

# ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

## ACTION Minutes of August 8th, 2024 - Regular Meeting

### MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

### IN ATTENDANCE – Commissioners & Staff

Tiffany Durley; Commissioner (*President*)

Gary Winlund; Commissioner

Doug Smith; Commissioner; Commissioner

Peter Moore; (WWS) Operations Assistant

Terri Campbell; Finance Auditing Officer (available by telephone if needed)

### **1. CALL TO ORDER**

Commissioner Durley called the meeting to order at 10:00 A.M.

### **2. AGENDA**

The agenda was not in the packet, only online when sent to the Commissioners prior to the meeting.

### **3. APPROVAL OF MINUTES -**

Commissioner Winlund moved, seconded by Commissioner Smith, to approve their regular meeting minutes of **July 11th, 2024**, meeting as corrected. *Motion passed*

### **4. APPROVAL OF VOUCHERS**

Vouchers were previously emailed to the Commissioners for reviewing prior to the meeting. The following vouchers and invoices were submitted at the meeting for approval. Commissioner Smith moved, seconded by Commissioner Durley, to approve payment of the vouchers for the months as follows: *Motion passed*

#### *Operation & Maintenance Fund #702*

- 1) OM 8-1 thru 8-6 in the amount of **\$16,742.34**
- 2) OM IRS-941 withdraw in the amount of **\$689.72**

#### *Capital Facilities #761*

- 1) CI 8-1 thru CI-8-2 in the amount of **\$7,652.77**

***Total Approved Expenses: \$25,084.83***

### **5. STAFF REPORTS –**

#### **5.1 Manager's Report - Andy Campbell (WWS)**

Andy presented his report for Commissioner review with an up-to-date water pumped graph usage for 2024. Utility Locates were presented.

#### **5.2 Accountant's Report - (WWS)** – Up to date financial reports were emailed to the Commissioners to review prior to the meeting and also presented at the meeting for the Commissioners review. Commissioner Smith moved seconded by Commissioner Durley to accept the report as presented. *Motion passed*

#### **5.3 Comments from Customers** – 0 comments

6. **PROJECT REPORTS** – Prior to the meeting earlier this month, Terri sent to the Commissioners a preliminary cost analysis from the Engineers report of the 9 million-dollar projects costs over the 20-year period which includes no inflation. Per the analysis, the cost to do all the projects over the projected 20 years, each customer would need to be assessed for at a minimum of \$2,000.00 per year, on top of the quarterly cost for water usage, and base rate. During her telephone call with the Board at their regular monthly meeting, Terri recommended that a rate study be performed prior to meeting with the ACWD customers to produce rates that are affordable to the community. There are also low interest Public Works Loans which the District had in the past and paid off that could be applied for, but the cost would not alter what would need to be paid by the customers of ACWD each year. Terri recommends that the Commissioners hold a workshop with the Engineers to prioritize projects and find out if the projects are a recommendation or critical work that needs to be done. Some projects listed on the Engineering report, such as replacing mains, had already been done several years ago. The past Commissioners had gone out for a bid to replace galvanized pipelines prior to the pandemic but the bids came in exceptionally high and the district would have a challenge to absorb the inflated costs. They decided to table the replacement until costs came down or ACWD had more reserves in the bank account to cover the replacement costs.

At the meeting on the telephone with Commissioner Durley, Terri stated that after receiving the engineering report from Wilson Engineering she spoke with them about the excessive project costs that were detailed in their report. As the ACWD Finance/Auditing Officer, she informed them that the projected costs for the projects were unaffordable for this community to have to pay. In response the Engineers stated they could re-engineer the projects for an additional \$3,500 and produce lower project costs for other ways to do the projected work. It was stated in the meeting not to have the Engineers re-engineer the projects, and accept the report as presented from the Engineers.

7. **UNFINISHED BUSINESS –**

- 7.1 **Chip Meters** – Meters are received and Andy will schedule meters to be installed. WWS wants to start with smaller districts first to test the new meters and software.
- 7.2 **Lawn Maintenance** – Andy did contact lawn maintenance services and not one of the three he contacted returned his calls.

8. **NEW BUSINESS –** None

- 8.1 **ACWD Meeting Recess** - Commissioner Durley requested that a meeting be held to inform the public about the Engineering projects, cost and rate increases. This meeting will be recessed until August 27<sup>th</sup>, at 9AM at the office of Whidbey Water Services in order to have a workshop with the Engineers to discuss the project further and what the assessments and rates will be needed to cover the costs.
- 8.2 **ACWD Community Public Meeting** – Commissioner Durley requested a meeting be held informing the ACWD customers of the projects, assessments and rates that will need to take place immediately. She requested the meeting be held at the Elks in Oak Harbor on September 29<sup>th</sup> at 3:00 PM.

**8.3 WAWSD Conference** – Commissioner Durley will be attending the conference at Northern Quest Resort Conference Center in Airway Heights on September 23rd through the 26<sup>th</sup>. Terri will register her and make the hotel arrangements.

**9. AUDIENCE** – None

**10. MEETING RECESSED** – At 11:45AM Commissioner Durley recessed the meeting to August 27<sup>th</sup>, at 9AM at the office of Whidbey Water Services.

Approved: September 12th, 2024

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Gary Winlund  
Commissioner; P#3 ACWD

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Tiffany Durley, chairman  
Commissioner; P#2 ACWD

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Douglas Smith  
Commissioner; P#1 ACWD

**Note:** As indicated in the meeting minutes heading, the district records minutes that are “**ACTION MINUTES**” which record the decisions reached and the actions to be taken, though not recording the discussion that went into making the decisions. The “action minutes” include a report of actions taken since the last meeting as well as planned actions.