

ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON

ACTION Minutes of September 10th, 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 Smith moved, seconded by Commissioner Winlund, to approve the regular meeting minutes of **August 13th**, 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). 9-1 thru 9-5 in the amount of \$12,003.11.

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

6. PROJECT REPORTS –

6.1 Fire Hydrants – Andy reported that he will be meeting with Central Whidbey Fire (CWF) to discuss a hydrant schedule.

7. UNFINISHED BUSINESS –

7.1 Lawn Maintenance – Terri presented a bid Commissioner Driscoll sent to her from Seeweed Lawn Services. The price per month would be approximately \$900. Commissioner Driscoll will contact them to negotiate a lower price.

7.2 District Engineer – The Districts Engineer George Bratton may be retiring soon and will inform the District of the date. He may not remain as the Engineer of record to sign off on the water line replacement project. Andy will contact George and ask him for recommendations for a District Engineer to replace him once he gives notice. George will remain after the notice to allow time for the district to hire a new Engineer.

8. NEW BUSINESS – None

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 **10:30 AM**.

Approved: *October 8th, 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.