

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

October 14th, 2025

The Three Lakes Water Association Board of Trustees held their October 14th, 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.

Call to Order

The meeting was called to order at 6:00 pm. by President Marek Jedrzejewicz (Chair). A quorum was satisfied by the following Board Trustees in attendance: Secretary Terra Nicolle, Treasurer Steven Lefebure, Trustee Ray Cox, Trustee Heidi Mann. Trustee-elects Trustee-elect Joey Martin, Trustee-elect John Mannix, and Trustee-elect Steve Campbell present and who were to be seated. Unexcused absence: Trustee Kemmis.

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

Staff: Seth Way and Brittany Henning (Recording Secretary)

Association Members: On video call: Steve Hiese, Susan Kemmis, Jay Klicker, Lester Stewart, Seth and Katherine Lopez, Chantel Stecher. In Person, and Tyler Eshleman who arrived mid meeting.

This month's Board Meeting Packet was emailed to the Board on October 10th, 2025 containing the following documents:

- October's Board Meeting Agenda
- DEA Report, Rate Design Evaluation Status, Legal Email: Potential Water Supply Agreement details, Task Order: Rate Review
- Manager's Report: Summary and Metrics hand out
- Annual Meeting Ballot and Proxy Confirmation Notes
- September 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
- Charity and Nonprofit Board Service Guide
- Board Standards & Governance
- Vice President Eshleman's Letter of Resignation from the Board of Trustee's

Commented [SW1]: No longer a trustee as of annual meeting, resigned before board meeting.

Commented [MJ2R1]: Don Resigned as Manager, not Trustee.

- Cover Letter with Cross Valley Minutes example

Agenda

Motion to adopt a proposed October 2025 Board Meeting Agenda as prepared by Treasurer Lefebure made by President Jedrzejewicz, seconded by Treasurer Lefebure. The motion was supported by a majority present but objection was raised that Trustee-elects were not yet seated to approve, opposition by a Trustee on format/protocol and the board could not agree on application of Roberts Rules. President Jedrzejewicz withdrew the motion; withdrawal supported by Treasurer Lefebure.

Motion to accept the Board Meeting Agenda as sent out in the October 2025 Board Packet made by President Jedrzejewicz, seconded by Trustee Mann. Motion discussed. Two votes in favor, One vote opposed. One vote abstained. Motion not passed so Chair proceeded with typical standing topics and known action items.

Motion for the incoming Secretary and the Recording Secretary to reform the monthly agenda for proposal next month based on the proposed Agenda outline within the Robert's Rules of Order guidelines made by Secretary Nicolle. Discussion reinforced that Secretary and President can set the initial agenda for the meeting. No motion required, and the vote was not called.

Trustee Cox submits a Letter of Resignation to the Board, effective October 15th, 2025.

Association Member Input

Attending members not addressed for comments.

DEA Engineers' Report

Engineer Langer presents a brief summarization of DEA's status report, as provided in this month's board packet. DEA report on file.

Manager & Cross Connection Report

Manager Report: Submitted as part of the Board Packet

Approval of August 25th's Special Board Meeting Minutes

Approval of August's 25th's Special Board Meeting Minutes with Treasurer Lefebure's edits made by Treasurer Lefebure, seconded by Trustee Mann. Three votes in favor, two votes opposed. The motion does not pass.

Note: Eight votes cast but only the seated five Trustees can vote; no designated Alternate.

Immediate action: All motions tabled until New Business.

Approval of September 9th's Board Meeting Minutes

Approval of September 9th's Board Meeting Minutes tabled until New Business.

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:	\$114,926.62
General Funds:	\$327,884.14
Capital Funds:	\$807,531.12
Reserve Funds:	\$186,610.29
Total Cash and Investments:	\$1,322,025.55

Motion to approve payment of the bills tabled until New Business.

Officer's Reports

- **President** – Provided a verbal report.
- **Vice President** – no report.
- **Treasurer** – Provided a verbal report.
- **Secretary** – Submitted as part of the board packet.

Unfinished Business

Unfinished Business not addressed.

New Business

- 2025 Annual Meeting Trustee Election Results with Recognition and seating of new Trustees (Eight Trustees now in session). The four Trustees elected received a decisive number of votes and next tier was not close.
- Board of Trustee Officer Elections:
- *Trustee Cox abstains from casting all votes for Officer positions. Nominations received for each position and voted upon, resulting in the following Officer elections:*

President	Steven Lefebure
Vice President	Joseph Martin

Secretary	Marek Jedrzejewicz
Treasurer	Steve Campbell
Alternate	<i>Nomination for an Alternate Trustee is tabled.</i>

- Motion to table the nominations and election of the Alternate board member made by Secretary Jedrzejewicz, seconded by Trustee Nicolle. Seven votes in favor, none opposed. The motion passes.
- *Motion to approve payment of the bills as presented by Staff Henning made by Secretary Jedrzejewicz, motion seconded by Trustee Nicolle. Seven votes in favor. The motion passes.*

President Lefebure motioned to convene an Executive Session to address the following: staffing measures. Motion seconded by Trustee Mann. Seven votes in favor, none opposed. The motion passes.

Attending Association Members were asked to be excused from the Executive Session. Engineer Langer with DEA, Staff Way and Staff Henning are authorized to remain for the Executive Session. Attending members made a request to return to the meeting following the Executive Session. Tyler Eshelman (Member and Recent Trustee) arrived at the meeting during the Executive Session and there were no objections to his attendance.

Trustee Cox exited the meeting and did not participate in the executive session.

The Executive Session began at 7:32 pm and adjourned at 8:30 pm.

The regular Board Meeting resumed at 8:30 pm with all initial trustees present, Engineer Langer, Staff Way, Staff Henning, and members: Tyler Eshelman who was invited into the Executive Session, Susan Kemmis, Jay Klicker, Seth and Katherine Lopez, and Steve Heise.

Motion for the Board to authorize the allocation of up to four thousand dollars (\$4,000) per week to cover expenses and compensation associated with fulfilling the interim WDM2 (or higher) duties until a permanent replacement is appointed made by Vice President Martin, seconded by Trustee Mann. Seven votes in favor, none opposed. The motion passes.

Motion for the Board to authorize the remaining office staff to collectively work up to an additional forty (40) hours per week to backfill essential operational duties resulting from resignation, with any individual exceeding fifteen (15) hours of overtime in a given week required to report to the Board President for review and approval made by Vice President Martin, seconded by Trustee Mann. Seven votes in favor, none opposed. The motion passes.

Motion for the Board to authorize the development of a finalized job description for the General Manager position, ensuring all required certifications, competencies, and skills are accurately represented. The Board President shall appoint a panel, consisting of 3 board members to draft the job description in consultation with all relevant staff or consultants, and to present the proposed job description to the full Board for review and approval no later than October 25 made by Vice President Martin, seconded by Trustee Nicolle. Seven votes in favor, none opposed. The motion passes.

Motion to have the President contact the Washington State Department of Health to notify them that we are without a certified Operator, at the moment, and to describe our contingency plans, and get direction made by Secretary Jedrzejewicz, seconded by Trustee Mannix. Seven votes in favor, none opposed. The motion passes.

Call to Adjourn Meeting

Motion to adjourn the Board Meeting made by Secretary Jedrzejewicz (Chair) and 2nd by Trustee Lefebure. It was determined that a motion is not needed to end the meeting.

The meeting ended at approximately 8:38 pm.