

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of October 9th, 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), Eli Zehner (Pace Engineering)

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 Smith, to approve their regular meeting minutes of **September 11th** and **September 26th, 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 Durley, to approve payment of the vouchers for the months as follows: **Motion passed unanimously**

Operation & Maintenance Fund #702

1) **OM 10-1 thru 10-6 in the amount of \$6,759.62**

Capital Improvement Fund #761

1) **CI 10-1 in the amount of \$1,707.05**

Total Expenses: \$8,466.67

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.

Andy reported that the PFAS test now has to be taken twice a year.

Andy reported pumps are ready to be picked up in Everett next week.

Leak on Lockwood – Madsen who is going to fix the leak because they have heavy equipment to do the job. Commissioner Durley wants it done ASAP and if Madsen cannot get it scheduled right away Andy needs to find someone else.

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. **Motion passed**

Rate Study – Commissioner Durley asked how the Rate Study was progressing.

5.3 Engineer's Report – (Eli Zehner (Pace Engineering)) – Eli will email proposal reports (project #P25-0342) to sign for the Galvanized Water Mains (replacement) and the Small Water System Management Plan Update. The Commissioners will review the report for consideration when selecting a Engineer.

5.4 Comments from Customers – (0)

6. UNFINISHED BUSINESS –

6.1 Tree Removal at 1256 Halsey – Andy does not have a schedule when the county road department will remove the trees, but they said they would be doing it.

6.2 Sanitary Survey – Andy will be meeting with DOH for a Sanitary Survey. They will contact him to schedule a date. Commissioner Durley would like to be attend.

6.3 Interlocal Agreement from the District Attorney for Inspection of Water System Components – The District sent Central Whidbey Fire and Rescue the Interlocal Agreement from the attorney and are waiting for a response from the

7. NEW BUSINESS –

8. AUDIENCE – None

9. MEETING CLOSURE - Being no further business the meeting was closed at **10:46 AM**

Approved: *November 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.