

# THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

January 13, 2026

The Three Lakes Water Association Board of Trustees held their January 13, 2026 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). Trustee Stephen Heise, elected during New Business section the meeting was also present.

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

**Management/Staff:** GM Steve Butcher, Interim Manager Eshleman

**Association Members:** No other members requested to attend the meeting.

Board Meeting Materials were made available online and were emailed to the Board on January 9, 2026 containing links to the following documents:

- Current 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: December 15, and December 19 Special board meetings
- 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 Board Meeting Agenda made by President Lefebure, 2nd by Trustee Jedrzejewicz. The motion passed unanimously.

## **Association Member Input**

- No members outside of the board were present.

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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

<b>Total Expenses:</b>	<b>\$ 91,722.00</b>
<b>General Funds:</b>	<b>\$ 249,696.27</b>
<b>Capital Funds:</b>	<b>\$ 869,206.09</b>
<b>Capital Fund Debt Res</b>	<b>\$ 234,755.78</b>
<b>Res Funds (Sub Acct):</b>	<b>\$ 82,220.09</b>
<b>Total Cash and Investments:</b>	<b>\$1,353,658.14</b>

## Motions

**Motion #2026.01-01:** Move to accept agenda Moved by: Steve Lefebure / 2nd: Marek Jedrzejewicz. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-02:** Move to approve and pay the bills Moved by: Steve Campbell / 2nd: Joey Martin. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-03:** Move to approve the Minutes of the December 15 Meeting Moved by: Marek Jedrzejewicz / 2nd: Heidi Mann. Result: PASSED (5 in favor, 0 opposed, 1 abstain)

**Motion #2026.01-04:** Move to approve the Minutes of the December 19 Meeting Moved by: Marek Jedrzejewicz / 2nd: Joey Martin. Result: PASSED (5 in favor, 0 opposed, 1 abstain)

**Motion #2026.01-05:** Motion to action the General Manager to recommend a position for the board to take on the feasibility of establishing a long term Intertie Agreement with Everett water source. And report back to board in March Board meeting. Moved by: Steve Lefebure / 2nd: Marek Jedrzejewicz. Result: PASSED (5 in favor, 0 opposed, 1 abstain)

**Motion #2026.01-06:** Motion to approve the plan for by-law review and update as defined in the documents presented (By-Law Update Overview) and initiate the actions as proposed. Moved by: Steve Lefebure / 2nd: Joey Martin. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-07:** Motion to approve the plan for policy oversight, review, and update as defined in the documents presented (Policy Update Overview, Detail Plan Workbook) and initiate the planned actions as proposed. Moved by: Steve Lefebure / 2nd: Joey Martin. Result: PASSED (5 in favor, 0 opposed, 1 abstain)

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**Motion #2026.01-08:** Motion to authorize the General Manager to sign Change Order No. 1 for the 171st Phase 3 Project. Moved by: Steve Lefebure / 2nd: Marek Jedrzejewicz. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-09:** Motion to pay D&G the final payout estimate of \$80,502.84 as shown on the attached supplemental document (Phase 3 Final Payout Estimate). Moved by: Marek Jedrzejewicz / 2nd: Joey Martin. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-10:** Motion to accept that the 171st Phase 3 Project work contracted with and performed by D&G is complete as of 11/26/2025 Moved by: Steve Lefebure / 2nd: Joey Martin. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-11:** Move to assign Stephen Heiss to seat vacated by Ray Cox Moved by: Steve Lefebure / 2nd: Steve Campbell. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-12:** Move to move into Executive Session (7:54pm) Moved by: Steve Lefebure / 2nd: Heidi Mann. Result: PASSED (6 in favor, 0 opposed)

**Motion #2026.01-14E:** Move to exit from Executive Session (8:11p) Moved by: Steve Lefebure / 2nd: Marek Jedrzejewicz. Result: PASSED (7 in favor, 0 opposed)

**Motion #2026.01-15:** I move that a standing rule of order be adopted requiring that all main motions be seconded before being stated by the Chair and placed before the Board for debate or vote. Details of the motion are recorded in the association motion log. Moved by: Joey Martin / 2nd: Heidi Mann. Result: PASSED (6 in favor, 0 opposed, 1 abstain)

**Motion #2026.01-16:** I move that beginning January 1, 2026, the Three Lakes Water Association adopt a unified numbering and tracking system for all motions, resolutions, and standing rules of continuing effect. Numbering details are documented in association motion log.

Moved by: Joey Martin / 2nd: Marek Jedrzejewicz. Result: PASSED (7 in favor, 0 opposed)

## **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 8:35pm.