

**Minutes**  
**Sun Vista/ Sunlight Beach HOA Board Meeting**  
**December 14, 2013 Meeting and December 16, 2013 Conference Call**

**Saturday, December 14, 2013**

The meeting was convened at 10 a.m. on December 14, 2013 at the Big Red Barn.

Attendees: Tom Kraft, Boyd Benson, Bill Countner, John Lovie, Joel Shrut, Ronda Skubi, Bob Winquist. Bob Brown and Karen Johnson participated via speaker phone. Guest: Ed Sheets.

Secretary's Report by Ronda Skubi.

- a. Approval of September 7, 2013 Board Meeting minutes: **Action:** motion and second to approve the minutes; motion passed unanimously.
2. Treasurer's Report by Karen Johnson. All balances are as of November 30<sup>th</sup>.
  - a. Cash balance: Checking is \$10,797; the savings/reserve account has \$44,826; accounts receivable total \$7,862.
  - b. Income and expenses: the expenses to date are \$47,298; the total expense budget for the year is \$49,524. Total income to date is \$54,242; the annual budget for revenue is \$64,690.
  - c. Past due accounts: Account 9023 on SLB Road has a November 30<sup>th</sup> balance of \$1,161.96, of which \$609.20 is overdue; Account 9092 on SV Circle has a balance of \$155.23, of which \$69.31 is overdue. **Action:** send letter to property owner and realtor that there is an outstanding balance on the account (Account 9023) that must be paid when the property is transferred to a new owner.
3. Finance Committee by Boyd Benson.
  - a. Boyd reported that there are volunteers for the internal audit committee. They are Norm Ledbetter, Ed Sheets, Linda Henderson, and Jerry Maxwell.
4. Operations Committee by Bill Countner and John Lovie.
  - a. Update on water levels and well protection: the Operations Committee discussed the current operations. Arsenic, iron, and manganese levels are much higher in Well #2 than in Well #1. If summer peak needs continue to grow, there may be a need for a new water treatment system for Well #2.

**Action:** the Operations Committee will clean Well #1 and test Well #2; this work will be completed before the end of March. The Planning Committee will work with the Operations Committee to explore alternatives designed to reduce the use of Well #2.
  - b. Well Head Protection Plan: The Operations Committee described the report from Golder and Associates. The state requires the Association to notify state and local

- agencies and property owners in the Well Head Protection Area. The Board reviewed draft letters to state and local agencies and homeowners. **Action:** the Operations Committee will finalize and send the letters to state and local agencies by the end of January and based on responses send the letter to all property owners with property in the Well Head Protection Area in soon thereafter.
- c. Bill for Sanitary Survey: **Action:** The state will begin charging for these services in three to five years and it will have budget implications. The Association CFO will begin to prepare to include such costs in the 6 year budgeting plan.
  - d. Leak on Henry Road: The leak was caused by the backwash operation on the filters. **Action:** The Operations Committee will investigate the leak and report as to necessary actions to be taken.
  - e. Water Availability Form: **Action:** The Secretary is authorized to sign these forms where an existing water hook up exists for a property.
5. Compliance Committee by Bob Brown.
- a. Status of Cross-Connection and Control Program: King Water Company, our certified cross-connection specialist, has reviewed the cross-connection questionnaires and identified approximately 30 homeowners potentially requiring backflow prevention assemblies. Action is necessary as statutes require the district to enforce these provisions. A related issue is the service life remaining on the meters; they have a service life of 10 years and most are estimated to be 18 years old. One option discussed by the Board is whether there should be a program to replace the aging meters and install backflow protection assemblies at all properties at the same time. **Action:** the Board formed an interim task force to review the issue and report back to the Board. The committee is comprised of: Karen Johnson, John Lovie, Bob Brown, and Joel Shrut.
  - b. Well Head Protection Program: The Board reviewed the requirements to protect the well heads for the water system. There are a number of requirements, including a 1,000 foot radius around the pump house where no activity is allowed that could contaminate the water supply. **Action:** The Committee will work with Evergreen Rural Water, the Island County Health and Zoning Departments, The State Department of Drinking Water and the State Department of Ecology. The Board may need independent technical advice on these issues.
6. Conservation Committee by Joel Shrut.
- a. Signs: Joel discussed options for signs that would indicate when water supplies were good, when people need to conserve, and critical periods (perhaps no watering allowed). **Action:** The Conservation Committee will bring a detailed proposal on signs at the next meeting.
  - b. Mission Statement: Joel also described a mission statement to promote water conservation. **Action:** The Conservation Committee will bring an action plan to go along with the draft mission statement to the next meeting.

- c. Status: Review of consumption indicates the highest consumption is isolated to ten members who use 20 percent of all water consumed. The Committee will provide a full report at the next meeting.

7. Governance by Bob Winqvist and John Lovie.

There was no report from this committee.

8. Old Business

There was a brief discussion of the work by Carrie Allen to assist with administrative tasks. This process appears to be working well but invoicing remains an in house activity until further training is completed.

9. New Business

- a. Variable fees based on size of service line: A Resolution was moved and seconded regarding service line size and Board action required to increase to larger than the standard size allowed. **Action**: The resolution was discussed, voted upon and passed by the Board.
- b. A request by a Member to increase their service line size from ¾" to 1" was presented, discussed and approved by the Board. However, the Member subsequently withdrew their request and installed a ¾" service line.

10. Adjournment at 12:37 pm.

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

**Monday, December 16, 2013**

Continuation of Board discussion via conference call: Tom Kraft convened the conference call at 7 pm as a continuation of the Saturday, December 14<sup>th</sup>. The discussion was regarding service line standard size and requests to increase service line size.

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

9. Continuation discussion:

- a. Variable fees based on size of service line: The Board continued discussion of this issue. It was reported that allowing a larger service line on Sunlight Beach Road would not increase water pressure for someone requesting a 1" line, but might degrade water pressure for homeowners that are located beyond a larger service line. The primary benefit is increased flow (GMP) of water to the property. It was noted that the association needs to maintain minimum water pressure throughout the system; the system is meeting these requirements, but some parts of Sunlight Beach Road are close to the minimum levels. Allowing larger service lines could cause

violations of the water pressure requirements. **Action:** The Board discussed an amendment to the resolution that would be circulated via email for review. It was later reported that the request for a larger service line had been withdrawn and it was recommended that the Board address any amendment to the resolution at the next Board meeting.

Submitted by:

Ronda Skubi, Secretary