

# ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

## ACTION Minutes of August 10th, 2023 - Regular Meeting

### MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

### IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*)

Gary Winlund; Commissioner (ABSENT)

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 10:00 A.M.

#### 2. AGENDA

The Commissioners approved the agenda as presented.

#### 3. APPROVAL OF MINUTES -

Commissioner Durley moved, seconded by Commissioner Smith, to approve the regular meeting minutes of **July 13th**, 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 Smith moved, seconded by Commissioner Durley, to approve payment of the vouchers for the months as follows: Motion passed

##### Operation & Maintenance Fund #702

1) *OM-8-1 thru 8-4* in the amount of **\$6,952.25**

2) *OM Withdraw* in the amount of **\$352.52**

##### Capital Improvement Fund #791

3) *CI-8-1* in the amount of **\$1,168.04**      **Total Expenses: \$8,472.81**

#### 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 – No Report**

#### 7. UNFINISHED BUSINESS –

7.1 **Lawn Maintenance** – Terri needs a W-9 from them along with providing their bonding, license and insurance before payment can be processed for their service.

8. **NEW BUSINESS** –

8.1 **Wilson Engineering Contract** – No Report, but they are going through they are still reviewing the last Engineers reports

9. **AUDIENCE** – None

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

Approved: **September 14th, 2023**

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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.