

**Driftwood Heights Association  
Board Meeting Minutes  
03/19/2024**

- **Meeting called to order at Camano Library, 6:00 pm**
- **Present:**
  - President (R Barry)
  - Vice President (Vacant)
  - Treasurer (Vacant)
  - Secretary (Vacant)
  - Operations (M Cona)
  - Buildings & Grounds (L Visser)
  - Water Quality (G Carranza) not present
- **Approval of 02/20/2024 Board meeting minutes**

Motion by: M Cona, with the attachment (1) of the monthly budget report.  
Second by: L Visser.  
Yea 3/Nay 0, Motion carried.
- **Reviewed/discussed checklist for updating accounts and contacts following changes in Board members. Reviewed outstanding action items and assigned responsibility as follows:**
  - a). Signed 2/20/24, Submitted US Liability Broker Change Form 2/21/24. Waiting for acknowledgement. (R Barry AI follow up prior to Apr board meeting).
  - b). Purchased one copy of Office 365 Basic for Business (\$8.25/month + tax, \$8.98/month). New Microsoft account established. This replaces the old \$40.80/ month subscription. Additional copies can be added to this subscription if needed.
- 1. **Treasurer: Vacant**
  - a. **February Account Balances - gains/losses.**

Checking Balance = \$59,507.08, change + \$6751.19  
Money Market Balance = \$280,623.64, change +\$44.42.  
See attachment (1).
  - b. **Budget status**

Start review of 2024 Budget, Board review and comment at April board meeting. Needs to be ready for the May 18 Membership meeting. (R Barry AI).
  - c. **Significant unplanned incomes/expenses**

None

**d. Members in arrears and status of actions**

Received Mar 1, 2024 Accounts Receivable. Review printout at the meeting. 20 in arrears, outstanding balance \$8585.00 not counting the shutoff account. Discussed required actions and plan to recoup outstanding payments. A meeting with the new King Water management is scheduled for Mar 28 to review the billing process.

- e. Received February monthly billing package from NW Natural Water. monthly documents package. Much improved since NW Natural Water has taken over, documents emailed to all board members.
- f. Purchased portable hard drive to store/archive association information and be a backup for information on the Secretary/treasurer laptop. 2TB SSD drive final cost \$87.51.
- g. 2023 Federal Tax Filing reviewed and approved by Board during the meeting. Signed and will mail Mar 20, 2024.

**2. WEBSITE MANAGEMENT/IT**

- a. Update of current Web site pages outstanding items listed below. (R Barry AI complete ASAP, put on tracker)
  - 2). Revise Driftwood Heights statement.
  - 6). Post last 2 years Board Meeting minutes. IP
  - 7). Post last 5 years quarterly and annual Financial Reports. IP
  - 9). Post last 2 years Water Sample Results. IP
  - 10). Post last 3 DOH Sanitary Survey Reports with response letters.
  - 11). Update calendar to include Board and Membership meetings. IP
  - 12). Review Assistance Resources and County Ordinances for removal/updating if out of date. IP
- b. Post Board and membership meeting minutes (R Barry AI complete ASAP).
- c. Post Nelson geotechnical Assessment (R Barry AI complete ASAP).

**3. Secretary: Vacant**

- a. "MML" update required in April, prior to annual Membership meeting. (R Barry AI Complete by April Board Meeting).

**4. Operations:**

- a. Provided a list of questions about proposed future water system upgrade for board review. The questions may require answers from DOH (DWSRF) or our Attorney. We will review/discuss the questions at the April Board Meeting and decide how to proceed. (Delayed)

## **5. Building and Grounds:**

- a. Prepare an estimate for paint and materials to paint/preserve well equipment and association storage buildings. Bldg. (L Visser AI complete by April Board Meeting).

## **6. Water Quality:**

- a. Sample results – Spoke with WA DOH (March 11, 24) all monthly and annual testing for 2023 was completed and submitted. Confirmed that 3yr THMs and HAA5 samples for 2023 were missed. We are in violation and will be receiving a letter to that fact. We will have to reschedule for July 2024, NW Nat Water has been informed and they have put it on our sampling schedule. We must make sure there is a comment in the next “CCR” that states we are in violation and actions being taken.
- b. CT6 free Cl- Samples – Spoke with WA DOH (A Medina) regarding requirement for 5 field samples per week. We are required to take samples. DOH will be sending us a letter providing guidance. When received we can review requirements, procedures, and equipment necessary.

## **7. Vice President: Vacant**

## **8. President:**

- a. Approved and signed 2024 Water Facilities Inventory updated 2/20/24, submitted 2/21/24. (R Barry AI complete) Received DOH request for additional information. DOH informed us that we have exceeded our allowed number of connections. Our Op permit will go from green to Blue. Update and resubmit by Mar 15 (R Barry AI)
- b. Review and update Annual calendar, recommend splitting out by Board Position. The Secretary will maintain Master Copy.
- c. Attended meeting with DH2 Board Members at the South Fire Station Feb 24 at 9:30am. Reviewed/discussed the approved the items for discussion:
  - 1) Request contribution to well site grounds maintenance, since there well is located there. DH 2 agreed to pay \$400 per year.
  - 2) Request that their association help share cost of maintenance and repairs to shared facilities/equipment (such as fencing) at the well site. DH 2 agreed to pay a percentage of expenses. We need to discuss and give the proposed percentage to DH 2 for their review and approval.

- 3) Discussed Beach access, reviewed the history of the issue and discussed the need to help fund upkeep of beach recreational areas if they wanted access. DH2 discussed it with their membership after I left the meeting. They have no desire at this point to have access.
- 4) DH 2 would also like to update the inter-tie agreement. They would like it to contain procedures. Would also be nice to put other items such as 1) and 2) above in the agreement (if legal and appropriate).

## 9. New Business

- 1) Received email from DOH (A Medina) regarding Pacific Northwest Section of the American Water Works Association (PNWS-AWWA) 2024 Day with the DOH conference scheduled for Mar 20, 2024. DOH Department of Drinking Water highly recommended we try to attend. The conference will have presentations by representatives of all DOH Departments affect our water system. They will provide latest guidance, current issues, and technical support and guidance that they can provide. The cost is \$230 per attendee, there is a possibility of waiver of fee, but you must pay in advance. We discussed benefits of attending and agreed to send one Board Member.

Motion by: M Cona, to have one member attend.

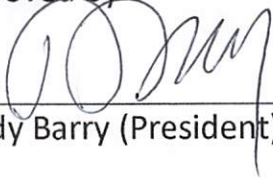
Second by: L Visser.

Yea 3/Nay 0, Motion carried.

- **All business complete, Motion to Adjourn meeting.**  
Motion made by: M Cona  
Seconded by: L Visser  
Yea 3/Nay 0, Motion carried, meeting adjourned at 8:30pm
- \* Website management and maintenance is a collateral duty of a board member (President is currently performing).
- \*\* President and Vice President performing duty until Secretary vacancy is filled.
- \*\*\* Water Quality performing duty until Secretary Vacancy is filled.

Mar 19, 2024, Board Meeting Minutes submitted by  
Driftwood Heights Board members in lieu of Secretary

Approved by



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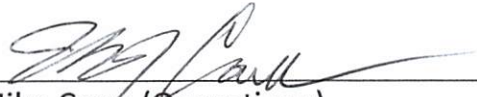
Randy Barry (President)

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Vacant (Vice President)

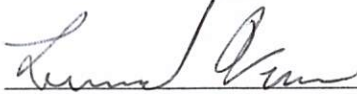
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Vacant (Treasurer)



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Mike Cona (Operations)



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Leonard Visser (Grounds and Buildings)



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Genelly Carranza (Water Quality)

**Board Monthly Treasurer Report Feb 2024**

Date	3/18/2024		
	Balance	Balance	Change
Monthly	1/2024	2/2024	
Chk	\$52,755.89	\$59,507.08	\$6,751.19
MM	\$280,579.22	\$280,623.64	\$44.42
<b>Totals</b>	<u>\$333,335.11</u>	<u>\$340,130.72</u>	<u>\$6,795.61</u>

<b># of Members in arrears</b>	<u>7</u>	<b>Total Arrears</b>	<u>(\$1,735.00)</u>	
<b>Shutoff Member</b>	<u>1</u>		<u>(\$1,965.00)</u>	
			<u>(\$3,700.00)</u>	(2/29/24)

Annual	12/2023	2/2024	
Chk	\$49,020.47	\$59,507.08	\$10,486.61
MM	\$280,531.74	\$280,623.64	\$91.90
<b>Totals</b>	<u>\$329,552.21</u>	<u>\$340,130.72</u>	<u>\$10,578.51</u>

**Monthly incomes/expenses**

Incomes	\$7,830.29
Expenses	<u>\$1,034.68</u>
	\$6,795.61

**Monthly Significant/unbudgeted incomes/expenses**

1 none

**Budget Status Year to date (2024)**

Income	Budget	Actual	Difference
	\$0.00	\$7,830.29	\$7,830.29
<b>Expenses</b>	\$0.00	<u>\$1,034.68</u>	<u>(\$1,034.68)</u>
		<b>Total</b>	<u>\$6,795.61</u>

**Budget in process**

**Annual Significant/unbudgeted incomes/expenses**

1	none	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		<u>\$0.00</u>
	<b>total</b>	\$0.00

attach (1)