADA upgrade maintenance. Will revisit when closer to October.

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

Old server will be running for another week to be sure new server has no glitches.

Trademark application process status will be reported by Office Manager moving forward.

Brief discussion regarding water shutoff notice ensued. Keith will send out our flowchart / policy for review and discuss at future meeting.

The OPS Mgr voluntarily departed after making presentations, Office Mgr remained for guest Paul Hernandez presentation.

Paul Hernandez (auditor) announced that their firm will not be performing audits in future. Deana asked for recommendation for another firm. Paul will get back to Deana.

Fiscal year 2023 draft audit highlights were discussed.

Paul will be sending out a letter with recommendations and is willing to help with our transition to another firm. Board thanked Paul for the service he's provided over the years.

SECRETARY's REPORT:

Nothing to report

LEGAL ISSUES:

Marc Lebeau had nothing new to report on outstanding lawsuit.

TREASURERS REPORT:

Laura Leuze provided report

Laura suggested that depreciation accruals should be done in house monthly and kept current.

ACTION ITEM: YE closes 8/31/24 we need a replacement auditor soon. Finance committee was asked to find a firm.

COMMUNICATIONS COMMITTEE REPORT:

Nothing to report

PERSONNEL COMMITTEE REPORT:

Deana completed documentation of office procedures

FACILITIES COMMITTEE REPORT:

Nothing new to report.

WELL LEASE RENEWALS:

Nothing new to report.

Meeting adjourned at 8:54pm

Submitted by: _____ 8/19/24
Charlie Cox
Secretary Date: _____

Certified to be a
True Copy by: _____ 8/19/24
Keith Krueger
President Date: _____
