

# THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

December 9th, 2025

The Three Lakes Water Association Board of Trustees held their December 9th, 2025 Board Meeting at 6:00 p.m. in a hybrid setting at the Association office, located at 17503 58th St SE and on audio/video conference. The Association website requests members to inform the Board President, by email ([president@3lwa.org](mailto:president@3lwa.org)), of any comments, questions, or concerns to be discussed at the meeting.

## **Call to Order**

The meeting was called to order at 6:00 pm. by President Lefebure (Chair). A quorum was satisfied by the following Board Trustees in attendance: Secretary Marek Jedrzejewicz who acted as Recording Secretary, President Steven Lefebure, Trustee Heidi Mann, Vice President Joey Martin, Trustee John Mannix, and Treasurer Steve Campbell (on Teams). Absent: Trustee Terra Nicolle.

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

**Management/Staff:** Interim Manager Eshleman

**Association Members:** On audio call: Susan Kemmis, Don Kemmis and Jay Klicker.

Board Meeting Materials were made available online and were emailed to the Board on December 5th, 2025 containing links to the following documents:

- December's Board Meeting Agenda
- Manager's Report: Summary and Metrics handout
- DEA Report: Including Rate Design Evaluation Status, Task Order: Rate Review, Everett Intertie Background
- Reports of Officers and Committees
- Board Minutes for: 2025 Annual Meeting, November 2025 Board Meeting
- Monthly Financial Report: Summary of Cash and Investments, Cash Balance Summary (current and past month), Expenses, Payroll.
- Unfinished Business Items: Planned motions for board action
- New Business Items: Planned motions for board action and review

## **Agenda**

Motion to adopt the proposed December 2025 Board Meeting Agenda made by President Lefebure, 2nd by Trustee Mannix. The motion passed unanimously

## **Association Member Input**

- Member Don Kemmis asked about the 11/15/25 water break on 181<sup>st</sup> St. by requesting to know the tank levels at time of break. Manager Eshleman responded.

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## Operations and Engineering Update

- Manager Report: Submitted as part of the Board Materials and summarized verbally
- DEA Report: Submitted as part of Board Packet and summarized verbally

## Reports of Officers and Committees

- All Officers: Submitted as part of the board materials and summarized verbally. Treasurer read a summary of the Associations Financial Report.

### Current Financial Information

Total Expenses:	\$ 125,303.47
General Funds:	\$ 245,424.49
Capital Funds:	\$ 864,016.82
Capital Fund Debt Res	\$ 234,611.92
Reserve Funds:	\$ 65,083.67
Total Cash and Investments:	\$1,344,053.23

## Standing Items

- Motion to Approve and Pay Bills. Made by Trustee Mann, 2<sup>nd</sup> by Secretary Campbell, Motion was discussed and then passed unanimously.
- Motion to approve the October 2025 Annual Board Meeting Minutes. Made by Secretary Jedrzejewicz, 2<sup>nd</sup> by Trustee Mannix. The motion passed unanimously.
- Motion to approve November 2025 Board Meeting Minutes. Made by Secretary Jedrzejewicz, 2<sup>nd</sup> by Trustee Mann. The motion passed unanimously.

## Unfinished Business

- Motion to approve Final budget. Made by Trustee Campbell, 2<sup>nd</sup> by Trustee Mann. The motion was debated and then passed unanimously
- Motion, by Secretary Jedrzejewicz, 2<sup>nd</sup> by Trustee Campbell, was made to update bank signatories aligned with the Unanimous Consent document initiated in November 16 to address out of date bank signatories and as amended to the following:

*Approval of Changes to Signature Authorizations for Three Lakes Water Association Banking Activities. In order to provide clear control of the banking activities and check signature authority, updates are required at each bank to remove Signature Authority for departed staff, remove Signature Authorization of select existing Trustees, and add new Trustee authorizations, the Authorized Signers for*

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*Three Lakes Water Association at all banking relationship (Except Bank of America) requires update. Don Kemmis, Tyler Eshleman, and Terra Nicolle will be removed from all Signature Authority at banking accounts; Steven Lefebure and Joey Martin will be added as having Signature Authority at all banking accounts; resulting in three Trustees with Signature Authority for Three Lakes Water Association: Steven Lefebure, Joey Martin, and Marek Jedrzejewicz.*

*Authorization of the Manager to Close Bank of America Relationship. The Manager of Three Lakes Water Association, Tyler Eshleman and who has current Signature Authority at this Bank, has discretionary authority and is directed, on behalf of the Three Lakes Water Association, to close the banking relationship with Bank of America and all related accounts at the completion of their need. Funds to be allocated at the Treasurer's discretion into existing accounts.*

The motion was debated, amended shown above, and then passed unanimously.

- Discussed the water rate design topic involving the potential establishment of a rate tier(s) impacting the highest volume Members. The board provided guidance that the alternative that spread the rate tier across more high volume members vs. fewer was favored, alternative 1, rather than concentrating the impact on a few of the highest volume users, alternative 2. The input will be considered in the rate review work planned in 2026.
- Motion to approve DEA Task Order NO. 20-1, Amendment 5 – 2025 Rate Review Made by Secretary Jedrzejewicz, 2<sup>nd</sup> by Trustee Mann. The motion was debated and passed unanimously.
- Motion to action the President to Sign the DEA Task Order was made by Secretary Jedrzejewicz, 2<sup>nd</sup> by Trustee Martin. The motion passed unanimously.

## **Executive Session**

- Motion to enter executive session was made by President Lefebure, 2<sup>nd</sup> by Trustee Jedrzejewicz to discuss GM hiring update. The motion passed unanimously.
- Entered executive session at 7:25pm and returned at 8:19pm.
- President Lefebure summarized the result of the executive session and then repeated the motion in regular session:

*Motion to action the President and the General Manager hiring panel to hire a General Manager within the compensation parameters outlined in the executive session.*

2<sup>nd</sup> by Secretary Jedrzejewicz. The motion passed unanimously.

## **Call to Adjourn Meeting**

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- Motion to adjourn the Board Meeting made by President Lefebure (Chair) and 2<sup>nd</sup> by Trustee Martin. The meeting adjourned at 8:20pm.