

WCPOA Board of Director (BOD) Meeting Minutes

recorded by: H.Patrick, Secretary

Location: 106 Bluff Street, Winthrop, WA	Date: Monday, Dec. 12, 2011	Time: 5:00pm – 6:15pm
Attending: Dave Christensen Doug Curtiss, V-P Jan Erickson, Pres. Debra Hofmann, Treas. Heather Patrick, Sec. Pete Soderquist, Water/Prop.Mgr	Absent:	Next Meeting: Monday, Jan. 9, 2012 5pm

I. Minutes from previous meeting, Heather Patrick

A motion was made to approve the November meeting minutes. Motion was seconded, vote was taken, motion passed unanimously.

Action Item: Heather: post minutes on website.

II. Treasurer's Report, Debra Hofmann

Treasurer presented year-to-date P&L as distributed, provided estimate for remaining 2011 expenses, and answered questions.

III. Certified Water Manager/Property Manager Report , Pete Soderquist

As submitted for November:

- VH booster pump problem identification and work around
- Finishing up leak repair at CM-19; groom/seed/fertilize
- Semi-annual meter readings; end of weekly source meter readings
- Xls prep
- Insulate meter vaults: prioritize known problem vaults first
- Chlorinator monitoring/refill
- Routine sampling, monitoring, reporting
- T-Day response to purported leak; associated phone calls
- VH pump continuing coordination

Pete reviewed examples of metal signage as possibilities for WCPOA areas and answered any questions. Waiting for possible input from Evergreen Rural on any existing standardized signage.

Pete gave update on status of pump repair: completed first week of December; new impeller part arrived and was installed plus a leaky seal was discovered.

IV. Old Business

- A. Building Extension Request: certified letter with BOD decision was sent.
- B. 2012 Budget: Board discussed draft Budget with updated figures per handouts and made adjustments. Main items included increasing Roads for full dust abatement and re-grading of entrance areas and making certain continue funding operating reserves at 2011 target level, 10%, \$3000. Water fee will remain at 2011 levels, \$360/yr, but Maintenance fee will probably increase from \$400 to \$425.

Action Item: Treasurer: incorporate comments, adjust categories as discussed, email out “final” Budget and verify necessary member fees to fund budget.

C. Well Head Protection: In work.

Action Item: Secretary: send letter(s). Water Mgr: sign WHPA (well head protection area).

V. New Business

A. Member email request to be disconnected from water system: Member property has no home yet and water use is seasonal for irrigation – do not want to incur yearly water fee. Discussion ensued. A motion was made to deny request. Motion was seconded, vote was taken, motion passed unanimously.

Action Item: Secretary: send letter with BOD decision.

B. Property/Water Manager Position biennial Performance Review : is due and will be conducted at January meeting in executive session.

Action Item: Secretary: send copy of performance standards to BOD for review prior to meeting.

C. Organization of Records: Board reviewed what should be kept for records and the requirements per Bylaws and state of WA. Agreed to keep Annual Meeting ballots for 1 year, member communications in separate folder, Arch. Committee plans in separate folder, and legal separate. Main notebook for BOD meeting minutes, end of year financial reports (P&L, Balance Sheet), and yearly budget. Water system related should go to Certified Water Manager, Pete, to file. A recommendation to mark all BOD documentation “draft” or “final” or “revised/date” as appropriate for the sake of clarity was adopted by the Board.

D. Notification that 2012 Water Service Connection Fee will increase : increases 5% (effective Jan.1) annually in keeping with 2010 WCPOA Capitalization Plan for new reservoir. Was: \$3800, will be: \$4000. These fees are deposited in the WCIF fund (CD's) along with any water surcharge fees. Summary of capitalization plan is on website at:

<http://www.wolfcreekpropertyowners.org/documents/WCPOACapPlanRsrvrRevA.pdf>

Action Item: Heather: post updated fee on website in January.

VI. Meeting Adjourned