

Whidbey Island Water Systems Association

General Membership Meeting Minutes

December 12, 2019

I. Call to Order

Jim Patton called to order the regular meeting of the Whidbey Island Water System Association General Membership Meeting at 5:00 pm on December 12, 2019 at the Coupeville Library. Attendees introduced themselves and gave the number of connections they represent.

II. Quorum Call

Confirmation of a quorum was made.

III. Approval of Agenda

A motion was made to approve the agenda, a second received from the floor. Motion approved unanimously.

IV. Approval of Minutes from last meeting

Perry presented minutes as prepared. A motion was made from the floor to approve September 19, 2019 General Membership Meeting Minutes, second from the floor, motion passed unanimously.

V. Treasurer's Report

Bethel Hart presented the Treasurer's Report. The 2020 Budget was presented. Scholarship contribution of \$1000.00 was added to 2019 un-awarded \$1000.00 totaling \$2000.00 available in 2020. Hart gave an update of the scholarship process, applications have been distributed, Skagit and Evergreen materials are on their way and will be distributed. A motion was made to approve the Treasurer's Report and Budget, second from the floor, motion passed unanimously.

VI. Election of Director

Joe Grogan re-elected for another 3-year term.

VII. Pass the word

Patton announced AWWA one-day workshops will take place in April and October 2020, WIWSA Board is open to ideas for subject matter. 2020 First Quarterly meeting will take place March 19th at the Coupeville Library. WIWSA will be participating in Sound Waters University presentation on Saturday, February 1st at the South Whidbey High School, Lovie and Perry will co-present "What are you drinking?" Patton handed out previous meeting themes and requested future Quarterly Meeting topics.

VIII. Meeting Program – Drafting Small Water System Management Program Chapter Three, Financial Capacity.

Binders and DOH #331-134 provided to those systems not in attendance at previous meeting. Hand out of presentation was distributed.

Katy Isaksen (Katy Isaksen & Associates). Katy presented on meeting the needs of the Small Water System Management Program Financial Capacity. Primary topics covered were sustainable utilities, financial planning, six year program outlooks-income and expenses, and developing a balanced utility goals. A sustainable utility is one that is self-sufficient and capable of meeting the future system needs. Katy recommends avoiding drastic rate increases, and establishing rates that create predictability for not only the customers, but the revenue for the systems. On average rates have increased 4% per year according to Association of WA Cities surveys over the last 10 years. EPA says rates are affordable at 2% of the median household income, Katy gave examples of local rates in comparison. Each utilities story is different based on individual need. Document expenses and revenue. Operating costs (inflation of 4%/year), identify improvement projects of short lived and long lived assets, and calculate any debt repayment, this outlook should be for 6 years. Determine if the system will borrow for improvements and how much cash on hand and what should be put into reserves. Katy discussed the benefits of borrowing, and stressed that each utility is different and should have rates set to meet their needs. Katy recommends simple rate structures that are fair to the user. Katy provided additional resources and links for borrowing.

Floor was open to discussion/questions.

Adjournment Jim Patton adjourned the meeting at 7:00 pm

Minutes submitted by: Randi Perry

***Whidbey Island Water Systems Association
General Membership Meeting Minutes***