

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of March 14th, 2024 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Doug Smith; Commissioner (*President*)

Gary Winlund; Commissioner

Tiffany Durley; Commissioner (called in)

Andy Campbell; (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 Smith moved, seconded by Commissioner Winlund, to approve the regular meeting minutes of **February 8thth, 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-3-1 thru 3-8* in the amount of **\$16,070.54**
2) *IRS 941 QTR 1* in the amount of **\$411.32** *Total Expenses: \$16,481.86*

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.

Andy read customer comments from the return billing portion

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 – No Report from Engineers

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS –

8.1 Lead Service Survey – The WWS staff is researching homes built prior to 1986. Once they have completed the list they will send out the survey to the resident questioning what their service pipe is made of.

- 8.2 **Spring Conference** – The registration is open. The Commissioner will need to let Terri know who will be attending.
- 8.3 **Small Works Roster** – WWS advertised for the Small Works Roster which covers all Districts they manage including ACWD.

9. **AUDIENCE** – None

10. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:15 AM**

Approved: *April; 11th, 2024*

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.