

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON
ACTION Minutes of September 9th, 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
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 **August 12th**, 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 Winlund, to approve payment of the vouchers for the months as follows: ***Motion passed***

Operation & Maintenance Fund #702

1). 9-1 thru 9-6 in the amount of \$7,269.23

Total Expenses Approved: \$7,269.23

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

6. PROJECT REPORTS –

6.1 Engineering – Andy will email the list request of proposals for Engineering services.

6.2 Hydrants – Hydrants are on hold at this time due to their being a supply problem. There are no hydrants available. Andy will keep contacting the vendors for updates.

7. **UNFINISHED BUSINESS** – None

8. **NEW BUSINESS** –

8.1 **WAWSD Trade Show Conference** – Terri set up and paid the registrations (3) and hotel (2 nights) for all three Commissioners for September 17th at the Great Wolf Lodge in Grand Mound, Washington. The reimbursement will be paid back to Whidbey Water Services in the October vouchers.

9. **AUDIENCE** – None

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

11. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:25 AM**.

Approved: **October 14th, 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.