

**ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON**  
**ACTION Minutes of September 8th, 2022 - Regular Meeting**

**MEETING PLACE**

1270 Rickover Drive - Coupeville, Washington

**IN ATTENDANCE – Commissioners & Staff**

Doug Smith; Commissioner (*President*)                    Gary Winlund; Commissioner  
Tiffany Durley; Commissioner (via telephone)        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 Durley moved, seconded by Commissioner Smith, to approve the regular meeting minutes of **August 11th, 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 Durley, to approve payment of the vouchers for the months as follows: **Motion passed**

**Operation & Maintenance Fund #702**

1) **OM-9-1 thru 9-6** in the amount of **\$7,261.24**

**Capital Improvement Fund #761**

1) **CI-1** in the amount of **\$961.36**                            **Total Expenses: \$8,222.60**

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

**6. PROJECT REPORTS –**

**6.1 Stortz Fittings** – No Report for installation date.

**7. UNFINISHED BUSINESS –** None

8. **NEW BUSINESS** –

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:17 AM**.

Approved: **October 13th, 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: November 10<sup>th</sup>, 2022 at 10AM