

Dockton Water Association

BOARD MEETING

Saturday, November 23, 2019 @ 10AM

Water Office: 9710 SW Windmill Street

Minutes

CALL TO ORDER:

- Welcome: Present – Hooper, Tanya, Sheila, Paul, Todd and Darton. Absent – Kai.
- Quorum: Yes.

CONSENT ITEMS:

- APPROVED: Contents and order of the agenda
- APPROVED: Minutes of the October 26, 2019 meeting

INFORMATION ITEMS:

- **Guest Speaker:** Tom Dean, Vashon/Maury Land Trust: Tom conveyed to the Board that there was both political and King County staff supported to peruse the possible purchase of DWA's parcel. Tom emphasized the Land Trust would not be involved in the purchase other than being a broker and a cheerleader. The application and funding timeline is below. The timeline is long, which is an advantage here as the membership would need to vote in June.
 - December: Preliminary application due, finalized by February
 - February: Application sent to Conservation Review Committee (CRC)
 - Early Spring: CRC reviews applications
 - Early April: CRC conducts site visits
 - Late May: CRC passes recommendations to Dow Constantine who puts in the budget and passes onto the Council
 - November: Council votes on budget
 - Early 2020: Funds become available, with closing sometime in 2020.
- **Membership Comments:**
 - If King County purchased, what types of uses would be allowed? Passive recreation such as trails, picnic shelters, etc.
 - If King County purchased, could the County at a later date do something else with the property? Yes, but unlikely. The County would have to trade it for a similar property on Vashon, which would be difficult to find. In addition, Dow Constantine has launched a Land Conservation initiative which attempts to accelerate conservation work in King County. Trading the property would not be in alignment with that initiative's goal.
 - If King County did trade the land at a later date, would the development right be extinguished? Tom will find out.
 - Can DWA retain the water rights on the land? Yes. However, there is a residual value in DWA keeping the water right, so the appraiser would take that into consideration.

- Previous DWA Boards have looked at this parcel as an insurance policy. Dockton Springs are fragile. An earthquake tremor could obliterate the springs. The springs could be compromised because the lack of an adequate sanitary buffer. Could DWA just sell the development rights to the County? Yes
- Micro-housing on this site is not advisable. It is too far from services, transportation and reliable electricity.
- **Dave's Report:**
 - a) Insurance Upgrade: We are now fully insured by Grundy, with the exception of seismic insurance. Seismic insurance is not in the 2019-2020 budget, so it will be considered in the next budget cycle.
 - b) Manzanita-Hake Connection: Mr. Battison said he'd schedule time in December to meet with Dave on-site. The plan is to walk the property and scope out the proposed easement. Dave will reach out to Mr. McGrory (abutting neighbor and essential partner in the easement alignment) to advise him the Mazanita-Hake connection discussions have been revived.
 - c) DOH Exception Requirements To Add Additional Services To Existing 2" Main: DWA needs to demonstrate to DOE that the 2" main meets hydraulic standards and is in compliance with DOE's minimum standards. Dave to update the small system water plan, parts list and installation standards.
 - d) Emergency Water Supply At Springs: Change of plans. It was determined that a spigot would not have adequate pressure/volume, so Dave suggested allowing the community to divert water directly from the spring basin. This would require adding a mangate/new fence and posting directions on how to obtain water. Paul to confirm the revised scope of work is within the original budget.
 - e) Historical documents: Speak now or forever hold your peace! Dave's bringing in a destroy bin.
 - f) Emergency Contract: Board recommended the following revisions:
 - Change term of contract to 1 year.
 - Add contractor to respond to DWA manager within 30 minutes of emergency call.
 - Strike contractor can opt out of emergency work.
 - Rename 'contingency work' to 'small projects'.
 - Dave to put together DWA standards document and attach as an addendum and/or post document to website.
 - Add conflict of interest disclaimer.
- **President's Report (*postponed until January meeting*)**
 - a) Office remodel update/ and contract:
 - b) Office computer:
 - c) Software and cloud storage solution:
 - d) Executive committee:
- **Committee Reports**
 - a) **Finance Committee**
 - i. Budget: Report can be found at the end of the minutes.
 - b) **Water Production Committee**

- i. Main extension from 288th to Larson Property: Warren will be out the first week of December to evaluate the viability of looping the system from 288th to Pt. Piner. If the steep slope is not a concern, then Warren to provide an estimate for a main extension from 288th and a main extension from Pt. Piner to serve the Larson property.
 - ii. Main extension from Pt. Piner to Division Street: (*Postponed to the January meeting*)
 - iii. Share 475 meter installation: (*Postponed to the January meeting*)
- c) **CIP and Planning Committee**
- i. Bob Johnson: Darton hasn't forgotten; it's still an open item.

DISCUSSION ITEMS:

- Share Buyback Policy (Directors' Policies III.1): The minutes associated with the most recent update to this policy states the buyback list will be eliminated. I provided the minutes to Todd for further review and discussion with neighbor who was a board member at the time this change was made.
- Revamp of Directors Policies regarding Auxiliary Dwelling Units: (*Postponed to the January meeting*)

OTHER BUSINESS:

- What did we decide?
 - Dave:
 - Update small system water plan, parts list and installation standards
 - Status of seismic insurance
 - Touch base with Mr. McGrory
 - Order destroy bin
 - Dave to revise emergency contract and present to Zellerhoff
 - Paul:
 - Confirm the 'revised' emergency water supply project is within the original budget
 - Todd/Sheila:
 - Brief the board at the next meeting on buyback policy.
- Next Board meeting: Saturday, January 25, 2020

31-Oct-19

OPERATIONS FUND	Actual		Budget	Act/Bdgt
	Month	Year-to-Date	<i>Year-to-Date</i>	
Beginning Balance:		\$ 15,221	\$	
Income	\$ 21,760	\$ 82,916	\$ 75,367	110%
Costs	\$ (22,835)	\$ (69,444)	\$ (66,693)	104%
Transfer to System Replacement	\$ (4,167)	\$ (16,668)	\$ (16,668)	100%
Ending Balance		\$ 12,025	\$ 11,506	105%

SYSTEM REPLACEMENT FUND	Actual		Budget	% of
	Month	Year-to-Date	<i>Full Year</i>	Budget
Beginning Balance:		\$ 201,939	\$ 202,000	
Costs	\$ -	\$ (2,172)	\$ (37,000)	6%
Transfer from Operations	\$ 4,167	\$ 16,668	\$ 50,000	33%
Ending Balance		\$ 216,435	\$ 215,000	101%

SYSTEM IMPROVEMENT FUND				
Beginning Balance:		\$ 322,231	\$ 316,000	
Income	\$ 7,097	\$ 28,440	\$ 85,080	33%
Sales of Shares	\$ -	\$ -	\$ -	
Costs	\$ (21,849)	\$ (64,327)	\$ (212,000)	30%
Ending Balance		\$ 286,344	\$ 189,080	151%

CONTINGENCY RESERVE Balance:		\$ 78,400	\$ 78,400	100%
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RECONCILIATION TO CASH	
Beginning Book Balance:	\$ 617,791
Cashflow during year from:	
Operations Fund	\$ (3,196)
System Replacement Fund	\$ 14,496
System Improvement Fund	\$ (35,887)
Contingency Reserve	\$ -
Ending Book Balance:	\$ 593,204
Actual Bank Balances:	
USBank - Checking	\$ 22,024
USBank - Savings	\$ 180,251
Chase Bank - Savings	\$ 289,032
Chase Bank - CD	\$ 104,980
Total Cash:	\$ 596,287
Changes to Accrual Accounts:	
Accounts Receivable	\$ 877
Accounts Payable	\$ (2,814)
Credit Card	\$ (274)
Net of Accruals	\$ 594,076
Reconciliation gap:	\$ (872)