

**Driftwood Heights Association
Board Meeting Minutes
10/11/2023**

- **Meeting called to order at Stanwood Library, 6:09 pm**

- **Present:**
 - President (R Barry)
 - Vice President (M Othman)
 - Treasurer (S Hall) not present
 - Secretary (Vacant)
 - Operations (M Cona)
 - Buildings & Grounds (L Visser) not present
 - Water Quality (G Carranza)

Treasurer and Buildings and Grounds had a previous engagement and could not attend.

- **Review/Approval of Sept 16,2023 Board Meeting minutes.**
- Motion: M Cona
- Second: M Othman
- Yea 4/Nay 0
- Motion carried. (S Hall and L Visser approved by email)

1. **Treasurer:** Treasure will not be attending the meeting; she provided an email response to the agenda. In her absence we will review her email responses and we add any additional discussion by Board.

The treasurer has stated that she is still waiting on reports from King Water for the months of August and September. This prohibits her from closing out her reports and providing the board with updates.

The Treasurer, who also maintains the website has completed the following “Action Items”:

- a. Split out Garrison Engineering Capital Project documents to separate location on website to reduce confusion and keep the information in one location.
- b. Water Quality website page. Split out State Department of Health Sanitary Inspections/response letters and our monthly sample results and placed them on separate pages for better organization of the information. All DOH Sanitary Inspections and responses will be retained. We will maintain the most recent 12 months of system water samples on the website. Older samples will be archived.

- c. Treasures has completed preparations to email King Water monthly reports to all board members once she has received them. This will allow the cognizant Board member to review and approve posting of information that they are responsible for.
- d. Treasurer needs to Add 5 Year DOH Sanitary Inspection \$500 to Budget (next inspection due 2028). (Action Item)
- e. Water Management and King Water contact Pros and Cons deferred to Nov 11 Board Meeting. (Action Item)

WEBSITE MANAGEMENT

- f. Treasurer needs to populate current website calendar with planned Board and Member Meetings. President and Vice President (in the absence of the Secretary) will be responsible for scheduling venue and providing location and time information in a timely manner to Treasure to update. (Action Item)
- g. Treasurer is investigating setting up a Board Only Outlook Calendar in our website. This would allow us to place "Action Items", such as Annual DOH Water Facilities Inventory, 5 Year State DOH Sanitary Inspections, contract renewals and other important items on a perpetual calendar that can be used by the Board to make sure we meet a required actions for the association. (Action Item)
- h. Set up Board only access link for information (Action Item)
- i. Add Confidentiality Statement to email signatures. (Action Item)

2. Secretary:

- a. Vacant

3. Operations:

- a. Discussed Capital Project options and Assessments. Reviewed draft Special Membership Meeting Letter, with numerous edits. We also discussed new information that was supplied by WA DOH Engineer and the Drinking Water State Rotating Fund (DWSRF) Director that could impact our Capital Project Funding. Reviewed agenda for Special Members Meeting with much discussion on setting priorities and not mudding purpose if the meeting with additional items.
- b. As a result of Capital Project discussions, it was determined that we need to compile a list of questions that require answers from DOH (DWSRF) or our Attorney. Develop list at next Meeting and assign who is responsible for action.

- c. Water Management and King Water contact Pros and Cons deferred to Nov 11 Board Meeting. (Action Item)

4. Building and Grounds:

- a. Need to update status of getting additional quotes for ground maintenance and comparison of quotes. (Action Item)
- b. Review of Nelson Geotechnical Beach Assessment letter. (Action Item)
- c. Post Note and Letter to website after review and approval. (Action Item)
- d. Water Management and King Water contact Pros and Cons deferred to Nov 11 Board Meeting. (Action Item)

5. Water Quality:

- a. Reviewed Water Quality page of the website.
- b. Continue looking for 2013 DOH Sanitary Inspection Report. (Action Item)
- c. Discussed additional free Cl- sampling in the field that was recommendation by DOH Engineer. Need to obtain Quotes for sample kits and clarify number of samples and who can perform and report. Review at the next Board Meeting. (Action Item)
- d. Water Management and King Water contact Pros and Cons deferred to Nov 11 Board Meeting. (Action Item)

6. Vice President:

- a. Discussed the need to post Board and Membership Meetings on the website calendar. Board meetings scheduled monthly. See Treasurer item d above.
- b. Discussed Reinstalling Driftwood Heights Sign. Vice President and Water Quality looked at other association signs for comparison. It was noted that we would have to decide on best location, design, and size. We will also have to look at permitting and easement issue with Island County Planning. Briefly discussed new Beach sign to replace existing one. We also need to see if our well site requires a sign. Get Additional quotes for Beach and Well Site Signs. (Action Items)
- c. Discussed Remote Voice mail access to Association phone. There is a number that all board members can use to access voice messages on the association cell phone (currently held by President). In previous meeting we discussed sharing responsibility for monitoring phones. Several Board Members did not want to have the responsibility. It was agreed that for now it would be done by President and Vice President.
- d. Discussed need to complete discussion of Water Management Company candidates. We need to complete pros and cons for each company and

compare them to select the one that best fits our needs. We will compile a list of questions for each candidate if need be.

- e. Make up call campaign list and script for special meeting. (Action Item)
- f. Water Management and King Water contact Pros and Cons deferred to Nov 11 Board Meeting. (Action Item)

7. President:

- a. Get Copies of CT-6 Sampling requirements to review with the Board. (Action Item)
- b. Check with Island County Planning for easement and permitting requirements for signage (Action Item) See Vice President b above.
- c. Discussed the purpose of board decisions and need for board members to support and comply with those decisions. It is also necessary for Board Members to attend the meetings. We have discussed and addressed these issues in the Vice Presidents and Treasurers section of this meeting minutes. Scheduling the meetings well in advance will allow for all members to attend. All members at the meeting unanimously supported the discussion. It is implied to be an expectation of a Board Members conduct.
- d. Water and Wastewater Quote review, rescheduled from last meeting and delayed due to key Board members not in attendance to complete through review. Reschedule for next Board Meeting Nov 11, 2023.
- e. Draft, get board approval, and send 2023 WA DOH Sanitary Survey response letter by Nov 1, 2023
- f. Lowery and Associates Insurance Audit all Proof of Insurance submitted.
- g. Discussed the need to get Electronic Documents from King Water. I will take this on and have answers by next Board Meeting. (Action Item).
- h. Reviewed email confidentiality statement. Approve next meeting. We need to make sure everyone can get it added to their email signature. Need to verify with Treasurer (website maintenance) to see if she can add. (Action Item) See Treasurer h above.
- i. Water Management and King Water contact Pros and Cons deferred to Nov 11 Board Meeting. (Action Item)

• **All business complete, Motion to Adjourn meeting at 8:48pm**

Motion made by: G Carranza

Seconded by: M Cona

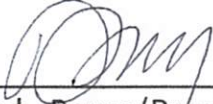
Yea 4/Nay 0

Motion carried.

Submitted by

Driftwood Heights Board members in lieu of Secretary

Approved by



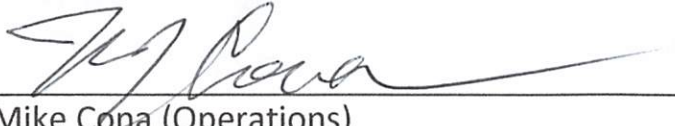
Randy Barry (President)

Resigned

Maria Othman (Vice President)

Not present

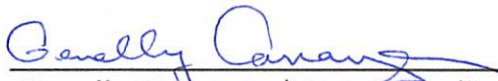
Sherry Hall (Treasurer)



Mike Cona (Operations)

Not present

Leonard Visser (Grounds and Buildings)



Genelly Carranza (Water Quality)