

Regular, Monthly Meeting of the Board of Directors Wolf Creek Property Owners Association

October 26, 2018 at the home of Paul & Jacque Smith, 16 Left Fork Wolf Creek Road

Note: No meeting was held in September 2018.

Called to order at 9:02 AM by President, Paul Smith, presiding.

Attending:

Directors: Paul Smith, Bill Bley (remotely), Bob Rohde (remotely), Claus Giloi, and Dick Nova

Interim Water System & Property Manager: Pete Soderquist

Water System & Property Manager in training: Alan Sodell

Secretary Report:

1. Minutes of the August Board Meeting were approved as written.

Water System & Property Manager Report:

1. Alan reported that he has been learning the water system and roads with Pete's tutelage.
2. Water meter readings were conducted last week.
 - a. After taking readings twice in Cottonwood it was confirmed that the leak repair accomplished this summer is good. Estimated leakage in Cottonwood is now less than 2%.
 - b. It was noted that a leak is still suspected in the transmission line between the wells and the reservoir.
 - c. One residence reading in Cottonwood was questionably high and requires follow-up.
3. Alan's application to take the certification exam was sent in last week.
 - a. He will not become certified until September 1st 2019, following 12 months of experience.
 - b. Training classes have been scheduled in November as well as December.
 - c. Since the association is a member of Evergreen Rural Water of Washington tuition is free for training classes of less than 2 days.
4. Alan & Pete are in the process of updating water system maps and owner information.
5. The water facilities inventory is being updated for the DOH. It includes connections, part-time, full-time, guests, water sources, etc.
6. Cascade Concrete will be doing the snowplowing again this winter. However, we will have a new operator. Alan & Pete will follow-up with the new plower.
7. Booster pumps required restarting this morning following a power outage.
8. Paul is working with Alan to consolidate member directories including billing addresses, physical addresses, member email contacts, business contacts, text notification list, etc. The plan will be to have Alan manage communicating directory changes to appropriate parties.

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9. During a follow-up after notification to stop watering at the time of the large leak in Cottonwood, Paul discovered a number of frost free hydrants without anti-syphon devices. He suggested that an inspection should be conducted and re-notification be sent to the owners.
10. Pete added that the discussion regarding cross contamination hazards should be expanded beyond irrigation systems and hoses. Backflow prevention surveys should be reviewed and updated with subsequent discussion regarding our policies and practices.
11. Pete's accountability report for September:
 - a. Transition meeting with PM/WSM and incoming trainee
 - b. Emergency response to power outages and pump restarts
 - c. Training meetings, system familiarization, and discussions with PM/WSM Trainee
 - d. Routine sampling and reports
 - e. Booster pump greasing and generator oil change
 - f. Routine communications with BOD and membership
12. Pete's accountability report for October:
 - a. Training Property Manager/Water System Manager Trainee, Alan Sodell
 - i. WFI, Training/Certification, Sampling, Emergency Response to power outages/spikes, Map/Records Updates
 - b. Headgate/Fish Screen/Flume inspect winterize
 - c. Meter Reading/XLS prep – production/usage/billing
 - d. CM recheck to determine water loss
 - e. Booster pump restart following power outage
 - f. Routine communications, BOD meetings, coordination, tracking ownership changes, sampling, reporting
13. Alan's accountability report for October:
 - a. Daily Chlorination Testing
 - b. Monthly Coliform Testing
 - c. Ongoing Training With Pete
 - d. Meter Reading
 - e. Validated Cottonwood Leak Repair
 - f. Working on updating various member records and directories
 - g. Updated Water Facility Inventory Form for the DOH

Web Site:

1. The web site should be up to date.

Treasurer Report:

1. Q3 2018 ending financial reports will be available the second week of November.
2. Bill will review the reports and provide an assessment and recommendation for the 2019 budget and associated water and maintenance fees at the next BOD meeting.

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Architectural Committee:

1. James & Wendy Oesterle have completed construction at 3 Cottonwood Drive (CM-31) and their building deposit has been returned.
2. Peter Tarczy-Hornoch, 72 Cottonwood Drive (CM-2), has yet to provide screening plantings near the installed solar panel.

Firewise Committee:

1. Dottie Wilson, chair of the Firewise Committee, along with Betsy and Mike McPhaden, have recommended that the committee be disbanded due to minimal activity.

Good of the Order:

1. Claus has been investigating e-voting.
 - a. He has determined that it appears to be acceptable with respect to Washington state law.
 - b. There are a number of services available but he has found no reviews.
 - c. Following a suggestion, Claus will look into the option of creating a form ourselves instead of using an online service.
2. Bill and Tod Johnson removed three problem trees on Sundance Lane.

The next meeting will be held December 12th at 9:00 AM at the home of Claus & Theresa Giloi, 11 Green Meadows Drive.

The meeting was adjourned at 10:36 AM.

Respectfully submitted,
Dick Nova, Secretary