

Dockton Water Association

BOARD MEETING

Saturday, February 23, 2019 **NOTE NEW MEETING DATE AND TIME!**

10AM

Water Office 9710 SW Windmill Street

Minutes (in green)

CALL TO ORDER:

1. Welcome Hooper
2. Quorum? Hooper, Kai, Tanya, Darton present with Sheila on Conference phone. Todd and Paul absent. Hooper

CONSENT ITEMS:

3. Approve contents and order of the agenda **Approved** Hooper
4. Approve minutes of the January 26, 2019 meeting **Approved** Sheila

Carryover Discussion Items:

1. What changes does the board want to make in the County's most current draft of the franchise agreement? Report on Hooper's discussion with Duncan Greene **No Changes. Defer to Duncan Greene. Already negotiating in Good Faith.**
2. New Bylaws and Directors' Policies updates for publication. **Sheila suggested analytics tool for website.**
3. What is the Board's current position on service to reserve share 319? **Must comply with current policy!**
4. Memorial Bench update **Paul to update at March meeting.**
5. Tree removal remediation **All in favor of accepting bid and moving ahead.**
6. Ways to conserve/use water at Springs (public /fire dept. outlet in Park): **Locked spigot.**
7. Sandy Shores bid process **All in favor of moving ahead with true 3 phase electrical service above ground.**
8. Contract Committee meeting **To be arranged with Todd.**
9. **Board matter emails should now be composed as replies to most recent Friday Letter. To simplify email organization. All in favor!**
10. Responsibility for ground maintenance (potholes) in driveway. More parking? **Dave to seek bid from Zellerhoff for repairing three driveways, Springs, Office, and Storage Tanks.**
11. Responsibility for creating job descriptions, negotiating salaries for under Dave. **Executive Committee responsibility.**

12. Shareholder announcement (Kelly's retirement, Dave's bio and direct #): Submitted by Hooper to be combined with Solicitation to membership for Board participation. Mention these inclusions on invoice itself.
13. Dave to formulate DWA Board policy concerning cross-contamination.
14. Adopt Darton's recommended new Capital Improvements Program. Darton and Todd to meet to ensure compatibility. Submit for approval next month.
15. Authorize promotion of Angela Kelly to Accounting Manager on February 1, 2019 at a monthly salary of \$1,100. Approved by email. Printed email to be signed at March meeting.
16. Authorize continued employment of Kelly Robinson under the new title of Administrator on February 1, 2019 at a new monthly salary of \$1,000 per month until such time as we have occupied our new Office/Board Room. Wage of \$40/hr approved. Kelly approved for projects authorized by Board.

INFORMATION ITEMS:

5. **Manager's Report:** Things are good! Dave
6. **President's Report** Hooper
 - a. Status of work on the new office/boardroom: Hooper met with Trace Baron. Waiting for bid/estimate.
 - b. Message to shareholders regarding promotion of Dave and Angie. Submitted by Hooper. To be emailed to Dave.
7. **Committee Reports**
 - a. **Finance Committee** Todd
 - 1). February Budget Report Todd not present. Submitted by email. Attached below.
 - 2). New protocols after Angie promotion Matter for Executive Committee
 - b. **Water Production Committee and Operations** Paul & Dave
 - 1). Report on memorial bench Paul to report in March
 - 2). Springs, Leaks, and Repairs and Whatnot: Dave eager to start shock/surge testing.

All matters between these lines carried over to March meeting

 - c. **CIP and Planning Committee** Darton
 - 1). Status report on Filtration Project (power to site?) (Bid process?)
 - d. **Contract Committee** Sheila

DISCUSSION ITEMS:

8. Report on Hooper's discussion with Duncan Greene Hooper
9. Suggestion to pay Board members for participation Sheila

10. Recommended protocol and schedule for preparing for Annual Meeting Sheila

ACTION ITEM:

- Adopt Darton's recommended new Capital Improvements Program. Darton
 - Stress test?
 - Grant money? Tanya
-

OTHER BUSINESS:

11. What did we decide? Sheila

- **Hooper:** Analytics tool for website, submit docs to Dave, call Exec Committee meeting
- **Dave:** send most recent Bylaws and Policies to Hooper, seek bid from Zellerhoff for driveways, formulate policy for Cross Contamination, start shock/surge testing, mention Call for Candidates and Notice of Changes on next invoice. Craft a backflow policy and present to the Board. Policy will authorize DWA to shut off a member's water service if the questionnaire is not received within 90 days from the date of notice or before restoring water service.
- **Paul:** Bench update at March meeting
- **Sheila:** Call Contract Committee meeting
- **Darton:** Work with Todd on CIP
- **Todd:** Work with Darton on CIP
- **Group:** 319 must comply with current policy, tree remediation plan accepted, proposed spigot in park to be locked, new 3 phase electrical above ground at Sandy Shores, general board emails to reply to Friday Letter

12. Next Board meeting: Saturday, March 23, 2019

ADJOURN

Financial Report below:

JANUARY 2019						
Operations	Month			Year-to-Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Beginning Balance	\$ 35,108	\$ 13,840	154%	\$ 24,172	\$ 23,000	5%
Income:						
Payments Received	\$ 17,041	\$ 17,440	-2%	\$ 135,325	\$ 132,960	2%
Costs:						
Administrative Expenses	\$ (6,488)	\$ (5,288)	23%	\$ (45,332)	\$ (45,163)	0%
Operations Expenses	\$ (13,658)	\$ (6,942)	97%	\$ (48,790)	\$ (48,592)	0%
Taxes and Fees	\$ (914)	\$ (2,880)	-68%	\$ (9,286)	\$ (21,040)	-56%
Transfer to Capital Funds	\$ (4,168)	\$ (4,166)	0%	\$ (29,170)	\$ (29,166)	0%
Net Change	\$ (8,188)	\$ (1,835)	346%	\$ 2,747	\$ (10,995)	-125%
Ending Balance	\$ 26,920	\$ 12,005	124%	\$ 26,919	\$ 12,005	124%
Replacement Reserves				YTD	Annual	%
	Month			Actual	Budget	Complete
	Actual					
Beginning Balance	\$ 186,981			\$ 265,140	\$ 249,300	
Income:						
From Operations	\$ 4,167			\$ 29,169	\$ 50,000	58%
Costs:						
Meter Replacement	\$ -			\$ (3,443)	\$ (3,000)	115%
97th & Windmill	\$ (6,617)			\$ (91,505)	\$ (60,000)	153%
Hake to Manzanita	\$ -			\$ (4,351)	\$ (50,000)	9%
Other Scheduled Projects	\$ (207)			\$ (5,949)	\$ (15,000)	40%
Unscheduled Costs	\$ -			\$ (4,737)	\$ (9,000)	53%
Total Costs	\$ (6,825)			\$ (109,985)	\$ (137,000)	80%
Ending Balance	\$ 184,323			\$ 184,324	\$ 162,300	114%
Improvement Reserves						
Beginning Balance	\$ 287,446			\$ 290,137	\$ 266,500	
Income:						
Reserve Base Charges	\$ 1,300			\$ 9,844	\$ 15,600	63%
Capital Charges	\$ 5,640			\$ 40,234	\$ 69,400	58%
New Shares/ hookup	\$ -			\$ 3,576	\$ -	
Costs:						
State Loan Payments	\$ -			\$ (30,772)	\$ (32,000)	96%
Service Connection (-Fee)	\$ -			\$ (800)	\$ -	
97th & Windmill	\$ -			\$ (8,913)	\$ -	*
Sandy Shores Filtration	\$ (478)			\$ (1,586)	\$ (180,000)	1%
Other Scheduled Projects	\$ -			\$ -	\$ (13,000)	0%
Other Capital Outlays	\$ -			\$ (7,813)	\$ (3,000)	260%
Total Costs	\$ (478)			\$ (49,883)	\$ (228,000)	22%
Ending Balance	\$ 293,907			\$ 293,907	\$ 123,500	238%

January NOTES:

- ¹ Revenues are right on plan
- ² Due to storm damage and timing of Propane & Electric bills
- ³ Budgeted taxes include KingCo Franchise – still not payable
- ⁴ \$14k ahead of plan. (1/2 is Franchise fee)
- ⁵ Windmill a bit over original budget, this year was under budgeted
- ⁶ This budget will now not be spent
- ⁷ We did not budget for late bill for parts this year
- ⁸ Much of this is New Water Service that we rebill
- ⁹ Reflects unspent monies for Filtration Plant
- ¹⁰
- ¹¹
- ¹²
- ¹³
- ¹⁴ Checking reconciliation, outstanding checks

Current Fund Balances		31-Jan
Operations	\$	26,919
System Replacement	\$	184,324
Capital Improvement	\$	293,907
Contingency Reserve	\$	78,400
Total Funds	\$	583,550

Current Bank Balances		31-Jan
US Bank (on Vashon)	\$	213,000
Chase (on Vashon)	\$	393,653
Reconciliation	\$	(23,103)
Total Funds	\$	583,550

Record of voting on time sensitive matters outside Board meeting:

See below

John "Hooper" Havekotte

From: "Sheila Doane" <sheila.doane@outlook.com>
Date: Monday, March 04, 2019 7:35 AM
To: "Paul Witherspoon" <witherspoonpaul62@yahoo.com>; "Tanya Roberts" <tanyaroberts@centurytel.net>; "Darton Riely-Gibbons" <darton.riely.gibbons@gmail.com>; "Kaiulani Osorio-Sawka" <kaiulani69@ymail.com>; "Hooper Havekotte" <johnhavekotte@gmail.com>; "Todd Currie" <twcurrie@yahoo.com>
Cc: "Dave Stoltz" <dave@docktonwater.org>
Attach: S&B field engineering report004.pdf
Subject: Todd's Motion To Hire Kelly - PASSED

Hi, confirming that Todd's motion as written has passed. Kai, I didn't see a response from you, so if you want to go on record with a vote, please respond to this email.

Motion: "Therefore, I move that the board approve the project "Administrative Assistance", for no more than 25 hours per month, until further notice"

Yes - Todd, Hooper, Tanya, Darton, Paul
No - Sheila, Kai

Handwritten signatures of John Havekotte, Paul Witherspoon, Tanya Roberts, and Dave Stoltz.

Included on this email is Kelly's February invoice. The attachment's title is a bit deceiving -- not sure how to revise the title via my iPad.

Sheila

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From: Paul Witherspoon <witherspoonpaul62@yahoo.com>
Sent: Monday, March 4, 2019 6:32 AM
To: Tanya Roberts; Darton Riely-Gibbons
Cc: Todd Currie; John Hooper Havekotte; Sheila Doane; Kaiulani Osorio-Sawka; Dave Stoltz
Subject: Re: Draft minutes from Feb meeting

I vote yes.

On Saturday, March 2, 2019, 11:00:17 AM PST, Darton Riely-Gibbons <darton.riely.gibbons@gmail.com> wrote:

3/4/2019

John "Hooper" Havekotte

From: "Sheila Doane" <sheila.doane@outlook.com>
Date: Monday, March 04, 2019 6:58 PM
To: "Hooper Havekotte" <johnhavekotte@gmail.com>
Cc: "Dave Stoltz" <Dave@docktonwater.org>
Subject: Fwd: Angie's Salary or Pay Rate

Hooper, as requested, forwarding you the vote to increase Angie's pay. Sheila

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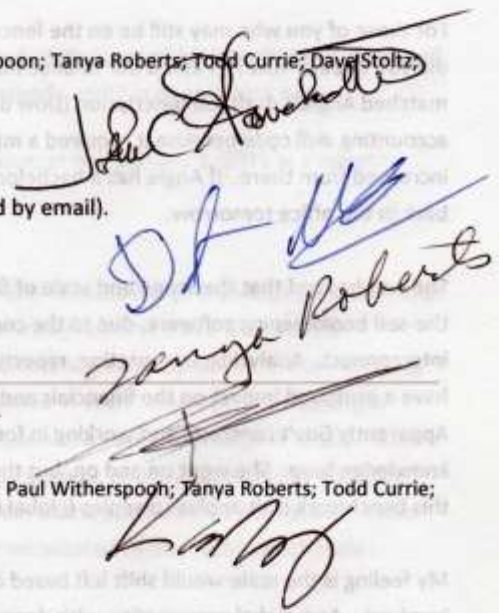
From: Sheila Doane <sheila.doane@outlook.com>
Sent: Wednesday, February 6, 2019 2:43 PM
To: Darton Riely-Gibbons; Kaiulani Osorio-Sawka; Paul Witherspoon; Tanya Roberts; Todd Currie; Dave Stoltz;
John "Hooper" Havekotte
Subject: Re: Angie's Salary or Pay Rate

It's a wrap! I'll add this to the February minutes (approved by email).

Yea - Hooper, Todd, Darton, Paul

Nay - Sheila, Kai

Tanya, did you want to go on the record with your vote?



From: John "Hooper" Havekotte <johnhavekotte@gmail.com>
Sent: Tuesday, February 5, 2019 5:06 PM
To: Sheila Doane; Darton Riely-Gibbons; Kaiulani Osorio-Sawka; Paul Witherspoon; Tanya Roberts; Todd Currie; Dave Stoltz
Subject: Re: Angie's Salary or Pay Rate

Hi All,

I feel that we are beating a dead horse on this matter. Perhaps Todd was incorrect when he said that we had already decided to accept Kelly's recommendation. So to be on the safe side I suggest that we hold another vote, so that we can get past this matter. I'm seeing too many emails about this one issue. So, I make a motion that we accept Kelly's recommendation to pay Angie a salary of \$1,100 per month. Let's do this properly. I will need a second to my motion before we can vote on the matter. Without a second, we can discuss the matter at our upcoming Board