

# ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON

## ACTION Minutes of August 13th, 2020 - Regular Meeting

### MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

### IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*)

Gary Winlund; Commissioner

Tiffany Driscoll; Commissioner

Andy Campbell; (WWS) Operations

Terri Campbell; Finance Auditing Officer

#### 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 **July 9th, 2020**. *Motion passed*

#### 4. APPROVAL OF VOUCHERS

Vouchers were previously emailed to the Commissioners for reviewing prior to the meeting. The following vouchers and invoices were submitted at the meeting for approval. Commissioner Winlund moved, seconded by Commissioner Smith, to approve payment of the vouchers for the months as follows: *Motion passed*

#### Operation & Maintenance Fund #702

1). 8-1 thru 8-4 in the amount of \$4,808.

#### 5. STAFF 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. Commission Driscoll moved seconded by Commissioner Smith to accept the report as presented. *Motion passed*

#### 6. PROJECT REPORTS –

6.1 Fire Hydrants – Chief Ed Hartin and Assistant Chief Charlie Smith from Central Whidbey Fire (CWF) were present to discuss the hydrant testing and flushing. Chief Hartin stated the fire district wants to have a good working relationship with the purveyor of the water systems in order to offer good fire protection. He talked about the Insurance Fire Rating Bureau that requests a survey within a 5-year span which has many components to the survey and one of them is testing of hydrants. Part of the survey is to make sure the hydrants are tested for adequate

fire flow and are in good working order. Chief Hartin is putting together a water system reference manual that shows where hydrants are located and when they were tested. The manual will be maintained and updated as necessary. CWF will also have a website email for reporting any hydrant issues.

Andy provided a list of where the hydrants are in Admirals Cove community along with hydrants that are problematic and some that need to be raised. He also stated that all hydrants have been upgraded with the Storz fittings which Chief Hartin was glad to hear and will note that in the manual. Andy will work with Derek at CWF to come up with a schedule to test hydrants and he will inform the Commissioners of the dates they have scheduled. Andy also stated he would like the testing results and CWF's report added to the water system plan.

## **7. UNFINISHED BUSINESS –**

**7.1 Lap Top Computers** – The Commissioners agreed that at this time they would not have the district purchase lap top computers to use for Commissioners District business. Should the Commissioners feel uncomfortable using their own personal computers for District business, they will bring this matter up again for discussion.

**7.2 Lawn Maintenance** – Terri reported no one called her from the lawn/landscaping service for the maintenance of the two lots on the District property. Commissioner Driscoll will contact them and ask them to send a bid rather than call. When Terri receives the bid, she will email it to the Commissioners for review.

## **8. NEW BUSINESS –**

**8.1 Resolution 2020-08-001 Governors Proclamation 20-51**– Terri presented Resolution 2020-08-001 “Emergency Administrative Policies” in response to the Coronavirus pandemic (COVID) which suspends all late fees, shut offs and penalties. The resolution supersedes 2020-07-001 moving the waiver to October 15<sup>th</sup>, 2020. Commissioner Smith moved, seconded by Commissioner Winlund, to approve and adopt the resolution. *Motion passed*

**8.2 Engineering** – The District's Engineer George Bratton will be retiring soon so Andy suggested that ACWD start interviewing Engineers for the district. Terri will talk to George Bratton to see if he has any recommendations.

**9. AUDIENCE** – See Project Report (2 guests)

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

11. **MEETING CLOSURE** - Being no further business the meeting was closed at **11:25 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.