

MONTHLY BOARD MEETING AGENDA for June 22, 2022

Location: SMCA water treatment building near Skycrest Dr and Snowberry Ln.



Board Members Present: Ron Henley, Dave Shellenbarger, Richard Goldstein, Clay Miller and Water Coordinator Todd Albi

Community Members Present: Robert Roessler, Robert Vernon, Lynn Coffey, Jim Cline, Judi Shellenbarger, Linda Albi, Debra Paros and Steve Gorgas

10:31 AM: RH called meeting to order and established a quorum. Roberta Piercy had given her proxy to RH for this meeting. The reading of Preceding Meeting Minutes was waived by the Board (CM moved to waive, RG 2nd).

Officer and Committee Reports

- **President** – RH thanked everyone for coming asked if anyone did not know anyone present.
- **Treasurer** – Reporting for the Treasurer, RH gave a financial update (which is attached) and said, “there are no surprises,” and that all Board members signed the state-required Board documents at Heritage Bank.
 - Lynn Coffey pointed out that no financial statements for 2022 have been posted on our website. The Secretary will submit this meeting’s report to Marsha Rowell for posting. Lynn also requested that “late fees” be added as a line item to the Report. RH said he would ask the Treasurer to do that.
 - DS asked why a “stop” was placed on Check #1258 to King Water. RH said he would ask the Treasurer to explain why at the next meeting. DS also suggested that late fees either always be collected or always waived, but not sometimes waived. [End note: the Treasurer reported after the meeting that this check was lost in the mail and the payment was made using a new check]
- **ACC Report** – RH gave a short report from Lucy Gorgas, the ACC Chair – that the ACC and the Board have approved 4 projects since the last Board Meeting.
- **Water System Report** – TA reported no SMCA water system issues at this time. All pumps and infrastructure operational. TA included the following with his report:
 - Whidbey Island Water Systems Association held a meeting on 6/15/22 at the Coupeville library. SMCA attendees included Debra Paros and TA. They learned there is a possibility of joining Coupeville Water System in the event of calamity or regulation. There are water system consolidation grants available. The town of Coupeville’s last water system connector option exists near the last home on Madrona Way close to HWY 20. There are also multiple loan options of both 40- and 20-year periods. There are Federal and State hoops to jump through to qualify for these loans or grants.
 - **Flushes:** Several folks have inquired on benefit of increased flushes and costs. Flushes costs us \$370 divided by 31 active hookups = \$11.94 (this is a rather inconsequential cost if keeping sediment out of our home plumbing system and appliances. TA would actually prefer 4 flushes a year, 2 flushes annually is inadequate with sediment buildup being problematic at the end of Summer when the water table is lower, and well number 2 (lower quality water being introduced into the water system due to higher

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demand = this results in more sediment and requires longer flushes. Our September flush took over 5 hours) when sediment was heavy. We do not want that low-quality water and sediment being introduced into our home water system. This last Spring flush only took just a little over an hour and a half due to the increased interval of flushes. Very little sediment was able to accumulate in the SMCA water system since the previous Winter flush was on the accelerated timetable. That's why TA would prefer SMCA standardized quarterly flushes and higher water quality with less sediment). Big picture more flushes translate to better water quality, less sediment, happier appliances, and longer shelf life.

- RH recommended that we flush the system every 4 months, not quarterly.
- CM asked when the last time the sediment tank was pumped. DS said it is done every 5 years and last done in 2020.
- Debra Paros and DS suggested that we ensure the larger of the 3 pumps be turned ON (as well as the 2 smaller pumps) during flushing to ensure we get maximum flow, to increase the amount of sediment removed with each flush.
- RH suggested that all five fire hydrants be exercised during each regular flush.
- DS suggested flushing out the lines "before the meter" which run to Miller, Seccombe and Vernon/Ji since these are "spurs" in our system.
- TA cleared off the top of the reservoir and pump house this month. He is very impressed with the condition of the reservoir. The [cement] pour is very high quality. There is not even a single crack on the roof. State data on Washington reservoirs are lasting 50 years or more, and actually lasting longer on Whidbey Island. Durable filters, pumps, generator, and compressor replacement likely will come before any reservoir concern
- Three other concerns:
 - **PFAS testing.** TA contacted State DOH contact regarding PFAS testing. He has no confirmation on collection of water samples that was supposed to have transpired via King Water so he will follow up on testing status and report back to the Board.
 - **Water Manual.** TA learned there was a SMCA water manual produced that he has never seen. Judi Shellenbarger shared that she started one when she was the water coordinator but has not finished it yet. TA said he would sure love to see it.
- DS said that King Water earlier removed 5 bags of Green Sand (at \$70/bag) from the wellhouse. TA will ask them to replace the bags which are used as a filter medium.

Unfinished Business

- Gravel Roads Project closeout – RG reported that this project is done, and Country Roads has been paid.
- Audit of books by **Northwest Bookkeeping Services, LLC** – RH reported that this is still in work and the Treasurer will follow up.
- Drainage extension, east end of **Skycrest Dr** at Lot 5B (Gorgas Lot) – RH said this project will be completed by volunteer labor no later than the end of August.
- Signpost painting – TA said this project has been completed.
- Records storage – After a favorable discussion of purchasing a fireproof/waterproof storage cabinet, CM moved to investigate the size required, location preferred, and cost allowed, by

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Committee and report back to the Board at the next meeting. RG 2nd. Board voted 5-0 in favor.

- Reserve Study status – TA shared he has never seen the Reserve study. RH shared that the Board will soon evaluate the Reserve study by holding a “Work Study Session,” and then call an open association meeting to discuss once the Board has had a chance to understand the study.
- Consideration of naming the three new community graveled roads – CM gave a quick overview of the idea which was not met with enthusiasm, so CM moved to drop the issue and DS 2nd. Board voted 5-0 to drop the recommendation.

New Business

- Noxious weed control reminder to community. County websites:
<https://www.islandcountywa.gov/Health/DNR/Noxious-Weed/Documents/WeedList2020final.pdf> &
<https://www.islandcountywa.gov/Health/DNR/Noxious-Weed/Pages/Terrible-10-Noxious-Weeds.aspx>
 - Lynn Coffey agreed to make a 1-page PDF showing an identification photo of each of the noxious and invasive weeds found in **Sky Meadows**, and how to eradicate them, and CM agreed to distribute her handout to the Association.
- Maintenance of grass & weeds along our newly paved roads.
 - DS said that Krieg Construction will come out no later than 7/15/22 and look at the accumulating debris/grass in a few sections of our newly paved roads (e.g. opposite Shellenbarger) and give us a suggestion for how best to remove.

Comments and Discussion – Board and Association members in attendance

- No *action items* were discussed. The Board then took up the remaining New Business item:
- Grass field maintenance Lot 12B.
 - RH allowed Robert Vernon to share why their complaint against Shellenbarger not mowing their field at the Vernon/Ji desired interval should be enforced by the Board.
 - RH asked DS to share his perspective.
 - At **12:40 PM** RH moved for the Board to go into **Executive Session** at the Goldstein residence to further discuss this issue. RG 2nd. DS recused himself from this **Executive Session**.
 - At **1:15 PM** the Board returned, and CM moved that the Board dismiss the complaint by Lot 12A against Lot 12B because the Board did not find the *language* in Article 5.4 of the CCRs about the “height” of meadow grass to be objective, but subjective. RG 2nd. The vote was 4-0 to dismiss the complaint, with DS recusing himself.

1:19 PM: RG Called for Adjournment, CM 2nd. By a vote of 5-0 meeting was adjourned.

Next board meeting: August 24, 10:30AM Goldstein Residence

Community picnic: August 27, 11:00AM-2:00PM Todd and Linda Albi Residence, with Kristina Paulsen as Coordinator

Minutes prepared by Clay Miller, Secretary, Approved by SMCA board.

SMCA 2022 Financials @ 6-18-22

	Budget	Actual YTD
INCOME		
Annual Assessment Income	\$ 10,500.00	\$ 10,500.00
Interest Income Heritage Bank	\$ 13.00	\$ 3.64
General Income Subtotal	\$ 10,513.00	\$ 10,503.64
Water Income		
Service Fee (\$50/lot/qtr)	\$ 7,000.00	\$ 3,500.00
Usage Fee	\$ 7,255.00	\$ 2,164.55
Water Income Subtotal**	\$ 14,255.00	\$ 5,664.55
Special Assessment - Refund		\$ (1,545.60)
TOTAL INCOME	\$ 24,768.00	\$ 14,622.59
EXPENSE		
Road Re-Paving Project 2021		
Tree Service	\$ -	\$ 217.40
Road Re-Paving Subtotals		\$ 217.40
General/Administrative		
Gifts & Donations	\$ -	\$ -
Bank Fees - stop payment	\$ -	\$ 34.00
Insurance	\$ 3,125.00	\$ -
Legal - General	\$ 1,500.00	\$ 118.00
Licenses & Permits SMCA	\$ 10.00	\$ 20.00
Office Expense SMCA Board/Admin		
Office Supplies	\$ 500.00	\$ -
PO Box Fee	\$ 70.00	\$ -
Postage		\$ -
Website		\$ 391.06
Picnic	\$ 150.00	\$ -
Reserve Study	\$ 2,400.00	\$ 2,400.00
Zoom	\$ -	\$ 16.29
General Expense Subtotal	\$ 7,755.00	\$ 2,979.35
Road Maintenance		
Gravel Roads* - <i>New Item for 2022</i>	\$ 11,800.00	\$ 13,614.68
Paved Road Sweep 2x/yr @ \$1200 Total - <i>New Item for 2022</i>	\$ 1,200.00	\$ -
Road Maintenance Subtotal	\$ 13,000.00	\$ 13,614.68
Water System		
Utilities - PSE - Each pump location		
2230 Skycrest (3B)	\$ 1,900.00	\$ 56.71
790 Snowberry (2A-Pumphouse)		\$ 606.04
Water System		
Clean-Flush	\$ 1,800.00	\$ 217.40
Equipment:		
Pump & Install	\$ -	\$ 3,619.15
Annual Maintenance	\$ 850.00	\$ -
Hydrants (bi-annual mtce-even yrs)	\$ 1,000.00	

SMCA 2022 Financials @ 6-18-22

	Budget	Actual YTD
LP - for generator	\$ 220.00	\$ 408.63
Monthly Svcs - King	\$ 4,800.00	\$ 1,744.80
Operator Permit Fee	\$ 271.00	\$ 270.75
Testing (1-5 tests done monthly)	\$ 675.00	\$ 372.40
Water Coordinator Supplies	\$ 150.00	\$ -
Security camera	\$ 120.00	\$ -
Wellhouse Maintenance	\$ 500.00	\$ 46.75
WIWSA Membership	\$ 62.00	\$ 62.00
Water System Subtotal**	\$ 12,348.00	\$ 7,404.63
TOTAL EXPENSE	\$ 33,103.00	\$ 24,216.06
TOTAL INCOME/EXPENSE YTD	\$ (8,335.00)	\$ (9,593.47)

Bank Balance @ 12-31-21	\$ 42,973.82
Bank Balance @ 6-18-22	\$ 38,268.97
Checks O/S	
1260 - King	\$ (1,612.85)
Quicken/Book Balance @ 6-18-22	\$ 36,639.83
Deposits pending	\$ -
After all O/S post	\$ 36,639.83

See attached YTD transaction list for detail.