ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON

ACTION Minutes of **December 12th, 2019**- Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner *(President)*
Dennis Egan; Commissioner
Gary Winlund; Commissioner
Andy Campbell; (WWS) *Operations*

1. CALL TO ORDER

Commissioner Smith called the meeting to order at 10:00 A.M. He also stated that the meeting would be recorded.

2. AGENDA

Commissioner Winlund moved seconded by Commissioner Egan to approve the meeting agenda. ***Motion passed***

3. APPROVAL OF MINUTES -

Commissioner Egan moved seconded by Commissioner Winlund to approve the regular meeting minutes of **November 14th**, 2019. ***Motion passed***

4. APPROVAL OF VOUCHERS

Vouchers were previously emailed to the Commissioner for review prior to the meeting and also submitted at the meeting for approval. The Board by vote, approved payment of the vouchers dated **December 12th, 2019**. Commissioner Winlund moved seconded by Commissioner Egan to approve and sign the vouchered expenses in the amounts listed below: ***Motion passed***

Operation/Maintenance (#747) Vouchers in the amount of **$6,457.69** and *Capital Improvement* (#761) in the amount of **$4,216.00** Total Expenses: **$10,673.69**

5. REPORTS –

5.1 Manager's Report - Andy Campbell (WWS)

Andy presented his report with an up to date water pumped graph usage for 2019. Andy also reported water test results.

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.

5.3 Project Report –

A. **Main Water Line Replacement** – No Report

7. UNFINISHED BUSINESS –

7.1 Security – Andy (Operation Manager) reported that the Security Company has ordered the equipment and will schedule the installation once the equipment is received.

7.2 **PFAS Testing** – Andy reported that this year the Department of Health will be introducing new rules for PFAS testing that will be the guideline for required testing in order to be in compliance. He will inform the Commissioners when the rule is completed and introduced as the new requirement.

8. **NEW BUSINESS** –

8.1 **Prevailing Wage, Annual Maintenance Contract –** The Prevailing Wage Contract for 2020 for Whidbey Water Services was previously emailed to the Commissioners for review prior to the meeting and also presented at the meeting. The annual maintenance contract automatically renews. Commissioner Winlund made motion seconded by Commissioner Smith to approve the Prevailing Wage contract. ***Motion approved unanimously***

8.2 **Budget 2020** – The 2020 Budget was emailed to the Commissioners for review prior to the meeting and also presented at the meeting. Commissioner Smith made motion seconded by Commissioner Winlund to approve the 2020 budget. ***Motion approved unanimously***

9. **AUDIENCE** – No written questions were turned in

10. **EXECUTIVE SESSION – None**

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

Approved: **January 9th, 2019**

Gary Winlund Commissioner; P#3 ACWD	Dennis Egan 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.