

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON
ACTION Minutes of September 29th, 2024 – SPECIAL Meeting

MEETING PLACE
Elks - Oak Harbor, Washington

IN ATTENDANCE – Commissioners & Staff

Tiffany Durley; Commissioner (<i>President</i>)	Gary Winlund; Commissioner
Doug Smith; Commissioner; Commissioner	Andy Campbell; (WWS)
Terri Campbell; Finance Auditing Officer	Engineer (Wilson Engineering)
Audience (50)	

1. CALL TO ORDER

Commissioner Durley called the meeting to order at 3:00 P.M and introduced the head table of Commissioners, Staff and Engineer

2. AGENDA

Informative Meeting to inform the customers of project phases and costs and get feedback.

3. PROJECTS –

1. The Engineer went over the 20-year project report and took questions from the audience.
2. Andy discussed the life span of the asbestos pipe and the need for replacing it. He stated that it was vital to replace the galvanized pipe that is in the Engineers report. He told the audience that the district Commissioner's voted to have him work with the Engineers to prepare the bid documents for galvanized pipe replacement.
3. Commissioner Durley expressed to the audience that the water system needs to work towards getting all the projects done per the Engineering report in order to have a healthy water system. She is aware that the projects are quite expensive but it is important to get these projects taken care of.
4. Commissioner Durley stated she attended a WASWD conference and received information about funding options that she will work with Terri to see what options would work the best for the district.

4. COSTS –

1. Terri talked about the district considering an assessment or rate increase but stated there needs to be a rate study performed to look into what projects need prioritizing, cost estimates over the years in order to know what to charge the customer. In the past the District always paid for projects from a 5-year capital plan in funds acquired from the base rate customers paid.
2. Terri feels the galvanized pipe could be done in phases (pay as you go) as funds are collected from the quarterly base rate which should be doubled (from \$50.00 to \$100).
3. She is not in favor of any assessments because they are hard to collect and collection is a long and expensive process of filing liens, and the assessment may not be paid until the customer sells their home or action is taken to foreclose. If collecting the funds in a quarterly base rate water disconnection can promote the payment to be paid. There are funds now available to cover half of the galvanized pipe replacement and if the base rate doubled, it may cover the entire cost over a couple of years.

5. AUDIENCE QUESTIONS AND CONCERNS

- How will the projects be funded
- Are all the staff and Commissioners working well together
- Can the Federal Government be of any help with the infrastructure program
- Are real estate agencies notified of the upcoming projects needing to be done
- What all three Commissioners responses to the projects
- How long can these projects go on and can some of them be delayed over 20 years
- How will everyone be kept informed

In summary: The audience seemed acceptable knowing that certain projects are important to get accomplished. They are worried about the costs and hope that the Commissioners can find a way to get grants, small interest loans. They would like to see a rate study down narrowing down closer to what projects must be prioritized and what year they need to be started.

The audience thanked the Commissioners, Staff, and Engineer for their transparency and thanked Commissioner Durley for setting up the special meeting and making sure it took place.

Conclusion: The Engineer will revise the Engineering Report so the Commissioners have an accurate report for review (some of the work in the report for main replacement has already been done). The bid process will begin for galvanized pipe replacement. Commissioner Durley and Terri Campbell will be looking into possible grants and loan options. At October 10th, 2024, the regular ACWD meeting, the Commissioner will vote on increasing the quarterly base rate.

6. MEETING CLOSURE - Being no further business the meeting was closed at **4:46 PM**

Approved: *October 10th, 2024*

Gary Winlund
Commissioner; P#3 ACWD

Tiffany Durley, chairman
Commissioner; P#2 ACWD

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.