

LAGOON POINT WATER DISTRICT - ISLAND COUNTY WASHINGTON

Action Minutes of February 9th, 2021

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Commissioner Kukuk, Commissioner Brown, Commissioner Von Drachek, Commissioner Rodgers and Commissioner Chan. **Professional Services:** Andy Campbell (*Certified Operator*), Terri Campbell (*Financial Manager*), Beverly Chan (*Administration & Billing*).

1. CALL TO ORDER -

Commissioner *Kukuk* called the meeting to order at 10:33 a.m.

2. AGENDA -

3. APPROVAL OF MINUTES -

Commissioner *Brown* moved and seconded by Commissioner *Von Drachek* to approve the meeting minutes of November 10th, 2020. *Motion approved unanimously.*

4. PROJECT REPORTS -

4.1 Hydrant and Main replacement – Small works roster will be advertised. George Bratton is preparing bid documents and the district will go out to bid once the project costs come in from the Engineer and presented to the Commissioners for approval.

4.2 Project List – none

5. UNFINISHED BUSINESS -

5.1 PRV – Completed October 2020.

5.2 Rental House sale – MLS listing at \$489,000.00 through Windermere (Charlene Arnold). Cleaning and repairs as needed to list have been completed.

5.3 Plat Map – Andy Campbell will put together plat maps for each of the commissioner's use.

5.4 Fire Dept. Hydrant Flow Tests – No new status on claims.

5.5 District Engineer – George Bratton, current engineer, will continue to service the district. Search for new engineer will be conducted as needed in the future.

6. NEW BUSINESS -

6.1 LPWD Engineering Records – Andy Campbell will work with George Bratton to get LPWD files backed-up on flash drive / disk.

6.2 Board Officer Positions – Paul Kukuk – President, Bob Von Drachek – Secretary

6.3 Emergency Work Spending Cap – After discussion regarding procedures and processes Commissioner Rodgers moved and seconded by Commissioner Chan to pass a Resolution to increase the spending cap for General Manager to \$6,000. *Motion approved unanimously*

7. **AUDIENCE PARTICIPATION** – none

8. **REPORTS -**

8.1 **Accountant's Report – Terri Campbell (WWS)**

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets ending **February 8th, 2021**. After review, Commissioner Von Drachek moved and seconded by Commissioner Brown to approve financial reports as presented. **Motion approved unanimously**

B. **Approval of Vouchers -**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **December 8th, 2020, January 12th, 2021 and February 8th, 2021**. Commissioner *Brown* moved and seconded by Commissioner *Chan* to approve and sign the following vouchers and amounts: **Motion approved unanimously**

O&M Fund #704 12 -1 thru 8 in the amount of: \$7,137.04.

O&M Fund #704 01 -1 thru 5 in the amount of: \$6,947.56.

O&M Fund #704 02 -1 thru 7 in the amount of: \$8,289.22.

C&I Fund #723 11 - 0 in the amount of: \$0.00.

O&M Fund #941 (Q-4-20 IRS) in the amount of: \$274.18.

O&M Fund #941 (Q-4-20 DOR) in the amount of: \$1064.61.

Total of All Vouchers - \$23,712.61.

Commissioner Brown questioned funds coming out of O&M for rental property in the amount of \$2,321.36. Terri will transfer this amount over to Capital Facilities.

8.2 **Operation's Report - Andy Campbell (WWS)**

A. See attached Operation and Maintenance Report for November, December 2020 and January 2021

8.3 **Administration Report - Beverly Chan (WWS)**

A. See attached Administration Report for January 2021

9. **EXECUTIVE SESSION** – none

10. **MEETING ADJOURNED -** Commissioner *Brown* moved, seconded by Commissioner *Rodgers*, to adjourn the meeting at 11:28 p.m. **Motion approved unanimously**

William Brown, Commissioner

Paul Kukuk, Commissioner

Christopher Chan, Commissioner

Robert Rodgers, Commissioner

Bob Von Drachek, Commissioner

Minutes Prepared by: Beverly Chan