

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of April 9th, 2026 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

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

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. Under New Business, 1) Add Interlocal Agreement and 2) Resolution 04-001-026 to increase hook-up rate.

3. APPROVAL OF MINUTES -

Commissioner Smith moved, seconded by Commissioner Winlund, to approve their regular meeting minutes of **March 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 4-1 thru 4-6 in the amount of **\$8,488.36**

Capital Improvement Fund #761

CI 4-1 in the amount of **\$1,246.12**

Total Expenses: \$9,734.48

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 two lots on Admirals need to sign a developer extension before they can have water. At this time, no development extension has been signed or presented to the district, so there is no water on the two parcels.

Andy reported that the Water Efficiency Report, Consumer Confidence Report, and the Service Line Survey Report are all complete and have been submitted to the agencies.

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 Winlund moved, seconded by Commissioner Smith, to approve the financial report. Motion passed unanimously

5.3 Engineering Report – (Pace Engineering) reported.

- They are working on a project Manual.
- Locate Service for the survey needs to be done.
- They will review project Manual with Andy and the Commissioners
- The base mapping should be completed this month.
- The district is waiting for the Pace contract to be received. Once the district receives the contract Commissioner Durley will sign it.
- The Engineers will walk the site with Andy after the meeting.
- Customers will be notified should there be any water interruptions. Once the project starts, a notice of water interruption will go out in the billing informing the customers there may be water interruptions during the project work.

5.4 Comments from Customers – (0)

6. UNFINISHED BUSINESS –

- 6.1 Franchise** – Andy will contact Island County to discuss the Franchise to see what we can do. The pressure testing for leaks they suggest will not work in ACWD.
- 6.2 Mowing** – Andy contacted 3-Men-And-A-Mower and they are interested. He is waiting for them to review the site and submit a cost for lawn care for the district.
- 6.3 Interlocal Agreement** – Commissioner Durley will be speaking with Central Whidbey Fire.

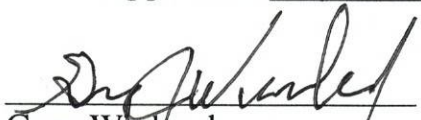
7. NEW BUSINESS

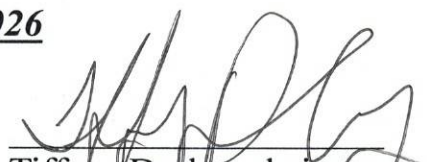
- 7.1 Resolution 001-04-2026** – Commissioner Durley moved, seconded by Commissioner Winlund, to increase the Hook-up Rate each year equivalent to what the current customers are paying annually for their base rate. Currently, the customers are paying \$400.00 annually for the base rate. The current hookup rate is \$6,800.00. Effective April 9th, 2026, the hook-up rate will go from \$6,800 to \$7,200.00. Should the base rate increase during any quarter in the same year, so will the hook-up rate increase to match the base rate each customer pays.

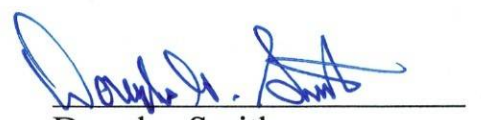
8. AUDIENCE – None

9. MEETING CLOSURE - Being no further business the meeting closed at 10:13 AM

Approved: May 14th, 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.