

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of Ja February 10th, 2022 - 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 Driscoll moved, seconded by Commissioner Winlund, to approve the regular meeting minutes of **January 13th, 2022**. *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). 1-1 thru 1-8 in the amount of \$8,373.44

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 2022

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 Hydrants – Andy reported the three hydrants were installed.

7. UNFINISHED BUSINESS –

8. NEW BUSINESS –

8.1 Account #22020 – Andy reported that a residence that foreclosed several years ago want their water restored. As per District policy, the meter was pulled due to the house foreclosing. The staff explained to the person who bought the property that

the meter would not be reinstalled until the current balance on the account was paid. The property owner had their attorney to contact the district to offer a settlement by paying half of the balance. As per the RCW, all previous balances owed follow the property as long as the district sent out proper notification to the last known property owner which the district did and has the kept the returned mail. The Auditing Officer Terri Campbell asked the Manger to relate to the Commissioners that the settlement should be denied and the amount owed paid in full. The Commissioners agreed and denied the attorney's offer.

- 8.2 Impending Notices** – It was explained that the impending notices will go out the 2nd week of this month for all delinquent accounts. There were no impending notices or late fees during 2021 due to the proclamation from the Governor due to the pandemic. The Governor has lifted the proclamation and now the district can proceed with delivering the Impending Notices. After the two-week period, should the customer not pay after receiving the Impending Notice, their water will be shut-off for non-payment with the \$100 additional fee for disconnect/reconnect.
- 8.3 Zoom Meeting** – Zoom meetings was discussed. The Commissioners must attend the meeting in order to have input or run district business. Anyone, audience or Commissioners, cannot participate in the Zoom Meeting but they can listen in should they not attend the meeting. The district has no land line nor internet and would need to buy a computer (the existing computer does not have the capability to zoom due to the age of the computer). No action taken
- 8.4 Trees at Well Site Property** – Whidbey Water Services will cut the tree on the well site.

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:55 AM**.

Approved: **March 10th, 2022**

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.