

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of May 13th, 2021 - Regular Meeting

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*) Gary Winlund; Commissioner
Tiffany Driscoll; Commissioner (by telephone) Andy Campbell; (WWS) Operations (absent for water leak)
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 **April 8th, 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 Winlund moved, seconded by Commissioner Smith, to approve payment of the vouchers for the months as follows: *Motion passed*

Operation & Maintenance Fund #702

1). *5-1 thru 5-7 in the amount of \$6,628.21*

Capital Improvement Fund #761

1). *5-1 in the amount of \$5,545.98* *Total Expenses Approved: \$12,174.19*

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*

6. PROJECT REPORTS –

6.1 **Engineer** – Andy reported that the ACWD's Engineer George Bratton will be retiring and will no longer be doing Engineering work. Andy will contact George and ask him 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. There are not many update changes to be made so if George agrees to update the plan, this would save ACWD quite a bit of money.

6.2 Main Replacement – The small works roster was advertised. With material costs that have sky rocketed, construction bids may come in pretty high. He will talk with contractors who had previously done ACWD main replacement work and find out the approximate cost estimate to replace the galvanized water mains.

6.3 Hydrants – Andy reported the three Hydrants that need replacing on Perry and Lockwood were bagged for identification so the fire department recognizes them as hydrants to be replaced. When Andy talks with contractors about the Main Replacement estimates, he will ask them for a cost estimate to replace the hydrants at the same time. The hydrant replacement is \$6,800 per hydrant. Commissioner Winlund moved seconded by Commissioner Driscoll to authorize Andy to replace the hydrants at a cap of 25,000 dollars if not included in the bid. *Motion passed*

7. UNFINISHED BUSINESS –

7.1 Pumps – Andy reported that the pump that was taken in for repair was in pretty good shape, only the pump housing had to be replaced. The second pump was ordered and is now stored in the pump house for back up.

7.2 Investments – Terri discussed the two investment programs Island County participates in. It seems the ICIP program has a higher interest rate at this time and probably may be the best to go with. Terri will prepare a resolution for the next meeting for the Commissioners to sign should they choose to change their present program to the ICIP program.

8. NEW BUSINESS –

8.1 Sanitary Survey – Washington State Department of Health (WSDH) came out and performed a Sanitary Survey of the District. WSDH issued their report which concluded that the district is in compliance and there was no deficiency noted.

8.2 Trees – Andy will have a licensed tree removal company come out and discuss with him the health of the existing trees on pump house property. Commissioner Smith moved seconded by Commissioner Winlund to have Andy get estimates should any trees need to be removed. *Motion passed*

9. AUDIENCE –

10. EXECUTIVE SESSION – No executive session

11. MEETING CLOSURE – Being no further business the meeting was closed at **10:47 AM.**

Approved: *June 10th, 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.