

**ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON**

**ACTION Minutes of March 11th, 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 (absent for water leak)

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 **November 11th, 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). 12-1 thru 12-5 in the amount of **\$4,693.74**
- 2). 1-1 thru 1-4 in the amount of **\$8,090.59**
- 3). 2-1 thru 2-5 in the amount of **\$7,320.89**
- 4). 3-1 thru 3-6 in the amount of **\$5,882.87**
- 5). IRS 941 Withdraw in the amount of **\$352.61**
- 6). DOR Withdraw in the amount of **\$1,276.92**

**Capital Improvement Fund #761**

- 1). 2-1 in the amount of **\$5,905.89**
- 2). 3-1 in the amount of **\$1,053.92**      ***Total Expenses Approved: \$34,577.43***

**5. STAFF REPORTS –**

**5.1 Manager's Report - Andy Campbell (WWS)**

Andy left his report for Commissioner review with an up-to-date water pumped graph usage for 2021.

Andy could not attend the meeting due to a water main break at Admirals Cove Water District he had to get to. He had Terri report that the booster pump was down and would be going to the repair shop and would be two weeks out for the repair.

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

6. **PROJECT REPORTS** – None

7. **UNFINISHED BUSINESS** –

7.1 **Roof** – Andy put treatment on the roof.

8. **NEW BUSINESS** –

8.1 **Emergency Repair Water Shut Off.** Terri explained that when there is an emergency shut-off the crew goes door to door letting everyone know that their water would be shut-off while the repair is being made. Commissioner Driscoll would like to have a text from Operations letting her know that the water will be shut-off at 360-672-2450.

8.2 **Investment Presentation** – Terri reported Island County would like to have the District Commissioners revisit the Investment program the County offers in a Zoom presentation. Terri suggested Commissioner Driscoll attend because she feels she has a good eye for detail. Commissioners Smith and Winlund have trouble with Zoom meetings and agreed that Commissioner Driscoll should attend the zoom meeting. Terri will let her know when the meeting will take place.

9. **AUDIENCE** –

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

11. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:47 AM.**

Approved: **April 8th, 2021**

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Gary Winlund  
Commissioner; P#3 ACWD

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Tiffany Driscoll  
Commissioner; P#2 ACWD

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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.