

# *Agenda*

July 19, 2018, 7-8 PM PST

**Location – Marcia West's Home**

## **BOARD OF DIRECTORS MEETING ORCAS HIGHLANDS ASSOCIATION MEETING CALL-IN INSTRUCTIONS:**

**Dial: (641) 715-3287**

**Enter Access Code: 420471#**

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

*Roll Call: David Turnoy, Marcia West, Dennie Carter, Lee Goodwin, Jens Kruse, Bob Wyatt, Water Committee Chair: Ron Claybourn*

### **I. Call to Order: Meeting to order 7:11.**

### **II. Closing of Sale of Water Service Assets**

**A.** Review of Asset Purchase Agreement: Ron says in section 1.2.g, he has specifics to give Marcia. In 1.2.k, there are some misnumbered numbers in documents, Ron has given correct ones to Paul. In 10.5 re: due diligence, it is incumbent on WWSC to make sure they have everything they need. Marcia says we need to get WWSC the state and county Health Dept licenses, Ron will make sure we have these, we need water quality info, Ron says Carl has this. Ron will create an inventory of the items we are passing on to Roy at WWSC. We still have a PC that can be used for anything, Dennie may be interested. Marcia has been working on the books and records to give WWSC what they want. WWSC will receive notification about the transfer and a packet of information. We will do one more reading of the meters at the end of the month and give them that information. Lee will notify the insurance company so that our rate will be reduced. We will need to contact Centurylink to change our lines related to the pumphouse.

**B.** Identification of remaining tasks and actions: See above.

- Outstanding easement issues: Lot 54, Lot 19, Lot 35 will all be taken care of, will not hold up the sale.
- Books and Records
- Licenses
- Legal Descriptions
- Collection of property to be transferred
- Water System operating and maintenance records
- County and State health department permits and license
- Water quality testing records
- Water Systems plans and drawings

**C.** Resolution Approving Sale of Water System: Proposed and approved, also approved a bylaws amendment relating to responsibility to provide water and executing the transfer.

**D.** Proposal for deposit of sales funds into a separate Key Bank savings fund: Approved depositing funds into a new money market savings account, keeps the proceeds separate. Dennie can shepherd this. There will be a wire transfer of the funds.

### **III. Water System Billing Close Out**

**A.** July Billing to Members: We will do a July billing to members based on the meter reading, or we can deduct this from any refund we make; we decided to bill the final month, refund will be separate. We need to close out the capital water fund, it was collected specifically for water, would need to be returned unless the membership approves something different to do with it. We have \$96,000 in this water fund. If returned, there would still be a balance in our checking account of about \$60,000. We can use money from this fund to pay any costs related to making the transaction happen. There may also be money in an older water fund from before the \$40 per quarter fee.

**B.** Close out of Water Operating Account: See above.

**C.** Refund of Water Capital Fund: See above.

# *Agenda*

**July 25, 2017, 7-9 PM PST**

***IV. New Business***

- A.** Proposal for new billing cycle and payment options: Marcia proposes that for the remaining charges we will need to bill for (roads and dues), we switch to a monthly autopay of \$40 (\$120 per quarter vs. current \$110 per quarter). This could start with the July bill. Water will be billed monthly, would be confusing to do this other quarterly. We agreed to move to \$40 per month. This will be a slight increase. We can send out an explanatory notice with the July billing. We can put the contract on the password protected website. We will be able to pay the water and the other electronically.
- B.** Draft proposal for revised 2018 – 2019 operating budget: Our new annual amount is \$57,600 total revenue (road fund and dues). Dennie will work on new budget.
- C.** Tansy ragwort on rental property down Discovery, Marcia will give David the info of the owner, who will make contact.
- D.** We have a bid from Rich Harvey on the Firewise clearing, Marcia has asked for other bids. We would like Brian to head up a committee to take care of getting bids and doing the clearing work. Brian is also working on a new hose to use at the burn pile.
- E.** Ron talked about getting a water line at the pumphouse so we can use that as needed, we will have a separate OHA water account. We approved WWSC establishing a hose bib.
- F.** Ron received a call from Centurylink, they put in a temporary line to the tank that had an electric failure, Ron has a proposal for an in-ground conduit by a contractor from Bellingham, we approved it.

***V. Date and time for next Board of Director meeting: Sept. 11, Tuesday, at 7:00 PM.***

***ADJOURNMENT***

**There being no further business, the meeting was adjourned at 8:26.**