

Whidbey Island Water Systems Association

General Membership Meeting Minutes

September 17, 2020

I. Call to Order

John Lovie called to order the regular meeting of the Whidbey Island Water System Association General Membership Meeting at 5:00 pm on September 17, 2020 online via zoom.

II. Quorum Call

Confirmation of a quorum was made.

III. Approval of Agenda

Folks were instructed if they had objections or additions to the Agenda to 'raise hand' or indicate concern in chat the absence of hand raising indicated approval. No comments received Agenda approved

IV. Approval of Minutes

Perry presented minutes for June 18, 2020 General Membership meeting. Time was allowed for chat or raise hands, none were received, minutes approved.

V. Treasurer's Report

Hart presented the Treasurer's Report. Bank account balance is \$19,832.43, We've received \$5828.00 in dues. Year to date expenses \$3438.94, \$1000.00 for insurance and the remainder for post service, new WIWSA display board, Whidbey tel. Time was allowed for chat or raise hands, none were received, treasurer's report approved.

VI. Announcements

- a) There is a board vacancy, Jim Patton confirmed he is officially vacating the position. This at large position will be open to members and we are soliciting volunteers the new member will be voted in at the December meeting.
- b) Drinking Water State Revolving Fund webinars coming up. Asset management prepares systems for loans. The current cycle is October 1st- November 30. Part one preparation through WIWSA Part two September 22 webinar budget set out in spreadsheet and small water system management plan. The rule has been softened to allow completion 120 days following application. Lovie will post details on website.
- c) Quarterly 4- December will be retrospective accomplishments, annual business-budget, board elections and a short program about the different water system organizational structures.
- d) Lovie received emails for AWWA webinars-free to members topics include Metering, PFAS, Microplastics and Solids-access via google search. Environmental Finance Center Network email regarding ways to ensure customers pay. Governors current shut off moratorium expires October 15.
- e) Welcome new member Kelly from Mariners Cove Beach Club. Membership has been approved

VII. Meeting Program –Reserve Studies. WIWSA-John Lovie kicked off the program with an introduction to RCW 64.38.065-reserve account study. HOA's are encouraged, not required to hire a reserve study professional. The objective of the RCW is to encourage system officials to be proactive in caring for the system so new owners are not surprised with large bills due to deferred/inadequate maintenance. If more than 35% owners request a reserve study the HOA must comply. A reserve specialist is a credential, not a qualification. Water systems should have a dedicated reserve fund and asset inventory.

David Consulting Group-Jeff Tasoff- Jeff specializes in groundwater-based systems. DOH and RCAC have developed tools to help identify and fund system assets. Water system quality is not always easy to identify. It is important to know your asset value and condition, cash value and future liabilities. This information provides connection fee basis, and what future reserves are needed. Jeff showed the RCAC- Asset Inventory spreadsheet – data entry and recommended factoring 2.5% construction inflation. When assessing condition rating it is recommended getting an engineer or operator involved. Equity and reserve cash should be calculated in connection fee. Jeff suggested using USA blue book to get an idea of replacement costs, he recommended doubling cost of equipment to get idea of installation cost.

WIWSA has been working to schedule 2020 spring Asset Management training but has been delayed due to COVID. Hart is looking into offering virtual training for our membership followed by in person training when it is safe to do so. Look for announcements in the coming months to learn how to get your system on sound financial footing.

Floor was open to discussion/questions.

Adjournment John Lovie adjourned the meeting at 6:22 pm

Minutes submitted by: Randi Perry