

Dockton Water Association

Board Meeting

Monday, April 23, 2018

7:00 PM

DWA Water Office: 9710 SW Windmill Street

Minutes

- 7:00 1. CALL TO ORDER Hooper
Present: Paul, Sheila, Darton, Kelly, Dave, Hooper
Excused: Dick
Guests: Armen Yousoufian, James Christensen

CONSENT ITEMS:

- 7:02 2. APPROVE contents and order of the agenda Hooper
7:05 3. APPROVE Minutes of the March 26, 2018 meeting Hooper

INFORMATION ITEMS:

- 7:10 4. OPERATOR'S REPORT Dave
a. Jerry O'Hare survey for easement: The legal description and survey map has been completed and submitted to Kelly.
b. Manzanita PRV replacement: Frank will commence work mid-May. Impacted homeowners will be notified they will be without service for the day.
c. Water Treatment Operator certification test: Dave is working through the application process.
- 7:20 5. PRESIDENT'S REPORT Hooper
a. Progress on office/board room remodel: We are waiting to receive an estimate from Carlos.
b. Getting ready for the Annual Meeting: We are on track. Outreach for new Board candidates will go out in the May bill. The ballot and high-level financials will go out in the June bill. This year detailed financials will be posted to DWA's website.
c. Revised legal services agreement: With the Board's approval, Hooper signed the revised agreement at the meeting.
d. Letter inviting board candidates: The letter is ready to be mailed in the May bill.
- 7:30 6. COMMITTEE REPORTS Dick
a. Planning and Capital Improvements
1. Status of 97th/Windmill project: Project will resume when Frank returns from vacation in early May.
2. Status of Sandy Shores well filtration project: Darton will work with Warren Perkins to put together a bid package. Goals is to have a contractor selected by the time the building application is approved so work can commence shortly thereafter.
3. Updated Capital Improvements Program: Darton will lead the capital improvements committee. The committee will update the six year CIP which is needed for building next year's budget and cash flow stress test.

- b. Finance Todd
1. March 2018 financial report: Todd confirmed the budgeted amount for the office remodel is \$10K. Year-to-date revenue under the new rate structure is very close to the model and plan. Kuddos for those members who helped set the new rate. Due to project delays, the capital budget is underrunning by \$150K.
 2. Putting together the proposed budget for 2018-2019: Todd is coordinating with Hooper to have the financials and budget published on DWA's website.
- c. Water Production Paul
1. Progress in bringing new well points on line: The five wells have been approved for use during high demand times (\$1,000 start-up cost). When high demand is over, the wells have to be taken offline (quarterly reporting required thereafter to confirm the well is offline). Additional water tests will be conducted to try to identify the gel (estimate \$2,500-\$4,000), so the well points can be approved for full-time use.
 2. Progress on bench and plaque: Paul expects a response back from King County within the next two weeks.

OTHER BUSINESS

- 7:45 6.5 Questions from guest, Armen Yousoufian Armen
- a. Is there a law that requires members to vote on the budget? Kelly explained that there is no law that mandates, but DWA's bylaws require a vote. There has never been a time when the members have not approved the budget. He felt it was a good practice and built credibility with the members.
 - b. Tell me more about the state money and grants DWA has received. Kelly explained DWA has received low interest loans (1.25%) via the coordinated Department of Health and Drinking Water Revolving Fund. You have to apply and the most needy water purveyors who have systems that don't meet water quality standards take priority. For instance, the Sandy Shore's filtration project, is healthy water, just not desirable water, so it would be much lower on the priority list.
- 7:55 7. What did we decide? Hooper
- a. Kelly: Arrange for a professional to install the conference phone. Arrange for Warren Perkins to call Darton about the bid package. Hire an attorney to draw up easement agreements.
 - b. Dave: Remind Frank about looming June billing deadline for 97th/Windmill project. Initiate testing on the five well points to determine what the gel-like substance is.
 - c. Hooper: Reach out to Carlos to request a not to exceed, time and materials estimate.
 - d. It was decided the board will move forward on a previously approved project to extend a waterline and install a standpipe in Dockton Park. The water will be used to serve the community in emergency situations. Next steps to be discussed at the next board meeting.
- 8:00 8. Next meeting: May 28, 2018 at the Water Office

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