

# THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

September 9<sup>th</sup>, 2025

The Three Lakes Water Association Board of Trustees held their September 9<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 at the meeting.

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 6:00 pm. by President Marek Jedrzejewicz. A quorum was satisfied by the following Board Trustees in attendance: Vice President Tyler Eshleman, Secretary Terra Nicolle (who was the Recording Secretary for the second portion of the meeting), 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 the first portion of the meeting.

**Association Members:** Susan Kemmis, Jay Klicker, and Erin Amstrup

This month's Board Meeting Packet was emailed to the Board on September 5<sup>th</sup>, 2025 containing the following documents:

- September's Board Meeting Agenda
- DEA Report, Water Rate Schedule Design & Evaluation
- Manager's Report: Summary, Metrics
- Approved Draft Budget FY 2025/2026
- August 2025 Meeting Minutes
- August 2025 Special Board 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
- All Things HR: Company Overview

## **Agenda**

*Standard Order of Business.*

## **Association Member Input**

*No member comments received this month.*

## **DEA Engineers' Report**

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

## **Approval of August 12<sup>th</sup>'s Board Meeting Minutes**

*Motion to approve August 12<sup>th</sup>'s Board Meeting Minutes made by Secretary Nicolle; motion seconded by Trustee Ray Cox. Seven votes in favor. The motion passes.*

## **Approval of August 25<sup>th</sup>'s Special Board Meeting Minutes**

*Approval of August's 25<sup>th</sup>'s Board Meeting Minutes tabled.*

## **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>\$103,147.02</b>
<b>General Funds:</b>	<b>\$211,870.05</b>
<b>Capital Funds:</b>	<b>\$786,528.30</b>
<b>Reserve Funds:</b>	<b>\$163,309.46</b>
<b>Total Cash and Investments:</b>	<b>\$1,161,707.81</b>

*Motion to approve payment of the bills as presented made by Treasurer Lefebure; motion seconded by Trustee Mann. Seven votes in favor. The motion passes.*

### **Officer's Reports**

- **President** – No Report.
- **Vice President** – Provided a verbal report.
- **Secretary** – Provided a verbal report. Secretary's report on file.

*Motion to table actions against staff and trustees, and actions on policies and Bylaws, until a professional investigation is completed and parties are cleared or remedied, made by Secretary Nicolle; motion seconded by Trustee Cox. Two votes in favor, three votes opposed, two vote abstained. The motion fails.*

*Motion made to enter Executive Session made by Vice President Eshleman. No second; the motion fails.*

- **Treasurer** – Provided a verbal report.

### **Unfinished Business**

- Rate Schedule Design / Scope

*Action: Board to determine the desired scope of rate design structure at a future meeting.*

- Everett Water Contract

*Action: Board to determine the level of investigation needed to gather additional water contract information. DEA to review options with legal at a future meeting.*

- Member Request

*Action: Board to offer the Association member a leak adjustment, as per policy.*

### **New Business**

None.

*At the request of President Jedrzejewicz, President Jedrzejewicz motioned to convene an Executive Session to address the following: Professional Consultant Services regarding Financial Audit/Review, Human Resources Support, Roberts Rules of Order, Annual Meeting Agenda Update, and 3LWA By-Laws for Member vote at Annual Meeting. Motion seconded by Treasurer Lefebure. Four votes in favor, one votes opposed, two votes abstained. The motion passes. Attending members and Association staff were asked to be excused, Rodney*

*Langer with DEA was requested to remain. The Executive Session begins at 7:15 pm. The Executive Session adjourns at 11:08 pm.*

*The regular board meeting session resumed at 11:08 pm with all trustees present, Rodney Langer of DEA, as well as two attending Association members who requested to be invited back following Executive Session.*

*Action: President agreed to investigate quotes from Jurassic Parliament regarding Robert's Rules of Order training, engage ATHR service for Ad-Hoc guidance on employee handbook revisions, HR investigation services, and general support services to Association personnel.*

*Motion to provide Member Heidi Mann with a copy of the member list based on her email request dated 8-29-25 per RCW 24.03A.215 after reasonable and appropriate restrictions regarding confidentiality and use of such list are defined by the Association's legal representative made by Trustee Kemmis; motion seconded by Vice President Eshleman. Seven votes in favor. The motion passes.*

*Motion to revise the ballot substitutive without prior position holder and update it to term position numbers with four lines for by-law proposals and proxy instructions that include pre-meeting validation up to 3:00 p.m. the same day, as well as 5:00 to 6:00 p.m. the day of, prior to the meeting, per the version in the August board packet made by Secretary Nicolle; motion seconded by President Jedzejewicz. Seven votes in favor. The motion passes.*

*Motion to invite the Association's legal representative or their delegated representative to be in attendance at the October 7<sup>th</sup>, 2025 Annual Meeting to answer questions from Trustees in support of accuracy and transparency to the membership, if necessary, made by Trustee Kemmis; motion seconded by President Jedzejewicz. Seven votes in favor. The motion passes.*

*Action: Table the 8/25 Meeting Minutes discussion.*

*Action: Treasurer Lefebure to seek an expedited legal review with Association Attorney of three By Law changes targeted to be voted on at the Annual Meeting related to removing obstacles to Member participation and visibility to Trustee nominations.*

*Action: Manager Kemmis was directed to increase transparency of Association records requiring board approval by leveraging the Microsoft 365 platform tools and doing so by the next board meeting.*

*Action: Authorize the President to select and manage an HR Consulting firm to update the Employee Handbook and bring to the full board for approval.*

### **Call to Adjourn Meeting**

*The meeting ended at approximately 11:15 pm.*