

Dockton Water Association

Board Meeting

Monday, August 27, 2018

7:00 PM

Water Office: 9710 SW Windmill Street

Minutes

CALL TO ORDER:

- 7:01 1. Present: Hooper, Paul, Todd, Darton, Sheila, Kelly and Dave Hooper
Absent: Tanya
- 7:02 2. Met required number of Directors present for a quorum Hooper

CONSENT ITEMS:

- 7:03 3. APPROVED contents and accelerated Discussion Item 8a to precede the Hooper
President's Report
- 7:04 4. APPROVED July 23, 2018 minutes Hooper

INFORMATION ITEMS:

- 7:05 5. *PRESIDENT'S REPORT* Hooper
- a. Open action items
 - 1) Status of Steve Andrus memorial bench (Paul): Will provide status on or before the October board meeting.
 - 2) Bylaws updated to include amendments or footnote amendments from June 24, 2017 (Kelly): Kelly to send corrected bylaws to Hooper for posting on the website. Board members can then download the corrected bylaws at their leisure.
 - 3) Prepare for Kelly's retirement - training Dave, organizing/archiving files, streamlining financial tools (Kelly): A meeting is scheduled for next week to discuss integrating the financial tools and Dave is in the process of organizing the map drawer.
 - 4) Provide system map revisions to Darton (Dave): Darton will refine the master system map by referencing the newly organized maps in the map drawer. As updates are made, Darton will provide a digital copy of the map to Kelly.
 - b. Office roof repair bids: Board APPROVED hiring Carlos. Estimate is \$400 with a not to exceed of \$800.
- 7:15 6. *OPERATOR'S REPORT* Dave
- a. 97th & Windmill project: Completed.
 - b. King County tree removal code violation: King County is requiring 48 3-4 foot western red cedars to be planted (12 feet apart) in the SW corner of the springs. Kelly plans to submit the application/site plan next week to King County. DWA will have a year to plant the trees.
 - c. Booster station generator: Waiting to receive a quote from Cummins Northwest.

- d. Manzanita cut and cap: As soon as parts arrive, Frank will schedule the job. Paul recommended the pipe in the parking lot be daylighted.

7:25 7. COMMITTEE REPORTS Darton

a. Planning and Capital Improvements

- 1) Recommendation on bid package development for Sandy Shores' filtration project: Recommendation will be provided prior to the next board meeting.

b. FINANCE Todd

- 1) Year-end budget report (*email enclosed*): We are financially sound going into the next year, rate change worked well, and administration and operations under budget.
- 2) July bank account reconciliation and resulting Capital Fund contribution: The July report will be distributed soon. A quick review of the July numbers show water sales are good and unscheduled system maintenance higher than expected. The bank reconciliation will increase the Improvement Reserves by \$48K.

c. WATER PRODUCTION Paul

- 1) Progress in bringing new well points on line: DWA to provide DOH with test results for three of the five wells. If DOH approves the three wells, then DWA will attempt to get the other two wells approved. If the three wells aren't approved by DOH, then DWA plans to decommission the five wells.
- 2) Well encroachment easement from King County: In limbo until the fate of the five wells are determined.
- 3) Receipt/review/analysis of pending and past test results retained at NW: NW has provided some of the test results, but not all tests results. Paul will have a discussion with Dave prior to reaching out to Doug at NW.

DISCUSSION ITEMS:

8.00 8. a. Mr. Kommer's service connection (*Directors' Policies III.4 and X.2 - email enclosed*). Mr. Kommer felt \$3K was a reasonable expense for the meter installation. Paul and Dave will meet Frank at the job site to get a better understanding of the project and associated expenses, and will get back to the Board with a recommendation. Hooper

b. Serving Summerhurst Walk (*narratives enclosed*):

- 1) Now that we have a new alignment down 319, what changes should we make in the plan to serve the north end of Summerhurst Walk?: The Board APPROVED hiring Warren Perkins to evaluate the new alignment, and provide an estimate to upgrade the 2" main from 94th to the NW corner of share 319's vacant lot.
- 2) Should we consider alternative alignments to serve the south end of Summerhurst Walk?: The Board APPROVED hiring Warren Perkins to re-evaluate how homes on Summerhurst Walk will be served from the Pt. Piner main.

Due to time constraints, the below discussion items will be moved to the September agenda

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| <ul style="list-style-type: none"> c. Exception/revision to Directors' Policies II.4 and II.5: <ul style="list-style-type: none"> 1) Should we make an exception to allow 319 to delay commitment to her new main until we have a bid from a contractor for the cost? 2) Should we revise II.5 to allow a member extending a main within an existing development to be able to select a contractor from a list of DWA pre-qualified contractors? Member would be responsible for negotiating and contracting. d. Emergency Response Contractor Agreement(s) <ul style="list-style-type: none"> 1) Should we keep the current contract structure and negotiate a common rate with the contractors to ensure all members incur the same pricing structure for similar projects? (<i>draft contract enclosed</i>) 2) Should we have one contractor on retainer for emergency response 24/7? e. Hake easement (<i>email enclosed</i>) . Board discussed. f. Cleaning Contact Basin <ul style="list-style-type: none"> 1) Should we shift the responsibility of cleaning the catch basin from DWA's Operator to LiquiVision? Biennial cost is shy of \$5K. g. Revision to Bylaws 1.10: <ul style="list-style-type: none"> 1) Should monthly meetings that fall on a national holiday be held on the next business day? 2) Should the annual meeting be moved to a non-holiday weekend? | <p>Kelly</p> <p>Kelly</p> <p>Hooper</p> <p>Kelly</p> <p>Sheila</p> |
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OTHER BUSINESS:

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| <p>8:50 What did we decide?</p> <ul style="list-style-type: none"> 1. Paul/Dave <ul style="list-style-type: none"> - Meet with Frank regarding Mr. Kommer's meter installation and recommend resolution to the Board. 2. Board <ul style="list-style-type: none"> - Review 10% surcharge policy. 3. Darton <ul style="list-style-type: none"> - Update system map and provide Kelly with most current digital version of the map. 4. Hooper <ul style="list-style-type: none"> - Hire Carlos to repair roof. 5. Darton <ul style="list-style-type: none"> - Provide bid package recommendation for Sandy Shores' filtration project. 6. Todd <ul style="list-style-type: none"> - Develop a year-end financial report for the website. 7. Paul <ul style="list-style-type: none"> - Reach out to Doug at NW to request outstanding test results. 8. Kelly <ul style="list-style-type: none"> - Send Hooper corrected bylaws to be posted on the website. - Draft an email to Mr. Rucker offering to reimburse up to \$1,500 for his attorney to review the easement agreement and modify | <p>Sheila</p> |
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language to address Mr. Rucker's concerns. Send draft email to the Board for review prior to sending email to Mr. Rucker.

- Hire Warren Perkins to assess alternate ways to serve Point Piner and Summerhurst, including an estimate to upgrade the 2" line from 94th to share 319's vacant lot. If Warren Perkins requires a site visit, Kelly will extend an invitation to the Board to join the site visit.

10. Next meeting: September 24, 2018

Hooper

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