

## THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

November 11<sup>th</sup>, 2025

The Three Lakes Water Association Board of Trustees held their November 11th, 2025 Board Meeting at 6:00 p.m. 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 requested for members who wish to address the Board to inform the Board President by email ([president@3lwa.org](mailto:president@3lwa.org)) to report any comments, questions, or concerns 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, Trustee Terra Nicolle, Vice President Joey Martin, Trustee John Mannix, and Treasurer Steve Campbell.

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

**Staff:** not in attendance

**Association Members:** On video call: Susan Kemmis and Jay Klicker.

This month's Board Meeting Materials were made available online and were emailed to the Board on November 7<sup>th</sup>, 2025 containing the following documents:

- November's Board Meeting Agenda, Meeting Process Summary, Suggested Rules for Decorum, Motions, and Meeting Order
- Manager's Report: Summary and Metrics hand out
- DEA Report, Rate Design Evaluation Status, Legal Email: Potential Water Supply Agreement details, Task Order: Rate Review
- Reports of Officers and Committees
- Board Minutes for: August 25<sup>th</sup> Special Board Meeting, September 2025 Meeting Minutes, and October 2025 Board Meeting
- 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
- Unfinished Business Items: Planned motions for board action
- New Business Items: Planned motions for board action and review

No Trustee requested a printed copy as offered prior to November 8th.

### **Agenda**

Opening Comments by President Lefebure

Welcome to the first full board meeting of the board elected at the Annual Meeting. We were confronted with the resignation, without notice, of two managers reflecting 50% of our staff just prior to the start of the first meeting. We as a Board and the Officers have taken

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many steps to address the staffing gap and Management and Officer reports will describe some of those actions. I am happy to say, the staff remaining has performed brilliantly, an interim manager was hired on a temporary basis, and our water service has been provided without interruption. This was not a small task given there was no transition from the departed staff. There are many items on tonight's agenda about organizing ourselves for action. The agenda is packed and would appreciate focus on action and abbreviated debate to accomplish those items.

Motion to adopt a proposed November 2025 Board Meeting Agenda . Made by VP Martin, 2nd by Trustee Man. The motion was debated. 5 votes in in favor, 1 opposed, 1 abstained.

### Association Member Input

*Attending members asked for comments and there were none.*

### Operations and Engineering Update

- Manager Report: Submitted as part of the Board Materials
- 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

<b>Total Expenses:</b>	<b>\$ 153,442.06</b>
<b>General Funds:</b>	<b>\$ 190,922.35</b>
<b>Capital Funds:</b>	<b>\$ 854,564.19</b>
<b>Reserve Funds:</b>	<b>\$ 47,969.40</b>
<b>Total Cash and Investments:</b>	<b>\$1,247,164.18</b>

- Panel on GM Role: Submitted as part of board materials and summarized verbally.

### Standing Items

- Motion, by Trustee Campbell, to Approve and Pay Bills. 2<sup>nd</sup> by Trustee Mann, 5 votes in favor, 1 vote opposed, 1 vote abstained. The motion passes.
- Motion for Tyler Eschelman's previous timesheets to be audited by VP or treasurer and adjusted if needed on the next paycheck. Made by Trustee Nicole, 2<sup>nd</sup> by Trustee Campbell, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- Motion, to pay contractor D&G for Phase III construction work completed in the amount of \$258,751.88. Made by Trustee Nicolle, 2<sup>nd</sup> by Trustee Mann. 7 votes in favor, 0 votes opposed, 0 votes abstained. The motion passes.

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- Motion to authorize Tyler Eschelman to sign checks this period. Made by Trustee Jedrzejewicz, 2<sup>nd</sup> by Trustee Mann, 7 votes in favor, 0 opposed, 0 abstained. The motion passes.
- Motion to approve August 25th Board Meeting Minutes. Made by Trustee Jedrzejewicz, 2<sup>nd</sup> by Trustee Mann, 4 votes in favor, 1 opposed, 2 abstained. The motion passes.
- Motion to approve September Board Meeting Minutes. Made by Trustee Jedrzejewicz, 2<sup>nd</sup> by Trustee Mann, 4 votes in favor, 0 opposed, 2 abstained. The motion passes.
- Motion to approve October Board Meeting Minutes. Made by Trustee Jedrzejewicz, 2<sup>nd</sup> by Mann, 7 votes in favor, 0 opposed, 0 abstained. The motion passes.

### **Unfinished Business**

- President Lefebure passed the Chair to Vice President Martin to enable sponsorship of motions.
- Motion to terminate the Compensation/Benefits Policy Committee in its present form and establish a new Ad Hoc Committee in its place as documented in detail in the meeting materials of association records, with Trustees Jedrzejewicz, Martin, Lefebure (Chair), Mann with advisory input from Mgr Eschelman. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 5 votes in favor, 1 opposed, 1 abstained. The motion passes.
- Motion to terminate the Ad Hoc Committee on Digital Platform in its present form and Action the Secretary and Manager to complete the migration to the Microsoft 365 platform as documented in detail in the meeting materials of association records. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 6 votes in favor, 1 opposed, 1 abstained. The motion passes.
- Motion to establish 3 standing committees to accept actions from the board or as initiated within the core functions/processes of scope with authorizations as documented in greater detail in meeting materials of association records, with the committees as follows:
  - Operations/Engineering Committee with Trustees Mannix (Chair), Martin.
  - Member Relations and Communications Committee with Trustees Mann (Chair), Nicolle, and Mannix.
  - Administration and Finance Committee with Trustees Lefebure, Campbell (Chair), and Jedrzejewicz.Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- Motion to continue the All Things Human Resources (ATHR) Employee Handbook update project, previously assigned to the President, with assignment to the current Secretary as project leader. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- President Lefebure resumed the Chair.
- Motion for the Secretary to arrange for the Board to watch Jurassic Parliamentarian videos on Roberts Rules in general, Roberts Rules for Committees, and Roberts Rules for Committees.

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Rules for Executive Sessions. Made by Trustee Jedrzejewicz, 2<sup>nd</sup> by Trustee Mannix, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.

## New Business

- Motion to action the President to select 3 Trustees to design and implement the hiring process, with input from the full board, for the GM role which will include screening candidates, interview questions, interview process, candidate evaluation, and candidate finalist selection. Made by Trustee Martin, 2<sup>nd</sup> by Trustee Mannix. 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- President Lefebure passed the Chair to Vice President Martin to enable sponsorship of motions.
- Motion to Action the President and Secretary to develop and manage the plan for modernizing by laws and general policies that require board approval as documented in greater detail in meeting materials of association records. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Campbell, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- Motion to authorize the President, VP (as delegated) to vary the order of board meeting business and time allocation of topics based on priorities and time available including the implementation of a creation of an Action Agenda, Consent Agenda, and related techniques for improving board productivity. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 5 votes in favor, 1 opposed, 0 abstained. The motion passes.
- Motion to Action the President and Secretary to establish a Governance Operating Model from Strategy to Execution for the Board Consideration to include topics such as alignment to objectives, board member roles, delegation of authority, decision making, reporting, board and management accountability, key measurements, performance framework, and ways of working. The motion is described in greater detail in the board materials. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- Motion to refer to the Standing Committee on Member Relations and Communications, the task of recommending changes to the Annual Meeting and Member Voting processes as documented in detail in the meeting materials of association records. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- Motion to refer to the Member Relations and Communications Standing Committee the task of recommending a solution to the establishment of a direct communication method to members using electronic methods with the goal of informing Members of Association updates with long term goal of integrating one or more communications methods into emergency event responses. Made by Trustee Lefebure, 2<sup>nd</sup> by Trustee Mann, 6 votes in favor, 0 opposed, 1 abstained. The motion passes.
- Motion for the Secretary to authorize the VP to participate in conducting business with the Secretary and ATHR related to their incident advisory role. Motion by Trustee Nicolle, 2<sup>nd</sup> by Mann, 5 votes in favor, 1 opposed, 1 abstain. Motion passes
- President Lefebure resumed the Chair.

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### Call to Adjourn Meeting

*Motion to adjourn the Board Meeting made by President Lefebure (Chair) and 2<sup>nd</sup> by Trustee Martin. The meeting adjourned at 9:15p.m.*