

**Driftwood Heights Association
Board Workshop Agenda
11/17/2025**

- **Workshop called to order at Camano Library, 6:10 pm.**
- **Present:**
 - President (Randy Barry)
 - Grounds & Buildings (Leonard Visser)
 - Water Quality (Teila Whitcher)
 - Volunteer (Christine Kelsey)
 - Volunteer (Rick Canady)
- **Driftwood Heights 2 Discussion.**
 - Working with Austin Bougie in the writing of the intertie agreement.
 - Collecting recent intertie agreements from other water associations to use as models for the current agreement.
- **Approval of meeting minutes**
 - Oct 20, 2025, Board Meeting
 - Will vote on at the December Board Meeting*

1. Treasurer/Secretary:

Monthly Financial Report:

- a. **Oct Account Balances - gains/losses.**
 - Checking Balance = \$ 59,198.83 change - **\$8,821.19**
 - Heritage Money Market Balance = \$ 81,448.42, change + \$ 6.92
 - Coastal Money Market Balance \$203,341.62, change + \$ 1,569.02
- b. **Budget status**
 - See Attachment (1)
- c. **Significant unplanned incomes/expenses**
 - Listed in Attachment (1)
 - October Un-budgeted:
 - LMI Metering Pump (Cl- injection) \$1,588.20
 - 808 Patricia Ann water main leak \$1462.06 (temp repair)
- d. **Members in arrears and status of actions**
 - Nov14, 2025, Accounts Receivable balance. **Ten** in arrears, outstanding balance **\$3,294.24** does not count the shutoff account.
- e. **Review/Approve Oct 2025 Monthly Financial Report**
 - Will vote on at the December Board Meeting*

f. Review/Approval of Q3 Quarterly Report

Will vote on at the December Board Meeting

g. 2026 NW Natural Water / King Water Contract Review

Will vote on at the December Board Meeting

h. Additional postponed discussion items that from the Aug 26 Board Meeting

a) Discuss Budget concerns raised regarding upcoming large repairs, including asbestos concrete pipe replacement on Vesper.

b) Discussion on the need for clearer budget projections and

inclusion of major repairs as line items.

c). Hawthorn road repair (chip seal) estimated at \$2,800–\$3,000; was previously approved in 2024, Hawthorn Association postponed, not currently a line item on 2025 Budget.

2. Water Quality:

a. Oct Free Cl- readings have been sent to NW Water Services LLC

3. Operations:

a. King Water updated status:

1). Work Needed: (Prioritized)

a). Still working with King Water to identify locations and

schedule excavations to determine the main water size and type of material for unknown portions of the system. Looks like we will have to make three excavations. King Water has backlog of work. Schedule as soon as they King Water can Support. (carry over item x5)

b). 800/808 Patricia Ann. Waiting for King Water to provide a quote to install new supply lines to meet code. Will require two supply lines, three plex will require upsizing line and meter.

c). Discuss that process/improvements must be put in place before starting projects that have larger scope. Items to consider:

1). Cost, size, and scope

2) Use of contractors

3) Additional?

We are delaying this conversation for the time being.

4. Grounds & Buildings:

a. Beach bulkhead repair Status:

Work is approximately 75% done. Working on the facing, 6" thick lumber and lag bolts. To add a handrail would add approximately \$2,000 more to the project cost.

1). Current spending \$10,582.41,

Budget \$17,000.00,

Remaining Balance \$6417.59

2). Continuing to stay in contact with members of the team to see what they need. They may require additional wood and lag bolts to complete.

3). The team performing the work continue to update the Board as to status of work. Repairs are holding up against the King tides. Team members expressed that they think we should give Nick Oliver something to show our appreciation for all the time and effort he has put into this project.

5. Vice President: (Vacant)

a. We will draft new agreement and send a copy to them for review, comment, and approval. Changes are needed before we submit to WA DOH as part of our Water System Self-Assessment. (Part of process to get Operating Permit back to Green).

b. Draft "Paid Administrative Position" job description was sent to board for review at this meeting.

Discussed the duties of the paid position. This role is intended to support both incoming and outgoing board members by maintaining a comprehensive record of all required reports, inspections, and testing, etc. needed to ensure community compliance with local, county, and state regulations. Because the position involves regular interaction with community members, strong interpersonal skills are essential. As approximately 60–80% of the workload is administrative, proficiency in Microsoft Office is required. Water-quality testing responsibilities will comprise roughly 10–25% of the role, varying by season and testing schedules. The position will be up to 10 hours a week depending on what if anything needs to be addressed.

c. **This item has been placed on hold until other issues/jobs are completed.** "Emergency Task Force" updates: made up of board members and a representative from each street in our association. The purpose would be to:

- 1). Draft Procedures
- 2). Determine required parts and equipment
- 3). Assign responsibilities to members of the group should an event or equipment failure occur.

6. President:

a. Rick Canady for vacant Board Position.

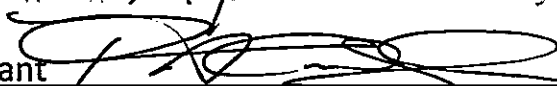
This will be voted on at the next Board Meeting.

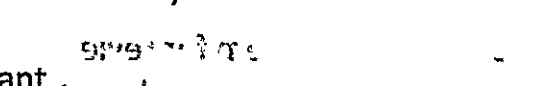
- **All business complete, Workshop Adjourn meeting at 7:18 pm.**

Nov 17, 2025, Workshop Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

Approved by


Randy Barry (President)

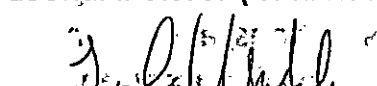

Vacant
(Vice President)


Vacant
(Treasurer/Secretary)

Not in attendance

Mike Cona (Operations)


Leonard Visser (Grounds and Buildings)


T Whitcher (Water Quality)