

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of April 13th, 2023 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*)

Gary Winlund; Commissioner

Tiffany Durley; Commissioner

Andy Campbell; (WWS) Operations Manager

Terri Campbell; Finance Auditing Officer (available by telephone if needed)

1. CALL TO ORDER

Commissioner Smith called the meeting to order at 10:25 A.M. (Manager running late)

2. AGENDA

The Commissioners approved the agenda as presented.

3. APPROVAL OF MINUTES -

Commissioner Winlund moved, seconded by Commissioner Durley, to approve the regular meeting minutes of **March 9th, 2023**. *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 Durley, to approve payment of the vouchers for the months as follows: *Motion passed*

Operation & Maintenance Fund #702

1) OM-4-1 thru 4-5 in the amount of \$9,672.09

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 2023. Utility Locates were presented.

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

6. PROJECT REPORTS –

6.1 **Main Replacement and Additional Reservoir** – The Commissioners requested Andy to get a contract from Wilson Engineering to look into the Main replacement and an additional Reservoir. The information on the main replacement from the districts previous Engineer will be turned over to Wilson Engineering for review.

7. UNFINISHED BUSINESS –

7.1 **Lawn Maintenance** – Terri gave Andy business names to request lawn maintenance bid. They will look at the property and give quotes.

8. **NEW BUSINESS** – None

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:45 AM**.

Approved: **May 11th, 2023**

Gary Winlund
Commissioner; P#3 ACWD

Tiffany Durley
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.