

**ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON**  
**ACTION Minutes of February 13th, 2020 - Regular Meeting**

**MEETING PLACE**

1270 Rickover Drive - Coupeville, Washington

**IN ATTENDANCE – Commissioners & Staff**

Doug Smith; Commissioner (*President*)  
Tiffany Driscoll; Commissioner

Gary Winlund; Commissioner  
Andy Campbell; (WWS) *Operations*

**1. CALL TO ORDER**

Commissioner Smith called the meeting to order at 10:00 A.M.

**2. AGENDA**

The agenda was approved by the Commissioners.

**3. APPROVAL OF MINUTES -**

Commissioner Winlund moved seconded by Commissioner Driscoll to approve the regular meeting minutes of **January 9th, 2020**. *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 **February 13<sup>th</sup>, 2020**. Commissioner Winlund moved seconded by Commissioner Driscoll to approve and sign the vouchered expenses in the amounts listed below: *Motion passed*

*Operation/Maintenance (#747) Vouchers in the amount of **\$7,389.76** and withdraw(s) from (#747) for DOR **\$914.34** and IRS 941 **\$470.02** Total Expenses **\$8,774.12***

Commissioner Driscoll questioned the “budget overrun”. The manager explained that every year the Commissioners set a budget to be used as a tool to see where they are during the year and strive to stay within that projected budgeted number.

**5. REPORTS –**

**5.1 Manager's Report - Andy Campbell (WWS)**

Andy presented his report with an up to date water pumped graph usage for 2020. 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** – Andy reported that bids for this type of project are all coming in high at this time due to the economy.

**5.4 PFAS** – PFAS Rule is at the legislature and Department of Health will be reporting the new regulations as soon as the ruling is published.

6. **UNFINISHED BUSINESS** –

6.1 **Security Update** – The security installation work was started and should be completed within a few weeks.

7. **NEW BUSINESS** –

7.1 **County Break** – A water line was broken by the County. Commissioner Smith moved seconded by Commissioner Winlund to invoice the county for the repair.

7.2 **Emails with Coupeville** – Commissioner Driscoll reported she had been in contact with Coupeville Public Works. She reported they told her that the town of Coupeville has no capacity to serve ACWD. If ACWD wanted to pursue an intertie, Coupeville would require ACWD to pay all costs related to the intertie.

7.3 **Website** – Commissioner Driscoll wants additional information on the website. Andy reported that a contract was signed prior stating what the Commissioners want on the website. If the Commissioners request more information on the website then they will need to amend the contract and re-sign the original form. The website belongs to Whidbey Water Services and it being their liability when things are posted the contract has to be clear what the Commissioners want posted and not posted.

7.4 **Back of Bill** - Commissioner Driscoll wants to have her telephone number on the back of the bill. Andy will inform the staff.

8. **AUDIENCE** – None

9. **EXECUTIVE SESSION** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **11:05 AM**.

Approved: **March 12th, 2019**

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Gary Winlund  
Commissioner; P#3 ACWD

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Tiffany Driscoll  
Commissioner; P#2 ACWD

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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.