

WWWA Annual Members' Meeting

November 4, 2023



Agenda

- ▶ Opening: WWVA President and Introduction of Board
- ▶ New connections in 2023
- ▶ Standard maintenance completed in 2023
- ▶ Business meeting:
 - Reading of Last Years' Annual Minutes – Rana Jayne, WWVA Secretary
 - Treasurer's Report –David Cuff, WWVA Treasurer
- ▶ Committee Reports:
 - Facilities – Jesse Mittendorf
 - Finance – David Cuff
 - Asset Management – David Cuff
 - Water Quality – Zach Evans
 - Conservation – Zach Evans
 - Communication – Rana Jayne
- ▶ Emergency response – Zach Evans
- ▶ Old Business
- ▶ New Business
- ▶ Election of Board Members
- ▶ Close—Zach Evans—President

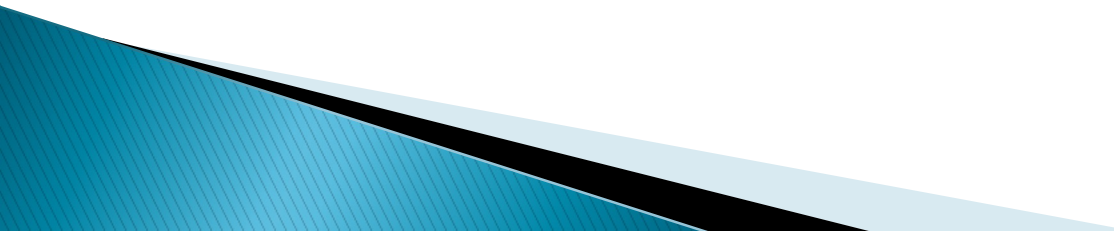
Opening

- ▶ **Zach Evans: WWVA President**

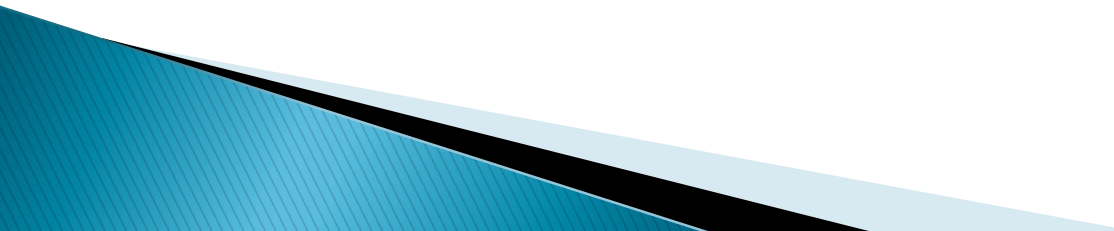
Current WWA Board Members

- ▶ Zach Evans (President)
 - ▶ Jesse Mittendorf (VP) (Facilities)
 - ▶ Rana Jayne (Secretary)
 - ▶ David Cuff (Treasurer)
 - ▶ Joni Mittendorf (Book Keeper)
 - ▶ Bob Berg
 - ▶ John Geragotelis
 - ▶ VACANT
 - ▶ VACANT
- 

Welcome New Members!

- ▶ 1 new property connection was added to the system in 2023.
 - ▶ These members are currently paying customers.
 - ▶ Total Paying Members – 187 of 191 currently allowed. 175 active connections
- 

Board Goals

- ▶ **Provide the Best Quality Water at a Fair Price**
 - ▶ **Maintain Facilities and Wells**
 - ▶ **Efficiently Manage the System's Finances**
 - ▶ **Plan for Future System Improvements**
- 

King Water

- ▶ **WWWA contracts with KING Water Company for repairs and maintenance**

The screenshot shows the King Water website homepage. At the top, a dark blue banner contains the text "Please call King Water immediately at (360) 207-0820". Below this is the King Water logo, which features a crown icon above the word "KING" in a bold, serif font, with "Water Management Services" written in a smaller, sans-serif font underneath. To the right of the logo is a navigation menu with links for "Home", "About Us", "What We Do", "Our Difference", "FAQ", and "Connect". A "Contact Us (360) 207-0820" link is also visible in the top right corner. The main content area features a large background image of a forested hillside at dusk. Overlaid on this image is the text "FULL WATER SYSTEM MANAGEMENT" in a large, white, sans-serif font, followed by "Serving Northwest Washington Neighborhood Associations and Commercial Clients" in a smaller, white, sans-serif font. At the bottom of this section are two buttons: a teal button labeled "WHAT WE DO" and a yellow button labeled "CONNECT WITH US".

Please call King Water immediately at (360) 207-0820

KING
Water Management
Services

Home About Us What We Do Our Difference FAQ Connect

Contact Us (360) 207-0820

FULL WATER SYSTEM MANAGEMENT
Serving Northwest Washington Neighborhood Associations and Commercial Clients

WHAT WE DO CONNECT WITH US

Routine Work Accomplished

- ▶ On Monday, Wednesday and Friday King checks the pump house, insures there are no leaks, and inspects for anything unusual.

- ▶ Additionally:
 - Measure the chlorine levels in the system, taking both high and low readings.
 - Read the well meters, record the usage, and calculate the average daily usage, which can be indicative of a leak if there is an abnormal jump in usage.
 - Take a monthly water sample and have it tested for coliform bacteria.
 - Fill the chlorinator, order and deliver chlorine, as needed.
 - Maintain the chlorination equipment.
 - **Flush the blow offs to clean out the water lines on the last Tuesday of every month.**
 - Respond to all complaints concerning water problems in the community.
 - Send a monthly chlorine report to the state.
 - Take all required testing for the state Department of Health. Act as the primary interface with the respective departments.
 - Maintain all paperwork required by the state or county.
 - Check well pumping rates.
 - Read house meters **on the FIRST THURSDAY of ODD MONTHS (for the preceding two months,** provide billing services and calculate unaccounted-for water
 - Order materials and repair leaks and equipment as needed.
 - Write the consumer confidence report.
 - **RESPOND TO EMERGENCIES**

Maintenance in 2022–2023

▶ 2022:

- 2 new meters added, 1 replaced...1 pending
- Baseboard Heater added to Lavender well house
- Meter box replaced at Joseph Whidbey State Park
- Fire Hydrant replaced in Even Down
- Small booster pump installed in Even Down pump house.
- Leaking standpipe replaced...additional work required

▶ 2023:

- 1 new meter added, 1 replaced
- Electrical configuration inspection initiated...pending
- Sandusky Reservoir Cleaned and Drain valve repaired

Minutes from Previous Meeting

- ▶ **Rana Jayne – Secretary**
 - Read minutes
 - Voice vote approval

Treasurer's Report

- ▶ David Cuff – Treasurer

Three Ways to Evaluate

▶ Valuation for Accounting Purposes

- Establishes value accounting for *depreciation* of assets as seen in Treasurer's report per accounting and IRS rules

▶ Valuation for Asset Management Program

- Establishes *replacement costs* and Life Expectancy of Assets

▶ Valuation for Fair Market Value

- System Assets, even depreciated and even in need of replacement still have a value because they are *still functioning*

Profit and Loss Statement

WHIDBEY WEST WATER ASSOCIATION PROFIT & LOSS STATEMENT

November 1, 2022- October 31, 2023

			2021-22	2022-23
	INCOME	Customer Payments	\$154,275.68	\$166,714
		Other Income	<u>\$564.53</u>	<u>\$1612</u>
	Total Income		<u>\$154,839.83</u>	<u>\$168,326</u>
Gross Profit			\$154,839.83	<u>\$168,326</u>
	EXPENSES	Operating Expenses	\$22,956.20	\$16,711
		King Water Company Inc	\$46,086.62	\$38,844
		Professional Services	\$2032.75	\$43,873
		Property Taxes	0.00	0.00
		Property Maintenance	\$952.42	\$2,661
	Total Expenses		\$72,027.99	\$72,492.00
NET Income			\$82,811.84	\$81,900.00

Balance Sheet

WHIDBEY West Water Association Balance Sheet

As of October 31, 2022 with Previous Year Comparison

Assets		2021-22	2022-23
	Current Assets		
	Checking & Savings Accounts	<u>\$429,053.34</u>	<u>\$500,458</u>
Total Current Assets		<u>\$429,553.34</u>	<u>\$500,458</u>
	Fixed Assets		
	Accumulated Depreciation	\$-96,003.00	-\$96,003.00
	Facilities, Real Estate, Water Positions	\$633,754.61	\$633,754
	Total Fixed Assets	<u>\$537,751.61</u>	<u>\$537,752</u>
	Other Assets (supplies / spare parts)	<u>\$13,000.00</u>	<u>\$13,000</u>
Total Assets		\$979,699.95	\$1,051,210
Liabilities & Equity	Liabilities		
	Current Liabilities (accounts payable)	0.00	11,2950
	Long Term Liabilities	<u>\$315,158.64</u>	<u>\$293,030</u>
Total Liabilities		<u>\$315,158.64</u>	<u>\$304,326</u>
	Equity		
	Opening Bal Equity	0.00	0.00
	Retained Earnings	\$596,097.80	\$666,508
	Net Income	<u>\$65,043.83</u>	<u>\$54,136</u>
Total Equity		\$661,141.63	\$720,644
Total Liabilities & Equity		\$976,300.27	\$1,024,970

Rate Structure

	2017	2018	2019–MAR 2021	MAR 2021– 2022	2023	2024
Unmetered Flat Rate	\$50.00	NA	NA	NA	NA	NA
Metered Rate Per Billing Period (2 months)						
0 – 12000 Gallons	\$50.00	\$52.00	\$60	\$60	\$70	\$70
12001 – 14000 Gallons	\$0.005/gal	\$0.005/gal	\$0.005/gal	\$0.005/gal	\$0.005/gal	\$0.005/gal
14001 – 16000 Gallons	\$0.02/gal	\$0.02/gal	\$0.020/gal	\$0.010/gal	\$0.010/gal	\$0.010/gal
16001 – 18000 Gallons	\$0.03/gal	\$0.03/gal	\$0.030/gal	\$0.015/gal	\$0.015/gal	\$0.015/gal
Over 18000 Gallons	\$0.035/gal	\$0.035/gal	\$0.035/gal	\$0.020/gal	\$0.020/gal	\$0.020/gal

Proposed Budget 2023

WHIDBEY WEST WATER ASSOCIATION

Proposed Budget 2023

Income

Customer Base Payments (\$70/mo. for 185 Customers starting Jan 2023)	\$155,400
Customer Overage Payments at 10% over Customer Payments	\$15,000
Other Income	<u>\$1,600</u>
TOTAL INCOME	\$172,000

Operating Expenses

King Water Company Contracted Services	\$38,844
Professional Services (Accounting, Engineering, Legal)	\$43,873
Loan –Long Term WB Water Main	\$27,000
Savings: Capital Reserve/Emergency Fund/New Reservoir	\$20,000
Bad Debt (1%)	\$3330.00
Depreciation Expense	\$21,500.00
TOTAL EXPENSES	\$171,347

Note: Budget To be reviewed when new project payment schedule is submitted

King Water Annual Cost Comparison

▶ November 2021–October 2022

Billing Service	6,255.40
Chlorine	2,489.74
King Water Co Sales Tax	3,059.57
Maintenance Labor	15,484.60
Management Service	9,187.00
Misc. & Equipment	2,694.00
New Serv Line/Equipment/Misc	1,725.00
Parts	9,292.73
Repair Labor	3,802.50
Statements & Billing	2,233.29
Testing	3,571.00
Total King Water Company Inc.	59,794.83

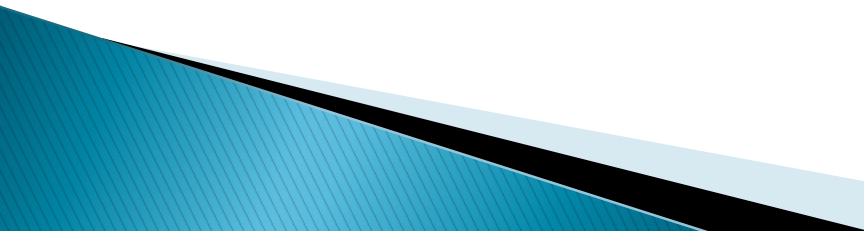
▶ November 2022–October 2023

Billing Service	4,590.04
Chlorine	3,273.12
King Water Co Sales Tax	1,822.26
Maintenance Labor	11,550.00
Management Service	8,180.00
Misc. & Equipment	1,470.39
Parts	1,510.50
Repair Labor	1,997.50
Statements & Billing	1,710.26
Testing	2,740.00
Total King Water Company Inc.	38,844.07

Asset Management

- ▶ David Cuff

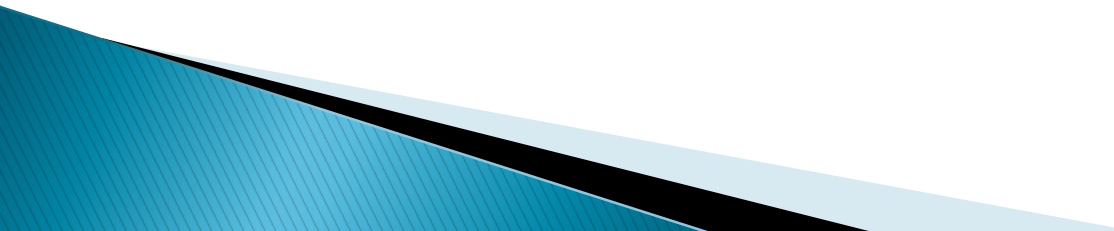
What is Asset Management?

- ▶ **Identify / Assess and document all assets owned by WWA**
 - ▶ **Assign Lifecycle management principals to Assets and identify gaps and critical infrastructure needed for Emergency Operations**
 - ▶ **Asset Management is a critical pillar that supports financial and facilities management**
 - ▶ **Provides transparency to the public specific to managed resources**
 - ▶ **Finance / Facilities / Maintenance / Compliance**
- 

Replacement Value

Items	Estimated Values
Real estate and buildings	\$295,000
Buried pipes and valves	\$2,330,000
Meters/fire hydrants/pumps & misc. equipment	\$176,000
Total	\$2,801,000

“Fair Market” Valuation

- ▶ “Blue Book” value
 - ▶ Estimated at 35% of replacement value:
\$980,035.00
 - ▶ *35% based on valuation simulation calculations by Anthony Festa, ASA
ALVAREZ & MARSAL
- 

Facilities

- ▶ Jesse Mittendorf

Facilities' Goals

- ▶ Security



- ▶ Repairs



- ▶ Upgrades



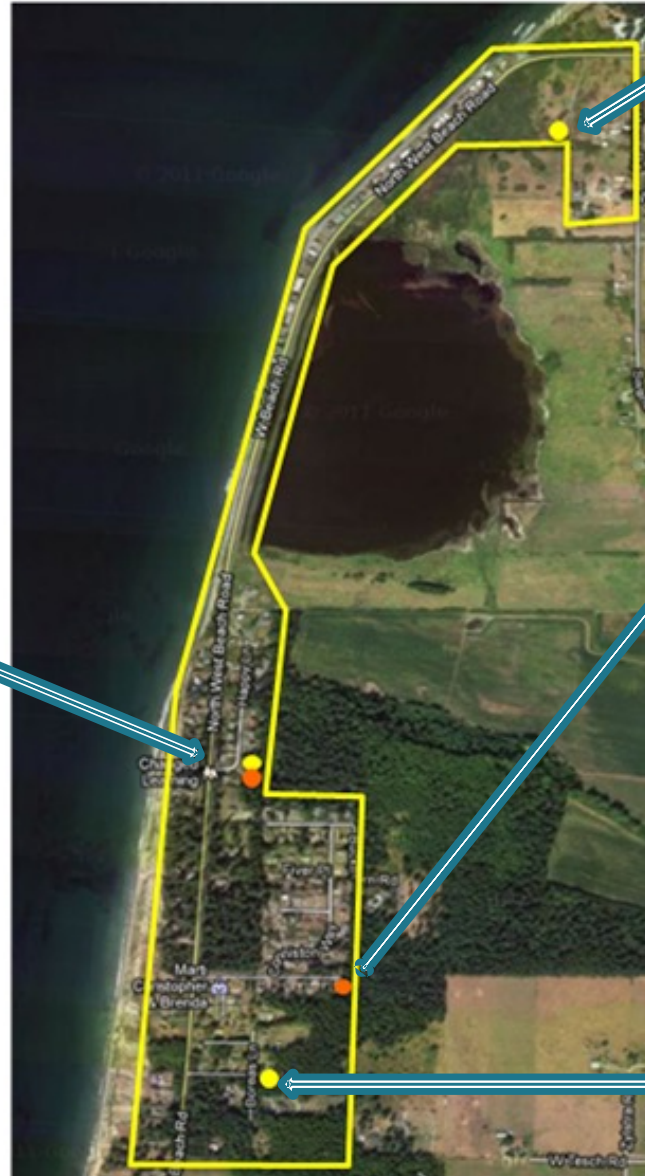
The System

Sandusky Pump House & Reservoir and Property



Plus:

23,300 lineal feet of pipe
valves and supplies



Deactivated
3rd well
(Swantown)



Evendown Reservoir
and Pump House and
Property



Lavender Ln Pumphouse

2023 Facilities Project



Power Outage

- ▶ **Emergency generators power:**
 - Sandusky well: provides water to Sandusky reservoir and uphill to Even'Down reservoir
 - Even'Down transfer pumps: pump water to pressure assisted portions of system
- ▶ **Emergency generators supply:**
 - *Only 75% of normal amount* of water we usually pump (Lavender Lane well out of service)
 - PLEASE conserve water during power outages
 - Under Maintenance Agreement with Arlington Electric

Finance

- ▶ **David Cuff**
- ▶ **Finance committee goals and responsibilities**
 - Perform financial audits twice a year to ensure accuracy and integrity of WWA funds and assets
 - Work with asset management committee to maintain a healthy fiscal position
 - Balance existing and future revenues against:
 - Immediate needs
 - Longer-term projects

Twice-Yearly Audit Results

- ▶ **Minor errors were corrected due to COVID gathering restrictions and transitioning to online/Google Drive management and splitting duties between Treasurer and Bookkeeper. Autopayment to bookkeeper needs an invoice signature, other than the bookkeeper.**
- ▶ **All accounts balanced 100%**
- ▶ **Authorized bookkeeper to pay directly and/or automate all payments below \$1000. WWA financial rules updated.**
- ▶ **Continued use of Alaska Credit Union and Washington Federal were approved as main financial institutions for WWA**

Proposed Projects

▶ 1 Year Plan

- Preliminary Engineering Report for Sandusky Reservoir Replacement – IN WORK (Est Cost Was 25k) **\$43,000**

▶ 2–3 Year Plan

- New Reservoir/Well at Even'Down **\$1,830,000**
- Hire Data Entry/Administrator **\$0**
- Institute Online/Auto-Pay (\$1,350+\$30 per mo.) **\$1590**

▶ Future Plan

- Engineering oldest part of system **\$50,000**
- Install data loggers for both wells **\$50,000**
- Install digital meters **UNKNOWN**

Water Quality

- ▶ Zach Evans

Water Quality Issues

- ▶ Saltwater intrusion
- ▶ Disinfection Byproducts concentrations – **3 exceedences**
- ▶ Inorganic concentrations
 - Iron
 - Manganese
 - Others

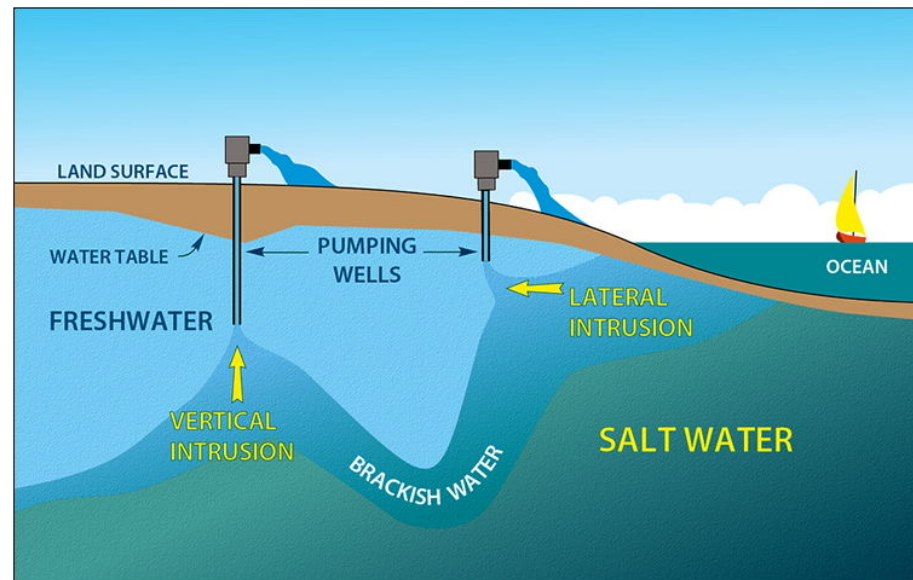
Saltwater Intrusion Risk

- ▶ Sandusky Well (BD8) – Low Risk*

296' Depth 3' MSL

- ▶ Lavender Lane Well (A7Q) – High Risk*

334' Depth -3' MSL



*Island County Public Water System Sources Seawater Intrusion Risk Ratings

Conductivity and Chloride, Averaged Data

Year	Sandy Bubbles Well		Lavender Lane Well	
	Conductivity MCL=700	Chloride MCL=250	Conductivity MCL=700	Chloride MCL=250
2017	733	93	708	71
2018	706	86	707	78
2019	707	91	712	78
2020	728	86	762	82
2021	638	73	762	74
2022	654	65	709	71

Primary Indicator: Chloride, mg/L, MCL 250

Secondary Indicator: Conductivity, umhos/cm, MCL 700

Disinfection Byproducts (DBPs)

- ▶ Can form when disinfectants such as **chlorine** react with naturally present compounds in the water
- ▶ More **Chlorine** = **Increased** Byproducts
- ▶ Most common:
 - Trihalomethane (THM)
 - Haloacetic Acids (HAA5)
- ▶ Harmful in HIGH concentrations

Disinfection Byproducts (DBPs) Concentrations

Year	TTHMs	MCL		HAAs	MCL
2017	146.9	80		63.5	60
2018	68.2	80		32.8	60
2019	81.8	80		52.1	60
2020	23.7	80		10.7	60
2021	117	80		66.2	60
2022	0.7	80		0	60
2023	109.5(2)/ 105.3(3)	80		66.9(1)	60

* 2023 Samples from January(1), July(2), and August(3)

TTHMs = Total Trihalo Methanes
HAAs = HaloAcetic Acids

Inorganic Contaminants Data

Contaminant	Results	MCL / Reporting Limit
Iron	.620*	0.3
Manganese	.197*	0.05
<i>Other Tests</i>		
**Lead	0.0010 / 0.0010 / 0.0021	0.0010
**Copper	0.42 / 0.441 / 0.649	0.0200

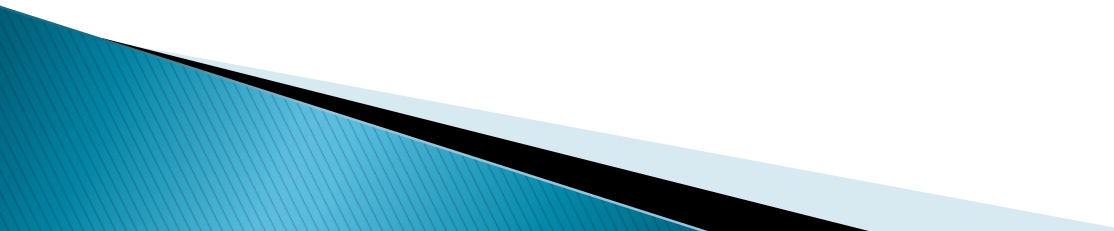
- *Tested July 2023
- **Tested prior to 2022

Teamwork for Best Quality Water

- **We add Chlorine to provide residual bacterial protection**
- **Our aeration systems helps prevent Chlorine DBPs**
- **Our monthly system flushes help keep lines clear of sediment**
- **Your home softener and filter do the rest**



PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances)

- ▶ **New WA Department of Health – Office of Drinking Water testing coming soon. Will be conducted by King Water**
 - ▶ **PFAS are common chemicals in carpet, food packaging, clothing, and fire fighting foam.**
 - ▶ **No detection previously found in our water**
- 

Water Conservation

- ▶ **Conservation is critical to the continued operation of WWA's system:**
 - **Reduces the stress on our pumps and pipes**
 - **Reduces the amount of chlorine we must add to the water**
 - **Lowers the risk of saltwater intrusion into our wells**
 - **Ensures we don't exceed the system's water rights**
 - **Allows us to add new users to our system**



Water Conservation (cont.)

- **Check for Leaks:**
 - Hose bib
 - Toilet
 - Faucets
- **Check for proper operation:**
 - Irrigation System
 - Dishwasher
 - Clothes Washer
 - Water Softener
 - Pressure Pumps

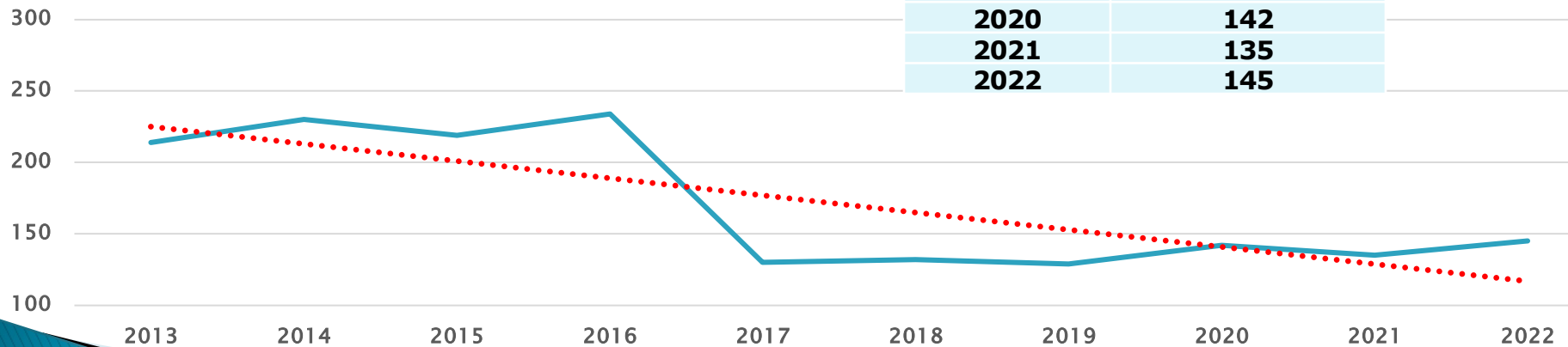


Average Household use in gallons per day (gpd)

- ▶ Average person uses 80–100 gpd for indoor home uses: Source: US Geological Survey
- ▶ Average American family uses >300 gpd at home. Roughly 70 percent is indoors: Source: EPA

Year	Average Use (gpd)
2013	214
2014	230
2015	219
2016	234
2017	130
2018	132
2019	129
2020	142
2021	135
2022	145

Average Household Use in Gallons per Day (gpd)



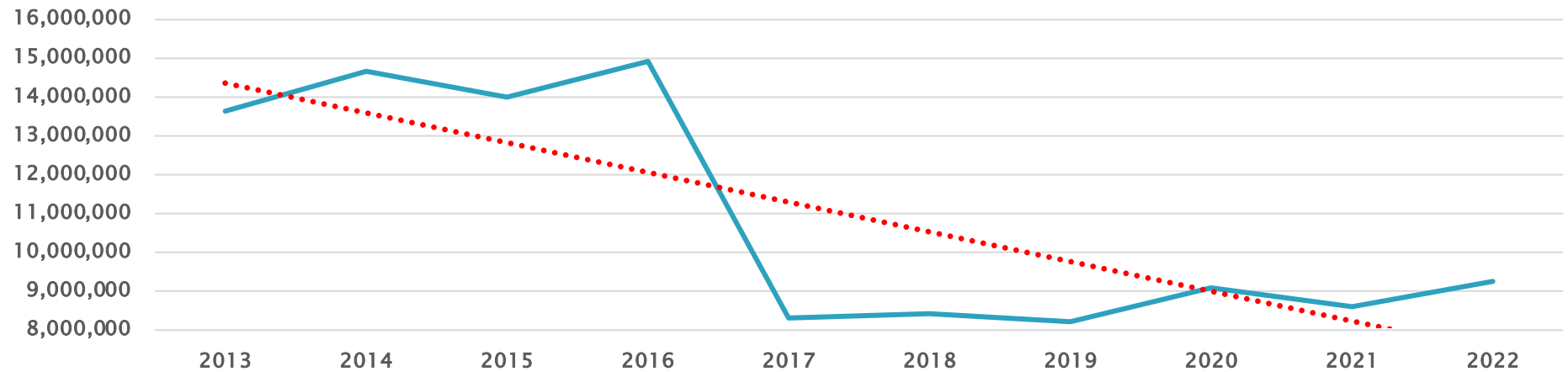
Leaks

- ▶ Hurt our conservation efforts and cost property owners \$\$\$
- ▶ Property owner is responsible for all leaks *on their side of the water meter*
- ▶ Leaky toilet average loss example:
 - 200 gallons per 24-hour period
 - 6000 gallons per month
 - Equals the current monthly allotment per household on our system.

Year	WWWA System Leakage (gallons)	Leak %	Average
2013	13,640,680		
2014	14,675,571		
2015	13,998,835		
2016	7,469,308	50%	
2017	71,915	0.90%	
2018	196,593	2.30%	
2019	83,366	1.00%	
2020	988,483	10.90%	
2021	626,200	7.3%	6.2%
2022	24,580	0.3%	

Total Gallons Pumped

Total Water Produced and Purchased Annual Volume (gallons)



How Much Water Do We Use?



Source: Water Research Foundation, Residential End Uses of Water, Version 2. 2016

Year	Total Water
2013	13,640,680
2014	14,675,571
2015	13,998,835
2016	14,924,653
2017	8,317,603
2018	8,419,107
2019	8,215,775
2020	9,091,135
2021	8,608,922
2022	9,262,028

Communications

- ▶ Rana Jayne

Website

- ▶ <https://whidbeywestwater.org>
- ▶ A communications vehicle
- ▶ A Board resource

Whidbey West Water Association (WWWA)

"The goal of Whidbey West Water Association is to provide clean water at a fair cost, good service to our members, and to conserve our water supply for future generations."

[About](#) [Annual Meeting](#) [Articles of Incorporation](#) [Board Meetings](#) [Board Minutes](#) [Bylaws](#) [Capital Facilities Plan](#) [Conflict of Interest](#)
[Contact Us](#) [Cross-Connection and Backflow](#) [Emergency Response Plan](#) [Fire Hydrants](#) [Membership Application](#)
[New Connection Checklist](#) [Operating Permit](#) [Power Outage](#) [Rules, Regulations and Procedures](#) [System Flushing](#) [Water Bill Payments](#)
[Water Conservation](#) [Water Emergency](#) [Water Filtration](#) [Water Quality](#) [Water Rates](#)



Website Pages

- ▶ About
- ▶ Annual Meeting
- ▶ Articles of Incorporation
- ▶ Board Meetings
- ▶ Board Minutes
- ▶ Bylaws
- ▶ Capital Facilities Plan
- ▶ Conflict of Interest
- ▶ Contact Us
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- ▶ Water Quality
- ▶ Water Rates

Website email

- ▶ **Come from “info@whidbeywestwater.org”:**
 - Email to members
 - Emergency alert information
 - Ongoing project information

- ▶ **Please verify your current email address with
WWWA and change your privacy settings to receive
email from WWWA**

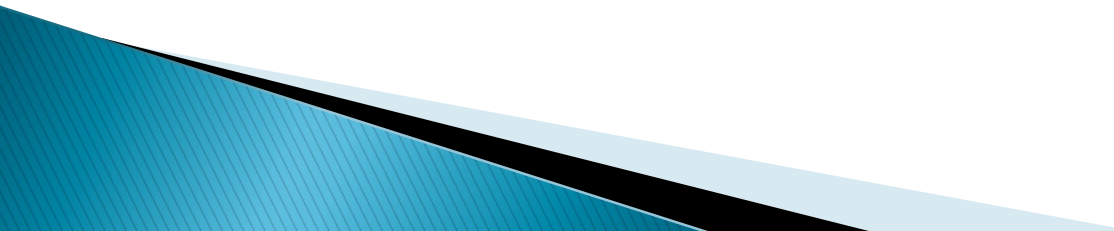
Emergency Response

- ▶ Zach Evans

Emergency Response Plan

- ▶ Our emergency response goal is to protect and inform WWA members regarding water system emergencies

Major Emergencies

- ▶ Pump malfunctions or major line breaks
 - ▶ Water system or well contamination
 - ▶ Long term (24+ hours) power outage
 - ▶ Boil water notice
- 

Emergency Communications

▶ Initial actions:

- Water: King Water (1-888-266-7048)
- Other: 911

▶ Communications plan:

- Group Email (ONLY if your email is listed with us)
- “A” board signs placed at intersections
- WWA Website (for follow-up information)
- Emergency notices of need to boil water distributed by King Water to each residence

Future Emergency Planning

- ▶ **Establish intertie connect (2-way) agreement with Seaview neighborhood, managed by Cascadia Water:**
 - Ability to draw from another water source
 - Redundancy should our reservoirs or pumps fail catastrophically
 - Equitable charges for use of either system
 - **Final Draft is complete. Awaiting address information for King Water**

Old Business

- ▶ **New reservoir (decommission Sandusky)**
 - **Proposal 1:**
 - Add additional reservoir at Even'Down
 - Add improved lines and piping from Sandusky well to new Even Down Reservoir.
 - **Proposal 2:**
 - Add additional reservoir at Even'Down
 - Add improved lines and piping from Sandusky well to new Even Down Reservoir.
 - Add water treatment facility to Even Down Reservoirs

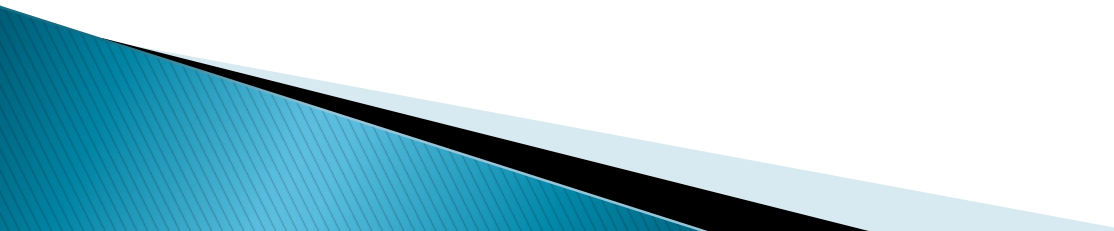
Reminders

- ▶ **Unread meters:**
 - Initiated a previously-used rule of charging members \$300 for obstructed meters that do not allow King Water to physically read the meters.

- ▶ **Right of Way Reminder**
 - WWA and King Water have the right to dig, repair, disrupt the gravel/yard/flower beds within the Island County right of way to access water lines and meters.

New Business

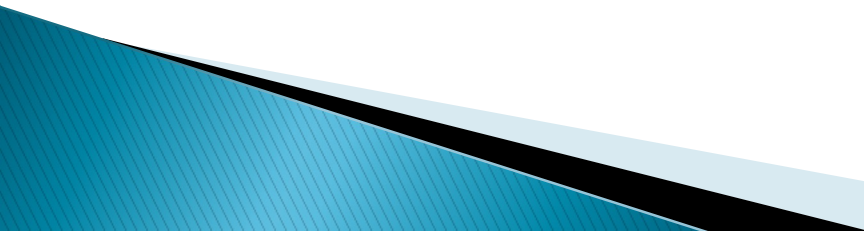
▶ Data Administrator:

- Handle the transition of manual meter reading to digital meter readings
 - Handle the transition of mail-in bills to online/auto-pay
 - Implement King water work orders during phased construction of new lines and Even Down Reservoir construction
 - Scan paper documents to Google Drive
- 


Election of Board Members

- ▶ Joni Mittendorf

Election Rules

- 1) You must be a current property owner being serviced by the WWA and a signed member of the WWA to register your vote.
 - 2) Only one (1) vote per property. For example: Husband and wife will have one vote between them for each property being serviced by the WWA.
 - 3) All Board elections are for three (3) year terms. This allows a systematic rotation of the board and the election of three (3) new members each year.
 - 4) Register your vote for each position by marking an 'X', in ink, adjacent to the nominee's name.
- 

Voting

- ▶ **Candidates for three-year term (2023–2026)**
 - Joni Mittendorf
 - X
 - X
 - ▶ **A nominee for Board can also be made from the floor**
 - ▶ **Remember to print your name and sign and date your ballot**
- 

Meeting Close

- ▶ **Zach Evans**
 - ▶ **Next Annual Meeting: November 9, 2024 (tentative)**
 - ▶ **Monthly Board meetings: 3rd Thursday of each month – Negotiable**
- 