

**Holiday Hideaway Association Board Meeting
Guemes Island Library
Sunday, February 11, 2018**

Call to Order 9:30

Members Present: Matt Enos, Sharon Hughlitt, Sharon Schlittenhard, Dennis Barnes, Pat Harrigan, Bill Rainwater, Wendell Phillips, and Cas Hancock.

Association Business

Motion to approve January 14, 2018 Board Meeting Minutes as revised – Approved by all present.

Treasurer's Report/Bank Balance

Bank balance as of Dec 22, 2017	\$ 9,259.68
Deposits	\$.81
Payments	<u>\$ (25.00)</u>
Bank balance as of Jan 23, 2018	\$ 9,235.49

Old Business

- Cook's Cove Gate – Wendell reported that the new gate has been installed. Final miscellaneous costs of \$99.81 associated with the new gate are being submitted to Bill.
- Meeting Notice – Matt provided to the Board an updated meeting notice, agenda, and proxy reflecting changes provided by Board members. The intention is to request a RSVP by April 1 from association members with the materials going out between March 1 and March 15 to meet the requirements for the April 21 annual meeting date. The Board discussed changing the proxy ballot to include information to help members to find their lot and block number. The Board also agreed that a long term discussion of the operation of the Water Company should be discussed at the annual meeting.
- Long-Term Financial and Maintenance Plans (Water & Association) – Dennis presented draft financial plans and asked for clarification on assumptions for, targeted cash balances, cash transfers between operating and capital, future rate increases, use of capital surcharge, use of standard rate, and future capital projects. Based on Board input, Dennis will revise draft financial plans.

New Business

- None.

Water Company Business

Unfinished Business

- Income Tax – Cas reported that tax reporting for 2017 is in progress and the CPA will complete for a March 15, 2018 deadline.
- Main Break – Cas reported that part of the claim information has been submitted to the insurance company and she is working on the remaining portion to be submitted. Part of the event is covered by insurance. Wendell requested that the emergency plan include procedures for when an alarm is received from the tank. The overall small system plan is being updated and will be included for both the operational portion of the plan and the emergency portion. The Board then discussed the current situation where there is no ability to hook a generator to the system when power goes out and the need to at least provide the ability so a generator could

be rented and power the system. The Board also discussed the need to provide additional training so the operators know better how to isolate breaks in the future so water in the tanks is protected. Jerry Francis and Mark Spahr will be contacted to see if they can help in this effort.

- AT-1 Project –Satisfactory responses have been received by Coffman Engineering to the questions submitted by the Board. Upon receipt of a new Coffman contract proposal which includes the items addressed in their response to the questions the contract will be accepted. The Board discussed and agreed there is a need for future projects to include cost proposals from multiple engineers if at all possible to create a more competitive bid process.
- AT-2 – Letter to Members – Matt presented an updated letter that will be sent to members. The letter emphasizes how the loan is critical to doing this project and how the Water Company has already received extensions from the Washington State Departments of Health and Ecology to do this project. Not doing this project could lead to the state reducing our water rights. The letter will be sent to members by the end of the week with small revisions that were provided by the Board.

New Business

Bank Balances as of January 31, 2018

Checking:	\$ 1,396.90
Capital Improvement:	\$181,346.56
Operation & Maintenance:	\$107,189.81
Petty Cash:	<u>\$ 336.43</u>
Total:	\$290,269.70

- Trees on Water Company Land – Two trees by wells 1 & 2 are leaning badly and maybe in danger of falling. Cas will have Carol inspect all trees on Water Company property to determine if any pose a safety hazard and need to be either pruned or removed.

Meeting Adjourned 10:31

Next meeting date March 11, 2018.