

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of July 9th, 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), Eli Zehner; Bill Renolds, Mitch Boyd; 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 presented with no additions.

3. APPROVAL OF MINUTES -

Commissioner Smith moved, seconded by Commissioner Winlund, to approve their regular meeting minutes of **June 11th, 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 7-1 thru 71-6 in the amount of \$7,625.17

Capital Improvement Fund #761

CI 7-1 in the amount of \$118.92 Total Expenses: \$7,744.09

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 –

The district Engineer Eli Zehjner is moving to Walla Walla and will no longer be with Pace Engineering. Bill Reynolds and Mitch Boyd provided their credentials along with their contact information. Bill will be the principle and oversight Engineer in charge in the office. He also helped prepare the scope of work and feasibility for the project. Mitch Boyd has been asked to step in as the Project manager.

Commissioner Durley asked if there would be additional charges to the project with the changing of Engineers. The Engineers response was that they were on track for July and should be finished with the design work. They would like to meet with Andy next Tuesday to discuss details and specifications. When asked if the project could be in smaller project portions for budgeting purposes, their reply was, it would be harder to divide the work into smaller projects.

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** - None

8. **AUDIENCE** – None

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

Approved: **July 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.