



**Cole Point Association Board Meeting**  
March 15, 2026  
Meeting Agenda & Minutes

Meeting Called to Order at 6:10 PM in person on Oro Bay and Via Zoom

**Attendance:**

Board members: Nancy Kvinge, William Petschl, Kekoa Anderson and Betty Bennett.

- Welcome Betty Bennett
- Approve meeting notes from 2/22/26

**Bill made a Motion and Koa seconded the motion** to approve the Board Mtg minutes from February 16<sup>th</sup>, 2026 as written and read out loud. The minutes were accepted with Nancy, Bill, and Koa voting to approve and Betty abstaining from the vote because she wasn't a board member yet at the last meeting. **Motion passed**

**SUMMARY**

The board meeting focused on reviewing and approving several key legal and financial documents, including water service rules and membership policies updated by attorney Richard Johnson. The board approved a \$35 monthly fee for both loan repayment and assessment purposes and discussed a cash analysis. They also addressed accounting issues, including undeposited checks from 2022-2023 totaling \$167 and an unresolved PayPal account balance of \$386.74 from a former bookkeeper. The board welcomed new member Betty Bennett and discussed ongoing infrastructure improvements, with Kekoa noting that road maintenance funds were available for addressing potholes in both Cold Point Heights and the main road.

**MOTIONS**

1. **Bill made a Motion and Koa seconded the motion** to approve the letter of engagement with Richard Jonson of Jonson&Jonson, PS, Attorneys at Law, to provide specialized water association legal services, in accordance with the terms of the engagement letter dated 3/12/2026. The engagement is authorized for a fee of \$1,000.00 for current initial work and an hourly fee of \$375.00 for future work up to \$3,750.00 without further board approval. **Motion passed with a unanimous vote.**
2. **Bill made a Motion and Betty seconded the motion** to adopt a \$35.00 per month fee applicable to each member (whether or not connected to the water system)

commencing April, 2026 for the purpose of debt service on the \$200,000 NWRA loan and payment of capital costs on the Long-term Capital Improvement Plan and authorizing amendment to the Associations schedule of rates accordingly. **Motion passed with a unanimous vote.**

3. **Bill made a Motion and Betty seconded the motion** to adopt a \$35.00 per month fee applicable to each member (whether or not connected to the water system) commencing April, 2026 for the purpose of funding the \$200,000.00 Assessment portion and payment of capital costs on the Long-term Capital Improvement Plan and authorizing amendment to the Associations schedule of rates accordingly. **Motion passed with a unanimous vote.**
4. **Bill made a Motion and Koa seconded the motion** to approve the adoption of the Cole Point Association Long-term Capital Improvement Plan (CIP), the CIP Payment Selection options, and CIP Addendum as added into the Water Service Standard Rules. **Motion passed with a unanimous vote.**
5. **Koa made a Motion and Bill seconded the motion** to approve the name of the base fee on the invoice to **Base Infrastructure Maintenance Fee** to be consistent with the verbiage on our website; and approve the change of the Base Infrastructure Maintenance Fee to be \$35.00 instead of breaking out the billing as \$30.00 and \$5.00 and authorizing amendment to the Associations schedule of rates accordingly. **Motion passed with a unanimous vote.**
6. **Koa made a Motion and Betty seconded the motion** to adopt the revised Water Standard Rules Document (Version 3.15.2026) as presented in the 3/13/2026 draft provided by Richard Jonson, PS, Attorney at Law, which includes the revisions requested by the Board on March 10, 2026. Be it further resolved that the Board acknowledges but does not adopt the additional, separate ‘clarity revisions’ recommended by counsel at this time due to budgetary limitations, with the intention to review those recommendations in the near future. **Motion passed with a unanimous vote.**
7. **Bill made a Motion and Koa seconded the motion** to adopt the revised **Uniform Water System Development & Residential Connection Policy**, the revised Re-entry/Capital Buy in Policy, **the Cole Point Association Application for Membership and water service**, and the revised Declination of Water Service letter as presented in the 3/13/2026 draft provided by Richard Jonson, PS, Attorney at Law, which includes the revisions requested by the Board on March 10, 2026. **Motion passed with a unanimous vote.**
8. **Koa made a motion and Betty seconded the motion** to have NW Systems create the CCR and mailings contingent upon sharing the CCR with the Board of Directors prior to mailing to the community. **Motion passed with a unanimous vote.**

9. Bill made a motion and Betty Seconded the motion to approve a change in our PNW Well estimate for Swaging 15 feet to 20 feet with all the other components on the 15 foot estimate remaining the same, not to exceed \$35,000.00 in total. Motion passed with a unanimous vote.
  
10. Betty made a motion and Bill seconded the motion to appoint John Satella as road manager, with responsibilities to develop a draft written plan for the Roadway Capital Improvements. This will include a summary of the two account balances proposed expenditures. Motion passed with a unanimous vote.

### Discussions:

- Directory liability
- Engagement letter with attorney
- Water main approval
- Get on Swaging schedule Nancy contact Jacob at PNW wells and for 20ft estimate.
- Water interconnect Construction documents
- Disinfectant system construction documents
- Koa, send list of materials/parts need for upcoming water system work
- Mike Taggart possibility as new Board member.
- Treasurers report, cash analysis, and Quick Books online transition, and need resolution for 4-year-old uncashed checks.
- Contact former bookkeeper, Kathy Baily, about the Paypal account
- Check into NW Water Billing and other management options
- Send new notice to members about new fees and verbiage and changes to water rules including the addendum to the CIP.
- Approve Application for membership Agreements provided by attorney to all members.
- Send invitation to members about Membership meeting on May 2<sup>nd</sup> .
  
- Send out declination letters
- Put new water rules doc on the website and google docs after review.
- Current policies and letters reviews. See attachments
- April 1 billing. Call members who haven't returned payment selection form
- SAM.org annual
- Update google docs for Koa, Betty and Mike Taggart
- Include DOH WUE(water use efficiency) policy in slide show. DONE
  
- Schedule annual membership meeting on either July 18<sup>th</sup> ~~August 29<sup>th</sup>~~ .or September 12<sup>th</sup>.
- NWW systems CCR response before March 31
- Look into drainage issues effecting the Bennetts and possibly other's properties.

- Secretary of State correction
- Engage Opsal Dawson Bellevue to look into possible Compliance issues with the Department of Revenue
- John Saatela wants to know if we will run both lines during residential connections. We need a formal answer.
- Insurance Renewal time.

Meeting adjourned at 9:35 PM