

**ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON**  
**ACTION Minutes of October 12th, 2023 - Regular Meeting**

**MEETING PLACE**

1270 Rickover Drive - Coupeville, Washington

**IN ATTENDANCE – Commissioners & Staff**

Doug Smith; Commissioner ( <i>President</i> )	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 Durley moved, seconded by Commissioner Smith, to approve the regular meeting minutes of **September 14th**, 2023, will be approved as amended at the **October 12<sup>th</sup>**, 2023, meeting. Terri will make the amended corrections for next months 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 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-10-1 thru 10-8* in the amount of **\$16,162.85**

**Capital Improvement Fund #761**

1) *CI-10-1* in the amount of **\$2,220.00**

***Total Expenses: 18,382.85***

**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 – None**

**7. UNFINISHED BUSINESS –**

**7.1 Lawn Maintenance** – The w-9 has not yet been signed. Terri is holding the processed check until the lawn maintenance company comes in with the completed forms.

**7.2 Reservoir Cleaning** – The commissioners would like to conserve water when the reservoir is cleaned.

**7.3 Parking Signs** – The commissioner requested that the “No Parking” signs be one sign every 75 feet.

**8. NEW BUSINESS –**

**8.1 Willow Tree 1203 Dewey Drive** – The “curly” willow tree planted in the right-away needs to be removed before it damages the main. It is the owners responsibility to take care of this. Andy will contact the owner to let them know the tree needs to be removed.

**8.2 Fallen Tree on Well Site** – Commissioner Durley moved seconded by Commissioner Smith to have the tree removed. They directed Andy to get bids for the removal. *Motion passed*

**9. AUDIENCE – None**

**10. MEETING CLOSURE -** Being no further business the meeting was closed at **10:51 a.m.**

Approved: *November 9th, 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.