

**WCPOA Board of Director (BOD) Meeting Minutes**

recorded by: H.Patrick, Secretary

Location: 4 Aspen Lane, Winthrop, WA	Date: Monday, Nov. 21, 2011	Time: 5:50pm – 7:55pm
Attending: Dave Christensen Doug Curtiss, V-P Jan Erickson, Pres. Debra Hofmann, Treas. Heather Patrick, Sec. Pete Soderquist, Cert.Water/Prop.Mgr	Absent:	Next Meeting: Monday, Dec. 12, 2011 5pm

**I. Minutes from last meeting(s), Heather Patrick**

BOD approved October minutes.

**Action Item:** Heather: post on website.**II. Treasurer's Report, Debra Hofmann**

BOD accepted year-to-date P&L as distributed. Second water billing of \$9630 due in December is not included yet in Total Income so that figure will be closer to \$50,000 for year. Debra reviewed the expenses still outstanding from road work, leak fix, pump repair, and insurance premium. Debra reported Casey's water connection deposit was returned from the WCIF account. Checking balance is \$15,652.

**Action Item:** Debra: investigate money market fund for WCIF account instead of CD.**III. Water/Property Manager Report , Pete Soderquist**

- As submitted: (includes topics under Old and New Business) All action items: Pete unless otherwise indicated.
  - - Lead and Copper notices/certification
  - - Backflow Prevention site visits
  - - Burn Pile checks
  - - Source meter readings
  - - Sundance gravel coordination
  - - Set up Cascade snow plowing
  - - Purchase/prep/post/take down "No Hunting Signs"
  - - Coliform sample – negative
  - - Palm rework GM blading
  - - Pump checks after power outage
  - - Insulate standpipes
  - - CM-19 leak repair/restore system function
  - - Seed/fertilize CM-19 disturbed area
  - - Routine checks, communication, record keeping
  - Coming up:
    - insulating meter vaults
    - GM-33 community park signs
    - VH booster pump repair/reinstall
    - Meter readings (done 11.2.11)
    - Estimate for GM Booster house electric
    - Estimate for CM-19 Pump house valving replace
    - BFP site visits
    - Routine checks, commo, samples, reports....
    - Winter

Pete reviewed meter insulation progress, presented the state required SWSMP (Small Water Systems Management Plan) information to the new board members, and pointed out it's requirement as a pre-requisite for any low interest financing programs for water system improvements. Pete notified the BOD that the WCPOA operating permit will now be billed on a per connection basis rather than a flat fee. The amount is still TBD.

Pete discussed the recent meter reading effort and how future readings and access will be impacted by the insulation now in place. Discussion ensued on the necessity and history of twice a year meter readings (and their corresponding billings) that distinguish the summer irrigation season from the winter season.

**A motion was made** to read meters once a year on or about May 1.

Motion was seconded, vote was taken, motion passed unanimously.

A note was made that any demands of the state will supersede the 1x/year meter reading time-table.

**A motion was made** to bill member's for annual water use once a year on or about June 1. The one-time billing will include the >500gpd surcharge fee (if applicable) that is now included with the 2<sup>nd</sup> water billing.

Motion was seconded, vote was taken, motion passed unanimously.

Pete answered questions and recapped recent water system leak and subsequent leak repair. The BOD response to the incident was discussed and Board members were advised to communicate their plans to the group when they leave town so the phone tree and incident response is handled most efficiently.

A complaint regarding recent snow plow operations leaving a berm across member driveways was received.

**Action Item:** Pete will discuss with contractor.

#### **IV. Old Business**

- A. Irrigation Ditch: Letter to members to clean out irrigation ditch was sent. Written response from one member was read and discussed. A Board member will talk to new member property owner in spring to address the situation. BOD discussed contracting someone to clean out clogged association culverts and BOD directed Pete to look into and get estimates.

**Action Item:** Pete: get estimate(s) to clean out culverts.

- B. Building Extension Request: Requested information received from Federspiel's clarifying their email request to extend their new construction completion date from December 2011 to 7/1/2012. Discussion ensued. \$500 of the building deposit will be retained and their new completion date of 7/1/2012 was accepted.

**Action Item:** Secretary: send certified letter with BOD decision.

- C. 2012 Budget: Was discussed per expense category. Main items included increasing electricity 10% in anticipation of increasing OCEC rates and increasing Roads for full dust abatement and re-grading of entrance areas. Operating reserves will remain at 2011 target level, 10%, \$3000. Water system maintenance and improvement projects were prioritized.

**Action Item:** Treasurer: incorporate comments, adjust categories as discussed, draft Budget for December meeting. Assess Maintenance and Water dues for 2012 to fund budget.

- D. Member Burn Pile: burn pile in common area was addressed with member via email and phone. The member was informed of Board's decision to have them remove pile and not burn pile in place.

#### **V. New Business**

- A. Water Usage: Board discussed members with abnormally high readings that may indicate leaks. Discussion of surcharge fee – need to comply with WUE (Water Use Efficiency) goals so need to retain surcharge fee.

- B. Well Head Protection: Discussion of implementation and budget for signs and/or fencing to be included per element 10 of SWSMP. Discussion of well head protection zones and notification to owners of prohibited activities within 100ft Sanitary Control Area. Discussion of private ownership due to recent title transfer on well #2 and the parcel's reclassification for tax purposes.

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

#### **VI. Meeting Adjourned**