

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON
ACTION Minutes of September 11th, 2025 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Tiffany Durley; Commissioner; President, Gary Winlund; Commissioner, Doug Smith; Commissioner; Andy Campbell; (WWS), Terri Campbell; Finance Auditing Officer (by telephone)

1. CALL TO ORDER

Commissioner Durley called the meeting to order at 10:00 A.M.

2. AGENDA

The Commissioners approved of the agenda as presented.

3. APPROVAL OF MINUTES -

Commissioner Smith moved, seconded by Commissioner Winlund, to approve their regular meeting minutes of **August 14th, 2025**. **Motion passed unanimously**

4. APPROVAL OF VOUCHERS

Vouchers were previously emailed to the Commissioners for review prior to the meeting. The following vouchers and invoices were submitted at the meeting for approval. Commissioner Smith moved, seconded by Commissioner Winlund, to approve payment of the vouchers for the months as follows: **Motion passed unanimously**

Operation & Maintenance Fund #702

1) OM 9-1 thru 9-7 in the amount of **\$12,624.57**

5. STAFF and PROJECT REPORTS –

5.1 Manager's Report - Andy Campbell (WWS)

Andy presented his report for the Commissioners review with an up-to-date water pumped graph usage for 2025. Utility Locates were presented.

Commissioner Durley's questions:

- when the next sanitary survey will be. Andy will let her know at the October meeting.
- would like to see a water loss and water use and also a water efficiency report. Andy will work with Bev and Terri to present the report at the November meeting since October is the last reading of the year.

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

5.3 Engineer's Report – Eli Zehner (Pace Engineering) – Eli discussed main replacement and bid options.

5.4 Comments from Customers – (0)

7. UNFINISHED BUSINESS –

- 7.1 Petty Cash Account** – Before Terri can download software into the Commissioners new laptops she has to have approved signed meeting minutes stating she is the signer on the Petty Cash Account. Commissioner Smith moved Commissioner Winlund seconded to authorized Terri Campbell as the signer on the Petty Cash Account. **Motion passed unanimously**
- 7.2 Tree Removal at 1256 Halsey** – Andy called James at the Island County Road Department who said they will be removing all the trees from the right-away.
- 7.3 Lawn Bids** – The district is seeking lawn bids for the district property at Admirals and Rickover. The estimate time for the job would be 2 – 3 hours which would include trimming.
- 7.4 Emergency Plan** – Andy is working on the Plan gathering information at this time.

8. NEW BUSINESS –

- 8.1 Resolution 2025-09-002 – Inspection of Water System Components –**
Commissioner Durley asked for the attorney to review the resolution and respond. She also wants to invite James Meek from Central Fire and Rescue to attend the meeting to hear his input.

9. AUDIENCE – None

- 10. MEETING RECESS –** Commissioner Durley recessed the meeting at 11:16 AM to continue on September 26th, at 10 AM. The recess is to give the attorney time to review and respond to resolution 2025-09-002.

- 11. MEETING RECONVENED September 26th 10AM** - Commissioner Durley called the meeting to order at 10AM to discuss the attorneys opinion on resolution 2025-09-002.

Present: Commissioners; Durley, Smith, Winlund, Operations Manager Andy Campbell.

- 12. Resolution 2025-0002** - The attorney approves of the resolution as part of the districts regulations (policy) but also drafted an Inter-local Agreement between the District and the Fire District that both parties should review and sign. The Commissioners agreed to the Interlocal Agreement and would like Andy to deliver it to Central Fire and Rescue. They will discuss at the October meeting of other component use.

- 13. MEETING CLOSURE** - Being no further business the meeting was closed at **10:40 AM**

Approved: **October 9th, 2025**

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.