

**ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON**  
**ACTION Minutes of January 13th, 2022 - 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 Driscoll moved, seconded by Commissioner Smith, to approve the regular meeting minutes of **December 9th, 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 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 Driscoll to accept the report as presented. *Motion passed*

**6. PROJECT REPORTS –**

**6.1 Hydrants –** Matson Enterprises are installing the replacement of hydrants.

**7. UNFINISHED BUSINESS –**

**7.1 Engineers –** Andy spoke with Wilson Engineering and recommended them to do the Engineering work for the district. He stated they were highly qualified. Commissioner Smith moved seconded by Commissioner Driscoll to have Wilson Engineering represent the district as their engineer.

8. **NEW BUSINESS** –

**8.1 Commissioner Workshop 2022** – Terri made hotel reservations for Commissioner Driscoll and for Commissioner Smith and registered them with WASWD for the Commissioner workshop January 29<sup>th</sup>, 2022 at the Lynnwood Embassy Suites Hotel on 20610 44<sup>th</sup> Avenue West, Lynnwood, WA

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:30 AM**.

Approved: **February 10th, 2022**

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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.