Whidbey West Water Association (WWWA)

State ID No. 363146 / Island County Franchise No. 327 http://whidbeywestwater.org/

Minutes of the Board of Directors Meeting

Date: August 19, 2026
Time: 7:00 PM – 7:58 PM
Location: Private Residence of Michael Rodriguez, Oak Harbor, WA
Status: Draft Minutes

1. Call to Order & Roll Call

The meeting was called to order at 7:00 PM by Acting Vice President Joni Mittendorf.
Board of Directors Attendance:

Director	Role	Roll Call Status
Tim Neville	President	Absent (Deployed / Overseas)
Zach Evans	Vice President	Resigned / Relocated (Assisting Remotely)
Joni Mittendorf	Acting Vice President	Present
Michael Rodriguez	Treasurer	Present
David Cuff	Secretary	Present
Thomas Garrod	Director	Present
Vern Pederson	Director	Present
Daryl Willis	Director	Present (Elected during meeting)
Bob Berg	Director	Absent
Richard Kuhn	Director	Deceased

Guests Present:

- **Kari Caulfield** – Prospective WWWA Administrator

2. Financials, Collections & Delinquencies

Lien Request on Vacant Beach Lot

- **Property Status:** Joni Mittendorf requested a formal legal lien through WWWA Attorney Robert Lewis against a delinquent vacant beach lot on West Beach currently owing $1,169.00.
- **City Transfer Claims:** Reports indicate the property owner claims to have given the land back to the city. Placing a lien ensures WWWA recovers its outstanding utility fees if the lot is sold or developed.

Collection Travel Administrative Fee

- **Misdirected Payments:** Members continue to mail utility payments to the former King Water P.O. Box in Coupeville rather than the designated bookkeeping address.
- **Fee Implementation:** To cover driver time, fuel, and labor required to retrieve these checks, **the Board approved a $50.00 Administrative Pick-Up Fee** to be billed directly to members who fail to update their bank bill-pay addresses.
- *Motion:* Thomas Garrod moved to institute the $50.00 fee.
- *Second:* Michael Rodriguez.
- *Result:* Passed unanimously.

Accounts Receivable Overview

- **Current Delinquencies:** Excluding the vacant beach lot, the AR report shows only five accounts with outstanding balances, primarily driven by standard auto-pay processing schedules.

3. Facilities & Infrastructure (USDA Reservoir Buildout)

Facet NW Timeline & Engineering Schedule

- **Progress Update:** Thomas Garrod followed up with Facet NW via phone and email to confirm the upcoming project schedule:
  - **August 2026:** Finalize overall system design.
  - **September 2026:** Submit and secure necessary permits.
  - **October 2026:** Put project out for contractor bids.
  - **November 2026:** Target groundbreaking/construction start.
- **Payment Safeguard:** The Board reaffirmed that no additional disbursements will be made to Facet NW until verified engineering design deliverables are delivered.

4. Operational Flushing & System Maintenance

King Water Billing Discrepancy & Refund

- **Overbilling Corrected:** Joni Mittendorf challenged a recent King Water flush invoice that included charges for three technicians. King Water issued a credit memo refunding $592.54 for the extra two technicians and mileage.

Transition to In-House / Local Flushing

- **Inoperable Mainline Valve:** Thomas Garrod noted that a key flush valve near his property has been inoperable for nearly a year, leaving sectors improperly flushed.
- **In-House Flushing Proposal:** Former King Water technician Steven Norvell has offered to train local representative Jesse to perform system flushes.
- *Motion:* David Cuff moved to entertain a formal proposal from Jesse to take over Association flushing operations.
- *Second:* Vern Pederson.
- *Result:* Passed unanimously.

5. Administration & Governance

New Administrator Hiring (Kari Caulfield)

- **Onboarding:** The Board welcomed **Kari Caulfield** as the prospective WWWA Administrator ($19.00/hour, W-9 contractor basis).
- **Scope of Duties:** Onboarding duties include updating website board minutes, managing mailings/itineraries, scanning paper records to Google Drive, and coordinating communications with Facet NW and King Water.

Election of Permanent Vice President

- **Officer Transition:** Due to ongoing leadership changes, the Board moved to finalize Joni Mittendorf's status from interim to permanent Vice President.
- *Motion:* David Cuff moved to elect Joni Mittendorf as permanent Vice President per Association bylaws.
- *Second:* Thomas Garrod.
- *Result:* Passed unanimously.

Election of New Director (Daryl Willis)

- **Board Vacancy:** Local resident Daryl Willis volunteered to fill a open Director seat.
- *Motion:* David Cuff moved to elect Daryl Willis to the WWWA Board of Directors.
- *Second:* Vern Pederson.
- *Result:* Passed unanimously.
- **Contact Info:** Daryl Willis | 360-672-8031 | 360willisd@gmail.com

Island County Utility Franchise Agreement

- **Franchise Renewal:** Vern Pederson reported that county utility franchises now require 10-year renewal cycles. Pederson will request a copy of WWWA's existing franchise agreement from Island County records without triggering unnecessary system inspections.

Annual General Meeting (AGM) Planning

- **Target Date:** Saturday, November 14, 2026.
- **Venue Options:** Michael Rodriguez is inquiring with the Baker View / CPO Club in Oak Harbor to reserve the facility.

6. Official Motions & Approvals

- **Approval of Financials:**
  - *Motion:* David Cuff moved to accept the Treasurer's financial report.
  - *Second:* Thomas Garrod.
  - *Result:* Passed unanimously.
- **Approval of Previous Meeting Minutes (July 23, 2026):**
  - *Motion:* Vern Pederson moved to approve the formal minutes from the July 23, 2026 Board meeting.
  - *Second:* David Cuff.
  - *Result:* Passed unanimously.

7. Adjournment & Next Session

- **Next Regular Board Meeting:** Scheduled for **Wednesday, September 16, 2026, at 7:00 PM** at the private residence of Michael Rodriguez.
- **Adjournment:** The meeting officially adjourned at 7:58 PM.

Minutes compiled by Secretary David Cuff.