

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of July 8th, 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
Terri Campbell; Finance Auditing Officer (absent at convention)

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 **June 10th, 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). *7-1 thru 7-7 in the amount of \$8,918.62*

Capital Improvement Fund #761

1). *7-1 in the amount of \$2,928.95*

Public Works Trust Fund #784

1). *7-1 in the amount of \$24,271.25*

Total Expenses Approved: \$36,118.82

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

6. PROJECT REPORTS –

6.1 Engineering – Andy is working with a referral list of Engineers to present to the Commissioners.

6.2 Hydrants – Andy reported the cost to replace the three Hydrants on Perry and Lockwood is \$8,000.00 per hydrant meter. At this time, Contractors cannot schedule to do the work but will let Andy know when they are available to schedule the work.

7. UNFINISHED BUSINESS –

7.1 Trees – Andy contact the Tree specialist and reported the trees were inspected and they all are in good condition. The low hanging branches will be trimmed.

7.2 Notice of Meeting Location Change – A notice will be posted on the website, back of 3rd quarter water billing going out, and at the pumphouse that the Commissioners monthly meeting will be moved back and held at the well site on Admirals and Rickover Drive and will remain on the 2nd Thursday at 10AM.

8. NEW BUSINESS –

9. AUDIENCE –

10. EXECUTIVE SESSION – No executive session

11. MEETING CLOSURE - Being no further business the meeting was closed at **10:35 AM**.

Approved: *August 12th, 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.