

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – 20 August, 2024

The meeting was called to order at 6:34 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:

Meeting minutes from July 20, 2024 were approved

OPERATIONS MANAGER’S REPORT:

Eric Hentila provided the Board with a written report, which 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 a need to address the diesel generator containment pad capacity due to its location near the wellhead. He mentioned a couple of solution options he is considering and will work with the DOH and Board on acceptability, cost, and timeline for options.

OFFICE MANAGER’S REPORT:

Deana Sweet provided the Board with a written report, which is attached to these Meeting Minutes. The report was reviewed during the meeting, and any questions from Board members were answered to their full satisfaction.

EMPLOYEE BENEFIT PLAN REPORT:

Keith provided a summary of a discussion held on July 14 between Ryley Nelson of Edward Jones (current SIMPLE IRA plan administrator) and members of the board (Keith, Leslie, Laura, and Eric S.) to look at moving from the existing SIMPLE IRA plan to a 401(k) plan. Ryley outlined the advantages/disadvantages of each program, including approximate costs to both employees and the board. After internal discussion, the board decided that given the current level of employee participation in the SIMPLE IRA, the additional cost of moving to a 401(k) program would not provide any added

benefit to employees. It was, therefore, decided to stay with the existing SIMPLE IRA for the foreseeable future.

SECRETARY’S REPORT:

Nothing to report

LEGAL REPORT:

Marc Lebeau provided the report; see attached. Marc also reported that the rescheduled summary judgment hearing for Mr. Erue had been canceled. [OBJ]

TREASURERS REPORT:

Laura Leuze provided the report and the financials were reviewed.

COMMUNICATIONS COMMITTEE REPORT:

Nothing to report

PERSONNEL COMMITTEE REPORT:

On July 23rd, 2024, Leslie, Keith, and Eric interviewed Justin Evans for the Foreman position. The board discussion ensued electronically and resulted in an offer letter sent to Justin on July 26th. Justin signed and returned the offer letter the same day. The candidate is currently undergoing our background check and drug screening process. Successful completion will result in a September 16th, 2024, start date.

Leslie also reports that Paycor has a few glitches yet to be worked out.

FACILITIES COMMITTEE REPORT:

Regarding the Water System Plan (WSP), Eric S. provided a summary of correspondence between Keith and Issac Stewart of Facet (previously DCG). On July 17th, Facet reported that the draft WSP would be provided “realistically within a few weeks.” On July 24th, Keith followed up with a request for the draft WSP. After seeing no response from Facet, Eric S. requested a status update on August 20th. Awaiting response.

WELL LEASE RENEWALS:

Nothing new to report.

COMMUNICATION COMMITTEE

Nothing new to report.

FINANCE COMMITTEE

Awaiting water system draft plan so that budget can be developed.

NEW BUSINESS

No new business discussed

COMMENT FROM MEMBERS

See Marc Lebeau report under Legal Issue header **Meeting Adjourned at 7:55 pm.**

Submitted by:	<u><i>Charlie Cox</i></u>	<u>9/04/2024</u>
	Charlie Cox Secretary	Date:
Certified to be a True Copy by:	<u><i>Keith Krueger</i></u>	<u>9/04/2024</u>
	Keith Krueger President	Date:

Seven Lakes Water Association
OPS MANAGERS REPORT:

For 20 August 2024

Meter Upgrade Project	This Month	Last Month
New Radio-Read Meters Installed	88	82
Total Radio-Read Meters Installed	1977	1889
Project Completion	89%	85%

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

State DOH System Reporting:

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

Utility Locate Requests	This Month	Last Month
Emergency Locate Requests (Requires O/T)	0	0
Routine Locate Requests (Does NOT require O/T)	35	29

Lead Service Line Inventory (LSLI)

Due date for submittal- October 16th, 2024. This project continues and we are on track to meet the due date. We have inspected and documented approximately 7/8ths of the system. Data entry into the DOH spreadsheet has begun.

DOH Sanitary Survey

A sanitary survey is a periodic inspection of water system facilities, operations, and records. DOH uses it to identify conditions that may present a sanitary or public health risk. Washington state drinking water rules require all Group A public drinking water systems to have a routine sanitary survey once every three to five years.

The Sanitary Survey for SLWA was performed on Tuesday August 13th by a DOH ODW Engineering staff member. The survey report will be drafted and sent to SLWA once it has been completed.



**Office Manager Report
Aug Monthly meeting**

Outstanding AR as of 08/16/2024 (current invoice balances not included)

Outstanding Accounts Receivables Aging					
Billing Cycle	31 – 60	61-90	91-120	120+	Phase Amount
Phase One	96	18	16	3	\$ 6,495.11
Phase Two	63	55	5	5	\$ 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

Trademark Information - No update 8/16/24

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

20 August, 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: **48.58** 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
- Defense Attorney, Ms. Kaylynn What - has completed an initial review of the Responses to the first set of Interrogatories & Requests for Production presented to Plaintiff's Attorney.
- In addition to the answers to questions posed, Ms. Bodger provided a 28-page chronological narrative of her employment experience with SLWA. She speaks to her perceptions of co-worker interactions and observations of actions she believed to be questionably proper. Ms. Bodger asserts that the Manager, Mr. Lucas and the Board Members were thoroughly informed of what was transpiring during the time period of her employment.
- To date, no requests for Discovery documents have been made by the Plaintiff's attorney. Ms. What and her team are working to organize the e-mails and other documentation received - to provide to Ms. Bodger's attorney when such a request is received.
- [Repeated Entry] The Summary Judgment Hearing for Mr. Erue, originally scheduled for 05/17 was re-scheduled for August 27, 2024. The proceedings are open for public viewing (however, NOT for public participation) via Zoom. Ms. Jessie English can provide links for connectivity if desired.

Kind Regards,



Marc Lebeau – Volunteer
Litigation POC, SLWA Board of Trustee