

SEVEN LAKES WATER ASSOCIATION, INC.  
Board Meeting Minutes–April 19, 2022

The meeting was called to order AT 6:30 by Kim Gudgel

**IN ATTENDANCE:**

Board Members: Kim Gudgel, Bruce Black, Adam Bursell, Ron Crow, Greg Jensen, Craig Thomson  
Employees: Paul Lucas

**ABSENT:**

**GUESTS:** Ron Erue, Cheri Klotz, Channa Bursell

**MINUTES:**

The minutes for the March 15, 2022 meeting were approved unanimously; motion by Craig Thompson, seconded by Greg Jensen.

**TREASURERS REPORT:**

Income Statement for March was presented by Paul Lucas. Adam expressed concerns with Financial errors, incomplete numbers and differing balances. Those concern led him to suggest bringing in a third-party accountant or Forensic Accountant and perhaps even auditing our auditor. Concerns regarding late or missed County and/or State annual reporting or payments were expressed by guest Ron Erue. The discussion was very heated, and a request was made to pause the discussion in order to go forward with the remainder of the agenda.

**WEBSITE REPORT:**

Adam discussed the suggestions made by an association member for changes to the Website design. Discussions continue with the designer, and they are willing to make any changes requested at no additional cost. Adam also reiterated his concern about the lack of a formal contract. We do have a FDG-WEB “Project Components & Deliverables” service schedule (see attachment) which allowed them to fulfill our desire to complete the design, development and deployment of our website as quickly as possible.

**MANAGERS REPORT:**

Craig provided a detailed summary of options and challenges for future water needs (see attachment). Options includes obtaining additional water rights and contacting various agencies (Tulalip Tribes, City of Marysville) to see about obtaining additional water and what the costs might be. The discussion was tabled for a future date.

Adam asked Paul to explain on-call and overtime; he questioned why the amounts weren't the same from year to year. Again, his concerns were regarding the accuracy of our financial reports.

## **OLD BUSINESSS**

Kim volunteered that he and his wife Theresa would begin using the Arlington Policy Handbook as a working guide to replace our existing, outdated handbook. It was also suggested that we develop blueprint for job descriptions and a salary schedule by position using Arlington's system as a guide.

Marc Lebeau was introduced to the board as a candidate for the vacant board position. He was interviewed and a motion to accept him as a board member was passed unanimously. Marc brings a wealth of experience from the Coast Guard; he volunteered that he has a top secret clearance and would provide a background report if requested.

The low-income assistance program was discussed and the Three Lakes Water Association program was suggested as a template for our system.

## **NEW BUSINESS:**

It was suggested we develop and use two employee forms: leave request and overtime authorization. Overtime must be approved prior to work performed.

It was suggested that we perform background checks on all new hires; any red flags noted in the previous employment, including Drug Tests and Driving Records, should receive close scrutiny.

Adam proposed a motion that any expenditure over \$500 would require two bids and board approval, with the exception of typical recurring items. Motion was discussed, seconded by Greg and passed unanimously.

## **Open Discussion:**

It was suggested that we look into Bonding of employees handling money avoid taking any cash payments.

## **ADJOURN: 8:35**