

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

June 10th, 2025

The Three Lakes Water Association Board of Trustees held their June 10th, 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 to the Board.

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 for Board review during the June 2025 meeting.

Call to Order

The meeting was called to order at 5:59 pm. by President Marek Jedrzejewicz. A quorum was satisfied by the following Board Trustees in attendance: Secretary Terra Nicolle, Treasurer Steve Lefebure, Trustee Donald Kemmis, and Trustee Heidi Mann (joined virtually @ 6:25 pm).

Vice President Tyler Eshleman and Trustee Ray Cox excused.

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

Staff: Kaila Klicker, Seth Way, and Brittany Henning who was the recording secretary for this meeting.

Association Members: Mike Zachary, Kitty Jones, Susan Kemmis, and Jay Klicker.

This month's Board Meeting Packet was emailed to the Board on June 6th, 2025, containing the following documents:

- DEA Report
- Manager's Report: Summary, Metrics
- April's Meeting Minutes
- May's 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
- 2025/2026 Draft Budget

Association Member Input

Member request for Board consideration of income, age, or status-based billing discount policy.

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 April 8th's Board Meeting Minutes

Motion made by Treasurer Lefebure to amend the April's Board Meeting Minutes with the following amendments: add bullet point of Standing Committees under Old Business, add bullet points of Project Justification and Association Scorecard under New Business, motion seconded by President Jedrzejewicz. Two votes in favor, three votes abstained. The motion does not pass.

Action: Secretary Nicolle and Trustee Kemmis to review April's Board Meeting Minutes regarding Treasurer's proposed motion.

The approval of April's Board Meeting Minutes has been tabled for the July meeting.

Approval of May 13th's Board Meeting Minutes

Motion made by Secretary Nicolle to approve May's Board Meeting Minutes; motion seconded by Trustee Kemmis. Five votes in favor. 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:	\$78,562.73
General Funds:	\$289,665.38
Capital Funds:	\$745,188.18
Reserve Funds:	\$357,322.97
Total Cash and Investments:	\$1,392,176.53

Motion made by President Jedrzejewicz to approve payment of the bills as presented, motion seconded by Treasurer Lefebure. Five votes in favor. The motion passes.

Officer's Reports

- **President** – Presented a review of the President's activities within the past month.
- **Vice President** – Absent, no report. Trustee Kemmis reported a meeting with Vice President Eshleman at the office with Staff.
- **Secretary** – Presented the Secretary's Report as provided in the board packet, Secretary's Report on file. Made suggestions regarding the following topics:
 - Ad-Hoc Wage Committee 2.0
 - Schedule outstanding meetings
- **Treasurer** – No report.

Old Business

- Draft Budget Fiscal Year 2025/2026

Motion to approve the FY 25/26 Draft Budget as presented made by Trustee Kemmis, seconded by Secretary Nicolle. Four votes in favor, one vote opposed. The motion passes.

Action: Staff to provide further detail in email to the Board based on the Treasurer's request to seek further information for his consideration related to the following items within the approved Draft Budget: Capital Projects asset delegation, Professional Fees allocation, Purchased Water costs, Office Supplies detail, Salaries and Benefits overview.

Assistant Manager Klicker exited the meeting at the office to rejoin virtually at 8:15 pm.

New Business

- Second Cross-Connection-Control non-compliance letter fee
- Ad-Hoc Wage Committee 2.0
- Rate Tier Increase

Action: DEA and staff to analyze options for additional rate tiers on the already existing rate structure to be presented to the Board.

Trustee Mann exited the meeting at 8:38 pm

Call to Adjourn Meeting

Motion made by Secretary Nicolle to adjourn the meeting; motion seconded by President Jedrzejewicz. Five votes in favor. The meeting was adjourned at 8:47 pm.