

**ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON**

**ACTION Minutes of July 9th, 2020 - Regular Meeting**

**MEETING PLACE**

5585 Lotto Avenue - Freeland, 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 10:15 A.M. The meeting was delayed being called to order due to waiting for Commissioner Winlund who was running late.

**2. AGENDA**

The agenda was approved by the Commissioners.

**3. APPROVAL OF MINUTES -**

Commissioner Smith moved, seconded by Commissioner Driscoll, to approve the regular meeting minutes of **March 13th**, 2020 (no meetings were held in April, May, and June due to Governor Inslee's Proclamation order #20.51). **Motion passed**

**4. APPROVAL OF VOUCHERS**

Vouchers were previously emailed to the Commissioners for reviewing each month. Due to the Governors Proclamation #20-51 no meetings were held in April, May and June. The following vouchers were submitted at the meeting for approval including the July vouchers. Commissioner Smith moved, seconded by Commissioner Winlund, to approve payment of the vouchers for the months as follows:

**Motion passed**

**Operation & Maintenance Fund #702**

- 1). April 4-1 thru 4-5 in the amount of \$10,329.99
- 2). May 5-1 thru 5-5 in the amount of \$4,950.66
- 3). June 6-1 thru 6-4 in the amount of \$6,252.22
- 4). July 7-1 thru 7-5 in the amount of \$7,740.47
- 4). IRS 941 in the amount of \$430.86
- 5). DOR in the amount of \$406.47

**And**

**Capital Improvement Fund #742**

- 1). June 6-1 in the amount of \$1,528.05

**And**

**Public Works Trust Fund #784**

- 1). June 6-1 in the amount of \$24,511.56

**Total Expenses: \$56,150.28**

**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** – None

6. **UNFINISHED BUSINESS** –

6.1 **Fire Hydrants** – Commissioner Driscoll questioned the hydrant testing and why Whidbey Water Services charged \$600 for testing the hydrants. She also wanted to know why Andy hesitated to work with Central Whidbey Fire Station to test the hydrants. Andy reported he did work with Central Whidbey and the hydrants were tested and reports were sent to Central Whidbey in 2019 and 2020. He stated he was hesitant due to scheduling conflicts between Central Whidbey Fire and Whidbey Water Services. It is and has been part of Whidbey Water Services contract to do the hydrant testing of **every hydrant** in ACWD. The charge of \$600 to test the hydrants, which he is trained to do, is the extra labor costs stated in his contract which approximately \$1.20 per person. He expressed he does not think the community would question the cost knowing all hydrants were tested. He stated that Central Whidbey Fire does not test every hydrant and as the certified operator, he is responsible for making sure that they are all tested and also checks to make sure all hydrants are turned completely off so there is no water loss.

Commissioner Driscoll stated she talked with the chief Ed Hartin of Central Whidbey Fire and he said they would test all the hydrants at no cost, and she suggests that when they test all the hydrant's they could flush the water system at the same time. Commissioner Driscoll requested that Chief Ed Hartin from Central Whidbey Fire attend the September meeting so he can confirm in a meeting this is what was told. The staff will contact Chief Hartin from Central Whidbey Fire and ask him to attend the August meeting.

7. **NEW BUSINESS** –

7.1 **Laptops for District Use** – Terri asked if the Board of Commissioners would be interested if the District would want to purchase laptop computers to use only for District business. The computer would be checked out to each commissioner to use so they would not have to put district information, correspondence, emails, or district business on their home computers which is a grey area. Should a Commissioner not hold the position it would go to the incoming Commissioner taking the position. The computers would have valuable information that could be passed on. The Commissioners decided to use their own computers.

7.2 **Resolution 2020-07-001 Governors Proclamation 20-51**– Terri presented Resolution 2020-07-001 “Emergency Administrative Policies” in response to the Coronavirus pandemic (COVID) which suspends all late fees, shut offs and penalties from January, February and March billing. Penalties would begin on June 21<sup>st</sup>, 2020. Commissioner Winlund moved, seconded by Commissioner Driscoll, to approve and adopt the resolution. **Motion passed**

7.3 **Meeting Location Temporary Move** – Commissioner Smith suggested that during the pandemic and Governor Inslee’s proclamation of self-distancing, that the Commissioners monthly meetings move from the regular meeting place on Rickover to Whidbey Water Services building located at 5585 Lotto Avenue in Freeland. Whidbey Water Services does not charge for the use of the building and the owners Andy and Terri Campbell said the building is available to use during the time frame of their meeting. The meeting room at Rickover does not allow enough space to self-distance where Whidbey Water Services has a large meeting room that can accommodate self-distancing. Commissioner Winlund was in agreement to move the meeting until the proclamation is lifted. Driscoll would like to see some sort of telecommunication in the meeting. Commissioner Smith moved, seconded by Commissioner Winlund, to move the monthly meeting to be held at 5585 Lotto Avenue in Freeland until the proclamation is lifted allowing gatherings that do not require 6 feet self-distancing. ***Motion passed***

8. **AUDIENCE** –

8.1 **Comment:** One person stated they were at their Admirals Cove vacation home and the meeting was on the same day so he decided to stay. He commented that the meeting was done well and the district seems to be in good hands.

9. **EXECUTIVE SESSION** – No executive session

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:55 AM**.

Approved: **August 13th, 2020**

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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, Chairman  
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.