

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of November 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; 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 Winlund moved, seconded by Commissioner Durley, to approve their regular meeting minutes of **September 11th, 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 Winlund moved, seconded by Commissioner Smith, to approve payment of the vouchers for the months as follows: ***Motion passed unanimously***

Operation & Maintenance Fund #702

1) ***OM 11-1 thru 11-8 in the amount of \$17,009.78***

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 and reviewed.

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 seconded by Commissioner Durley to approve the financial report. ***Motion passed***

5.3 Engineering Report – Eli Zehner (Pace Engineering) – sent in a proposal for future projects. The cost for replacing the galvanized water mains is in the amount of \$319,323.55, the cost to update the Small Water System Management Plan is \$81,552.20 for Engineering. The District will place the proposal in a pending file, until the Letter of Qualification from Engineers are received from other firms.

5.4 Comments from Customers – (0)

6. **UNFINISHED BUSINESS –**

- 6.1 **Sanitary Survey** – The Sanitary Survey was done and the district is waiting for the report to come in.
- 6.3 **Interlocal Agreement from the District Attorney for Inspection of Water System Components** – The District Attorney who wrote the Interlocal Agreement had additional opinions and suggestion for the District to consider.
- 6.4 **Computers** – Terri thought it was best for a computer tech to be the one to install all the software and set up all the emails. He has them at his business and is doing this for other Districts for Terri and 6 computers for Whidbey Water Services (WWS) Office. A new laptop also was purchased by WWS to be used only for the chip meter readings. Terri has ordered the totes for the laptops in order to protect the laptops.

7. **NEW BUSINESS –**

8. **AUDIENCE** – None

9. **MEETING CLOSURE** - Being no further business the meeting was closed at **11:25 AM**

Approved: **December 11th, 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.