

# ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

## ACTION Minutes of September 14th, 2023 - Regular Meeting

### MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

### IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*)

Gary Winlund; Commissioner

Tiffany Durley; Commissioner

Peter Moore; (WWS) Operations Assistant

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 **August 10th**, 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-9-1 thru 9-4* in the amount of **\$10,384.71**

#### 5. STAFF REPORTS –

##### 5.1 Manager's Report - Andy Campbell (WWS)

Peter presented the Operations 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 Durley moved seconded by Commissioner Smith to accept the report as presented. *Motion passed*

#### 6. PROJECT REPORTS –

##### 6.1 Main Replacement and Additional Reservoir –

Engineers are analyzing water used data and calculating ADD, MDD. They are also performing system capacity analyses. They are working on draft Tech Memo documenting the system capacity analyses.

#### 7. UNFINISHED BUSINESS –

7.1 Lawn Maintenance – Terri spoke with Michael's Landscaping who will fill out the W-9 and provide their bonding, license, and insurance for their service.

**7.2 Reservoir Cleaning** – The commissioners would like to have a date the reservoir will be cleaned this fall. Now that WWS has additional employees hired, the date can be scheduled.

**7.3 Parking Signs** – Commissioner Durley asked Peter to get wood for backing to install the “No Parking” signs.

**8. NEW BUSINESS** –

**9. AUDIENCE** – None

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

Approved: **October 12th, 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.