

**ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON**  
**ACTION Minutes of November 9th, 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 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 Durley, to approve the regular meeting minutes of **September 14th, 2023**, as amended, and **October 12<sup>th</sup>, 2023**, meeting.

#### **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) *11-1 thru 11-5* in the amount of **\$6,363.29**
  - 2) *DOR withdraw* in the amount of **\$614.84**
  - 3) *IRS withdraw* in the amount of **\$332.94**

## **Capital Improvement Fund #761**

- 1) 11-1 in the amount of \$5,904.00      *Total Expenses: 13,215.07*

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

## 6. PROJECT REPORTS –

**6.1 Main Replacement and Additional Reservoir** –On their invoice report it was reported they 1) Calculated capacity of system components 2) are developing hydraulic model of water system 3) preparing Tech memo for capacity analysis. Commissioner Durley wants Wilson Engineering to add more detail to their invoicing.

## **7. UNFINISHED BUSINESS –**

- 7.1 Lawn Maintenance** – The w-9 still, to date has not yet been signed by the last mowing company of record. Terri is holding the processed check until the lawn maintenance company comes in with the completed forms. If they do not submit the paperwork she sent to them by the end of December, Terri will void the check.
- 7.2 Reservoir Cleaning** – The reservoir is scheduled for cleaning this month.
- 7.3 Parking Signs** – The commissioners requested Andy to notify the residence who is parking their vehicles in the well ahead protection area. He is to inform them their vehicles will be towed if they choose to park there.
- 7.4 Maple Tree** – Andy will schedule tree removal with a tree contractor to remove the maple tree this month.

## **8. NEW BUSINESS –**

- 8.1 Meter Reading** – Andy talked about chip meters. He will bring more information to the December meeting.

## **9. AUDIENCE – None**

## **10. MEETING CLOSURE - Being no further business the meeting was closed at **10:32 a.m.****

Approved: **December 14th, 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.