

# Dockton Water Association

## BOARD MEETING

Saturday, October 26, 2019 @ 10AM

Water Office 9710 SW Windmill Street

### Minutes

#### CALL TO ORDER:

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

#### CONSENT ITEMS:

3. APPROVE: contents and order of the agenda.
4. APPROVE: minutes of the September 28, 2019 meeting.

#### INFORMATION ITEMS:

5. **Guest Speaker:** Share #182, New auxiliary living unit (ALU). The Directors' Policies require an individual water share for ADU's and is silent on ALQs. The Finance committee will review and make a policy recommendation to the Board.
6. **Guest Speaker:** Jeff & Kelly Greene, easement from Pt. Piner to Division Street. Jeff to contact Dave to schedule an appt time on November 2 to walk the Summerhurst Beach LLC properties to discuss possible easement routes. Based on that discussion, Jeff will initiate discussions with Summerhurst Beach LLC members to see if there is agreement between the members to provide DWA with a formal easement agreement.
7. **Dave's Report:**
  - a) Insurance upgrade: New policy is in effect with Grundy Insurance. The policy premium is \$8.6K annually paid in one lump sum for cost saving reasons. Grundy Insurance was not able to provide earthquake insurance for just the reservoir, so Dave will look into other earthquake insurance carriers.
  - b) Manzanita-Hake connection: Dave had a short conversation with the new homeowner, and he seemed open to the idea of providing DWA with an easement. Dave is waiting to hear back from the homeowner.
  - c) DOH exception requirements to add additional services to existing 2" main: Open item.
  - d) Land Trust: Tom reached out to King County and they are interested in walking the property with Tom and Dave. Dave to reach out to Tom to schedule a date/time.
  - e) Emergency water supply at Springs: Open item.
  - f) Spigot at Sandy Shores: Meeting minutes from 2007 indicate an agreement is in place for Sandy Shores to use the existing spigot at no charge. Sheila to confirm the agreement was recorded.
  - g) Historical documents: Dave sorted through the large stack of storage boxes and separated what he felt could be purged. Paul to sift through the documents before they are destroyed. Good news! Dave found years and years' worth of minutes.
  - h) Emergency Contract: Dave to send proposed agreement to the Board. Board to make comments prior the next meeting, so revision can be made and/or discussed. The hope is to be able to vote on the contract at November's meeting.

8. **President's Report** (*Hooper not present, items postponed to next meeting*).
  - a) Office remodel update/ and contract:
  - b) Office computer:
  - c) Software and cloud storage solution:
  - d) Executive committee:
9. **Committee Reports**
  - a) **Finance Committee**
    - i. Budget: September numbers are expected. See report below.
  - b) **Water Production Committee**
    - i. Main extension from 288<sup>th</sup> to Larsons: Dave and Paul to call Warren on November 8 @ 10a to confirm feasibility of utilizing this route.
    - ii. Main extension from Pt. Piner to Divison Street: Dave to call Warren when to get up to speed on the previous assessment Warren did on extend the main down Sprinkle's lot. Scoby's lot might also be a consideration.
    - iii. Share 475 meter installation: Billing for meter installation is consistent with prior installation costs. Paul to send draft letter share 475 to the Board for comment prior to mailing. See October meeting minutes of resolution options.
  - c) **CIP and Planning Committee**
    - i. Bob Johnson: Open item.

**DISCUSSION ITEMS:**

10. Share Buyback Policy (Directors' Policies III.1): Postponed to next month.
11. RV's on customer Properties. No action requested or taken, simply a lively discussion.

**OTHER BUSINESS:**

12. What did we decide?

Finance Committee:

- Recommend ALQ policy

Dave/Paul:

- Schedule an appointment with Warren on November 8 @ 10a to discuss main extension feasibility from 288<sup>th</sup>

Dave:

- Call Warren regarding previous assessment of extending main down Sprinkle's driveway. See if he has an opinion on Scoby's property as a potential route.
- Look for an insurance carrier that will provide earthquake coverage for the reservoir.
- Call Tom Dean to schedule a property tour
- Dave to contact DOH regarding exception criteria to allow additional homes to hook up to 2 inch main
- Dave to send emergency contract proposal to the Board for review and comment

Paul:

- Send Share 475 draft letter to Board for comment
- Confirm the historical documents Dave set aside for destroy, should be destroyed

Sheila:

- Look online to see if the Sandy Shore spigot agreement was recorded

13. Next Board meeting: Saturday, November 23, 2019

30-Sep-19

	Actual		Budget	Actl/Bdgt
	Month	Year-to-Date	Year-to-Date	
<b>OPERATIONS FUND</b>				
Beginning Balance:		\$ 15,221	\$ 19,500	
Income	\$ 20,462	\$ 61,156	\$ 56,525	108%
Costs	\$ (13,902)	\$ (41,442)	\$ (48,025)	86%
Transfer to System Replacement	\$ (4,167)	\$ (12,500)	\$ (12,500)	100%
<b>Ending Balance</b>		<b>\$ 22,435</b>	<b>\$ 15,500</b>	<b>145%</b>

	Actual		Budget	% of
	Month	Year-to-Date	Full Year	Budget
<b>SYSTEM REPLACEMENT FUND</b>				
Beginning Balance:		\$ 201,939	\$ 202,000	
Costs	\$ -	\$ -	\$ (37,000)	0%
Transfer from Operations	\$ 4,167	\$ 12,500	\$ 50,000	25%
<b>Ending Balance</b>		<b>\$ 214,439</b>	<b>\$ 215,000</b>	<b>100%</b>

	Actual		Budget	% of
	Month	Year-to-Date	Full Year	Budget
<b>SYSTEM IMPROVEMENT FUND</b>				
Beginning Balance:		\$ 322,231	\$ 316,000	
Income	\$ 7,130	\$ 21,343	\$ 85,080	25%
Sales of Shares	\$ -	\$ -	\$ -	
Costs	\$ (3,165)	\$ (43,207)	\$ (212,000)	20%
<b>Ending Balance</b>		<b>\$ 300,367</b>	<b>\$ 189,080</b>	<b>159%</b>

CONTINGENCY RESERVE Balance:		\$ 78,400	\$ 78,400	100%
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RECONCILIATION TO CASH		
<b>Beginning Book Balance:</b>	\$	<b>617,791</b>
Cashflow during year from:		
Operations Fund	\$	7,214
System Replacement Fund	\$	12,500
System Improvement Fund	\$	(21,864)
Contingency Reserve	\$	-
<b>Ending Book Balance:</b>	\$	<b>615,641</b>
<b>Actual Bank Balances:</b>		
USBank - Checking	\$	73,240
USBank - Savings	\$	180,213
Chase Bank - Savings	\$	288,951
Chase Bank - CD	\$	104,980
<b>Total Cash:</b>	\$	<b>647,384</b>
<b>Changes to Accrual Accounts:</b>		
Accounts Receivable	\$	(7,923)
Accounts Payable	\$	12,330
Credit Card	\$	(709)
<b>Net of Accruals</b>	\$	<b>643,686</b>
Reconciliation gap:	\$	(28,045) *

\* Note: Loan Payment checks of \$29k not yet cleared