

Minutes
Sun Vista/ Sunlight Beach HOA Board Meeting
April 19, 2014 Meeting

The meeting was convened at 1:00 pm on April 19, 2014 at the Big Red Barn.

Attendees: Tom Kraft, Boyd Benson, Bob Brown, Bill Countner, John Lovie, Joel Shrut, Ronda Skubi, and Bob Winquist. Guest: Ed Sheets.

1. Secretary's Report by Ronda Skubi.

- a. Approval of February 15, 2014 Board Meeting minutes: **Action:** motion and second to approve the minutes with revisions discussed at the meeting; motion passed unanimously.

2. Treasurer's Report - All balances are as of March 31, 2014.

- a. Cash balance: Checking is \$8,100; the savings/reserve account has \$44,831.
- b. Accounts receivable and Accounts Payable aging: accounts receivable total \$3,980. \$2,298 are 31 to 60 days overdue; \$1,682 are over 90 days overdue.
- c. Credits for excessive water use due to leaks: The Board reviewed the policy and formula. The Board has the discretion to provide a credit of one-half of the bill in excess of the base fee when:
 - i. documented evidence is presented which indicates the usage occurred from a leak on the patron's side of the meter;
 - ii. such leak was timely remedied, so as to minimize the ongoing loss of water to the system; and
 - iii. the patron has requested such abatement in a written letter to the Board of Directors.

3. Finance Committee:

- a. Tax Return: The tax return was filed; the association did not owe any taxes.
- b. Financial Audit: The internal audit committee met to review all of the invoices and transactions and prepared a draft report. The committee is reviewing the responses from the treasurer and will complete a final report. The Audit Committee is comprised of Boyd Benson, Norm Ledbetter, Ed Sheets, Linda Henderson, and Jerry Maxwell.

Action: It was moved and seconded that the Board authorize the Audit Committee to approve the financial statement on behalf of the Board; motion was approved unanimously.

- c. Six-Year Budget: The Association is required to prepare a six-year budget with estimates of future costs and revenues. The Board reviewed the draft six-year budget and made several revisions including the assumption of an increase in the base rate to

\$75 beginning in 2016 and the potential for a \$40 assessment per hook up beginning in 2016 to address future reservoir costs. The Board will take the budget to the annual meeting for review and approval.

4. Operations Committee:

- a. Pump cleaning update: King Water Service has not been able to get hold of Ryan, has been trying for some weeks. Pump #1 has therefore not been cleaned, and we have not been able to collect data on the efficacy of treatment of water from well #2. We hope to get this done before the start of the summer season so that we can optimize the operating plan.
- b. Filtration system/settling tanks: There are a couple of possible ways to improve filtration of water from well #2 while eliminating ozone: 1) switch to potassium permanganate as an oxidizer. This would require some physical changes and an engineering study. The engineering study alone would be about \$8K; 2) switch the filter medium to “Greensand Plus”, which may allow us to eliminate ozone, use just chlorine as the oxidant, and may not need an engineering study. John Lovie will continue to investigate options.
- c. Permit for backwash water discharge into wetland: Ecology is revising the permit language so that our system is exempt. The system will be restored to the as-built condition. The secretary will put the letter in the file regarding the state permits.
- d. Well logs: The committee just received the most recent data and will add it to the database.
- e. Road repair: Tom Kraft will ask Clive to have the subcontractor fix the road that was damaged from a recent project.

5. Compliance Committee by Bob Brown.

- a. Status of Cross-Connection and Control Program: The committee reviewed the implementation of the Program. The previous questionnaires showed that 22 accounts may have a need for an on-site inspection. Clive has received two calls for on-site inspections. Response to recent questionnaire shows four properties have backflow prevention assemblies, one has a previously unidentified irrigation system, three have previously unidentified septic pumps.
- b. Wellhead Protection Program: Committee has sent application for approval of the Wellhead Protection Plan, including an emergency response plan and proof of coordination with local authorities. The Committee is preparing letters to property owners.
- c. Kohlwes property: The Planning Committee is reviewing this issue and will report back to the Board.

6. Conservation Committee:

- a. Emergency Response: The committee is working to update phone numbers for the phone tree. The committee will check with Whidbey Telecom about a system to send text messages or other options if there is an emergency.
- b. Presentation at Annual Meeting: Rob Hallbauer will make a short presentation at the annual meeting about water efficiency programs and be available after the meeting for those that want more information.
- c. Signs: The Board reviewed options for signs that would indicate the status of water supplies. There were concerns about the costs and action was tabled.

7. Governance:

- a. Election materials: Ronda Skubi will coordinate the materials for the election at the annual meeting. John Lovie will provide the ballots, check lists and help with the elections.
- b. Volunteers for elections and members meeting: Tom, John, Bob and Ronda volunteered to help.

8. Old Business

- a. Resolution on Application for Service: Ronda will incorporate the resolution into the Rules and Regulations.

9. Adjournment at 4:15 pm.

Action: motion and second to adjourn the meeting. Motion passed unanimously.

Submitted by:

Ronda Skubi, Secretary