

**ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON**  
**ACTION Minutes of January 8th, 2026 - Regular Meeting**

**MEETING PLACE**

1270 Rickover Drive - Coupeville, Washington

**IN ATTENDANCE – Commissioners & Staff**

Tiffany Durley; Commissioner; President, 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 presented with additions.

**3. APPROVAL OF MINUTES -**

Commissioner Smith moved, seconded by Commissioner Durley, to approve their regular meeting minutes of **December 11<sup>th</sup>, 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**

*OM 1-1 thru 1-6 in the amount of \$9,121.84*

**Capital Facilities Fund #761**

*CI 1-1 in the amount of \$107.24*

***Total Expenses \$9,229.08***

**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** – No report, waiting on Letter of Qualification from Engineers.

**5.4 Comments from Customers** – (0)

**6. UNFINISHED BUSINESS –**

**6.1 Franchise** – Expired in 2018 (Will review the new franchise agreement).

**6.2 Attorney** – No response from attorneys on getting an opinion on the small works roster, proposal for outside service, or the franchise.

**6.3 Interlocal Agreement** – Commissioner Durley will contact FD5 about the progress of the Interlocal Agreement.

**6.4 Lots 88 and 89** – Andy has been working with the property owner and builders. Andy will report at the February meeting the progress of a developer extension.

**7. NEW BUSINESS** –

**7.1 Commissioner Workshop** – All Commissioners will attend.

**7.2 Evergreen Rural Water of Washington** – Andy reported that Julie Robinson from ERWOW can offer Technical Assistance if needed for updating water plans, getting loans, and other areas of expertise. Commissioner moved seconded by Commissioner Smith to have Terri file the form from ERWOW to apply for the program.

**8. AUDIENCE** – None

**9. MEETING CLOSURE** - Being no further business the meeting was closed at **11:00 AM**

Approved: *February 12th, 2026*

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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.