

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of August 12th, 2021 - 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 (available by telephone if needed)

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 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 Driscoll, to approve payment of the vouchers for the months as follows: **Motion passed**

Operation & Maintenance Fund #702

- 1). 8-1 thru 8-6 in the amount of \$12,503.18
- 2). DOR \$838.53, \$75.47, \$578.09 (\$1,492.09)

Total Expenses Approved: \$13,995.27

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

6. PROJECT REPORTS –

6.1 Engineering – No update, Andy is working with a referral list.

6.2 Hydrants – No update, still trying to schedule Contractors to do the work.

7. UNFINISHED BUSINESS – None

8. **NEW BUSINESS** –

- 8.1 **Interagency Data Sharing Agreement** – The State Auditor’s office emailed the Interagency Data Sharing Agreement form for the district President to sign. Doug Smith signed the form and Terri will scan and email it to the State Auditor.
- 8.2 **Leak Relief Account #20700.** The Leak Relief form was presented for Commissioner’s to review. The customer meets the criteria of receiving the leak relief per district policy for one half off water consumption (\$302.02).
- 8.3 **Leak Relief** – Terri prepared Resolution #08-01-2021 addressing capping the amount of leak relief a customer could request. The Commissioners amended the leak relief cap from \$1,000 to \$750.00. Commissioner Winlund moved seconded by Commissioner Driscoll to approve the resolution as amended to implement into the district policy that a customer could receive no more than \$750 on their request for leak relief of the water consumption.
- 8.4 **WAWSD Trade Show Conference** – All three Commissioners will be attending the conference held on September 15th thru September 17th at the Great Wolf Lodge in Grand Mound, Washington. As approved by the Commissioner Terri will take care of the arrangements for registration and lodging and pay the costs associated with it. She will request reimbursement on the October vouchers.

9. **AUDIENCE** – None

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

11. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:356AM.**

Approved: **September 9th, 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.