

SEVEN LAKES WATER ASSOCIATION, INC.
Board Meeting Minutes – April 25, 2023 - Draft

The meeting called to order AT 6:32 PM by Board of Trustee President, Bruce Holen.

IN ATTENDANCE:

Board Members: Marc Lebeau, Karri Chase, Bruce Holen, Mary Jo Lake, Bryan Gregory

GUESTS/Members: (1) Leslie Magnuson

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

ABSENT: Keith Krueger (Excused Absence)

MINUTES:

The minutes for the March 21, 2023 meeting were reviewed and a motion to approve was submitted by Marc Lebeau, it was **SECONDED** by Bruce Holen. The **vote** was unanimous for approval and the Motion was carried. The Secretary and the President signed a copy for the official record.

OPS MANAGERS REPORT:

Eric Hentila previously provided the Board President with notes with updates on various projects and current and future plans. They are summarized below:

Wireless Meter Installation: Total Project Complete: **46%** (Last Month 42%)
Installed this Month: 103 (As of 4/25)
Installed Last Month: 73
Total Installed: 1,020

Emergency Generator Installation: Total Project Complete: 100% (last month 75%)
Generators installed: 03
Propane Tanks Installed: 03
Electrical Connections Done: 03

All Genset are fully functional: They are set up for automatic “no-load” tests weekly.

PFAS Sampling: Still awaiting results from the Federal EPA testing. We will receive them via e-mail when the results are available.

Other State/Federal Mandated Water Testing:

- Nitrates – Completed 3/20. Results are well below Max Contam’t Levels (MCL)
- Lead & Copper – Sched for June 2023
- Coliform – Monthly (April tests results: 0 Contaminants noted.
- Chlorine Concentration - Daily

Uni-Directional Water Main Flushing: Maintenance project began 3/19. Anticipate completion by 5/16. System flushed at 31 locations, mostly dead-end portions of our system semi-annually. (Spring/Fall). The QTY of gallons flushed to date: 116,800. This water was directed back into the adjacent aquafer.

The SLWA 2011 Chevrolet Silverado pickup truck that was vandalized in our parking area on 3/18, having its catalytic converter stolen. Security camera footage was provided to Snohomish County Sheriff, but lacked compelling features; Apprehension unlikely. Reviewing quotes to have a new catalytic Converter installed. The damaged fence was repaired and a new lighting fixture installed in the back lot to help increase physical security.

Utility Locates:

By law, we are required to provide utility locate services for all of our watermain lines and service lines up to the water meter. These Routine requests come in on a daily basis, with the numbers increasing during the summer months. We are expected to complete each request within 2 full business days. Occasionally, Emergency locate requests come in. (sometimes after hours, to include weekends and holidays).
01 Jan – 19 Apr: Approximately **104** locate requests were processed.

Water Service Line Repair:

Responded to a report on 3/21 that water was coming out of the ground near the edge of street pavement on W. LK Goodwin RD. Chlorine Residual test confirmed that it was from our system. System isolated. Contacted a dependable excavation contractor, Mr. Jeff Lervick (PLE, LLC) who thankfully made SLWA a priority at a bargain rate!. Submitted emergent utility locates, and a traffic control plan was established. Repairs on 3/24 took approximately 4 Hours to complete.
Cost of contracted repairs to complete- **\$1,235.73**

OFFICE MANAGERS REPORT:

Deana Sweet provided an update with details on the following:

We have sent out the first set of invoices with Delinquent fees.
Billing Cycle for Phase 2 begin in April 2023.
Accts Receivable: PH1: \$25,303.33, PH2 \$21,236.30, PH3 \$254.93 outstanding.
NW+ Credit Union needs Meeting Minutes to finish account closeout.

Reconciliations are now being performed by Tamara from the Robert Half Employment Agency.

Updates to the data input, adding more detailed descriptions are being worked on. Working on updating inventory to account for newly received (but un-installed) meters.

We had a need to perform a meter "Lock Off" for a 6-month past-due account. The Member had deceased. Currently there is no standardized TAG to place on the residence door when a meter is locked. A sample was circulated to the Board for approval. Colors for the future tags will vary depending on severity of the past-due payment. The Board approved the message and the expenditure.

SECRETARY'S REPORT:

Nothing Significant to Report (NSTR).

TREASURERS REPORT:

Karri Chase provided advanced copies of the Profit & Loss Statement (FY- 31 March 2023) and a Balance Sheet (as of 31 March, 2023) to the Board Members prior to the Meeting. It was reviewed; questions were posed; answered appropriately.

Follow-up to last month's ACTION ITEM: Karri Chase. Provided a verbal report on proposed time-clock documentation product for Board Members and responded to questions. She is encouraged by initial information on a APP that can interact with QuickBooks Payroll.

Karri reported on the progress made by Tamara (Tammy) from the Robert Half Employment Agency. In the 8-Hrs allotted, she was able to reconcile our two most active accounts (Chase & Coastal).

Karri provided comments on the progress of our accounting refinements. There are still several areas where she has concerns, but encouraged that changes are being made in a positive direction. Details regarding requests for our 2022 Audit from Langabeer are providing concerns that Karri hopes to eliminate through a more comprehensive understanding.

FACILITIES COMMITTEE REPORT:

Marc lebeau reported that a Committee Meeting was held on 04/19 (at a private residence). Prior to the meeting, we had received cost proposals from the two interested Contractors to revise our outdated Water System Plan. The two bids were compared and evaluated for compliance with State Dept. of Health WSP standards. There were noteworthy differences in labor hours proposed. The Facilities committee provided copies of a summary of the comparison, and recommended to the Board that SLWA contract with DCG – Watershed (Offices in Mount Vernon). Marc presented a synopsis on the rationale used by the Facilities Committee in making that recommendation. The Estimated cost was shared. There was agreement that we would request they prepare a Rate Study in conjunction with their WSP preparation.

Marc Lebeau offered a **Motion** that the SLWA Board contract with DCE – Watershed to complete the year-long+ effort to prepare a revised WSP i.a.w. DOH Requirements. The motion was **SECONDED** by Karri Chase. After discussion, the **vote** was unanimous for approval and the Motion was carried

PERSONNEL COMMITTEE REPORT:

Mary Jo Lake provided documents in advance of the meeting to the Board for review: A Draft Contract Agreement to cover the expectations of Paul Lucas's continued affiliation on a part-time basis, and a DRAFT of an Employee Performance Review form that Mr.

Eric Hentila had refined. More discussion on these topics is anticipated in the Executive Session.

COMMUNICATIONS COMMITTEE REPORT:

A Postcard Mailer was distributed to our members during the week of 03 April, citing important updates and solicited for a volunteer to fill a vacant Board Position. It resulted in interest, as contact was made to the Association.

COMMENTS FROM MEMBERS:

Bruce Holen formally introduced Ms. Leslie Magnuson (Guest/Member). She had previously expressed interest in volunteering for an open Board position. She conveyed her long business career experiences and answered questions posed by the Board members. She also asked questions of the Board and received appropriate responses. Bruce Holen asked her if she would accept a position on the Board. With affirmation, the Board voted unanimously for her membership. Welcome to our newest SLWA Board of Trustee member!

ADJOURN (8:15PM) to a Special Executive Session of the Board of Trustees to discuss Personnel Policy issues.

ADJOURNED (9:05PM) the Special Executive Session of the Board. A Regular Meeting of the Board of Trustees was resumed at that time to offer motion(s) and/or to vote on any residual issue(s) at hand.

Marc Lebeau offered a Motion to authorize and direct Paul Lucas to take appropriate action to close the SLWA accounts (Savings, Checking, & CD) at the NW Plus Credit Union and to convey any residuals to SLWA. It was **SECONDED** by Bruce Holen. A brief discussion was held. The **vote** was unanimous for approval and the Motion was carried

ADJOURNED (9:10PM) The Regular Meeting.

 5/15/23

Submitted by: Marc Lebeau, Secretary-Treasurer

 5/16/23

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