

BOARD MEETING MINUTES, March 16, 2024

Board Members Present: Judi Shellenbarger, Hal Hovey, Dick Graham, David Bernardy and Dennis Titus



Community Members Present: Dave Shellenbarger

1. JS Called meeting to order at 9:37 and established a quorum.
2. Reading of preceding meeting minutes – HH moved to waive the reading, DB seconded – All in favor.
3. Officer and Committee reports
 - a. Treasurer Report
 - i. HH gave a financial update. See the attached treasurer's report.
 - ii. An annual audit for 2022 was completed by Scott Fox and DT. No discrepancies were found. See the attached audit summary.
 - b. ACC Report
 - i. There were no new projects over the last month.
 - ii. A new email account has been created for the ACC and should be used for future ACC submittals. The ACC members will have access to this email. Please use the following email address for ACC submissions moving forward.
skymeadowsacc@gmail.com
 - iii. A discussion was held regarding electronic storage of future ACC submittals and board records. A discussion was also held about who should have access to records for current and past ACC approvals. Document storage and access to ACC and board records will be discussed in more detail at the next meeting.
 - c. Water Coordinator Report
 - i. (3) damaged water meters are in the process of being replaced. The meters have been replaced for lots 2A and 3A. Lot 1A will be replaced when the ground water in the area of their meter recedes. A discussion was had regarding the cost of the meters which are being installed. Some meters were more expensive than others. JS talked to NW Water to discuss the meter prices. NW Water installed both standard and programmable water meters for the recent installations, with the programable meters being more expensive. JS requested the non programable meters for future installations.
 - ii. Electrical repairs have been completed for the generator update and radiator repair. JS is working to get an invoice from the electrician. There are still additional electrical issues that need repair.
 - iii. NW Water suggested adding hour meters for the booster pumps. A discussion was had regarding the need for an hour meter and if the pumps are alternating.
 - iv. Cleaning and flushing of the water system was discussed. Cleaning is done every two years and cleaning was completed last year and will not be done this year. Flushing the system will be completed in April. A discussion was held about how to better conserve the water when the reservoir is cleaned. DG and

JS spoke to NW Water about drawing down the reservoir the day before it is drained and also about the possibility of using the water as irrigation.

- v. The contract for King Water will expire on May 1st. A new contract will be provided from NW Water to continue maintenance of the Sky Meadows water system. The contract will need to be reviewed and approved.

4. Unfinished Business

a. Emergency phone tree

- i. JS is working with Robin Bernardy on the emergency phone tree.

b. Removal of the Water System Liaison position in the By-Laws. See the updated sections below.

- i. HH moved that we accept the proposed By-Law revisions, DT seconded, all in favor. JS will work with Marsha to update the By-Laws on the website.

- *4.1. Designation. The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Member-at-Large.*
- 4.8 remove this section entirely.
- *5.1 b. The Water System Coordinator/Assistant. The Water System Coordinator serves as the primary point of contact between the Association, Board of Directors and its professional water management service provider and updates the Board and membership on the community water system's performance. The Water System Coordinator will prepare a written Water System Report for presentation at each SMCA Board of Directors Meeting. At a minimum, the Water System Report should include a) abnormal/unusual usage reports, b) water quality reports, c) a description of any notable repairs and maintenance activities, and d) notice of upcoming system activities and/or maintenance.*
- *5.1 e Meter readers provide the meter readings directly to the Water System Biller within two (2) business days after the end of the billing period.*

5. New Business

a. There has been a change in the ACC members.

- i. Robin Bernardy resigned as chair of the ACC.
- ii. Howard Bledsoe volunteered to fill the open position. JS moved that the board accept Howard Bledsoe as the 4th ACC member. DT seconded, All in favor. The new ACC members and positions are listed below.

Chair	Robert Ressler
Vice Chair	Jan Graham
Secretary	Susan Fox
Alternate	Howard Bledsoe

- b. Report by Dave Shellenbarger on water bills for lots 1A, 2A, and 3A.
 - i. Estimated bills were provided to the owner for the meters that were unreadable. The bills were based on previous usage. When NW Water removed the faulty meters the gauges were read and the bills will be adjusted for the actual usage on the next water bill.

- c. Status of easement road to 1A and 11A properties.
 - i. DG graded the crown on the easement road as a temporary repair. Final repairs will be completed to the road by the home owners once the heavy construction activity has been completed.
 - ii. The ground water in the utility excavation has receded and does not appear to be an issue moving forward.

10:56 AM Meeting adjourned.

Next Board Meeting: 5/11/23 9:30AM Shellenberger Residence; the Community is invited to attend.

Minutes prepared by Dennis Titus, Secretary, Approved by SMCA board.

Sky Meadows Community Association

Treasurer's Report – (as of Feb 29, 2024)



TOTAL ASSETS - \$43,235.01

OPERATING FUND – Balance \$36,234.35

Income

2/29/2024 - \$1661.75 (Deposits)

2/29/2024 - \$0.57 (Interest)

Total Income \$1,662.32

Expenses

2/27/2024 - \$324.77 (PSE)

1/29/2024 - \$13.40 (PSE)

2/29/2024 - \$5.00 (Business Paper Statement Fee)

Total Expenses - \$343.17

SAVINGS FUND – Balance \$7000.66

Income

2/29/2024 - \$0.11 (Interest)

Total Income \$0.11

A handwritten signature in black ink that reads "Hal Hovey".

Hal Hovey

Sky Meadows Community Association Treasurer

3/14/2024

2022 Sky Meadows Audit

Heritage Bank Account: XXXXX0366	Completed by: Scott Fox Dennis Titus
Bank Balance 12/31/21 \$46,265.88 *verified by bank statement & budget summary	Date: 2/17/2024
Bank Balance 12/31/22 \$33,447.31 *verified by bank statement & budget summary	

2022 Monthly Detail

Month	Deposits	Interest	Withdrawals	Service Charge	Net per month	Balance
January	\$ 2,440.46	\$ 0.79	\$ (2,212.75)	\$ -	\$ 228.50	\$46,494.38
February	\$ -	\$ 0.68	\$ (6,348.34)	\$ -	\$ (6,347.66)	\$40,146.72
March	\$ 4,188.25	\$ 0.69	\$ (1,399.61)	\$ -	\$ 2,789.33	\$42,936.05
April	\$ 5,409.54	\$ 0.74	\$ (463.67)	\$ -	\$ 4,946.61	\$47,882.66
May	\$ 3,418.23	\$ 0.74	\$ (14,056.76)	\$ -	\$ (10,637.79)	\$37,244.87
June	\$ 1,058.10	\$ 0.61	\$ (2,596.01)	\$ (34.00)	\$ (1,571.30)	\$35,673.57
July	\$ 2,249.79	\$ 0.62	\$ (815.28)	\$ -	\$ 1,435.13	\$37,108.70
August	\$ 875.00	\$ 0.61	\$ (2,328.21)	\$ -	\$ (1,452.60)	\$35,656.10
September	\$ -	\$ 0.57	\$ (5,241.18)	\$ -	\$ (5,240.61)	\$30,415.49
October	\$ -	\$ 0.51	\$ (513.44)	\$ -	\$ (512.93)	\$29,902.56
November	\$ 5,388.52	\$ 0.56	\$ (820.84)	\$ -	\$ 4,568.24	\$34,470.80
December	\$ -	\$ 0.57	\$ (1,024.06)	\$ -	\$ (1,023.49)	\$33,447.31
total	\$ 25,027.89	\$ 7.69	\$ (37,820.15)	\$ (34.00)	\$ (12,818.57)	

2022 Summary

Beginning Balance	\$ 46,265.88
Total Deposits	\$ 25,027.89
Total Interest	\$ 7.69
Total Withdrawals	\$ (37,820.15)
Total Service Charge	<u>\$ (34.00)</u>
Ending Bank Balance	\$ 33,447.31

Notes

Discrepancies: None

Anomalies: 7/21/2022 Check to King Water for \$411.80
9/16/2022 Check to King Water for \$411.80

*It is odd to have two payments exactly the same for this service. Payments were verified through cancelled checks. This appears to be a result of the billing discrepancies listed below. No action recommended.

*There were discrepancies between the King Water bills and payments made in April through June. These appear to be an error with King water billing caught by Roberta Piercy when making payments to them. Email correspondence was included with the records. All checks written to King Water and cashed were verified and no discrepancies were noted in the bank balance. No action recommended.

Water Coordinator's Report

Water System Report - March 16, 2024

a) **abnormal/unusual usage reports** - I will report this at the May meeting as I am waiting for the end of March meter readings.

b) **water quality reports** - January Water Bacteriological Analysis done by Exact Scientific Services, Inc showed no E.coli and for total coliform we had a Satisfactory result. (1/3/2024)

c) **a description of any notable repairs and maintenance activities**

- It is against the law (WAC 480-110-375 sect.3) for a water bill to be estimated for more than 2 consecutive billing cycles. 3 residences have had estimated water bills for at least 2 consecutive cycles. These 3 water meters need to be replaced (measuring in cubic feet) Hamer (2310 Skycrest Drive), Garrett (2250 Skycrest Drive) and Smith (775 Snowberry Lane) It is the SMCA's responsibility to replace and pay for these meters.
- King Water has replaced Garretts and Hamers water meters. An interesting note Hamer and Garrett water meters are a 1" meter rather than the five eighths/threequarters. The water is too high to work on the Smiths water meter.
- Dilley's meter is installed. There is a lot of water surrounding the area. Dilley's contractor is going to pump the area. The contractor indicated that the area should not flood once the hole for the electrical and water connections is filled.
- Invoice # 1994 From NWNWS for January was \$4090.03, mostly from the installation of the Titus meter. Interesting note...we were charged \$111.00 to have Nathan come to our annual meeting. (This is the new policy per the new owners)
- I have not seen an invoice from Jerry Beck and Co. LLC for repairs. They will be sending it out soon.
- Repair of Potassium Permanganate pumps by King Water.

d) **notice of upcoming system activities and/or maintenance.**

- Electrical repairs/replacement of electrical parts in well house, ongoing issues.
- Need booster pump hour meters on all 3 booster pumps to determine if they are on a lead/lag pattern use and to determine if booster pump one and two share the work load.
- March Reservoir Cleaning, no date yet
- April System Flush, no date yet
- April Review Northwest Natural Water Services Contract. Contract is usually entered into on May 1. I do not have a current copy of the contract. The contract I have a copy of is dated May 1, 2020. NWNWS will be sending out a new contract in the middle of the month of April.
- Dick Graham and I met with King Water on Friday, 3/15 to discuss a plan to flush the system more efficiently and take steps to mitigate the water loss. It was decided that we didn't need to have the hydrants checked every year by Coombs testing but only call them when there is a problem with a hydrant. Perhaps go to every other year cleaning of the reservoir and to determine if this is a cleaning year. When the reservoir is to be cleaned the well pumps will be shut off so the water in the reservoir is used by households instead of just drained to the Bernardy/Hamer properties. Then have the pumps turned on again when the cleaning is completed.

I usually receive a copy of any invoices, reports, etc. from NWNWS/King water and Jerry Beck Co. or any company that works on the water system from the treasurer. These go in the water system files and I can refer to them if I need to.

I will be taking a Zoom class on **Public Notification: What your customers have the right to know** on April 10 from 9 to 12

Respectfully submitted, Judi Shellenbarger