

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON
ACTION Minutes of March 12th, 2026 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Tiffany Durley; Commissioner; President, Commissioner, Doug Smith; Commissioner, Gary Winlund; Commissioner Andy Campbell; (WWS), Terri Campbell; Finance Auditing Officer (by telephone), Pace Engineering representatives

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 **February 12th, 2026**. **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 unanimously**

Operation & Maintenance Fund #702

OM 3-1 thru 3-6 in the amount of \$17,889.82

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 leak on Lockwood was fixed.

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 unanimously**

5.3 Engineering Report – The Commissioners would like to have the Franchise Agreement from Island County sent to Eli and another copy to Commissioner Durley. Eric Fremont will review the franchise. The project engineer will be Aaron Rapozo.

Commissioner Durley moved seconded by Commissioner Winlund to void the previous proposal that was submitted from the Pace Engineering. Commissioner Winlund moved seconded by Commissioner Durley to approve the new proposal submitted from Pace. Commissioner Smith moved to have Commissioner Durley sign the newly submitted proposal. **Motion passed unanimously**

5.4 **Comments from Customers** – (0)

6. **UNFINISHED BUSINESS** –

6.1 **Franchise** – Andy will attend the meeting for the Franchise.

6.2 **Mowing** – Andy was asked to contact 3-Men And A Mower to see if they have interest in the lawn care for the district.

6.3 **Interlocal Agreement** – Andy will send Central Whidbey a letter with a copy of the language from the State Fire Rating Bureau stating the fire hydrants are the responsibility of the municipal district.

7. **NEW BUSINESS** – None

8. **AUDIENCE** – None

9. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:20 AM**

Approved: **April 9th, 2026**

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.