

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

August 12th, 2025

The Three Lakes Water Association Board of Trustees held their August 12th, 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 at the meeting.

The Board President's email: 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 6:01 pm. by President Marek Jedrzejewicz. A quorum was satisfied by the following Board Trustees in attendance: Vice President Tyler Eshleman, Secretary Terra Nicolle, Treasurer Steven Lefebure, Trustee Donald Kemmis, Trustee Ray Cox, and Trustee Heidi Mann.

Guests: Engineer Rodney Langer 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: Craig Carlston, Susan Kemmis, and Jay Klicker.

This month's Board Meeting Packet was emailed to the Board on August 8th, 2025 containing the following documents:

- DEA Cover Letter, DEA Report, Rate Schedule Design
- Manager's Report: Summary, Metrics
- July 2025 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
- Secretary's Report
- Treasurer's Report
- Annual Meeting Committee Proposal Packet
- Modify Budget Process Proposal
- Financial Audit Supporting Documentation
- Member Relations, Operations, and Finance Committee Proposals

Agenda

Motion made by President Jedrzejewicz to approve August's Board Meeting Agenda; motion seconded by Treasurer Lefebure. Four votes in favor, three opposed. The motion passes.

Association Member Input

- Member shared insight regarding 3-year financial audit discussion.
- Member inquired regarding 2024 Annual Meeting membership request for audit.

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 July 8th's Board Meeting Minutes

Motion made by Secretary Nicolle to approve July's Board Meeting Minutes; motion seconded by President Jedrzejewicz. Six votes in favor, one opposed. 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

Total Expenses:	\$95,320.55
General Funds:	\$288,350.97
Capital Funds:	\$782,026.60
Reserve Funds:	\$405,837.90
Total Cash and Investments:	\$1,476,215.47

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

Officer's Reports

- **President** – No Report.
- **Vice President** – Conversations with staff.
- **Secretary** – Provided a verbal report. Secretary's report on file. Proposed Old Business as follows:

Motion to authorize the General Manager to investigate professional services related to the following topics, to protect the Association at the suggestion of the Association's attorney to maintain compliance and resolve outstanding incidents related to: Financial Audit, Human Resources, and Robert's Rules of Order made by Secretary Nicolle; motion seconded by Trustee Cox.

Motion tabled / redirected to Old Business.

- **Treasurer** – Provided a verbal report. Proposed New and Old Business as follows:
 - Budget Modification
 - By-Law Enhancement/Change

Motion to table Annual Meeting Committee Proposal discussion until after this year's Annual Meeting made by Vice President Eshleman; motion seconded by Trustee Cox.

Motion to table Annual Meeting Committee discussion until September's Board Meeting made by Tyler Eshleman, motion seconded by Trustee Mann. Four votes in favor, three votes opposed. The motion passes.

Motion to table Digital Policy Committee and Wage Committee discussions made by President Jedrzejewicz; motion seconded by Trustee Mann. Seven votes in favor. The motion passes.

Old Business

- Budget Proposal
- Comprehensive Three-year Financial Audit

Motion to approve a Three-year Comprehensive Audit of all Association finances by a professional auditing entity, to identify and or resolve any, and all, outstanding financial discrepancies, as has been reported numerous times by the Treasurer over the past eight months made by Trustee Kemmis; motion seconded by Secretary Nicolle.

Trustee Kemmis withdrawals motion.

Action: General Manager and Treasurer to meet with the Association's CPA.

Action: General Manager to investigate consultant services and costs associated with the following topics: Financial Audit, Human Resources, and Robert's Rules of Order.

New Business

- By-Law Enhancement/Change
- Member Relations, Operations, and Finance Committee Proposals
- E-Bill and Collect Billing Service
- Developer Extension Manual Update

Motion to table the committee proposals suggested in the August Meeting Agenda made by President Jedrzejewicz; motion seconded by Secretary Nicolle. Seven votes in favor. The motion passes.

Action: Annual Meeting discussion to be held next week at the office.

Motion for Board to adopt the August 2025 Developer Extension Manual, as prepared by David Evans and Associates, Inc., as the current version and standards of the Association made by Treasurer Lefebure; motion seconded by Trustee Kemmis. Seven votes in favor. The motion passes.

Motion to mail this year's Annual Meeting voting by proxy form in tandem with Member ballot mailer made by Vice President Eshleman; motion seconded by Trustee Mann. Seven votes in favor. The motion passes.

Motion to authorize the General Manager to investigate professional services to protect the Association at the suggestion of the Association's attorney to maintain compliance and resolve outstanding incidents related to: Financial Audit, Human Resources, and Robert's Rules of Order made by Secretary Nicolle.

At the suggestion of the President, a motion is not needed to authorize the manager to investigate the mentioned services as an action item exists under Old Business.

Call to Adjourn Meeting

Motion to adjourn the meeting made by Vice President Eshleman; motion seconded by Trustee Cox. Seven votes in favor. The meeting was adjourned at 8:48 pm.