

BOARD OF DIRECTORS MEETING
ORCAS HIGHLANDS ASSOCIATION
April 4, 2017

PURPOSE: To conduct a regular session of business of the Association.

I. Roll Call: David Turnoy, Marcia West, Nathan Ahrens, Dennie Carter, Ron Claybourn, Lee Goodwin, Chris Graham, Jens Kruse, Roxy Marck

II. Call to Order: Roxy Marck called the meeting to order at 6:05.

III. Minutes of OHA BOD meeting dated 3/7/2017 will be approved after Ron sends David the most recent copy.

MOTION: To approve the meeting minutes as submitted

IV. Water Manager Report

Carl has found pumphouse door has been left open twice, Carl replaced the lock on the door. Leak near Harnett/O'Neill will be fixed this Thursday, between meter and main, water will be off from 10-12, it is a pretty good leak. Leak detector guy from Evergreen Rural Water is coming up next week to look for a leak on Colorado and bottom of Highlands, it will be a difficult search for the leak. We are members of Evergreen, so their efforts will be free. If they can't find the leak, Carl recommends digging up on either side, install a valve to see which way the water goes, if it goes down Colorado to Cohns', Carl says we should replace the line. Valve next to Carlsons' is really old and could use replacing

Line from Kirby goes down Lindsay Way and up to meters on Switchback, part of line is 1 1/4 inch, other is 2 inches. OPALCO and Rock Island are willing to share the cost of a ditch to put new line in. Kirbys are picking up the cost of their bill. A contractor has offered to do the work for \$2,500, will be shared with the other two. Ron and Nathan tell us there must be 30" of cover over OPALCO electric cable. Usually the cable is in a 2" conduit, so that is where the 32" depth that Carl was referring to came from. There must be 12" of separation from all other utilities. This separation does not have to mean a wider ditch. If there is limited space to dig it is acceptable to have the water line 12" above the power cable. They may want to go with a 36" ditch instead of a 32" one just so the water line ends up at a good depth if it is on top of the power cable. Carl recommends talking to OPALCO. Marcia moved that Carl be authorized to go ahead, approved, he will get three bids, then he will get this done.

Ron says there is a woman named Sarah Wixom on island who can do leak detecting through listening, Carl says she is just learning. Ron also discussed a correlator that can detect leaks, and its operator could be hired to come to the island. Ron will check out the cost.

Carl has worked for OHA for almost 30 years, we have never had a maintenance budget, we have only replaced two lines during his time. The lines need to be replaced, especially down

Colorado and bottom of Highlands, also Highlands itself, these have the most pressure. Other lines are just as old but don't have as much pressure. Tree roots cause a lot of the problem, it is often easier to put in a new line than digging out the trees by current lines. Carl shared a WA state maintenance program, "WA state small water systems maintenance" can be googled to find this, Carl recommends that water committee look at this and adapt it. I looked it up and found the maintenance program at www.doh.wa.gov/portals/1/documents/pubs/331-351.pdf. I also found a small water system management program guide at www.doh.wa.gov/portals/1/Documents/pubs/331-134.doc. Carl can also send it to us electronically. The work would be done in the spring and summer. Carl checks storage tank levels, booster pump station, water samples. We should be flushing the lines annually. There is a recommended operation and maintenance schedule for the pumphouse too. We will hold a water committee meeting with Carl later in May. We have lots of money in the water fund to take care of maintenance and repair.

Carl says state revolving water fund has low interest (1%) loans available and even grants, and because we are leaking a lot of water, we may be eligible for a grant. We are losing over 20% of the water we have paid for. Nathan says we could save by sharing cost with OPALCO and Internet providers for trenching. We are also supposed to get a bid from Island Ex for replacing some line near Kazas.

Ron will be getting to the electronic meters.

V. Financial Report and Aging A/R: The receivables are \$4,800 currently, which is a reduction from \$6,700 a month ago. Justin Murphy is by far the largest debtor on water. A lien will be filed, interest is accruing. A letter has already been sent, Roxy will send the second letter. Dennie says we are doing well on expenditures vs. budget year-to-date.

Marcia says sales tax payment was a problem, she didn't know what was required, bill came during Marcia's vacation, a fine of \$500 was assessed. Marcia will try to get the fees waived, otherwise she wants to take care of it, but the rest of the board says she should not have to do that.

Financials are a challenge for meetings early in month, we may move meetings to third Tuesday of the month.

VI. Vis compliance: Marcia says that if you change the footprint of a house, you have to honor the updated architectural requirements, including square footage. Ron says we need to confront Vis. Vis said in a communication that he heard we were reducing SF requirement. Vis was supposed to submit a plan to us, he hasn't. His only communication was that he was thinking about some improvements. All on the board say that if he wants to make any improvement, he has to submit to the Architectural Committee who will require him to bring up the SF to 1200. Vis says he will double the SF if we allow him to make improvements. But board wants him to bring it up to requirements if he makes any changes. Question if he builds without going through our Architectural Committee, then he is in violation. He built a garage

without consulting ACC, he should have gotten ACC approval for this, it was smaller than county threshold for a permit. Ron suggests a letter to Vis telling him that we will not reduce the size requirement but that he is welcome to submit a proposal to us. Chris suggests including his CCR violations in the letter. Ron says we should notify him that if he has made an external improvement, he needs to follow the rules. Roxy will draft a letter, Chris will look at it.

VII. Committee Reports:

- A. Policy - preparations for vote at annual meeting: Chris will be out here Friday, he will sit down with committee members to finish ACC stuff, then board can see it, show it to Leahy, then to the membership. Committee will meet Friday, April 14, at 10 AM. Annual meeting stuff needs to be gotten out by mid-May. We need to do cover letter, use David's letter as a start. Proxy and ballot will be sent out by May 15.
- B. Nominations - preparations for annual meeting: A meeting was held, names of members brought up, Richard Strauss will apparently stand for election. Proxy ballots will be worked on. We will continue to keep the board at nine members.
- C. Mailbox - update on rebuild: Norm Flint has a bid ready, Olie hasn't gotten one in yet. Norm wants to keep mailbox in the same place, do it over Memorial Day weekend, a timber frame style with shake roof, will be 2 feet longer on each section, includes outgoing box.
- D. Rough draft agenda for annual meeting: Ron on Washington Water, water system maintenance, requirement for annual audits and obtaining a waiver from a vote by membership, roads update by David, time for looking at update to CCRs but having sent out letter before the meeting establishing guidelines for the discussion. If other items are thought of, bring them to the next meeting.
- E. Subject to available time - other committee reports: David talked about roads, looks like we will leave chip sealing until next year when more associations will be doing it. We need to have Island Ex clean ditches, shave off shoulders, and sweep roads. Paul will visit the committee on Thursday, April 13, at 10 AM. We can have Lawson do some of the smaller jobs, and we can have Island Ex do some others. We still need to decide between asphalt and chip seal on Discovery Circle. David also brought up Island Ex's bid to clean out the debris inside the circle, Roxy says it is the lowest priority for Firewise.
- F. Questions about the audit we need to have, won't happen before the annual meeting.

VIII. New Business

- A. Next meeting will be held at the Library

IX. Next Meeting scheduled May 2, 2017. David will not be present to take minutes, either someone else will need to do so or David can transcribe oral recording of meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:12.