

Dockton Water Association

Board Meeting

Monday, September 24, 2018

7:00 PM

Water Office: 9710 SW Windmill Street

Minutes

CALL TO ORDER:

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

CONSENT ITEMS:

- 7:03 3. APPROVED contents and order of agenda Hooper
- 7:04 4. APPROVED August 27, 2018 minutes Hooper

INFORMATION ITEMS:

- 7:05 5. *PRESIDENT'S REPORT* Hooper
- a. Open action items
 - 1) Status of Steve Andrus memorial bench (Paul): Remains open
 - 2) Send Hooper corrected bylaws to be posted on the website (Kelly): Remains open
 - 3) Submit tree removal remediation application/site plan to King County (Kelly): Plans will be submitted to King County tomorrow. Because the submittal is timely, the \$724 pre-application fee will be waived. Kelly to obtain bids to have 48 3-4 foot trees professionally planted and irrigated (if recommended).
 - 4) Send 'draft' response to Mr. Rucker re: Hake easement to the Board for review (Kelly). Hooper approved 'draft' email prior to Kelly sending DWA's response to Mr. Rucker. DWA will fund up to \$1,500 in legal fees to review/modify the easement agreement.
 - 5) Provide Kelly with most current digital version of system map (Darton). Darton emailed a .pdf formatted map to Kelly and the Board. A .dwg formatted map will be provided to Kelly at the next Board meeting.
 - b. Schedule for office roof repair: Carlos will complete the repair within the next month.
 - c. Discuss possible appeal from King County re: Franchise Fee: Currently, \$2K is budgeted monthly to cover the potential implementation of a franchise fee. Two thousand dollars is slightly less than the expected monthly franchise fee cost. Depending on how long the court proceedings extend into the future, members might need to contribute a small "catch up" amount if the court determines the franchise fee is lawful and it's appropriate to pay King County retroactively. A statement will be added to the monthly

invoice that advises members DWA is not currently billing for the franchise fee.

- 7:30 6. *OPERATOR'S REPORT* Dave
- a. Quotes for booster station generator: Cummins NW's bid is \$62K. Dave to collect additional competitive bids and present recommendation to the Board. The generator upgrade will be prioritized as part of the CIP review.
 - b. Schedule for Manzanita cut and cap: Parts are scheduled to arrive this week. Zellerhoff's estimate will be presented to the Board in Kelly's weekly report.
 - c. Repair of mag meter flow tube: Dave to order and install correctly sized part.
 - d. Decline in raw water availability at the spring: The decline is very likely due to a lapse in maintenance. Dave will backflush the system prior to the next Well Point Status report.
- 8:00 7. *COMMITTEE REPORTS* Darton
- a. Planning and Capital Improvements
 - 1) Provide bid package recommendation for Sandy Shores' filtration project: Recommendation pending. In the meantime, Board APPROVED Warren to design an electrical diagram which is essential for the bid process.
 - b. *FINANCE* Todd
 - 1) Recap August budget report: Todd took the Board through a thorough review of the new budget format. *(Report attached)*
 - 2) Status of year-end financial report for the website: Board APPROVED a financial summary report designed for DWA's website, with one caveat. Todd will incorporate informational notes to help members interpret the report.
 - c. *WATER PRODUCTION* Paul
 - 1) Provide billing recommendation for Mr. Kommer project: Recommendation pending.
Due to time constraints, the below discussion items will be moved to the October agenda
 - 2) Progress in bringing new well points on line
 - 3) Status of outstanding test results from NW
- DISCUSSION ITEMS:**
8. a. Emergency Response Contractor Agreement(s) Kelly
- 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?
 - 2) Should we have one contractor on retainer for emergency response 24/7?
- b. Exception/revision to Directors' Policies Hooper
- 1) 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.

- 2) 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 (II.5)?
- 3) Should we adjust DWA's 10% handling charge (III.4 & IV)?
- c. New alignment to serve Summerhurst area. Kelly
- d. Transition of Kelly's manager responsibilities Kelly/Dave
 - 1) Roles, Responsibilities, Accountability
 - 2) Financials (salary, medical)
 - 3) On-the-job training schedule
- e. Cleaning Contact Basin Kelly
 - 1) Should we shift the responsibility of cleaning the catch basin from DWA's Operator to LiquiVision? Biennial cost is shy of \$5K.
- f. Revision to Bylaws 1.10: Sheila
 - 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?

OTHER BUSINESS:

- 9:15 9. What did we decide? Sheila
- 1. New committee members:
 - Planning & Capital Improvements: Tanya
 - Finance: Tanya
 - Water Production: Kai
 - 2. New "Contract" committee:
 - Formed to make contract policy recommendation to the Board. Members are Todd, Sheila and Paul
 - 3. Dave
 - Obtain competitive bids for booster station generator
 - Obtain estimate for Manzanita cut and cap
 - Order correctly sized part for mag meter repair
 - 4. Darton
 - Bring .dwg formatted map to next meeting
 - Update CIP plan
 - 5. Kelly
 - Obtain landscaper bid to plant trees and install irrigation (if recommended)
 - Request Warren design electrical diagram for the Sandy Shores filtration project
 - Coordinate with share 319, so she can conference into October meeting
 - 6. Todd
 - Draft franchise fee statement for invoice
 - Draft and incorporate informational notes on website financial summary
- 9:20 10. Next meeting: October 22, 2018 Hooper

ADJOURN