

SEVEN LAKES WATER ASSOCIATION, INC.

Board Meeting Minutes – November 15, 2022 (RevA)

The meeting called to order AT 6:30 PM by Board of Trustee Member Marc Lebeau

IN ATTENDANCE:

Board Members: Marc Lebeau, Karri Chase, Bruce Holen, Andrew Springer, Mary Jo Lake, Keith Krueger

GUESTS/Members: (0)

Employees: Paul Lucas (Ops Manager) and Deana Sweet (Office Manager)

ABSENT: None

Marc Lebeau called the meeting to order as the President *Pro Tem* – and placed the following motion before the Board: That the Board of Trustees agree to split the duties of the Secretary and Treasurer by assigning two persons to the position – until such a time as the arrangement no longer served the needs of the Board or the SLWA By-Laws have been appropriately amended by submission to the WA Secretary of State. No discussion followed. The Motion was Seconded by Andrew Springer. The **vote** was unanimous for approval and the Motion was carried.

The second order of business is the **Election of Board Officers** – by the Board of Trustees. No member said they would not assume the duties to which elected. The following members were nominated (By Marc Lebeau) and seconded by Andrew Springer. The votes on each position were unanimous. Motion(s) carried.

Officer Position	Nominated Member	Voted
President	Bruce Holen	Yes, Unanimous
Vice President	Keith Krueger	Yes, Unanimous
<u>Secretary</u> -Treasurer	Marc Lebeau	Yes, Unanimous
Secretary- <u>Treasurer</u>	Karri Chase	Yes, Unanimous

MINUTES:

The minutes for the October 18, 2022 meeting were reviewed and a motion to approve was submitted by Andrew Springer, it was seconded by Keith Krueger. The **vote** was unanimous for approval and the Motion was carried.

TREASURERS REPORT:

There was no Profit & Loss Statement nor a Balance Sheet available at the meeting. Deana Sweet offered to provide an update during her Manager's Report.

As of this meeting we have closed three accounts in two banks.
We are down to 5 banks with 12 accounts.

Opened a CHASE CD with funds from US Bank and UNION Bank – 3.05% (APR)
We were upgraded to the Business Platinum Service on all accounts –
Assigned a Business Relationship Manager (Mr. Chase Tahk – Everett Office)
Received a Single Check Scanner – instant bank deposits. Tested, works fine.
Will be ordering new Corporate-guaranteed Credit Cards w/cash back feature.
Temporary limits were placed on each card that could be easily amended at a later date.

Deana Sweet was added to our CHASE Account on 11/3/22.
Has already linked bank statements into Quick Books for reduced entry inaccuracies.
Board established a temporary Budget item (\$10K max) for any new equipment that the office might need, subject to approval by Secretary-Treasurer. Currently have committed around \$3,000.00.

Our 2021 Audit is being prepared by Langabeer, McKernan, Burnett & Co. (Stanwood Office), with Mr. Paul Hernandez, CPA assigned our account. He has reported that we should have the 2021 report by Thanksgiving (11/25)

SECRETARY'S REPORT

Volunteer workforce (Kim Gudgel) and Marc Lebeau completed the installation of the Security Camera System over a two 5-hour day period. Eric Hentila & John Moehrle installed one additional camera over the back garage door.
Total material costs for project: less than \$700.

The ballots for this year were reviewed and mailed in ample time to effect delivery and response before the 04 November deadline. 6% membership response. Separate report on the Annual 05NOV22 meeting was drafted and will be reviewed at the next annual meeting.

WEBSITE REPORT:

No report available. No members currently assigned to that committee.

OPS MANAGERS REPORT:

Paul Lucas provided the Board with pre-prepared notes with updates on various projects and current and future plans. They are summarized below:

Wireless Meter Installation: Total Project Complete: 28% (Last Month 33%) *Note
Installed this Month: 55 (As of this date)

Installed Last Month: 80
Total Installed: 607 *Note
Meters On-hand: 143 (Residential) 36 (Industrial)
Meters on Order: 1,000 (250/2-months)

*Note – This is a corrected value for total installed as of this report. The amounts reported on the 10/18/22 Meeting minutes were in error.

Emergency Generator Installation: Total Project Complete: 30% (last month 25%)
Generators Delivered: 02
Generators On-Hand, Ready to be set): 01
Propane Tanks Delivery: 03
Installations Begin: by 11/16
Electrician start wiring on 11/17

Propane tanks will be installed at Lake Loma, Tank 6 and Office sites.
New SLWA Office sign was delivered and installed.
Wind storm damage: Power lost to all pump sites; Loma Tank level was dropping fast, reports of low pressure from Deer Run subdivision were received and responded to. Booster pump activated and valves adjusted. Notified by 911 dispatch that a tree had fallen on a fire hydrant on Firetrail Road. When the hydrant was isolated, system pressure was restored. It took 2 days to refill Loma tank. Diesel fuel was shuttled to Killoqua site generator twice during the power outage.
Expected to move to new office location by next week.

OFFICE MANAGERS REPORT:

Deana Sweet provided an update with details on the following:

Taxes: (B&O, Payroll, L&I, ESD, and PFML)
Billing Cycle: Billing is back on track and up to date.
Accounts Receivable: Backlog removed
Banking Access: Now have access to all accounts on-line.
Payroll is now on track for bi-weekly checks.
Discovered a previously-obscured account at a local Credit Union.
Succeeded at creating e-mail account at SLWA for Board Members (by position)

ACTION ITEM: (Marc) Research previously-obscure account at a local Credit Union and establish access and work to transfer the funds & close the account.

OLD BUSINESS:

Discussion on proofing the narratives on the Bills being sent out to members. Also a need to cease the "Waiver of Late Fees" now that we are caught up with billing. The Board decided that it would be implemented beginning in the next Billing Cycle. No volunteers to proof the bill narrative and author an advisory message on Late Fees waiver cessation.

ACTION ITEM: (Marc) Review the narrative on the bill template and author an advisory message on Late Fees waiver cessation.

NEW BUSINESS:

Bruce Holen discussed need for improving our communication. There was discussion about which media would be most fruitful. It was decided that Deana would create a "Push Only" Facebook page. Uncertainty whether we could do same on Next Door.

ACTION ITEM: (Mary Jo) Research whether or not the feature was available on Next Door (Local social media app.). Report findings back to the Board.

Bruce Holen discussed the Certificate Program. Marc Lebeau provided him with a copy of a report that was done last year by a committee assigned to look at the system.

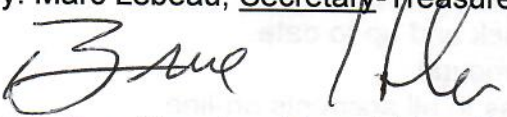
Discussed banking permissions. Keith Krueger made a motion to add Karri Chase and Bruce Holen to all of our bank accounts. It was seconded by Andrew Springer. The **vote** was unanimous for approval and the Motion was carried.

The bookkeeper position was discussed and there was agreement that we would pause temporarily until Deana felt she had things settled out fully in the front office.

ACTION ITEM: (Marc Lebeau) Close the Checking Account at Chase Bank (ending in 1871) and transfer the funds to the checking account ending in -2062.

ADJOURN: 8:30 PM


Submitted by: Marc Lebeau, Secretary-Treasurer


Certified to be a True Copy by: Bruce Holen, President