

# ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

## ACTION Minutes of March 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 Smith, to approve their regular meeting minutes of **February 13th, 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 Durley, to approve payment of the vouchers for the months as follows: *Motion passed*

##### **Operation & Maintenance Fund #702**

1) **OM 3-1 thru 3-7 in the amount of \$7,479.15**

#### 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 Durley moved Commissioner Smith 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 in progress and they all should be installed by the end of April.

6.2 **Engineering** – Engineer Eli Zehner from Pace Engineering attended the meeting. He will review the districts Engineer reports on the projects and give a proposal on the scope of work for the upgrades needed in ACWD.

**6.3 Rates** – Terri is waiting for a project Engineer Report for the scope of work.

**7. UNFINISHED BUSINESS –**

**7.2 15 Acre Proposal** – Tabled until the April 10<sup>th</sup> meeting.

**8. NEW BUSINESS –**

**8.1 Commissioners Computers** – As discussed in previous meetings, there is a necessity for the Commissioners for legal reasons to have district computers and not use their own personal computer. The Commissioners approved the purchase of three computers for the ACWD to use for their reports and emails. Should their term as Commissioner end, they will need pass-on the computer to the Commissioner who takes their place. Commissioner Durley moved seconded by Commissioner Smith to purchase three computers at a \$1,000 cap for each Commissioner. *Motion passed unanimously*

**9. AUDIENCE** – None

**10. MEETING CLOSURE** - Being no further business the meeting was closed at **10:58 AM**

Approved: *April 10th, 2025*

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Gary Winlund  
Commissioner; P#3 ACWD

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Tiffany Durley, chairman  
Commissioner; P#2 ACWD

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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.