



## **BOARD MEETING MINUTES for October 3, 2023**

**Time: 10:30AM**

**Location:** Miller Residence

**Board Members Present:** Hal Hovey, Dave Shellenbarger, Steve Gorgas, Dennis Titus, and Clay Miller.

**Water Coordinator Present:** Judi Shellenbarger

**Community Members Present:** Debra Paros, Robin Bernardy and Richard Goldstein

1. **10:32AM HH Called to Order**, Established Quorum.
2. **Reading of Preceding Minutes**
  - a. **Motion.** HH moved to accept the previous minutes from 8/3/23, 8/18/23 and 9/25/23 Board meetings; 2<sup>nd</sup>; there was some discussion by community members present so HH then “amended” his motion to ensure each set of minutes reflect all of the people present at each meeting; 2<sup>nd</sup>; Vote was 5-0; Passed.
3. **Officer & Committee Reports**
  - a. **President** – Opening remarks. HH said his goal as the new Board President will be Board transparency and that we would be following Roberts Rules of Order. He included a copy of a "cheatsheet" for Roberts Rules of Order in his handouts. He invited Community members to comment on each item on the agenda, after the Board members had first discussed it, rather than holding their comments/questions to the very end.
  - b. **Treasurer** – Financial update. DS passed out and reviewed the [attached Financial Report](#). HH asked DS if more historical data could be shown on each report so the Board could compare years to see if we were ahead or behind our past year and if we are on or off budget. After some discussion, HH asked Debra Paros to get with Roberta Piercy and HH said he would get with Christine Hill to see what formats they used as past Treasurers, and they could get together and present their findings for a new format at a future Board meeting.
    - i. HH brought up a past unpaid “well survey” bill from the State which came to his attention from Todd Albi via email. HH tasked SG to call the State Department of Health about the alleged outstanding \$510 bill, and report back to the Board.
  - c. **ACC report** – HH read the [attached ACC report](#).
  - d. **Update from Water System Liaison and Water Coordinator**
    - i. JS overviewed the [attached Water System report](#).
    - ii. SG wanted the Board to be clear on two issues: (1) Regarding water meter replacement, that the Board agreed to only replace meters which were

broken or unreadable; (2) that SMCA's responsibility goes from the well to the meter, including the meter. SG recommended that if a property owner wants to move the meter location to a place more convenient to them but will cost SMCA more money because of the new location, that the property owner be allowed to "pay the difference for the additional cost" and have that option. SG also said that the WACs he brought up at the Special Board meeting [**WAC 246-290-490 (1.d.), WAC 480-110-415; & WAC 480-110-255**]; were applicable to our water system.

- iii. HH tasked SG to get the following by 10/14/23: (1) roof repair estimates for the wellhouse roof; (2) generator service provider estimates to maintain our generator. JS said she is working on locating a generator serviceman. And HH clarified that we are already getting bids for installing a line to Titus's future meter. HH tasked JS with investigating "water clarity" complaint from one member with King Water and get it resolved.

#### 4. **Unfinished Business:**

- a. **Audit Update** – HH said that DT and Scott Fox have agreed to do our volunteer financial audit from the 2022 year.
- b. **Update on Combining Bylaws into one document** – CM passed around copies of combined Bylaws, combined CCRs and combined Articles of Incorporation. Changes were made to the formats of revisions (no content change) to match the original formats of the parent document.
  - i. **Motion.** CM moved to combine the Bylaws into one individual document, and the CCRs into one individual document, and the Articles of Incorporation into one individual document, and then archive all the old supporting documents and place all these on our website; 2<sup>nd</sup>; Vote was 5-0 in favor; Passed.
- c. **Vote on job descriptions for volunteers** – HH reminded the Board that he sent out his proposals for Bylaws Articles IV and V ([attached](#)) to establish job descriptions for every volunteer position in SMCA. After discussion between Board members and community members present there was some disagreement in some of the language. HH then said he would save Article V for a vote at the next meeting after SG and JS had a chance to work out language for all the positions relating to water. There was further discussion on the proposed changes to Article IV. SG and JS both said that there was a benefit to having a "Water System Liaison" on the Board.
  - i. **Motion.** HH moved that we accept the revised Article IV to the Bylaws; 2<sup>nd</sup>; Vote was 4-0 with 1 abstaining; Passed.
- d. **Board member Code of Ethics for SMCA volunteers** – HH reviewed the [attached handout](#) and said this was just a goal. There was some discussion by one Board member and HH said he would bring this up for a vote (to adopt) at the next Board

meeting.

- e. **Information from Island County Health Department regarding our aquifer** – CM reviewed Richard Goldstein’s presentation at the 4/20/23 Board Meeting about chlorides in our wells being near 110 mg/L. Then CM reviewed an email exchange he had with the new Island County Hydrogeologist, Chris Kelley on August 8, 2023. Chris was asked what SMCA could do to lower these chlorides, and/or raise the aquifer pressure/level. Chris said that all we could do was practice water conservation, and that the EPA has established a “secondary maximum contaminant level (MCL)” for chloride at 250 mg/L. JS discussed how King Water tracks wasted water by comparing what we measure going through the individual meters and the water leaving the wells. She reminded everyone that she will be talking about this on-going goal for water conservation at the Annual Association Meeting. Richard Goldstein discussed his research and then suggested that we find ways to remind SMCA to do everything possible to promote water conservation. Richard said our water rates have been the same for 20 years and that we should raise our upper tier rates to get people thinking about conserving water. HH said he would send out an email and create a task force after the meeting, to study the water rates. Richard asked that the wellhouse surround for Well #2 be upgraded.
  - f. **Water leak, meter status (Lot 17B) update** – SG talked with King Water and found out that the blow out was on SMCA’s side of the meter. SG said the property owner believed that someone who came to fix the leak then turned on her landscaping valve without her knowledge. Debra Paros pointed out that she read this meter a few days after the leak and that the water usage was so high that it actually reflected long-term use. She also pointed out that the property owner had ordered Todd Albi and her landscaper to help her with this repair. Todd told her that he was no longer the Water Coordinator but helped anyway. SG said that the owner of Lot 17B will pay for this water bill, not SMCA.
5. **New Business.**
- a. **New lock for wellhouse.** SG proposed we would move this issue to the next Board meeting in an interest in saving time. HH concurred.
  - b. **Website under new construction to add separate page for Water System info** – CM said Marsha is working on this and he will work with her to reformat the SMCA website to accommodate the Working Documents & Archived documents, to make it easier for people to find information.
  - c. **Annual Report due to Secretary of State by 10/31/23** – CM said he will do this today and get reimbursed by DS for any fees owed. CM also went to Heritage Bank to change out Marsha Rowell with DT, and to show that HH was now the new President. HH and DS must go into Heritage bank and sign their form for our bank

account.

- d. **Budget Planning** – HH needs firm costs on water meters if they are going to be on the 2024 Budget. SG recommended that we budget to buy Titus and Dilly’s water meters from King Water, plus 2 more meters to have on hand, to replace any which might fail. HH mentioned that he would like to see SMCA pay to have members of the Board, ACC and other volunteers join WSCAI (Washington State chapter of Community Associations Institute - <https://www.wscai.org/> ).
6. **12:37PM HH Called for Adjournment; 2<sup>nd</sup>; Vote was 5-0; Passed.**

The Next SMCA Board meeting, which will cover the 2024 Budget, will be **Thursday, November 16<sup>th</sup>, 2023, at 3:00PM** at a location TBD. All SMCA Members are invited to attend.