

Dockton Water Association

Board Meeting

Tuesday, December 11, 2018

7:00 PM

Water Office: 9710 SW Windmill Street

Minutes

CALL TO ORDER:

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

CONSENT ITEMS:

- 7:03 3. APPROVED contents and order of agenda Hooper
7:04 4. APPROVED November 26, 2018 minutes Hooper

UNFINISHED DISCUSSIONS ITEMS:

- 7:05 5. a. Cleaning Contact Basin Kelly
- 1) Should we shift the responsibility of cleaning the contact basin from DWA's Operator to LiquiVision? Annual cost is shy of \$5K.
- Dave advised the board that he will clean the catch basin and will adhere to all OSHA rules. Utilizing LiquiVision for future cleaning is TBD.
- b. Revision to Bylaws: Hooper
- 1) Should monthly meetings that fall on a national holiday be held on the next business day?
- Yes. Board **APPROVED**. Membership does not need to vote. Bylaws stipulate regular meetings are to be held once a quarter. There is no reference to meeting on the 4th Monday of each month.
- 2) Should the annual meeting be moved to a non-holiday weekend?
- Yes. Board **APPROVED** asking members to vote to change the language in paragraph 2.4 of the Bylaws. The current language indicates the annual meeting will be held "on the third" Saturday in June. The Board is recommending the language be changed to "on a" Saturday in June.
- c. Should we adjust the BOD's meeting time? Kai
- Discussion postponed to January meeting so Darton, Paul and Kai can participate in the discussion.

INFORMATION ITEMS:

8:05 6. *PRESIDENT'S REPORT*

Hooper

a. Open action items

- 1) Provide Paul with tree planting site plan so Paul can obtain estimates to purchase and plant mitigation trees (Kelly):

Completed. After reviewing the plans, the two contractor's Paul identified, declined to bid.

- 2) Email Share 319 a recap of Board's discussion related to DWA's Bylaws and attach November's draft meeting minutes (Kelly):

Completed.

- 3) Revise Directors' Policies II.4 and II.5 to reflect the Board's approval of 5.a.2)ii., allowing members to select and contract directly with a contractor of their choice. (Kelly):

This item is being referred to the Contract Committee to ensure the Board's November decision is in balance with additional Contracting recommendations the Contract Committee will present to the Board. Hooper volunteered to be on the Contract Committee.

- 4) Craft language for the ballot seeking approval from the membership to create an Executive Committee (Kelly)

Action deleted. See 8.a.1)

- 5) Include directive to complete Water Use Questionnaire on next invoice. Hooper to upload questionnaire to website first (Kelly/Hooper):

Kelly will resend the questionnaire to Hooper. In addition to uploading the questionnaire to the website, a bright colored questionnaire will be stuffed with the invoice.

- 6) Obtain itemized office remodel estimate from Carlos (Hooper):

Hooper met with Carlos and the electrical contractor to discuss refinements to the bid. Carlos is now charged with coming up with a new, more itemized estimate.

- 7) Obtain definitive answer from property owners re: Hake easement (Hooper):

Mr. Rucker has decided not to sign the easement agreement, however Mr. McGrory is open to allowing DWA to extend a main down his southern property line. Kelly to study the map

and figure out what other property easements would be required to facilitate this new route. The Board **APPROVED** Kelly to reach out to Warren to conduct a feasibility study.

- 8:20 7. *COMMITTEE REPORTS*
- a. Planning and Capital Improvements **(No Report)** Darton
 - 1) Status on updating CIP
 - 2) Obtain bids for 94th upgrade and main extension to Summerhurst
 - 3) Set up Google Drive and upload maps

 - b. *FINANCE* Todd
 - 1) Recap November budget report:

The November budget report is not available due to the timing of this month's meeting. In the near future, Todd will schedule a Finance Committee meeting to review DWA's liability insurance coverage, rates and initiate the budgeting process.

 - c. *WATER PRODUCTION* Dave
 - 1) Progress in bringing new well points on line:

There has been no progress. A conference call is planned between Dave, Paul and NW.

 - 2) Status of outstanding test results from NW:

The water samples NW took a couple of months ago were never submitted to the lab (reason unknown). When this was discovered, NW came out again to collect water samples, however they took the water samples from the wrong well points. This error was caught prior to NW sending the samples to the lab.

NEW DISCUSSION ITEMS:

- 8:50 8. a. Executive Committee Todd
- 1) Last month the Board approved seeking the Shareholders' permission to form an Executive Committee. Bylaw 3.20.1 allows the Board to form standing or special purpose committees. Should the Board or the Shareholders vote to create an Executive Committee?

Todd made a motion for the Board to form an Executive Committee, Tanya seconded the motion. Board **APPROVED**.

 - 2) In addition to Officers, who should be on the Executive Committee?

Todd made a motion that the Board consist of the Officers and any Director who is interested in joining. Tanya seconded the motion. Board **APPROVED**.

b. Old Baxter well?

Kelly

Kelly to call DOE to find out how they build out their water usage assumptions. If DOE's assumptions are based on the Springs producing 140 gallons per minute (we have the right to take 140 gallons but the springs produce 90 gallons at best), then we might consider securing the Old Baxter well on a first right of refusal basis. The Old Baxter well produces 40 gallons per minute.

OTHER BUSINESS:

8:55 9. What did we decide?

Hooper

- Executive Committee was formed consisting of the Officers and any Director who would like to join.
- Shareholders to vote on changing the language in Bylaw 2.4.
- Hooper
 - Joined the Contracts Committee and will speak with Darton about joining the CIP Committee.
 - Reach out to Maury Mutual and potentially other island water purveyors to see if there is an interest in pulling together a consortium to share best practices and see if there is an opportunity save through economies of scale.
 - Invite Directors to join the Executive Committee.
 - Upload Water Use Questionnaire on website.
 - Advise John McGrory that DWA is interested in conducting a feasibility study to extend the main along his southern property line.
- Kelly
 - Resend Hooper the Water Use Questionnaire.
 - Pursue activities related to conducting a feasibility study to extend the main along John McGrory's southern property line.
 - Call DOE regarding build out assumptions, and report back to the Board.
 - Add changing paragraph 2.4 of the Bylaws to the 2019 ballot file.
- Dave
 - Conduct annual cleaning of the contact basin.
 - Participate on the CIP Committee as a consultant.

9:00 10. Next meeting: TBD

Hooper

ADJOURN