

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON
ACTION Minutes of June 10th, 2021 - Regular Meeting

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (<i>President</i>)	Gary Winlund; Commissioner
Tiffany Driscoll; Commissioner (by telephone)	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 Smith moved, seconded by Commissioner Winlund, to approve the regular meeting minutes of **May 13th, 2021**. **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 Smith moved, seconded by Commissioner Driscoll, to approve payment of the vouchers for the months as follows: **Motion passed**

Operation & Maintenance Fund #702

1). **6-1 thru 6-7 in the amount of \$7,481.47**

Capital Improvement Fund #761

1). **6-1 in the amount of \$4,496.22** **Total Expenses Approved: \$11,496.22**

5. STAFF REPORTS –

5.1 Manager's Report - Andy Campbell (WWS)

Andy presented his report for Commissioner review with an up-to-date water pumped graph usage for 2021.

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. Commissioner Winlund moved seconded by Commissioner Smith to accept the report as presented. **Motion passed**

Audit Report – Terri reported that the Annual Audit report was submitted to the State Auditor on schedule.

6. PROJECT REPORTS –

6.1 Engineer – Andy reported that he will be getting bids from Engineers and a recommendation from Engineer George Bratton. He is waiting to hear from George if he would be willing to update the Comp Plan that is coming due since he has everything in his computer system from doing the last Comp Plan.

6.2 Main Replacement – Andy is in the process of contacting contractors for availability and project cost estimates to replace the galvanized water mains.

6.3 Hydrants – Andy reported he is in the process of contacting contractors for availability to replace the three Hydrants on Perry and Lockwood.

7. UNFINISHED BUSINESS –

7.1 Investments – After consideration between the two investment programs, the Commissioners decided and are more comfortable staying in the investment pool they are presently in. With the uncertainty of the economy and inflation at this time, they want to review the risk factor and may change to ICTY pool in the future. Commissioner Driscoll moved seconded by Commissioner Winlund to remain in the current investment pool. *Motion passed*

8. NEW BUSINESS –

8.1 Trees – Andy talked with a licensed tree removal company who will schedule to come out and discuss the health of the existing trees on pump house property.

8.2 ACWD Meeting Place – The Commissioners agreed to hold one last meeting (July 8th, 2021) at the office located at 5585 Lotto Avenue in Freeland. Starting with the August 12th, 2021 meeting, the meeting will be moved back to the original meeting building on the corner of Admirals and Rickover Drive. The meeting was moved to Lotto Avenue due to the large space to accommodate the safe distancing requirement due to COVID-19.

9. AUDIENCE –

10. EXECUTIVE SESSION – No executive session

11. MEETING CLOSURE - Being no further business the meeting was closed at **10:40 AM.**

Approved: *July 8th, 2021*

Gary Winlund
Commissioner; P#3 ACWD

Tiffany Driscoll
Commissioner; P#2 ACWD

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.