

Dockton Water Association

BOARD MEETING

Saturday, August 24, 2019

10AM

Water Office 9710 SW Windmill Street

Minutes

CALL TO ORDER:

1. Welcome: Present - Paul, Sheila, Todd, Tanya, Kai and Darton.
2. Quorum: Yes.

CONSENT ITEMS:

3. APPROVED: Contents and order of the agenda.
4. APPROVED: Minutes of the July 27, 2019 meeting.

INFORMATION ITEMS:

5. Dave's Report:

- Booster Pump Generator: Board APPROVED hiring a surveyor to identify where the generator should be placed. Dave estimates the survey to cost ~\$300.
- Share 475: The Board is in full support of charging Share 475 the full cost of their meter installation. Share 475 is invited to attend or call into the September 2019 Board meeting to discuss further. Paul to search his email for related correspondence and Dave to develop a timeline of events.
- Pt. Piner Main Extension: There are 11 homeowners at the end of Pt. Piner who are interested in extending the main. Board APPROVED hiring Gray & Osborne to evaluate the water flow on Pt. Piner to determine how many homes can hook up to the existing 2" main before there is not adequate pressure. If there are more homeowners that are interested in receiving water service than the existing 2" main can support, DWA will reprioritize the CIP to upgrade the existing 2" main from 94th to the NW corner of Share 319, then install a new main extension from the NW corner of Share 319 to Summerhurst Road, then from Summerhurst Road to Pt. Piner. If Share 319 did not want to hook up at the time of installation, they would be identified on the recovery agreement. Dave to follow up with Mrs. Greiner and Mr. Larson regarding extension options and required easements.
- Lower Sandy Shores Spigot: There is a water spigot located in King County's ROW that does not have a share associated with it, nor is the water usage billed. In the past, the spigot has been used to rinse feet and BBQ utensils. Recently, King County improved the ROW (which has been used as an informal community park) by installing new grass. There is a desire on the part of a homeowner to utilize the spigot to water the grass. Options the Board discussed were (1) bill the homeowner or HOA for water usage (2) require the HOA to purchase a share

that is tied to the community tract and bill for water usage (3) work with King County on a mutually agreeable solution. Paul to check with Duncan Greene regarding DWA having a spigot in King County's ROW. Dave confirmed that this is the only spigot in the system that doesn't have a share associated with it and is not being billed.

6. President's Report

- a. Office Remodel: Status remains the same.
- b. Computer/Software Upgrade: Making progress but need more time.
- c. Cross Connection: Kai sent document to Hooper, and he posted on the website.

7. Committee Reports

a. Finance Committee

- i. July Budget: Reports can be found at the end of the minutes. Todd to fine tune summary report to include employee payroll taxes.
- ii. Insurance: Working with DWA's insurance provider to improve insurance coverage.
- iii. Share 176: Recommendation is to add share 176 to the bottom of the buyback waiting list.

b. Water Production Committee

- i. Emergency Contract: Meeting has yet to occur due to timing issues.
- ii. Water Production: Springs are producing 80 gallons per minute vs. the typical 85 gallons per minute. No concerns, as they simply need to be cleaned again.
- iii. Bench: Will be located near the school bus stop. Bench legs will be secured in cement. Hope to have installed before school starts.
- iv. Duncan / Five Wells: Duncan is developing a case that demonstrates the wells have been in use for many years. He is in the process of collecting affidavits from previous Board members.

a. CIP and Planning Committee

- i. Bob Johnson: Darton to reach out to Bob to see if DWA might benefit from his services. Bob developed software that integrates GPS into a drafting program.
- ii. Emergency Water Availability: Expenditure was previously approved by the Board. Dave to hire a contractor to install.

DISCUSSION ITEMS:

8. Share buyback Policy (Director Policy III.1.): This item is being moved to September agenda because Sheila and Dave could not locate the historical Directors' Policies and minutes related to this topic. Sheila to reach out to Kelly to find out where these archived documents can be found.

OTHER BUSINESS:

9. What did we decide?

- Board:
 - Approved hiring a surveyor at an estimated cost of \$300
 - Approved hiring Gray & Osborne to evaluate the water flow/pressure on Pt. Piner
- Dave:
 - Hire surveyor for booster pump generator
 - Communicate Board's position to Share 475, invite them to attend or call into next month's meeting, and put together a timeline of events
 - Hire Gray & Osborne to evaluate Pt. Piner water flow/pressure. Communicate options and easement requirements to Mrs. Greiner and Mr. Larson.
 - Hire contractor to install emergency water valve at the Springs
 - Send Sheila electronic version of Share 475's letter to include in minutes
- Darton:
 - Reach out to Bob Johnson
 - Make exhibits for Pt. Piner extension
- Sheila
 - Reach out to Kelly to find archived Director Policies and Minutes related to buying back shares
- Paul
 - Search email related to Share 475's meter installation
 - Check with Duncan Greene regarding having a spigot in King County's ROW
- Todd
 - Fine tune summary report to include employee payroll taxes

10. Next Board meeting: Saturday, September 28th, 2019

31-Jul-19

OPERATIONS FUND	Actual		Budget	Actl/Bdgt
	Month	Year-to-Date	Year-to-Date	
Beginning Balance:		\$ 15,221	\$ 19,500	
Income	\$ 20,774	\$ 20,774	\$ 18,842	110%
Costs	\$ (13,480)	\$ (13,480)	\$ (15,948)	85%
Transfer to System Replacement	\$ (4,167)	\$ (4,167)	\$ (4,167)	100%
Ending Balance		\$ 18,348	\$ 18,227	101%

SYSTEM REPLACEMENT FUND	Actual		Budget	% of
	Month	Year-to-Date	Full Year	Budget
Beginning Balance:		\$ 201,939	\$ 202,000	
Costs	\$ -	\$ -	\$ (37,000)	0%
Transfer from Operations	\$ 4,167	\$ 4,167	\$ 50,000	8%
Ending Balance		\$ 206,106	\$ 215,000	96%

SYSTEM IMPROVEMENT FUND				
Beginning Balance:	Actual		Budget	% of
	Month	Year-to-Date	Full Year	Budget
Income	\$ 7,083	\$ 7,083	\$ 85,000	8%
Sales of Shares	\$ -	\$ -	\$ -	
Costs	\$ (2,151)	\$ (2,151)	\$ (212,000)	1%
Ending Balance		\$ 327,163	\$ 189,000	173%

CONTINGENCY RESERVE Balance:		\$ 78,400	\$ 78,400	100%
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RECONCILIATION TO CASH	
Beginning Balance, All Funds:	\$ 617,791
Cashflow during year from:	
Operations Fund	\$ 3,127
System Replacement Fund	\$ 4,167
System Improvement Fund	\$ 4,932
Contingency Reserve	\$ -
Ending Balance, All Funds:	\$ 630,017
Bank Account Balances:	
USBank - Checking	\$ 45,641
USBank - Savings	\$ 180,138
Chase Bank - Savings	\$ 288,792
Chase Bank - CD	\$ 104,928
Total Cash:	\$ 619,499
Changes to Accrual Accounts:	
Accounts Receivable	\$ 6,483
Accounts Payable	\$ (15,013)
Credit Card	\$ 861
Net of Accruals	\$ 627,168
Reconciliation gap:	\$ 2,849

08/23/19

Dockton Water Association
OPERATIONS Budget vs. Actual YTD
 July 2019

	Jul 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Water Sales	19,787	17,917	1,870	110%
State Utility Excise Tax	987	900	87	110%
Miscellaneous income	0	25	(25)	0%
Total Income	<u>20,774</u>	<u>18,842</u>	<u>1,932</u>	<u>110%</u>
Gross Profit	20,774	18,842	1,932	110%
Expense				
Staffing and Contract Svcs	8,567	8,583	(17)	100%
Business Operations				
Legal Services	0	333	(333)	0%
Banking & Accounting	30	115	(85)	26%
Comms & IT	400	417	(17)	96%
Insurance	561	625	(64)	90%
Office Supplies and Services	27	125	(98)	22%
Postage (incl. Meter Rental)	500	250	250	200%
Other Admin Costs	100	40	60	250%
Total Business Operations	1,618	1,905	(287)	85%
System Operations				
General Engineering	0	150	(150)	0%
Water Quality Testing	30	150	(120)	20%
Electricity & Propane	1,260	950	310	133%
Water Treatment Chemicals	250	125	125	200%
Shop Supplies & Parts	922	330	592	279%
Unscheduled System Costs	0	1,250	(1,250)	0%
Building & Grounds Maintenance	225	375	(150)	60%
Total System Operations	2,688	3,330	(642)	81%
TAXES, LICENSES and FEES	607	2,130	(1,523)	29%
Total Expense	<u>13,480</u>	<u>15,948</u>	<u>(2,469)</u>	<u>85%</u>
Net Ordinary Income	7,294	2,893	4,401	252%
Other Income/Expense	(4,167)	(4,167)	(0)	100%
Net Income	<u><u>3,127</u></u>	<u><u>(1,273)</u></u>	<u><u>4,400</u></u>	<u><u>(246)%</u></u>

Dockton Water Association
CAPITAL FUNDS Budget vs. Actual YTD
 July 2019

	System Replacements			Capital Improvements			TOTAL		
	Jul 19	Budget	% of Bud...	Jul 19	Budget	% of Bud...	Jul 19	Budget	% of Bud...
▼ Ordinary Income/Expense									
▼ Income									
▶ Water Sales	0			1,365	17,400	8%	1,365	17,400	8%
▶ Capital Charges	0			5,640	67,680	8%	5,640	67,680	8%
Interest Income	0			78			78	0	100%
Total Income	0			7,083	85,080	8%	7,083	85,080	8%
Gross Profit	0			7,083	85,080	8%	7,083	85,080	8%
▼ Expense									
▶ Business Operations	0			0	3,000	0%	0	3,000	0%
State Loan Payments	0			0	28,000	0%	0	28,000	0%
▶ PROJECTS	0	28,000	0%	2,151	178,000	1%	2,151	206,000	1%
Unscheduled Capital Co...	0	9,000	0%	0	3,000	0%	0	12,000	0%
Total Expense	0	37,000	0%	2,151	212,000	1%	2,151	249,000	1%
Net Ordinary Income	0	-37,000	0%	4,932	-126,920	-4%	4,932	-163,920	-3%
▼ Other Income/Expense									
▼ Other Income									
Interfund Transfer Out/In ...	4,167	50,000	8%	0			4,167	50,000	8%
Total Other Income	4,167	50,000	8%	0			4,167	50,000	8%
Net Other Income	4,167	50,000	8%	0			4,167	50,000	8%
Net Income	4,167	13,000	32%	4,932	-126,920	-4%	9,099	-113,920	-8%