

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of November 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 *Absent* 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 Smith, Commissioner Driscoll (abstained due to not being present at the October meeting), to approve the regular meeting minutes of **October 14th, 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). *11-1 thru 11-5 in the amount of \$5,962.79*

2). *DOR withdraw in the amount of \$653.91*

3). *IRS withdraw in the amount of \$352.50*

Capital Improvement Fund #761

1). *CI-11-1 in the amount of \$295.25*

Total Approved Expenses: \$7,264.45

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 Winlund to accept the report as presented. *Motion passed*

6. PROJECT REPORTS –

6.1 **Hydrants** – Hydrants were ordered and the list will be prioritized for the December meeting.

6.2 **Solar Panels** – Andy will contact Sun & Wind and have them come out to the well site to see if installing Solar Panels is possible and the cost if it can be done.

7. **UNFINISHED BUSINESS –**

7.1 **Engineers** – No report

7.2 **Resolution** 11-02-2021 was signed by the Commissioners.

8. **NEW BUSINESS –**

8.1 **Tree House Russell** – The Commissioners asked Andy to look into the tree house on Russell and find out if they have hooked it up to water.

8.2 **No Parking Sign and Chain at Wellsite** – Commissioner Winlund moved seconded by Commissioner Driscoll to have “no parking” signs posted and also install a chain at the Well Road behind the office. ***Motion passed***

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **11:03 AM.**

Approved: ***January 13th, 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.