

Dockton Water Association

BOARD MEETING

Saturday, September 28, 2019 @ 10AM

Water Office 9710 SW Windmill Street

Minutes

CALL TO ORDER:

1. Welcome: Present - Hooper, Tanya, Paul, Darton, and Sheila (Kai attended the latter half of the meeting). Absent – Todd.
2. Quorum: Yes

CONSENT ITEMS:

3. APPROVED: Contents and order of the agenda.
4. APPROVED: Minutes of the August 24, 2019 meeting.

INFORMATION ITEMS:

5. **Guest Speaker Share 475:**
 - a) DWA will provide the labor/material costs for the five meter installations that took place immediately prior to Share 475's meter installation. Based on this information, Share 475 will decide to (1) pay the current amount due (2) pay the average labor/material costs of the five meter installations or (3) discontinue water service, begin to pay the reserve rate effective the decision date and agree DWA will file a lien for the outstanding balance.
6. **Dave's Report:**
 - a) Pt. Piner Main Extension Analysis: Warren, of Gray & Osborne, indicated current DOH policy does not allow a new service hook up to the existing 2" main on Pt. Piner unless DOH grants an exception. Dave to get a better understanding of what criteria needs to be met in order for DOH to approve an exception. Paul will review his file notes regarding the feasibility of looping the main from the end of 288th to connect to Pt. Piner, as well as the feasibility of only serving Mr. Larson's property (tax parcel 3222039103) from 288th.
 - b) Serving 9173 SW 283rd Lane (Greiner Property): DWA's current system plan is to serve Summerhurst's beach community via a main extension from Pt. Piner down the private community driveway (tax parcel 3222039013). DWA will evaluate whether DWA should alter its current system plan to serve the Summerhurst beach community via the route of the Greiner's private water line. Sheila to pull the easement (if any) associated with the Greiner's private water line from Pt. Piner to the undeveloped King County road. Because the Summerhurst beach community (including Greiner property) is considered an urban community, adequate fire flow is required at time of hook-up.
 - c) Sale of DWA Parcel on 264th: Dave to reach out to the Land Trust to see if there is an interest in acquiring DWA's property/development rights.
 - d) Folding machine: Dave's proposal did not pencil out. When the folding machine conks out, DWA will replace with similar equipment.
 - e) Insurance: DWA's current insurance premium through Allstate is ~\$6.6K per year. Grundy Insurance, who specializes in insuring water purveyors, reviewed DWA's current coverage and thought DWA's capital investments were undervalued. Grundy increased DWA's capital valuations and arrived at an annual premium of \$9,989 with

a \$500 deductible. The Board APPROVED Dave to reach out to Grundy to obtain additional premium quotes for a \$1K and \$5K deductible. In addition, Dave will get quotes for flood (springs) and earthquake (silos) insurance.

- f) Manzanita/Hake Connection: Mr. Rucker recently sold his property, so Dave will initiate discussions with the new owner regarding an easement on the property to connect Manzanita with Hake.

7. **President's Report**

- a) Office Remodel: Carlos has readjusted his start date to late October to early November. There currently is no contract in place.
- b) Computer/Software Upgrade: The Board APPROVED a resolution for Hooper to purchase a Vostro Dell Vostro desktop computer (8 GB memory/256 GB SSD) and a laptop that is of an equivalent quality/capacity to the Dell Vostro; not to exceed \$3K. Dave can utilize the laptop in the field and use his cell phone as a hotspot for internet service. Hooper to recommend a software and cloud storage solution.
- c) Document Retention: Dave, with guidance from Paul, will organize and purge historical corporate documents. Depending on the volume of documents, the Board may consider hiring someone to scan the documents and/or rent a destroy bin.
- d) Who is responsible of historical records? The President is responsible to ensure Officers have followed through with their respective responsibilities as dictated in the corporation's guiding documents. Each Officer is asked to provide a list of their respective responsibilities based on the Bylaws and Directors' Policies, so the Board can assess and adjust processes and/or responsibilities as necessary to ensure compliance.
- e) Who is responsible for getting DWA back into compliance? Group effort. Dave (with the assistance of Paul) will organize historical documents so they are complete and readily available. Officers will document their responsibilities, identifying tasks that are vague, not addressed or simply not being completed.
- f) Varuna Offer: We are postponing Veruna's offer to review DWA's processes until after known deficiencies have been addressed and/or streamlined.

8. **Committee Reports**

a) **Finance Committee**

- i. August Budget: No financial report this month. Everything is as expected. We are well ahead of budget due to no unscheduled maintenance, and not (yet) paying King County's right-of-way tax. We sold a bit more water than expected and salaries and other costs are in line.

b) **Water Production Committee**

- i. Emergency Contract: Negotiations continue. The contract offer is with Zellerhoff Construction; DWA is awaiting a response.
- i. Five Wells: The Board approved a budget of \$5K to hire Duncan Greene's law firm to negotiate an easement with King County. In addition to an easement, DWA will also need a sanitary buffer. Paul has requested Duncan provide a summary of charges to date, so Paul can determine if he needs to get additional legal funding approved by the Board.
- ii. Sandy Shores Spigot: Paul has not had an opportunity to discuss the nuances with Duncan, but he will close the loop by next Board meeting.

c) **CIP and Planning Committee**

- iii. Bob Johnson: Bob offers a GIS system that can enhance DWA's current system mapping. Darton has not reached out to him yet, but Bob is on his radar.
- iv. Emergency Water Supply at Springs: Waiting for Dave to move forward on selecting a contractor. Approved budget is \$1,500.

DISCUSSION ITEMS:

9. Share Buyback Policy (Directors' Policies III.1): Need additional information, so postponing discussion until the October meeting.
10. Memorial Bench: The bench and generator pad will be poured on the same date (tbd).
11. Executive Committee 6 Month Check-In with Manager/Operator: Hooper to schedule a meeting at his house that aligns with the Officers' schedule, however all Board members will be invited to attend.

OTHER BUSINESS:

12. What did we decide?

Board:

- Approved Dave to obtain flood/earthquake insurance quote and revised capital asset premium quote with \$1K and \$5K deductible
- Approved Hooper purchasing a desktop and a laptop computer, not to exceed \$3K

Dave:

- Contact DOH to find out what criteria needs to be met in order for DOH to grant an exception to add additional services to the 2" Pt. Piner main
- Obtain capital asset insurance quote for \$1K and \$5K deductibles
- Obtain flood/earthquake insurance quote
- Organize and purge historical corporate documents, with Paul's guidance
- Approach the new owner of Mr. Rucker's home regarding an easement
- Call Tom Dean at the Land Trust
- Hire a contractor to install the emergency water supply at the Springs

Sheila:

- Send Board easement(s) related to the Greiner's private water line
- Develop a document that outlines the Secretary's duties as described in the Bylaws/Directors' Policies
- Try to locate May and June minutes from 2003

Paul:

- Provide meter installation invoices to Share 475
- Check file notes regarding feasibility of extending the main from 288th to Pt. Piner
- Help Dave organize and purge historical corporate documents, and build a retention schedule

Todd

- Develop a document that outlines the Treasurer's duties as described in the Bylaws/Directors' Policies

Hooper

- Purchase computer systems from Costco
- Recommend software and cloud storage solution
- Request a contract from Carlos
- Develop a document that outlines the President's duties as described in the Bylaws/Directors' Policies
- Schedule Executive Committee meeting

Darton

- Develop a document that outlines the Vice President's duties as described in the Bylaws/Directors' Policies
- Reach out to Bob Johnson

13. Next Board meeting: Saturday, October 26, 2019.