

ADMIRAL'S COVE WATER DISTRICT - ISLAND COUNTY WASHINGTON

ACTION Minutes of November 11th, 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 Winlund moved, seconded by Commissioner Smith, to approve the regular meeting minutes of **October 8th, 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). 11-1 thru 11-4 in the amount of \$4,992.38

2). DOR in the amount of \$1,026.78

3). IRS 941 in the amount of \$313.36

Capital Improvement Fund #761

1). 11-1 in the amount of \$185.08

Total Expenses \$6,517.60

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** – None

7. **UNFINISHED BUSINESS** –

7.1 **Roof** – Andy will put treatment on the roof this month.

8. **NEW BUSINESS** – None

9. **AUDIENCE** –

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

11. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:22 AM**.

Approved: **December 10th, 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.