

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON
ACTION Minutes of June 13th, 2024 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Tiffany Durley; Commissioner (*President*) Gary Winlund; Commissioner
Doug Smith; Commissioner; Commissioner Andy Campbell; (WWS) Operations Assistant
Terri Campbell; Finance Auditing Officer (available by telephone if needed)

1. CALL TO ORDER

Commissioner Durley 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 their regular meeting minutes of **April 11thth**, 2024, meeting. ***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-6-1 thru 6-6* in the amount of \$8,928.02

Capital Facilities Fund #761

1) CI 6-1 thru 6-3 in the amount of \$14,470.51

Total Expenses: \$23,398.53

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 2024. 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***

5.3 Comments from Customers – 9 comments were read. All positive.

6. **PROJECT REPORTS** – Wilson Engineering attended the meeting and talked about main replacement and capacity. Due to the cost of both projects and having to raise rates, there should be a special meeting called for the owners to attend to be informed about the projects proposed over a 20-year period.

7. UNFINISHED BUSINESS –

7.1 Chip Meters – Ordered and will be received and invoiced for the July meeting.

7.2 Lawn Maintenance – Andy called 3 lawn maintenance services and is waiting for a response from them after they review the property to be mowed.

8. NEW BUSINESS –

8.1 Leak Relief – Account #23300 met all District requirements per the district policy. Commissioner Durley moved seconded by Commissioner Smith to grant the leak relief adjustment in the amount of \$612.62

9. AUDIENCE – None

10. MEETING CLOSURE - Being no further business the meeting was closed at **11:30 AM**

Approved: *July 11th, 2024*

Gary Winlund
Commissioner; P#3 ACWD

Tiffany Durley, chairman
Commissioner; P#2 ACWD

Douglas Smith
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.