

ADMIRAL'S COVE WATER DISTRICT ISLAND COUNTY WASHINGTON

ACTION Minutes of May 14th, 2026 - Regular Meeting

MEETING PLACE

1270 Rickover Drive - Coupeville, Washington

IN ATTENDANCE – Commissioners & Staff

Tiffany Durley; President, Commissioner, Doug Smith; Commissioner, Gary Winlund; Commissioner Andy Campbell; Operations Manager (WWS), Terri Campbell; Finance Auditing Officer (WWS by telephone), Eli Zehner; 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 additions.

3. APPROVAL OF MINUTES -

Commissioner Smith moved, seconded by Commissioner Durley, to approve their regular meeting minutes of April 9th, 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 Durley moved, seconded by Commissioner Smith, to approve payment of the vouchers for the month as follows: Motion passed unanimously.

Operation & Maintenance Fund #702

OM 5-1 thru 5-10 in the amount of \$18,995.09

DOR in the amount of \$901.09

IRS in the amount of \$517.29

Capital Improvement Fund #761

CI 5-1 in the amount of \$25,364.73

Total Expenses: \$45,778.20

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 – Eli Zehner reported the following:

- The survey has been completed.
- Discussed strategic planning and growth.
- Talked about utility taxes that the county could charge if passed in legislature.
- The Small Water System Management Plan needs to be updated as part of the project.
- Discussed funding options through agencies.

- Wants to start the bidding process for Water Main Replacement in June.
- It was suggested that after the June meeting the Commissioners and Engineer do a site visit where the construction will start and progress.

6. UNFINISHED BUSINESS –

- 6.1 Mowing** – Commissioner Durley moved seconded by Commissioner Winlund to accept the bid from 3 Men and a Mower for \$560.00 for lawn maintenance for each time they visit the site or as needed. Terri will need a copy of their insurance bond, tax numbers, and license before they can be paid.
- 6.3 Whidbey Island Water Association** – Terri will contact Whidbey Island Water Association to get an application and annual cost for membership.

7. NEW BUSINESS

- 7.1 Parameter** - The well-site parameter check done monthly by Commissioner Winlund and Smith was discontinued due to Whidbey Water Services being on site 3 times a week.

8. AUDIENCE – None

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

Approved: **June 11th, 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.