

# ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

## ACTION Minutes of May 12th, 2022 - Regular Meeting

### MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

### IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*)

Gary Winlund; Commissioner

Tiffany Druley; 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 Winlund moved, seconded by Commissioner Smith, to approve the regular meeting minutes of **April 14th, 2022**. *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 Druley, to approve payment of the vouchers for the months as follows: *Motion passed*

##### *Operation & Maintenance Fund #702*

1). *5-1 thru 5-7 in the amount of \$5,995.62*

2). *DOR Withdraw in the amount of \$384.82*

3.) *IRS 941 Withdraw in the amount of \$391.68*

##### *Capital Improvement Fund #761*

1). *CI-5-1 in the amount of \$2,777.98*

*Total Expenses: \$9,510.10*

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

#### 6. PROJECT REPORTS –

6.1 Stortz Fittings – The Commissioners want Stortz fittings to be place on the three new hydrants. Andy will order them and have them installed.

#### 7. UNFINISHED BUSINESS – None

8. **NEW BUSINESS** –

8.1 **Leak Relief Account #21490** - A customer requested a leak relief from a leak they had. The bill they received was in the amount of \$813.32. Per the district policy, the customer met all the requirements warranting them half off of the bill.

Commissioner Smith moved seconded by Commissioner Druley to honor the request in the amount of \$406.66 (half of the bill). The customer was made aware in the leak request application they signed that the request for leak relief is only honored every 10 years.

8.2 **Mowing Service** – The Commissioners are not happy with the service they are receiving for mowing. Andy will call the company and let them know the districts concerns and that they need to do a better job or the district will look into finding a better service. They want the district mowed more often.

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **11:12 AM**.

Approved: **June 9th, 2022**

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Gary Winlund  
Commissioner; P#3 ACWD

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Tiffany Durley  
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.

The next meeting will be held: July 14<sup>th</sup>, 2022 at 10AM