

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of December 12th, 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 Andy Campbell; (WWS)
Terri Campbell; Finance Auditing Officer (by telephone) Audience (1) James Meek Central Whidbey

1. CALL TO ORDER

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

2. AGENDA

The Commissioners approved of the agenda as presented.

3. APPROVAL OF MINUTES -

Commissioner Winlund moved, seconded by Commissioner Durley, to approve their regular meeting minutes of **November 14th, 2024**. *Motion passed unanimously*

4. APPROVAL OF VOUCHERS

Vouchers were previously emailed to the Commissioners for review 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 12-1 thru 12-6 in the amount of \$6,753.02*

5. STAFF REPORTS –

5.1 Manager's Report - Andy Campbell (WWS)

Andy presented his report for the Commissioners 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 Commissioner Durley to accept the report as presented. *Motion passed unanimously*

5.3 Comments from Customers – Andy presented four comments

6. PROJECT REPORTS

6.1 **Chip Meters** – Meter installation is third on the District list and they should be all installed prior to the end of March billing.

6.2 **Main Replace Engineering Costs** – No Report

7. **UNFINISHED BUSINESS –**

- 7.2 **Rates** – Terri is in the final calculations for the hook-up fee. She is working on reviewing the past years of what base rates were paid by customers to incorporate it into the fee which is now \$6,400.00. Any projects or replacement costs will also be incorporated into the fee. Terri will prepare a resolution for the Commissioners to sign at the January meeting raising the base rate from \$50.00 to \$100.00 effective in the January meeting. A notice of the rate increase will be put on the back of the water bill in the newsletter section. Once the 2025 project costs are approved, the base rate may change to implement enough funds for the capital costs of the project. The base rate and hook up fee should increase in increments annually to build the reserves to cover future projects.

8. **NEW BUSINESS –**

- 8.1 **Commissioner Workshop** – The workshop is January 25th, 2025, at 8AM in Lynnwood WA. All Commissioners are attending. Commissioner Smith will stay overnight prior to the workshop and Commissioners' Durley and Winlund will drive over the morning of the workshop.
- 8.2 **15 Acre Proposal** – A developer wants to build a new development on the 15 Acres next to Admirals Cove. The fifteen acres are in the district boundary. Andy will make sure their adequate water shares for the existing parcels in ACWD who could build on their property one day. The developer needs to have a “developer extension agreement” with ACWD. The agreement will cover what the developers responsibility for costs, and policies and procedures for development.

9. **AUDIENCE –**

- 9.1 **Central Whidbey Three** – James Meek talked about hydrant testing. Central Whidbey would like to test the hydrant flows in ACWD. Andy stated, it is in the WWSD contract with ACWD to test and exercise the hydrants.

10. **MEETING CLOSURE -** Being no further business the meeting was closed at **11:15 AM**

Approved: **January 9th, 2025**

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.