

**UNION HILL WATER ASSOCIATION**  
**5020 236<sup>th</sup> Ave. NE**  
**REDMOND, WASHINGTON 98053**

**Board of Trustees Meeting**

November 12, 2025

President Al Spencer called the meeting to order at 5:35 pm. Board members Colby Caywood, Steve Sergev, Jim Kleppe, and Rick Hardesty were in attendance. General Manager Teresa Fowlkes was also in attendance.

**Minutes of Previous Meeting**

The minutes from September 9, 2025, were reviewed and accepted as amended.

**New Agenda Items**

c. LWSD Monitoring Wells

**Member Comments/Requests**

There were none.

**Manager Report**

- IT Services – The Association has chosen a new IT consultant, Seattle-Techs. They started working with the Association on November 5th. New security and back-up software as well as a new firewall are some of the upgrades being made.
- North Reservoir – The diving service cleaned the North Reservoir on November 5<sup>th</sup> and 6<sup>th</sup> and took a video of the inside. There was very little material on the bottom, average 1/8” – ¼” build up, after 25 years of being in service. There was also no deterioration found.
- Water Use Efficiency – Department of Ecology rules require a public meeting every 6 years. Association Engineer, RH2 recommends this be completed before submitting the Comprehensive Plan update. Combining this meeting with the December board meeting would be the best.
- Audit – The Association fiscal year end was 10/31/2025. Audit preparations have started. The engagement letter from the auditor indicated that the audit costs are similar to 2024 and within budget.
- Security Camera – Field Manager David Smith has found a solution for security at our other sites. The office site had a system installed in 2022. The system is less expensive and provides online access.

**Executive Session**

Jim Kleppe moved to enter an executive session. Steve Sergev seconded. Approved.

Steve Sergev moved to exit executive session. Colby Caywood seconded. Approved.

**Discussion**

- a. Employee Manual – Discussion. Steve Sergev made a motion to accept changes to the Employee Manual as amended. Rick Hardesty seconded.

- b. Shake Alert – Discussion. Further information will be presented at a later meeting.
- c. Lake Washington School District STEM School Monitoring Wells - Rick Hardesty moved to have LWSD decommission all monitoring wells except well #4. Jim Kleppe seconded. Approved

**Financial Report**

Financial comparisons were sent to the Board for review.

**Proposed Discussion Items**

There were none.

**Action Item Review**

Earthquake Preparedness

The meeting was adjourned at 7:08 pm.

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Steve Sergev Secretary/Treasurer

Date \_\_\_\_\_