Minutes
Board of Trustees and General Meeting
September 21, 2015

Welcome – Dave Snell called the meeting to order at 7:00 pm. Seven Board members were in attendance – Stephen Bennett, Glen Corell, Dan Matlock, Lynn Sheffield, Dave Snell, Lynne Kalb-Hunsaker and Nick Tillotson. Association member John Schuster also was present.

Review of Minutes – The minutes of the April 27, 2015, meeting were reviewed. There being no further changes or corrections, members present voted to approve the minutes.

Agenda – The board members agreed to limit the agenda to water company and road-related issues. The formal Treasurer’s report was waived in order to allow sufficient time to discuss road repairs. Water system issues will be deferred to another meeting to be held in October.

Old Business
Waste Water along Roadway –

Dave Snell expressed concern about the volume of water being discharged from the well system into the roadside ditch running from the well to the upper end of Goss Ridge Rd. The volume of water released from backwashing the arsenic filter is higher than originally estimated and may be saturating the ground under the roadway at a low spot near the Bonner and Kalb-Hunsaker properties. Dave asked our water system engineer, Andy Campbell, for his advice. In his email response, Campbell suggested that to protect the roadway we bring in an excavator to clear the plants and organic debris that currently impede water flow along the ditch. Glen Corell moved that the Board seek an estimate for doing this work. Dan Matlock seconded the motion. The motion passed. Dave Snell agreed to contact MOC for an estimate. MOC is the company that repaired the road last year on the steep hill where a severed culvert beneath the road had created a sinkhole. The Board agreed to review the estimate once received and vote by email on whether to accept it.

Dave Snell also voiced concern about the possible level of arsenic in the backwash discharge. Dan Matlock has contacted Andy Campbell at Whidbey Water Services to find out if the arsenic level in the backwash has been tested, and if so whether the level is a matter of concern. This matter will be discussed at the upcoming October Board meeting.

Hiring a Water Company to Manage Billing and Accounts -

Lynn Sheffield reported on her discussions with Whidbey Water Services regarding the billing and account management services they might provide. She obtained an estimate of $45/month base fee, plus $35/month to mail invoices. In addition, WWS would handle the bookkeeping, receive and deposit payments and handle placing liens and shutting off water for delinquent accounts. This is significantly less than the current cost for invoicing and mailing and includes more services. WWS is licensed, bonded and insured and is audited annually. The RECA Treasurer would oversee the accounts but would no longer have to receive and deposit checks and execute liens and water shut-offs. Dan Matlock moved and Glen Corell seconded a motion to accept Whidbey Water Service’s bid. The motion passed unanimously, and Treasurer Lynn Sheffield agreed to proceed with the
transfer of services. Notice will be given to the current independent bookkeeper and the transfer will occur in November of this year to ensure that there will be no interruption of service.

**Water & Road Maintenance and Emergency Account Balances** –
Although there was not a formal Treasurer’s report, Lynn Sheffield provided account balances for the purpose of planning future road and water system maintenance and repair. Details may be obtained by contacting the Treasurer (vet1957@msn.com). At present RECA maintains five separated bank accounts: checking, savings, capital road, capital water & capital emergency. Glen Corell suggested reducing these to two accounts, savings and checking, and accounting for the amount of money available for different purposes on paper without separate accounts. This would allow more flexibility and would simplify the bookkeeping required. Dave Snell questioned the use of the term “capital emergency.” Lynn Sheffield will ask Whidbey Water Services about any legal requirements relating to the way these accounts are handled, which is another advantage in having WWS manage the accounts.

**Road Master Plan** –

The condition of Goss Ridge Rd. and Tuition Place have been discussed at length in previous Board Meetings. Dave Snell and Steve Bennett submitted a “Road Master Plan” suggesting work to be done on the roads year by year from 2015 – 2024 (copy available on RECA website). This plan would spread the cost over the ten year period and includes repairs to the most critical areas along with partial sealing at regular intervals. The proposed master plan includes an estimate of the additional revenue that would be needed each year ($6,000). The current revenue for the roadwork is about $70 per year per lot. This plan would require an increase to $130 per year per lot.

The two sections of road most in need of repair are Tuition Place (entire length) and the steep hill just below Tuition Place. Consultation with road paving companies indicates that the problems with Tuition Place are the inadequate preparation of the road bed prior to paving, a relatively thin layer of asphalt and infiltration of water under the road from ditches on the uphill side that lack culverts. Two bids have been secured to address these problems. One from Lakeside Industries to apply up to 3” of asphalt over the entirety of Tuition Place (approx. $36,000) and another from All State Paving to repair the worst spots and apply additional sealant (approx. $16,000). The difference in bids results from differences in the contractors’ assessments of how extensive the repairs should be and how much asphalt will be required. The Board discussed these bids at length but did not reach a consensus about how to respond to them, nor the master plan. The other critical section of road is the steep hill below Tuition Place. It has been damaged by vehicles using studded snow tires or tire chains in winter. Spinning studs and chains have worn away most of the asphalt on the steepest sections.

Some Board members suggested that the entire roadway needs to be resurfaced. Some concern was expressed about the total cost of extensive resurfacing. Dan Matlock and Glen Corell did a quick calculation indicating that a reasonable estimate based on cost per square foot from contractors would be $300,000 - $450,000 for the entire road, much less than others have claimed.

The Board is authorized to raise assessments up to $200 per year. Increases or more than $200 per year require approval by a majority of property owners. Some concern was expressed about the impact of even a $200 per year assessment on some property owners. Because of the high prospective costs of the road work and
differences of opinion about what sort of repair is most appropriate, the Board did not make a final decision and agreed to continue the discussion this fall and winter.

Mail Box Repair –

Steve Bennett pointed out that the mail delivery person has had difficulty in using the mailbox locks, some of which may have been forced. A key is stuck in one of the locks. Steve Bennett made a motion to secure a bid and have the necessary repairs done. Nick Tillotson seconded the motion, which passed unanimously. Lynn Kalb-Hunsaker volunteered to contact All Island Lock & Key regarding the repairs.

Update: On 9/30/2015 Lynn reported that Jim at All Island Lock & Key has looked at the locks and will repair and adjust all the locks on the boxes for $60 – $70.

There being no further business, the meeting adjourned at 9:30 pm.

The next RECA meeting will be held in October, 2015.

Respectfully Submitted,
Dan Matlock
Secretary, Ridgeview Estates Community Association