

**Minutes**  
**Sun Vista/ Sunlight Beach HOA Board Meeting**  
**January 23, 2016**

The meeting was convened at 10 am on January 23, 2016 at the Big Red Barn.

Attendees: Tom Kraft, Bob Brown, Bill Countner, Karen Johnson, Norm Ledbetter, John Lovie, Ronda Skubi, Joel Shrut, and Bob Winqvist. Guests: Ed Sheets, Rubye Vallat, John Githens.

1. Secretary's Report by Ronda Skubi.

- a. Minutes for the June 27, 2015 Annual Member Meeting and Board of Directors Meeting: it was moved, seconded, and approved that the minutes be approved.

2. Treasurer's Report – Karen Johnson.

- a. Cash balance: As of December 31, 2015: checking was \$20,517; the savings account was \$44,865, and the assessment account was \$14,671.
- b. Accounts receivable and Accounts Payable Aging Report: accounts receivable as of December 31, 2015, was \$7,253.
- c. 2015 Draft Financial Statement: Karen discussed the draft financial statement for 2015. It showed a net income of \$9,697. The new rate structure has resulted in the association beginning to cover the depreciation of equipment. This is an improvement over 2014 when the association had a net loss of \$25,089.
- d. Update on automated billing for expansion of bookkeeping support and services: The Board approved the expansion of the contract with O'Brien Bookkeeping to assist with preparing invoices, and providing deposit and accounts payable support.
- e. First draft of 6 year budget: Karen presented the first draft of the 6-year budget. Karen, Tom, and Norm will work on developing a new format. Tom will work on a new contract with King Water to determine future costs. Bill and John will work on future costs for the pump, well, reservoir, and other operating costs. The Board will need to review and revise it prior to the annual meeting.
- f. Accounts 9055 and 9125 assessment fees. Karen will begin the collection process on these two accounts.

3. Operations Committee: Bill Countner and John Lovie

- a. November storm: the generators worked, the pumps served Sun Vista and Dassel Street, and other systems functioned.
- b. Meter for account 9006: Bill and John will determine whether a new meter is needed and if so will follow up with King.
- c. Maintenance: no major maintenance is currently planned.

4. Compliance Committee: Bob Brown

- a. Cross connection: Bob Brown will send a letter to account 9064 to make it clear that he needs to comply with the cross connection policy and install a back-flow preventer or his water will be shut off. Tom will notify King of the date of shut off if owner doesn't take action.

5. Conservation Committee: Rubye Vallat

- a. Emergency Response: Rubye Vallat reported on the emergency alert system.
- b. Signage: Ronda will work with Bill and John on signs to indicate when conservation and water restrictions are needed.
- c. Joel will post a copy of the schematic of the valves in the pump house so they are easy to find in an emergency.
- d. Joel will organize a CERT team and workshop.

6. Planning Committee. John Lovie

- a. Kohlwes property: Nothing new to report.
- b. Emergency water supply: John reported that the generator and storage provide one day of reserve.
- c. Other operating indicators :
  - i. Consumption increased in 2015 over 2014, likely largely due to the hot, dry, early summer.
  - ii. There is significant distribution system leakage in Q4 2015 indicative of a leak.
  - iii. Water levels in the well are showing a recovery in levels with the fall and winter rains following the dry summer.
  - iv. Arsenic levels continue to be just under the maximum contaminant level.
  - v. Nitrate levels continue to be at or around 2 ppm.
  - vi. Lead levels are well below the maximum level of 15 ppb.
  - vii. Chloride levels are consistent at around 10 ppm and show no evidence of seawater intrusion.

7. Governance: Bob Winqvist

- a. Directors' terms expiring: John and Bob agreed to serve another term. Ronda will retire as secretary and leave the Board in July.
- b. Preparation for annual meeting: Ronda will rent the Senior Center for Annual Meeting on Saturday, July 9, 2016. Ronda and Bob will work on a schedule for materials and mailing.

- c. The BOD meeting scheduled for Saturday, April 23, 2016 is cancelled, and Tom will remove the date from the website.

8. Finance Committee: Norm Ledbetter

- a. Financial Audit: Norm reported that the audit committee would review the operations and assessment activities. Norm is working to convene the audit committee. The 2015 committee was comprised of: Norm Ledbetter, Ed Sheets, Randy Wilcox, and Doug and Karen Leland.
- b. WUE Report: Norm will complete it and send. John will provide Norm with some numbers.

9. Old Business: there was no old business.

10. New Business:

- a. Leaks: The Board will prepare a resolution for the next annual meeting that will state: 1) irrigation systems are prohibited on the water system; 2) the Board retains the right to order their removal; 3) the owner of an irrigation system or other non-authorized device is responsible for all consumption of that system or device.

11. Adjournment at 1:45 pm.

**Action:** motion and second to adjourn the meeting. Motion passed unanimously. The next meeting will be on May 14<sup>th</sup> at 10 am at the Big Red Barn.

Submitted by:  
Ronda Skubi, Secretary