

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

May 13th, 2025

The Three Lakes Water Association Board of Trustees held their May 13th, 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 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 is: president@3lwa.org.

At the request of the Board, the Minutes have been revised from their original format to follow a streamlined approach for Board review during the June 2025 meeting.

Call to Order

The meeting was called to order at 6:01 p.m. by President Marek Jedrzejewicz. A quorum was satisfied by the following Board Trustees in attendance: Vice President Tyler Eshleman entered the room at 6:14 p.m. Secretary Terra Nicolle, Treasurer Steve Lefebure, Trustee Donald Kemmis, Trustee Heidi Mann, Trustee Ray Cox logged in at 6:45 p.m.

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

Staff: Kaila Klicker, Seth Way, and Brittany Henning as Recording Secretary

Association Members: Susan Kemmis, and Jay Klicker

This month's Board Meeting Packet was emailed to the Board on May 9th, 2025, containing the following documents:

- DEA Report
- Current Budget through 04/30/2025
- Manager's Report: Summary, Metrics
- Updated Billing Statement
- April's Meeting Minutes
- Monthly Financial Report: Summary of Cash and Investments, Cash Balance Summary (current and past month), Expenses, Deposits, Payroll, Profit & Loss Detail
- Secretary's Report

Guest Speaker

- Ron Watters – CISA Presentation

DEA Engineers' Report

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

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 8th's Board Meeting Minutes

Motion made by Secretary Nicolle to approve April's Board Meeting Minutes; motion seconded by Trustee Kemmis. Three votes in favor, three opposed, and one abstained. The motion does not pass.

Countermotion made by Treasurer Lefebure to approve April's Board Meeting Minutes containing the Treasurer's red line edits to the Minutes; motion seconded by Trustee Mann. Three votes in favor and four opposed. The motion does not pass.

Approval of the April 2025 Board Meeting Minutes has been tabled for June's meeting.

Motion made by Secretary Nicolle to seek professional services regarding Robert's Rules of Order. The motion did not carry.

Approve and Pay Bills

A summary of the Association's Financial Report was provided in the board packet and presented. Financial Reports on file. Summary as follows:

Current Financial Information

Total Expenses:	\$83,625.29
General Funds:	\$253,236.95
Capital Funds:	\$745,155.45
Reserve Funds:	\$335,709.45
Total Cash and Investments:	\$1,314,102.19

Motion made by Treasurer Lefebure to approve payment of the bills as presented, motion seconded by President Jedrzejewicz. Seven votes in favor, the motion passes.

Officer's Reports

- **President** – Presented a review of the President's activities within the past month.
- **Vice President** – Presented a review of the Vice President's activities within the past month.
- **Secretary** – Presented the Secretary's Report as provided in the board packet. Secretary's Report on file.
- **Treasurer** – Presented the Treasurer's Report as provided in the board room. Treasurer's Report on file.

Old Business

- Employee Compensation Committee

New Business

- New Bank Account and CD

Motion for the Manager to transfer \$100,000 of Operational Funds from Pacific Premier Bank to Mountain Pacific Bank to establish a new Operations Funds bank account at Mountain Pacific Bank in conjunction with opening an Insured Sweep Account (ICS) account at approximately 2.75% yield, in the amount of \$100,000.00 made by Trustee Kemmis, seconded by President Jedrzejewicz. Seven votes in favor. The motion passes.

Motion for the Manager to transfer \$40,000 of Capital Funds from Pacific Premier to Bank of America Capital Account to establish two Flexible Certificate of Deposit accounts with Bank of America with a term of 12 months at approximately 3.2% yield, in the amount of \$100,000 and \$125,000 initiated by signers President Jedrzejewicz, Secretary Nicolle, and Trustee Kemmis made by Trustee Kemmis, seconded by Secretary Nicolle. Seven votes in favor. The motion passes.

- De-obligation of the 171st Design and Engineering Loan

Motion for the Board to authorize the President to sign the necessary documentation to de-obligate the Pre-construction Loan for 171st in the amount of \$167,993.66 made by Treasurer Lefebure, seconded by Vice President Eshleman. Seven votes in favor. The motion passes.

- Audit

Motion made by President Jedrzejewicz to establish an Ad-Hoc Committee to create a document access policy with committee members: General Manager Kemmis, Staff Way, President Jedrzejewicz, and Secretary Nicolle, seconded by Treasurer Lefebure. Six votes in favor and one abstained. The motion passes.

Motion made by Vice President Eshleman to enter an Executive Session for the purpose of discussing staff compensation, the Minutes recording process, Association conduct audit, and Trustee removal suggestion, seconded by Trustee Cox. All in favor, the vote passes. The Executive Session begins at 9:12 p.m. with President Jedrzejewicz, Vice President Eshleman, Secretary Nicolle, Treasurer Lefebure, Trustee Kemmis, Trustee Cox, and Trustee Mann.

The Executive Session was adjourned, and the regular meeting was reconvened at 10:54 p.m. with all previously mentioned Trustee's present.

Motion made by Trustee Mann for the Board to follow the Wage Committee's recommendation to authorize the Manager to distribute a wage increase to two staff members based on a specified amount pre-determined by the Board, seconded by Vice President Eshleman. Six votes in favor and one abstained. The motion passes.

Call to Adjourn Meeting

Motion made by Trustee Mann to adjourn the meeting; motion seconded by President Jedrzejewicz. Seven votes in favor. The meeting was adjourned at 10:55 p.m.

- Secretary's Audit of the Minutes

Date of Audit: _____