

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of February 13th, 2025 - 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)
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 Durley moved, seconded by Commissioner Winlund, to approve their regular meeting minutes of **January 9th, 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*

Operation & Maintenance Fund #702

1) **OM 2-1 thru 2-7 in the amount of \$8,858.17**

2) **DOR in the amount of \$676.29**

Total Expenses: \$9,534.46

5. STAFF 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.

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 Winlund moved Commissioner Durley to accept the report as presented. *Motion passed unanimously*

5.3 Comments from Customers – None

6. PROJECT REPORTS

6.1 **Chip Meters** – Meter installation for ACWD is next on the list for installation. Due to weather conditions, the installation for February was delayed and should start in March weather permitting.

6.2 **Engineering** – The district has been waiting for a response from Wilson Engineering on project scope of work. Andy and Commissioner Winlund had a telephone meeting to discuss the projects and the Engineers were to send a report.

No report has been received yet. The Commissioner requested Andy to contact Engineer Eli Zehner (Pace Engineering) and ask him to for his interest in representing the district.

- 6.3 Rates** – Terri is waiting for the Engineer Report for the project scope of work. When Andy contacts a new Engineering firm to present a scope of work for future projects, then the hookup rate and base rate study can move forward.

The Commissioners discussed the ACBC pool base rate being a higher base rate due to the 2-inch meter (residential is $\frac{3}{4}$ inch). They agreed it falls under the Commercial base rate for larger meters and the quarterly base rate will be \$125.00. Terri will amend the resolution for the Commissioners to sign for all base rate increases.

7. UNFINISHED BUSINESS –

- 7.2 15 Acre Proposal** – Andy reported he has not heard back from the Developer.

8. NEW BUSINESS –

- 8.1 Commissioners Computers** – A couple of years ago Terri spoke about the Commissioners each having a laptop computer for the district business only. It is recommended that the Commissioners do not use their personal computers or phones for district business due to the Open Public Meeting Act and Public Disclosure Act. The commissioners will discuss this at a later meeting. The subject will remain on the agenda until decided.

- 8.2 District Investments** – Investments were discussed. The district invests through the Island County Investment Pool. The only other way to make investments is through the State Investment Pool per the RCW and Island County Treasurer.

9. AUDIENCE – None

10. MEETING CLOSURE - Being no further business the meeting was closed at **10:53 AM**

Approved: *March 13th, 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.