

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

July 8<sup>th</sup>, 2025

The Three Lakes Water Association Board of Trustees held their July 8<sup>th</sup>, 2025 Board Meeting at 6:00 pm. in a hybrid setting at the Association office, located at 17503 58th St SE, as well as virtually, utilizing phone and webinar technologies. The Association website and Facebook page requested for members who wish to address the Board to inform the Board President by email to report any comments, questions, or concerns to the Board.

The Board President's email: [president@3lwa.org](mailto:president@3lwa.org).

*At the request of the Board, the Minutes have been revised from their original format to follow a streamlined approach.*

### **Call to Order**

The meeting was called to order at 6:02 pm. by President Marek Jedrzejewicz. A quorum was satisfied by the following Board Trustees in attendance: Secretary Terra Nicolle, Treasurer Steve Lefebure, Trustee Donald Kemmis, Trustee Ray Cox, and Trustee Heidi Mann. Vice President Tyler Eshleman was unexcused.

**Guests:** Engineer's Rodney Langer and Zack Worley of David Evans and Associates, Inc. (DEA).

**Staff:** Kaila Klicker, Seth Way, and Brittany Henning who is the Recording Secretary for this meeting.

**Association Members:** Mike Everroad, Mary and Gabe Schroeder, Susan Kemmis, and Jay Klicker.

This month's Board Meeting Packet was emailed to the Board on July 3<sup>rd</sup>, 2025, containing the following documents:

- DEA Report
- Manager's Report: Summary, Metrics
- 2024/2025 Finalized Budget
- April's Meeting Minutes
- June's Meeting Minutes
- Monthly Financial Report: Summary of Cash and Investments, Cash Balance Summary (current and past month), Expenses, Deposits, Payroll, Statement of Cash Flow Detail, Profit & Loss Detail

## **Association Member Input**

- Member inquired regarding the outcome of May's three-year comprehensive financial audit discussion to understand the Board's intention related to this topic.
- Member inquired regarding compensation to offset their costs for a private service line repair. The Association completed water main installation construction activities for a 2019 capital improvement project in the area.

*Action: The Board recommended the member specify his request, in writing, and submit documentation for consideration.*

## **DEA Engineers' Report**

Engineer Rodney Langer presented a summary of DEA's status report, as provided in the board packet. DEA report on file.

*Action: Board to utilize the new DEA tool for future rate discussions.*

## **Manager & Cross Connection Report**

Assistant Manager Kaila Klicker presented a summary of the Manager's Report, as provided in the board packet. Manager's Report on file.

## **Approval of April 8<sup>th</sup>'s Board Meeting Minutes**

*Motion made by Secretary Nicolle to approve April's Board Meeting Minutes; motion seconded by Trustee Cox. Six votes in favor. The motion passes.*

## **Approval of June 10<sup>th</sup>'s Board Meeting Minutes**

*Motion made by Secretary Nicolle to approve June's Board Meeting Minutes; motion seconded by Trustee Kemmis. Six votes in favor. The motion passes.*

## **Approve and Pay Bills**

A summary of the Association's Financial Report was provided in this month's Board Packet and presented by Staff Henning. Financial Reports on file. Summary as follows:

### Current Financial Information

<b>Total Expenses:</b>	<b>\$97,537.13</b>
<b>General Funds:</b>	<b>\$213,271.72</b>
<b>Capital Funds:</b>	<b>\$749,211.07</b>
<b>Reserve Funds:</b>	<b>\$381,012.80</b>
<b>Total Cash and Investments:</b>	<b>\$1,343,495.59</b>

*Motion made by Secretary Nicolle to approve payment of the bills as presented, motion seconded by Trustee Mann. Six votes in favor. The motion passes.*

### Officer's Reports

**President** – Presented a review of the President's activities within the past month.

*Action: Add Staff Klicker to Ad-Hoc Document Access Policy Committee*

**Vice President** – Absent, no report.

**Secretary** – Provided a verbal report. Secretary's report on file. Proposed Old Business as follows:

- Ad-Hoc Wage and Salary Committee 2.0 – See Old Business.

**Treasurer** – Provided a verbal report. Proposed New Business as follows:

- Ad-Hoc Annual Meeting Committee – See New Business.

*Action: Treasurer to present, at the next meeting, the results as he completes his financial project.*

### Old Business

- Three-year Comprehensive Financial Audit
- Ad-Hoc Wage and Salary Committee 2.0

*Motion to establish an Ad-Hoc Wage and Salary Policies and Procedures Committee to review and/or revise the current wage and salary policies, procedures and processes for modern practices, budget capability and consistency into the future; with input from Management and consideration of regional and industry standards, to be completed by December 2025, with the deliverable: A Board and GM approved Wage and Salary plan that is modern, fiscally responsible, valuable to staff and systematic - effective calendar year 2026 and into the future, made by President Jedrzejewicz, seconded by Treasurer Lefebure. Six votes in favor. The motion passes. Committee Members: President Jedrzejewicz, Secretary Nicolle, Trustee Cox, Trustee Mann, and Treasurer Lefebure.*

## **New Business**

- Plan for Increasing Autopay Participation
- Ad-hoc Annual Meeting Committee

*Motion to establish an Ad-Hoc Committee to Improve Member Experience at Annual Meeting by reviewing and recommending updates to the processes related to the Annual Meeting, do so in writing, inclusive of all ideas brought forth and considered with their status, to be completed by August Trustee meeting, and to be composed of the following people: Treasurer Lefebure, Trustee Mann, Secretary Nicolle, Manager Kemmis, Assistant Manager Klicker, Staff Way, and Staff Henning made by Treasurer Lefebure, seconded by Trustee Mann. 4 votes in favor, 2 votes abstained. The motion passes.*

*Action: Manager to authorize the President to speak with the Association's legal representation regarding the Association's By-Law, committee, and minutes parameters.*

## **Call to Adjourn Meeting**

*Motion made by Secretary Nicolle to adjourn the meeting; motion seconded by Trustee Cox. Six votes in favor. The meeting was adjourned at 8:21 pm.*