



POA Board Meeting 4/15/2023

Agenda

1. Administrative, Nominating & Financials- Amy Karcher
2. Roads & Plowing- Lowell Howlett
3. Equipment- Lowell Howlett
4. Garbage Dumpsters
5. Water- Dan Fillion
6. Compliance- Michael Wade
7. Amenities- Nate Cason & Ross Karcher
8. Executive Session- Fillion Contract
9. Joint lunch with the HOA

Attendees

Board Attendees:

Amy Karcher

Michael Wade

Michelle Fillion

Nathan Cason

Marty Phipps (remote)

Ross Karcher (member at large on Amenities Board)

Maintenance & Water:

Lowell Howlett

Dan Fillion

Absent Board Members:

none

Other Members:

Jim Degroot

Ralph & Michelle Lewis

Tony Willardson (HOA member with info about Water Right Adjudication)

1. Administrative

Amy Karcher

- Annual member meeting venue- The Sunrise Event Center is booked for the second Saturday in August. We reserved separate meeting rooms for the HOA and POA annual membership meetings, and then we'll have a combined amenities meeting. It was also discussed whether we should have food catered, to promote community participation. Amy and Michelle will coordinate food with HOA.
- Newsletter- We've been posting on Facebook & Next Door. Facebook nows shows last 5 posts on our website. Do we also need a separate newsletter? I have a draft, but need help with formatting, printing and mailing. Michelle offered to help, but we may have enough coverage with our expanded use of social media.

1. Nominating

Amy Karcher

- Nominating Committee- We have 2 open Board positions with terms that would have expired in 2024. We can continue functioning as a 5 member Board for now- do we want to appoint or create an offcycle membership vote in August 2023 and extend the terms out until 2027? Marty agreed with staggering positions but not needing to take the appointments to election. Our bylaws say we can appoint, so we should. We can create a ballot for the next election that has spot for 2 year terms, and those for 4 year. Table for future meeting.
- We have posted membership solicitations on Facebook, Next Door and our website. We have had 1 member express interest to date.

Timeframe	Board Member
August 2020-2024	vacant position (formerly Daleen King)
	vacant position (formerly Gary Myers)
	Marty Phipps
	Nate Cason (previously appointed to replace Terry Carlson)
August 2022-2026	Amy Karcher
	Michael Wade
	Michelle Fillion

1. Financials

Amy Karcher

- Banking- Previously discussed adding Michael Wade onto the bank accounts. Michelle has suggested we remote deposit small checks that are sent to 9 Dutch Canyon, instead of forwarding to Sandy, UT. Agreed we will add Michael Wade on the cash so he can download the app for mobile deposits and Michelle will forward any checks that were mailed to the 9 Dutch Canyon address, as opposed to the Sandy address. Michelle will be added as second approver, in addition to Amy, for all bills in Bill.com, so all bills will require dual approvals before the Accountant can remit payment.
- Credit Card Payments- For demo purposes, we enabled credit cards within Quickbooks; however, there is not an option to pass on a convenience fee. Still considering a few options with respect to HOA software.
- Contractor vs Employees- Need to better understand what Lowell and Dan prefer, and what IRS dictates as to what the qualifying factors are to be classified as Contractor vs Employees. Lowell Howlett agreed that his accountant advised him to consider Employee. Amy to research costs.
- Financial Statement Review- March review of financials. Everything looking pretty good and on track with budget at this time
- Need to find a new attorney for foreclosures

2. Roads & Plowing

Lowell Howlett

Feedback on plowing season- what well well and what did not?

Per Lowell:

1. Couple or three times went out at 6 a.m. to plow so those who had to go to work. Couple other times went at 7 a.m.; else went out at 8 a.m.
 2. There were a couple of days where we were out for 10 hours getting drives done.
 3. Lots of times where we pulled stuck vehicles of which we said we were not going to do.
 4. Had a few (8?) drives where we could no longer do an adequate job of plowing due to risk of getting stuck
 5. Lowell got stuck some 10 times this winter
 6. Plowed 54 drives in Plat B, 42 on Plat C for total of 96. Sure there will be 10 plus more next year.
 7. Averaged three, maybe four days per week plowing. So much snow took longer to plow each drive. Ran out of places to push/stack snow as winter progressed.
 8. Hired McKinnon to come with his big machine to push snow further out for roads and cul-de-sacs at cost of \$5k
 9. Ordered 300 gallons of diesel fuel 4 times. Normal winter would have two deliveries.
 10. More wear and tear (and break downs) on equipment this season than in a normal winter.
- Repairs to be done by maintenance crew; Railing on Mr. Perry deck, B280.
 - Stopped plowing Welling at start of March due to deep snow
 - Stopped plowing C482 start of March due steepness with ice

2. Roads & Plowing

Michelle Fillion

- Sandbags and sand: up to 10 bags per property to start. This includes up to 10 bags of sand if already have bags. County has limited supply of sand and not sure if they will get more. Suggest to members to try to get some in their home area(Salt Lake etc) if they think they will need more. County delivered more sand on Friday.
- Michelle contacted county about upper Mtn Way and Mike Arambel(container home). His heavy equipment/trucks is destroying upper part of Mtn Way. Emailed Mr. Arambel about repairing and keeping his workers on Mtn Way and not driving on POA internal roads. UPDATE: Arambel and his contractor Clint Bethers has spoken to county, agreed to work on mountain way all the way to shed, they're putting down pit run and road base at no cost to POA. Confirmed with Todd Boehme today. Also Mike Arambel has brought up cost share to bring Mtn Way up to county standard, will discuss with him, and county in a future meeting.

2. Roads & Plowing

Considerations for next season:

- Plan for 2024- Dan Fillion to take an early morning initial pass, and then Lowell & Michael can continue throughout the day
- Driveways- Do we continue this program? Dan & Michael do not want to plow driveways going forward. Who is willing to plow driveways? If we continue, need better signup process.
- Triage of issues
- Board communication

Projects

- Build Mountain Way from Maintenance shed to end
- County maintained roads needing help due to runoff from snow melt Other BLW roads – Comanche, Juniper, ?
- Build two (2) Level areas below the upper shed for parking equipment \$500

Annual Maintenance:

Pull, spray for weeds

Service fence line

Clean/maintain dumpster area

3. Equipment

Lowell Howlett

EQUIPMENT REPAIR LIST

MXT

- New front snow blade \$300-400
- Rewire wiper
- Rebuild valve control \$400
- Weld shoes on bottom of arms \$300
- 2024 rebuild engine (Dan) \$1700
- Rebuild two (2) pistons on snow blade (backup units) \$200

LXT

- Replace front lights \$100
- Rebuild valve control \$400
- Rebuild engine this year (Dan) \$1500
- Rebuild valve control \$400
- Weld shoes on bottom of arms \$300
- Bison rear plow needs the bolt secured (\$?)

580 BACKHOE

- Rewire warning lights, headlights
- 2025 rebuild engine (Dan) \$1900

FORD

- Check brakes, replace if necessary
- Check steering, replace if necessary
- Larger engine turbo (?) (truck has poor power)

1994 DODGE

- New clutch (burn up)
- Rebuild transfer case (leaking)
- Rear torsion bar missing

SNOW DOGG

- New harness between blade and truck
- One new headlight
- New swivel plate

Yearly service equipment – oil change, grease, change out snow blade to bucket

4. Garbage

1. Rolloff scheduled in conjunction with HOA's schedule- 5 holiday weekends (Memorial Day, Fourth of July, Pioneer Day, Raspberry Days, and Labor Day)-Amy spoke with TJ about this.
2. Posted dumpster guidelines on Facebook, Next Door and our website. Michelle included it in our update New Member packet which is now on our website.
3. Need to confirm gate specifics- want solar, gate needs to go up and down, not swing sideways(becomes issue when snow is heavy, and too slow). Also discussed POA associate members getting code/key.



BLW POA Dumpster Waste Guidelines

Your actions can cause damage to the County's trucks.

Please respect the following rules:



Starting in the spring of 2023, we plan to have a roll-off dumpster available for these items (no refrigerators or tires) on the following weekends:

- Memorial Day
- Independence Day
- Pioneer Day
- Raspberry Days
- Labor Day

Each property can bring 5 tons of items for free (extra charges for refrigerators and tires) to:

Bear Lake County Landfill
175 Willowbrook Lane
Montpelier, ID 83254

(208) 847-4259

M-Sat. 7:30 AM – 5:00 PM

Action items:

1. Moving forward with a solar gate
2. Getting No Parking signs from Atlas Towing

5. Water

Dan Fillion

Water usage: Water usage for the last 30 day period was 283K gallons, 126K on Plat-B and 157K on Plat-C. The numbers compare well with historical data for this time period.

Issues: B-344 had a service line freeze, an emergency bypass was run to supply water to the home until such time as the line thaws out. Plan is to address the underlying issue in the fall, September or maybe October. I ordered to new conversion valves to have on hand for these type of emergencies, as we had to borrow and adapter from HOA to accomplish the connection, but that was because HOA was using some of our other tools/parts to run a by-pass over in Lakeside. Cost for new valves was \$105.87. Also bought several new hoses to run the water, from Dan's Ace, cost \$156.18

Update on B-344- Around 11:30AM, the frozen water meter thawed out, it turns out the meter itself was frozen. Because of freezing the meter freeze plate was broken, this caused a water leak in the meter barrel upon thawing. Thanks to our telemetry system water operator noticed the leak and was able to respond by 12:15PM, Dan had to cut thru the 5 inches of ice covering the meter lid to get to the leak, and shut off the supply valve. We keep some of these freeze plates in stock so the meter was repaired and service to the residence restored by 1:15pm.

Dan removed the by-pass, but did leave a drip line set up on owners yard hydrant to prevent a re-freeze, until we get thru the final spring thaw. It is very possible that only his meter was frozen and not the supply line from the main. So, we may have to just set up a drip line next year in order to keep his service ice free. The big problem is that his meter is now in his plowed driveway, which is subject to freezing because snow plowing prevents snow depth from insulating the meter, the meter itself did have insulation in the meter barrel.

Dan is monitoring a possible water leak on the road in to the dumpsters, will see if it dries up after the thaw. If it does not we will probably have to excavate and repair the supply line to that area. Parts cost >\$500.

Testing & Maintenance: April Coliform test was sent in on 4/10, awaiting the results. We are current on testing so far this year.

Due to the amount of snow received I have not yet inspected our PRV vaults, will do so when mother nature allows.

Hydrant flushing will be done in Mid-May, weather allowing.

5. Water

Dan Fillion

Equipment: Plat-B #4 reservoir, thanks to the warming temps the #4 reservoir float control and radio have thawed out and are working properly again, will replace all pump radio batteries in mid May. Cost about \$40.00.

Plat-B well control radios, I finally got Glenn's Electric to ship me a pair of replacement radios, cost \$2554.22. They have arrived, I am waiting on a power transformer so I can complete the installation. Should have it all fixed in another week or so.

I sent a request for a quote to Solonist in Canada, they make level monitoring equipment for our wells and reservoirs that use radio telemetry like our current system. At the moment they are in the process of developing a new radio system, but their quote to replace the existing system and add 2 well monitors was around \$20K, I would recommend going forward with this system in 2024. will keep board updated as to possible price changes.

Can we get a Road Map for water system maintenance/upgrades so we know what planned upgrades/maintenance are needed for the next 5-10 years?

Water Rights: Idaho Department of Water Resources has begun the water right adjudication process in southeastern Idaho. They want water rights holders to PROVE that they are using the water, or all the water that they have a right to. If you can not prove your use they can/will take your water. I have reached out to Laura Schroder, she is a very competent water lawyer, specializing in water law, in Nevada, Washington, Oregon, Idaho, Montana and Utah. She is the smartest water lawyer that I know. In the past we have used Budge, but he also represents Pacificorps. Laura is not cheap but she is very good. I will leave it to the board to figure out how to move forward. This issue is above my pay grade, I recommend retaining Laura Schroder to file what ever documents the state wants. But you could also use Budge if you like.

The Board agreed to form a water rights committee, to be led by Nate Cason.

5. Water

Dan Fillion

Plat-C Water Tank Repair

About 3 years ago, during a regularly scheduled water tank inspection, it was noted that the tank lining in the Plat-C reservoir was beginning to degrade. At that time the water system operator reached out to the company that did lining projects on our Plat-B reservoirs. Unfortunately this company was unable to provide BLW/POA with a bid.

At that time Bear Lake West POA water system operator began to contact other companies to request a bid for services relating to relining the Plat-C reservoir. Operator contacted 5 different companies and was turned down by all 5.

In late 2022 BLW/POA contracted with Maguire Iron, a National water tank repair company, to do an independent inspection of our Plat-C reservoir. Maguire iron sent a representative who did do a water tank inspection, confirming that the Plat-C reservoir was in need of relining. Unfortunately due to the slope of the access road to to water tank, Maguire Iron also declined to provide a bid for the needed repairs.

In Late 2022 Amtech tank lining company contacted BLW/POA to ask if we had found a Contractor to do the needed work.

After much back and forth with Amtech, BLW/POA received a bid to do the needed repair work. Water Operator recommended moving forward due to the fact that it has taken a number of years in order to secure even 1 bid for the project and the fact that the bid received from Amtech was also time sensitive, meaning that if it had to be updated the costs involved would continue to go up rather than down.

After careful consideration of the costs and the limited possibility of receiving any competing bids, the Board decided to accept the bid from Amtech. BLW/POA water system operator supports this decision by the BLW/POA Board.

Mike from Amtech is planning on heading west around the first week of May. We need to vote on his quote on doing the reline and inspection, once that is secured, Dan can reach out to him to see what travel expenses he may need traveling from another location in Idaho to here.

6. Compliance Michael Wade & Michelle Fillion

Building applications submitted to be approved:

- Jeff Lewis-C505
- Bott- B289
- Reese B221 (no permit required, just approval?)

Damage on Comanche Drive- continued from last month

- The contractor/company that damaged the road is responsible for the cost of repairing road damage. This was a spec home, so the builder (Ram Tuff Construction-Carlos) is responsible and put up the \$10K bond.
- Michelle has spoken with Carlos, he understands about waiting till snowmelt.

Building Application

- Updated building application on website make sure builders that will have drive on county road get encroachment permit.

7. Amenities

Ross Karcher & Nate Cason

- Ross Karcher provided an update on the Amenities meeting. See Amenities meeting minutes for details of the update.
- The POA had a joint lunch meeting with the HOA in April. One item on the agenda is the 2019 amenities surplus that was refunded to POA members against a special assessment for the sewer with the 2021 dues. Per the HOA & Amenities Accountant, it was a surplus, to be spent at a future point when the money is needed. The HOA has kept the liability on their books all this time and plans to distribute the funds as needed. It is expected the funds will be needed over the next few years.

There seems to be a misunderstanding between the prior boards, as the prior POA Board was under the impression it was truly a surplus. Confusion stems from past precedence where amenities temporarily returns surplus dollars every year to the HOA & POA as of 12/31 (for tax purposes). The money is returned after 1/1 of the subsequent year to roll into the next budget. At that point in time, the HOA made an unprecedented decision to hold onto the surplus to ensure it didn't get spent unnecessarily. Allegedly, the POA was supposed to do the same. After several years of it accumulating and not being refunded, it was considered an actual surplus and partially refunded against the POA's 2019 sewer assessment. We have been unsuccessful in obtaining amenities board minutes from that timeframe. We have not been able to locate any proof of what the arrangement was at the time.

Based on our roughly 60/40 ownership, we will need to match the funds as they are re-contributed to amenities. Amy will work with the Accounting firm on how to handle the accrual. Going forward, the HOA & POA agreed that we will always follow the past precedent of returning funds to amenities after 1/1 of the subsequent year so this confusion does not happen again.



Appendix A

A. Committees

In an effort to spread responsibility across the Board, we have clear reporting lines to guide Board members, members, and contracted labor on who to discuss problems and concerns with.

- Compliance, Maintenance & Water-
 - Chair: Michael Wade
 - Members: Marty Phipps, Michelle Fillion
 - Contractors: Lowell & Michael Howlett, Dan Fillion
- Nominating, Technology & Member Engagement-
 - Chair: Amy Karcher
 - Members: Nate Cason
- Finance-
 - Chair: Amy Karcher
- Amenities-
 - Members: Nate Cason & Ross Karcher (non-board member at large)
- Water Rights (Temporary Committee)-
 - Chair: Nate Cason