

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of June 8th, 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 10:00 A.M.

2. AGENDA

The Commissioners approved the agenda as presented.

3. APPROVAL OF MINUTES -

Commissioner Smith moved, seconded by Commissioner Durley, to approve the regular meeting minutes of **May 11th, 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-6-1 thru 6-5 in the amount of \$7,241.02

Capital Improvement Fund #791

2) CI-6-1 thru 6-2 in the amount of \$7,823.35 Total Expenses: \$15,064.37

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** – Wilson Engineers attended the meeting and discussed the Hydraulic Model that the previous Engineer George Bratton had prepared. It was discussed that once a project list is complete along with a cost analysis for each project, then a priority timeline list can be established.

7. **UNFINISHED BUSINESS –**

7.1 **Lawn Maintenance** – Michael’s Lawn and Garden submitted an estimate for lawn maintenance. Commissioner Smith moved seconded by Commissioner Winlund to have Andy hire them if the estimate is reasonable. **Motion passed**

8. **NEW BUSINESS –**

8.1 **No Parking Signs** – The “no parking” signs were installed

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:40 AM**.

Approved: **July 13th, 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.