

ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON

ACTION Minutes of October 8th, 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 Smith, to approve the regular meeting minutes of **September 10th, 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 Driscoll, to approve payment of the vouchers for the months as follows: *Motion passed*

Operation & Maintenance Fund #702

1). 10-1 thru 10-4 in the amount of \$7,077.26

Capital Improvement Fund #761

1). 10-1 in the amount of \$3,896.45

Total Expenses \$3,896.45

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.

Andy also reported that DOH wants chloride and conductivity samples done twice a year collected from each active well.

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

6. PROJECT REPORTS –

6.1 Fire Hydrants – Andy sent Central Whidbey Fire the last 5 years of water use and production reports. They will work with Andy to schedule hydrant testing. There are several rings that need replacing on the hydrants which Central Whidbey Fire will do and will let Andy know when they schedule replacing them.

7. UNFINISHED BUSINESS –

7.1 Lawn Maintenance – Andy presented a bid from P&S Maintenance, LLC for lawn Service in the amount of \$450 per month which included mowing and clipping removal and debris cleanup and removal. Commissioner Winlund moved seconded by Commissioner Smith to approve the bid from P&S Maintenance, LLC. They would like for them to start right away. **Motion passed**

7.2 District Engineer – The Districts Engineer George Bratton is retiring from Engineering for certain clients that have large projects. He still wants to remain the ACWD’s Engineer.

7.3 Roof – Andy will put treatment on the roof when the weather does not call for rain.

8. NEW BUSINESS –

8.1 Flushing – Andy had a main shut down to repair a service break. He flushed the lines afterward and took pictures of the flushed water that came out crystal clear in the cooler and presented them to the Commissioners at the meeting.

8.2 Hydrants – Commissioner Winlund questioned the aging hydrants. Andy will make a list of hydrants which will state their condition and the action needed.

9. AUDIENCE –

10. EXECUTIVE SESSION – No executive session

11. MEETING CLOSURE - Being no further business the meeting was closed at **10:27 AM**.

Approved: **November 12th, 2020**

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.