

**Driftwood Heights Association
Board Meeting Agenda
12/17/2024**

- **Meeting called to order at** Camano Library, 6:10 pm.

- **Present:**

President (R Barry)
Vice President (S Seymour)
Treasurer/Secretary (D Sparks)
Operations (M Cona)
Buildings & Grounds (L Visser)
Water Quality (T Whitcher)

- **Approval of meeting minutes**
Nov 19, 2024, Board Meeting

Motion by: Susan Seymour, with the attachment (1) of the Oct monthly report

Second by: Denise Sparks.

Yea 6/Nay 0, Motion Carried.

1. Treasurer/Secretary:

Monthly Financial Report:

- a. Nov Account Balances - gains/losses.

Checking Balance = \$76,179.33, change +\$1,848.30

Money Market Balance = \$281,045.24, change + \$46.02

- b. **Budget status**

See Attachment (1)

- c. **Significant unplanned incomes/expenses**

Listed on Attachment (1)

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

Dec 4, 2024 Accounts Receivable nonzero balance, 4 in arrears, outstanding balance \$ (-\$1494.00) not counting the shutoff account.

As a group we spoke about setting a policy for members who need assistance and who may be late with their water bill payment.

We could recommend places for members to seek aid. We need community input and approval. We could form a policy, once approved, and list it on the website as a Public Service Announcement.

- e. **Review/Approve Nov 2024 Monthly Financial Report**

Motion by: L Visser,

Second by: S Seymour

Yea 6 Nay 0, Motion Carried.

2. Water Quality:

- a). Additional Free Cl- readings submitted to NW Natural Water
- b). waterquality@driftwoodheights.net email is not working properly. Website provider is updating email software, will follow up when they have completed the update.

3. Operations:

- a). Website updated for Lead Service Line Survey - Lead Copper Rules Revision. All members need to let the Board know if water pipes supplying your home are repaired or replaced. Please provide the type of material and size of pipe. This will allow us to update the Lead and Copper Survey Data Base.
- b). Wet spot at the well site – King Water is investigating a possible leak at the well site. We need a quote to locate and repair to ensure we do not have potential for contamination in our water system. The problem could also be related to Camano Sunrise Inter-Tie piping that was recently disconnected.
- c). We need 3 new meters installed to put at 100% monitoring. We are requesting quotes for standard and Wi-Fi equipped meters. Purchasing meters with Wi-Fi provides remote monitoring that allows for more cost-effective reading and leak detection capability. The Board will evaluate quotes to determine if it is cost effective to proceed with Wi-Fi upgrade. Susan Seymour recommended we also make a meter upgrade plan so we can efficiently plan and fund replacement of ageing meters.
- d). Discussed possible need to raise the transfer fee and the water rate due to increased operating costs. Discussed possibility of creating tiered charge by usage. Any changes would have to be presented to and approved by the membership and placed in our association by-laws. Current By-Laws allow us to raise rate by 10% (\$50) per year. The transfer fee is 3 times the annual assessment, a 10% increase in annual fees would raise the transfer fee to \$1650 (\$150 increase). By-Laws change review/approval would have to occur at the May 2025 Membership meeting to have rate increase take effect in 2025. We will schedule By-Laws and rate increase review for February Board meeting.

4. Grounds & Buildings:

- a). Completed well-site building Inspections - We will complete repairs over the winter and prime and paint them in the spring.
- b). Beach Bulkhead repairs - We are in process of stabilizing the problem. We have ordered materials to repair the bulkhead. We will need to rent equipment to move materials to the beach and make

repairs. All members who are participating in the repairs will have to sign a "Release of Liability" prior to starting repairs. We will be asking for additional volunteers to assist with repairs. A notice will be posted on website with a "point of contact" should you want to volunteer. We will also send email requests to the membership.

5. Vice President:

a). Review of exploratory Dig quotes, selection, and vote:

Discussed system piping with F Pedroza of King Water/NW Nat Water, He verified that Margie Ann, Patricia Ann, and Hawthorne are PVC. We know half of Vesper is AC (Asbestos Concrete) and we are unsure what material the other half contains. Terry Ann is a complete unknown. Based upon this information and the need to do a dig at the well site to check for leak, we determined that we would have to make 6 exploratory digs. King Water estimate was \$5000 to \$6000 (have not received formal quote). Based upon the other two quotes (both at approximately \$8000) and King Water knowledge of our system it would be best to use them to perform work.

Contractor: King Water not to exceed \$8000

Motion by: S Seymour

Second by: D Sparks

Yea 6/Nay 0, Motion carried.

b). Review "Garrison System Capacity Survey" -

Garrison Engineering has submitted the completed survey to the county, they have requested that Garrison Engineering submit a project plan in addition to the survey. The plan is a tracking document as the proposal goes through the review and approval process. This document will add approximately \$200 to the cost of the project.

Motion made to authorize \$200 made by: Susan Seymour

Second by: M Cona

Yea 6/Nay 0, Motion carried.

6. President

a). Updated website contact page for new board members. We need to add position expiration dates to page and adjust as necessary, so we have better transition of Board members at the end of their terms, as called out in the By-Laws. Table discussion to the January meeting to allow more time to prepare.

b). Emergency Gen Status – Generator control panel may require replacement soon. Generator is operational. Table discussion to the January Meeting.

c). NW Water Services LLC contract adds 10% to services listed in the contract attachment. King Water plus 10% = NW Water Services Invoice prices. Pricing is in line with other water service companies working in Island County. We need to lock contract before year end.

Motion made by: Susan Seymour

Second: Mike Cona

Yea 6 /Nay 0 Carried

6. New Business:

a). Mr. L Roberts has requested to speak to the Board regarding reimbursement for funds expended during his time as President. His request was previously declined (2022). The Board agreed to give him time to present his request at the Jan 14 Board Meeting. The Board agreed on the following:

- 1). S Seymour will administer this portion of the meeting.
- 2). R Barry will recuse himself from voting since he is the only remaining member that was on the Board when the previous request was denied.
- 3). L Roberts will be given 15 min to present, The Board will have 15min for questions and rebuttal.

b). Board was informed that the Department of Health has received several complaints against our association. The making the complaints are not members of our association. We spoke with the Department of Health and agreed to provide them with any information that they requested and gave them points of contact for any additional support they would need to resolve the issues.

- All business complete, Motion to Adjourn meeting.
Motion made by: Leonard Visser
Second by: Tila Witcher
Yea 6 /Nay 0, Motion carried,

Meeting adjourned at 7:20 pm

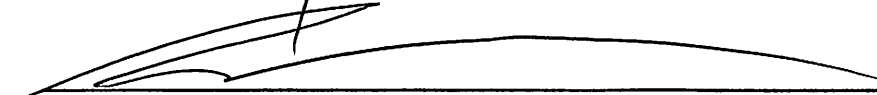
- * Website management and maintenance is a collateral duty of board member (President is currently performing).

Dec 17, 2024, Board Meeting Minutes submitted by
Driftwood Heights Board Denise Sparks, Secretary/Treasurer

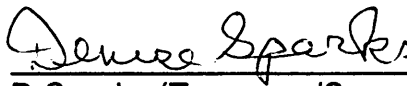
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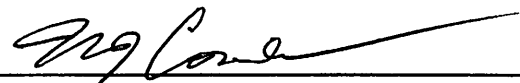
Randy Barry (President)




S Seymour (Vice President)




D Sparks (Treasurer/Secretary)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



T Witcher (Water Quality)

Board Monthly Treasurer Report Nov 2024

| | | | |
|--------------------------------|---------------------|----------------------|-------------------------------|
| Date | 12/12/2024 | | |
| | Balance | Balance | Change |
| Monthly | 10/2024 | 11/2024 | |
| Chk | \$74,331.03 | \$76,179.33 | \$1,848.30 |
| MM | \$280,999.21 | \$281,045.23 | \$46.02 |
| Totals | <u>\$355,330.24</u> | <u>\$357,224.56</u> | <u>\$1,894.32</u> |
| # of Members in arrears | <u>4</u> | Total Arrears | <u>(\$1,494.00)</u> (12/4/24) |
| Shutoff Member | <u>1</u> | | <u>(\$2,580.00)</u> |
| | | | <u>(\$4,074.00)</u> |

| | | | |
|---------------|---------------------|---------------------|--------------------|
| Annual | 12/2023 | 11/2024 | |
| Chk | \$49,020.47 | \$76,179.33 | \$27,158.86 |
| MM | \$280,531.74 | \$281,045.23 | \$513.49 |
| Totals | <u>\$329,552.21</u> | <u>\$357,224.56</u> | <u>\$27,672.35</u> |

Monthly incomes/expenses

| | |
|-----------------|-------------------|
| Incomes | \$3,104.26 |
| Expenses | <u>\$1,209.94</u> |
| | \$1,894.32 |

Monthly Significant/unbudgeted incomes/expenses

1 none

Budget Status Year to date (2024)

| | | | |
|-----------------|---------------|--------------------|---------------------|
| Income | Budget | Actual | Difference |
| | \$61,610.48 | \$63,279.81 | \$1,669.33 |
| Expenses | \$33,144.90 | <u>\$35,607.46</u> | <u>(\$2,462.56)</u> |
| | | Total | <u>(\$793.23)</u> |

Budget in process

Annual Significant/unbudgeted incomes/expenses

| | |
|-----------------------------|---------------------|
| 1. Jan unplanned expenses | (\$821.79) |
| 2. Mar unplanned expenses | (\$492.00) |
| 3. Vesper Water Main Repair | (\$2,089.44) |
| | \$0.00 |
| | \$0.00 |
| | \$0.00 |
| | \$0.00 |
| | <u>\$0.00</u> |
| total | <u>(\$3,403.23)</u> |

attach (1)