

LAGOON POINT WATER DISTRICT - ISLAND COUNTY WASHINGTON

Action Minutes of March 10th, 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*),

1. CALL TO ORDER -

Commissioner *Kukuk* called the meeting to order at 10:40 a.m.

2. AGENDA -

3. APPROVAL OF MINUTES -

Commissioner *Brown* moved and seconded by Commissioner *VonDrachek* to approve the meeting minutes of February 9th, 2021 Zoom meeting. **Motion approved unanimously.**

4. PROJECT REPORTS -

4.1 Hydrant and Main replacement – No Report

5. UNFINISHED BUSINESS -

5.1 Small Works Roster - Submitted to Sound Publishing for advertising.

5.2 Rental House sale – Windermere Real Estate Agent (Charlene Arnold) stated there were 15 showings and presented two offers. They both came in at the same price of \$450 thousand dollars, the first offer had contingencies and would be a VA loan, the second offer had no contingencies and would waive the inspection. Commissioner VonDrachek moved seconded by Commissioner Brown to counter offer at \$475 thousand dollars. **Motion approved unanimously.** Terri asked who pays the closing costs and Charlene stated the seller pays the closing costs, taxes and 9% commissioner. Charlene asked Terri to prepare a resolution authorizing one Commissioner to sign the offer and to convey the property at closing. Terri was not comfortable preparing the resolution and stated she would look into it because she was not sure of all the details that would need to go into the resolution and would need more time to do this. Due to all Commissioners being present, Commissioner VonDrachek moved and seconded by Commissioner Rodgers to have Commissioner Kukuk sign the counter offer. **Motion approved unanimously.**

The Commissioners agreed that if the counter offer was accepted then they would hold a special meeting to sign the closing documents and would not need a resolution.

5.3 Plat Map – Andy Campbell presented binders that included plat maps for each of the commissioner's use.

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

6. **NEW BUSINESS** –

6.1 **Investments Options:** Terri stated that Island County would like the Commissioners to revisit the investment options they offer. Terri will host a Zoom meeting with the County Treasurer and a Commissioner from each District to watch the presentation. Terri will record and download the zoom meeting in order for all Commissioners to see what was presented in order to discuss and decide in their April meeting which option they would like to invest in. Commissioners Brown and Chan will attend.

6.2 **Policies** – Enduris Insurance would like to make sure that the District Policies are available to the customers. It was suggested to put them on the website and on the Escrow Request Response form letting new homeowners know that it is on the website. Once it is on the website, a notice will be put on the back of the bill to let everyone know that they can find the district policies on the website. Commissioner Brown moved seconded by Commissioner VonDrachek to put the district policies on the website. **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 up to date for 2021. After review, Commissioner Brown moved and seconded by Commissioner VonDrachek 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 below: Commissioner *Rogers* moved and seconded by Commissioner *Brown* to approve and sign the following vouchers and amounts: **Motion approved unanimously**

Operation & Maintenance Fund #704

3-1 thru 3-10 in the amount of: \$4,414.17

DOR Withdrawal: \$0.00

IRS Withdrawal: \$0.00

Capital Improvement Fund #723

CI-03-01 thru CI-03-03 in the amount of: \$10,018.43

Total of All Vouchers - \$14,432.60

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

A. See attached Operation and Maintenance Report February 2021

8.3 **Administration Report** - (WWS) (Terri gave report in Bev's absence)

A. See attached Administration Report for February 2021

B. Terri discussed the Governors proclamation on late fees and disconnection stating

that during the proclamation, no utility shut offs, late fees, nor penalties can be applied to a customer's bill until the proclamation has ended.

9. **EXECUTIVE SESSION** – none

10. **MEETING ADJOURNED -** Commissioner *Brown* moved, seconded by Commissioner *Rodgers*, to adjourn the meeting at 12:45 p.m. **Motion approved unanimously**

William Brown, Commissioner

Paul Kukuk, Commissioner

Christopher Chan, Commissioner

Robert Rodgers, Commissioner

Bob Von Drachek, Commissioner

Minutes Prepared by: Terri Campbell