

Driftwood Heights Association Board Meeting Agenda

Date: October 20, 2025

Location: Camano Library

Time: Meeting called to order at 6:10 PM by President Randy Barry.

Present:

Driftwood Heights:

President: Randy Barry

Vice President: Susan Seymour

Treasurer/Secretary: Vacant

Operations: Mike Cona

Grounds & Buildings: Leonard Visser

Water Quality: Teila Whitcher

Volunteer: Christine Kelsey

Driftwood Heights 2

President: Austin Bougie

Board Member: Jeff LaPlante

Board Member: Rochelle LaPlante

1. Driftwood Heights 2 Discussion

Purpose: Review the intertie agreement and current system configuration.

Discussion:

- **Interim Agreement:** An interim intertie agreement will be developed to meet state compliance requirements promptly. This temporary measure will prevent administrative penalties while a comprehensive plan is finalized, aligning with Vesper waterline repairs for minimal disruption.
- **Benefits & Challenges:** The intertie is crucial for emergency support but requires modernization. New isolation valves and flow meters are necessary to prevent cross-contamination and ensure each system can operate independently if needed.
- **Action Plan:** Implement required updates within a five-year timeline to ensure ongoing compliance and system efficiency.

2. Vice President Statement

- Susan Seymour announced her decision to step down as Vice President due to family obligations. However, she will continue to lead critical projects, including the job description development for a new administrative position and water system improvement initiatives.

3. Approval of Meeting Minutes

- August 26, 2025, Board Meeting:
- Approved with motion by M. Cona and second by L. Visser.
- The minutes included the July monthly report, and the motion carried unanimously.

4. Approval of August Monthly Reports

- Motion to Accept: Discussions are ongoing to ensure the budget accommodates recent unplanned expenses, with a focus on maintaining financial stability.
- Approved with motion by L. Visser and second by T. Whitcher. Motion carried unanimously.

5. Treasurer/Secretary: Monthly Financial Report:

a. Sept Account Balances - gains/losses.

Checking Balance = \$ 68,020.02 change + 10,529.20

Heritage Money Market Balance = \$ 81,441.50, change + \$ 6.69

Coastal Money Market Balance = \$ 201,772.60, change + \$ 66.31

b. Budget status

See Attachment (1)

c. Significant unplanned incomes/expenses

Listed in Attachment (1)

August Unbudgeted:

695 Lehman service repair **\$1478.60**

Low Free CI- **\$719.15**

Vesper Leak **\$8897.76**

September Unbudgeted:

Purchase replacement Booster Pump #2 **\$4,593.82**

d. Members in arrears and status of actions

Oct 16, 2025, Accounts Receivable balance. 11 in arrears, outstanding balance \$2,995.20 not counting the shutoff account.

e. Review/Approve Sept 2025 Monthly Financial Report

- Approved with motion by M. Cona and seconded by T. Whitcher. Motion carried unanimously.

f. Postponed Discussions for now (items from previous Board Meetings)

- a) Discuss Budget concerns raised regarding upcoming large repairs, including asbestos concrete pipe replacement on Vesper.
- b) Discussion on the need for clearer budget projections and inclusion of major repairs as line items.
- c). Hawthorn road repair (chip seal) estimated at \$2,800–\$3,000; was previously approved in 2024, Hawthorn Association postponed, not currently a line item on 2025 Budget.

g. May 19, 2025, Lawyer Meeting Action Items:

- 1). Lien was recorded on the shutoff property Sept 12, 2025.
- 2). After much thought on the most efficient way to review county records for easements. It has been decided to refer to a professional once we have chosen the properties most in need of easement clarification.

6. Water Quality:

- a. Additional Aug and September Free Cl- readings have been sent to NW Water Services LLC. New contact for Free Cl- readings is Jessica Zimmer at NW Natural Water Services Coupeville, WA office.
- b. Free Cl- readings in the distribution system have stabilized. King Water installed new pump, foot valve, injector, and tubing on Sept 11, 2025. We need to foll up on status of rebuilding old pump and spare parts.

7. Operations:

a. King Water updated status:

1). Work Needed: (Prioritized)

a). Still working with King Water to identify locations and schedule excavations to determine the main water size and type of material for unknown portions of the system. Looks like we will have to make three excavations. King Water has backlog of work. Schedule as soon as they King Water can Support. (carry over item x4)

b). Leak at 800/808 Patricia Ann was temporarily repaired with pipe clamp. 1" galvanized supply line is severely corroded. The line supplies a single dwelling and a tri plex apartment. The installed 1" line and meter are not to code. Requested that King Water provide a quote to install new supply lines to meet code. Will require two supply lines, three plex will require upsizing line and meter.

- c). Discuss that process improvements must be put in place before starting projects that have larger scope. Items to consider:

1) Cost, size, and scope

2) Use of contractors

3) Additional?

This will be an ongoing discussion.

8. Grounds & Buildings:

a. Beach bulkhead repair Status:

1). Current spending \$10,321.64,

Budget \$17,000.00,

Remaining Balance \$6678.36

If funds remain, adding a handrail for increased safety will be considered.

2). R Barry followed up with members on the team to see what they needed.

May require additional wood and lag bolts to complete.

3). The team performing the work continue to update the Board as to status of work. They hope to complete all work before fall/winter weather starts. All severely damaged sections have been replaced/repared, and the bulkhead is in good shape to make it through winter should all repairs not be completed this year. We owe the team a huge thanks for all they have done, particularly Nick Oliver who has been involved in all aspects of the repairs and has been driving the effort to complete the job.

b. Well building Maintenance: Painting is Complete. Budget \$400.00 Total Cost \$475.00 after \$100.00 re-imbursement from Driftwood Heights 2.

9. Vice President:

S. Seymor will continue to chair the projects that she is currently overseeing.

- Job Description Development: Susan and Christine Kelsey are working diligently to complete the job description for the new administrative position, with a goal to post it by the end of the year.
- Water System Improvement: Susan will chair the committee responsible for drafting a comprehensive water system improvement plan, focusing on necessary infrastructure upgrades and strategic budget allocation.
- Emergency Preparedness: Susan's leadership will also extend to developing a robust emergency preparedness plan, ensuring that the community is well-equipped to handle unexpected situations.
- "Emergency Task Force" This is on hold until other projects have been completed.

This is a committee made up of board members and a representative from each street in our association. The purpose would be to:

- 1). Draft Procedures
- 2). Determine required parts and equipment
- 3). Assign responsibilities to members of the group should an event or equipment failure occur.

10. President:

- a. R Barry provided a detailed review of the new testing protocols required for the "Franchise Agreement" which goes into effect at the beginning of next year (2026). These protocols will include:

- 1). System Hydrostatic testing
- 2). Trending to meet goal of a 3-year average of less than 10% leakage per year, as reported on "Water Use efficiency" report.

Year	3yr Avg	Dist Sys Leakage
2022	6.2%	10.4%
2023	8.7%	13.0%
2024	8.3%	1.5%

R Barry has contacted Island County for additional information and clarification.

- b. Meeting with the Potential Lawyer

R Barry and C Kelsey met with a real estate and municipal lawyer to discuss legal requirements for the intertie agreement and other property-related issues. The lawyer's insights were invaluable in navigating complex legal landscapes, emphasizing the importance of a well-drafted agreement. The lawyer billed at \$350/hour, with her team handling much of the groundwork at a lower rate.

When we chose to retain the Lawyer, they do require a \$2,000 retainer. The Lawyer will use these funds first when billing for services and once the retainer has been used, we will be billed per project.

11. New Business:

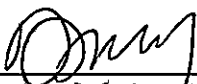
- a. _____

- b. _____

- All business complete, Motion to Adjourn meeting.
- Approved with motion by T. Whitcher and seconded by L. Visser. Motion carried unanimously.
- Meeting adjourned at 7:41 pm.

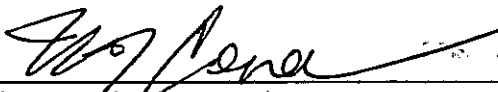
Oct 20, 2025, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

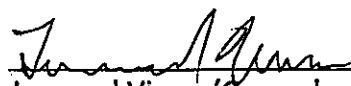
Approved by


Randy Barry (President)


S Seymour (Vice President)

Vacant
(Treasurer/Secretary)


Mike Cong (Operations)


Leonard Visser (Grounds and Buildings)


T Whitcher (Water Quality)

Board Monthly Treasurer Report Aug 2025

Date	8/30/2025		
	Balance	Balance	Change
Monthly	7/2025	8/2025	
Chk	\$79,886.36	\$57,491.00	(\$22,395.36)
Heritage MM	\$81,427.89	\$81,434.81	\$6.92
Coastal MM	\$200,138.12	\$201,706.29	\$1,568.17
Totals	\$361,452.37	\$340,632.10	(\$20,820.27)
# of Members in arrears	0	Total Arrears	\$0.00 (8/30/25)
Shutoff Member	1		(\$2,565.00)
			(\$2,565.00)

Annual	12/2024	8/2025	
Chk	\$77,285.13	\$57,491.00	(\$19,794.13)
Heritage MM	\$281,092.80	\$81,434.81	(\$199,657.99)
Coastal MM	\$0.00	\$201,706.29	\$201,706.29
Totals	\$358,377.93	\$340,632.10	(\$17,745.83)

Monthly incomes/expenses

Incomes	\$176.30			
Expenses	\$22,496.57	Budgeted	\$ 6,065.31	Unbudgeted \$ 16,431.26
	(\$22,320.27)			

Monthly Significant/unbudgeted incomes/expenses

1 none

Budget Status Year to date (2025)

Income	Budget	Actual	Difference
	\$30,805.24	\$36,347.75	\$5,542.51
Expenses	\$21,303.38	\$61,495.87	(\$40,192.49)
		Total	(\$34,649.98)

Annual Significant/unbudgeted incomes/expenses

1. Jan 2025 King Water Work Orders	(\$309.42)
2. Feb 2025 King Water Work Orders	(\$500.31)
3. Arlington Electric Generator Repairs	(\$3,545.78)
4. Well site leak investigation	(\$1,621.20)
5. Jul 2025 King Water Work Orders	(\$15,880.39)
6. Beach Blkd Repairs	(\$5,538.54)
	\$0.00
total	(\$27,395.64)

attach (1)

Board Monthly Treasurer Report Sept 2025

Date	9/30/2025		
	Balance	Balance	Change
Monthly	8/2025	9/2025	
Chk	\$57,491.00	\$68,020.02	\$10,529.02
Heritage MM	\$81,434.81	\$81,441.50	\$6.69
Coastal MM	\$201,706.29	\$201,772.60	\$66.31
Totals	\$340,632.10	\$351,234.12	\$10,602.02

# of Members in arrears	11	Total Arrears	\$2,995.20 (10/16/25)
Shutoff Member	1		(\$2,565.00)
			\$430.20

Annual	12/2024	9/2025	
Chk	\$77,285.13	\$68,020.02	(\$9,265.11)
Heritage MM	\$281,092.80	\$81,441.50	(\$199,651.30)
Coastal MM	\$0.00	\$201,772.60	\$201,772.60
Totals	\$358,377.93	\$351,234.12	(\$7,143.81)

Monthly incomes/expenses

Incomes	\$16,411.31				
Expenses	\$5,809.29	Budgeted	\$ 1,215.47	Unbudgeted	\$ 4,593.82
	\$10,602.02				

Monthly Significant/unbudgeted incomes/expenses

1. Replacement Booster Pump #2	\$4,593.82
2. Patricia Ann Leak	?

Budget Status Year to date (2025)

Income	Budget	Actual	Difference
	\$61,610.48	\$52,759.06	(\$8,851.42)
Expenses	\$23,271.71	\$61,495.87	(\$38,224.16)
		Total	(\$47,075.58)

Annual Significant/unbudgeted incomes/expenses

1. Jan 2025 King Water Work Orders	(\$309.42)
2. Feb 2025 King Water Work Orders	(\$500.31)
3. Arlington Electric Generator Repairs	(\$3,545.78)
4. Well site leak investigation	(\$1,621.20)
5. Jul 2025 King Water Work Orders	(\$15,880.39)
6. Beach Blkd Repairs	(\$5,538.54)
7. Replacement Boposter Pump #2	(\$4,593.82)

total (\$31,989.46)

attach (1)