

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of August 13th, 2026 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Commissioner, Tiffany Durley; Commissioner Doug Smith; Commissioner, Gary Winlund; Commissioner Andy Campbell; Operations Manager (WWS), Peter Moore; Operations (WWS), Terri Campbell; Finance Auditing Officer (WWS) on telephone stand by)

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 no additions.

3. APPROVAL OF MINUTES -

Commissioner Durley moved, seconded by Commissioner Smith, to approve their regular meeting minutes of **July 14th, 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 Durley, to approve payment of the vouchers for the month as follows: *Motion passed unanimously.*

Operation & Maintenance Fund #702

OM 8-1 thru 8-8 in the amount of \$25,086.40

Capital Improvement Fund #761

CI 8-1 in the amount of \$53,911.60

Total Expenses: \$78,998.00

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 2026. 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 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 –

Andy sent the As-Built drawings to the Engineer. In order to finish the Rate Study, Terri needs two things; when Pace submits the amount of the total project and she needs to know if the Engineers are going to submit the application for funding to DOH for the Public Works Trust Loan. Once Terri has the amount of the project and loan amount being applied for, she can incorporate all the costs into the rate study to see how much of a base rate will need to increase to fund the project over the years.

6. **UNFINISHED BUSINESS –**

Mowing – Terri received from 3-Men and Mower their license and insurance liability credentials. With these items received, Commissioner Smith moved, seconded by Commissioner Winlund to approve the contract with Commissioner Durley’s signing the contract.

7. **NEW BUSINESS –**

7.1 WASWD Fall Conference – Commissioners Durley and Smith would like to attend the conference that will be held in Wenatchee from September 29th, thru October 1st, 2026.

7.2 September Billing – The Commissioners requested to inform the customers that if they should build an ADU that a new meter will need to be purchased. The legislature passed a state law requiring that all residential units have to be metered.

7.3 Water Conservation – The Commissioner discussed looking at the tiers and if they are meeting water conservation and also penalties for those who are not conserving. Terri can provide a list of high users after July, August, September, meter readings, this way a spreadsheet can show the readings for all quarters this year.

7.3 Water Meter Placement – The Commissioner discussed placing a regulation in the district’s policies stating that meters have to be outside of a fenced area on residential lots.

8. **AUDIENCE** – None

9. **MEETING CLOSURE** - Being no further business the meeting was closed at **10:40 AM**

Approved: **September 10th, 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.