

**MINUTES OF THE August 8, 2011
FREELAND WATER and SEWER DISTRICT
COMMISSIONERS MEETING**

Meeting Place

Freeland Library
5495 South Harbor Avenue
Freeland, WA

In Attendance:

Commissioner – Nolen Knickerbocker
Commissioner – Jim Short

Commissioner – Eric Hansen

Andy Campbell – Certified Operator
Sandy Duncan – Administrative Assistant
Gary Hess-Davido Consulting Group

CALL TO ORDER: Commissioner Knickerbocker called the meeting to order at 5:45 p.m. followed by the pledge of allegiance.

PUBLIC COMMENT-WATER: None

APPROVE AGENDA: A motion was made by Commissioner Short to approve the agenda. The motion was seconded by Commissioner Hansen and passed.

APPROVE MINUTES: A motion was made by Commissioner Hansen to approve the minutes of the July 11, 2011 meeting as written. The motion was seconded by Commissioner Short and passed.

OLD BUSINESS:

1. Joanne Drive-Main Replacement. Andy reviewed that based on the current costs of water main replacement he estimated a budget of \$37,000 for 625 feet of 6 inch pipe with two hot taps, 5 service connections and a new fire hydrant to replace the existing one on the corner of Freeland Avenue and Joanne. He also noted that extending the main to Myrtle will resolve having a dead end line at that location.

Upon discussion it was agreed that Andy should go ahead and prepare a bid package for contractors on our small works roster for approval at the next meeting.

2. Harbor Hills-estimate to install auto dialer and phone. Andy reported that the phone line has been activated. Andy recommended that we install a Sense-A-Phone auto dialer that would monitor tank level and pressure. Andy estimated the total cost with sensors and installation at \$2,000 to \$3,000, depending on how many sensors are included. Upon discussion it was agreed to proceed and include an operational status sensor to the generator for power outages.

ACTION: A motion was made by Commissioner Hansen to install the auto dialer with sensors for tank level, pressure and power outage not to exceed \$3,000. The motion was seconded by Commissioner Short and passed.

3. Flag pricing. Sandy reported that a flag, stand and ole run approximately \$150 each. Unfortunately, we have no guarantee that another library within the Library system would take the flags. Sandy will follow up and contact the library and see if we could install a flag bracket on the wall instead.
4. Davido General Contract. Upon review.

ACTION: A motion was made by Commission Hansen to approve the revised Contract for General Service with Davido Consulting Group. Commissioner Short seconded the motion and the motion passed.

NEW BUSINESS: None

OTHER REPORTS:

1. Maintenance report. Andy reviewed his report. A copy is attached.
 - a. Andy reported that we received a letter from the Department of Health regarding Harbor Hills Water System that we have a bromine monitoring violation since 2007. The test cost is \$75.00 per test. Andy explained that Bromine is a by-product of the ozonization of the water. Andy was unaware that we were required to file a monthly report. He added that this violation must be reported on our next Consumer Confidence report. He also added that we will also be required to test the new treatment plan for Freeland once up a running.
2. Administrative report. Copies of Sandy's reports are attached.
 - a. Sandy reviewed that she has talked to two legal firms to act as legal council for the District. Newton Kight quoted \$165 per hour and Anderson Hunter quoted \$195 per hour, both firms are in Everett. Upon discussion Commissioner Hansen agreed to interview the firms for discussion and recommendation at the next meeting.
 - b. Sandy noted that a letter was sent to St. Augustine's on completion of the Developer Extension Agreement and connection to the system prior to payment received.
 - c. A copy of the Sanitary Survey for Harbor Hills is attached along with the Volatile Organic Chemical (VOC) test for Freeland Water and Sewer District is attached.
 - d. A copy of the Washington Association of Sewer and Water District Press Release on both Andy Campbell and his wife Terri Campbell are attached.

- e. Sandy reported that we have not received the Letter of Intent back from either Main Street or Homes Harbor at this time. However she is aware the Holmes Harbor is working with their attorney and should have something soon.

SEWERS:

1. Citizen Advisory Committee (CAC) – Report- Lou reviewed the CAC’s written report that is attached. Lou reported the soils for Main Street Sewer District water reuse may not be sufficient for our purpose. Lou noted that there is more research needed on both Main Street and Holmes Harbor.

There was a meeting with Bob Pederson on August 5th, Bob noted that the Freeland Sub Area Plan is GMA compliant and the CAC agreed that this issue has been answered. Bob added that the Capital Improvement Plan (CIP) for Main Street Sewer District and Holmes Harbor Sewer District are included in the Freeland Sub Area Plan by reference and the County now needs to complete their CIP which is also a part of the Sub Area Plan.

Lou noted that another part of the meeting with Bob Pederson focused on the population projections in relation to the sewer plan. He stated that the Freeland area was always part of the South Whidbey population numbers. Bob plans on asking the Commissioners at the August 17th meeting for their approval to approach the Office of Financial Management (OFM) and ask for a focused effort to do a population projection for Freeland as a census defined place.

Gary Hess agrees that we need a set of numbers that everyone can agree on in order to move forward.

Marilynn Abrahamson added that Helen Price-Johnson was going to ask the County Commissioners to submit a letter to OFM requesting population numbers. John Brunke suggested that if the County submits all the numbers they have, the OFM will be required to respond. Gary added that if the CAC, District and the County can collaborate together in demonstrating to OFM that we are serious about this and we are willing to work with OFM to get process under way.

- a. Rerun the financial analysis – The spreadsheets in the PER were discussed and it was confirmed that both Katy and Tetra Tech will be in at the August 22nd meeting to review the questions and address the CAC’s concerns on how the numbers were determined in conjunction with Lou’s prior email.
- b. Lou added that A Pay As You Go program is also being investigated, where everyone would pay for the cost of the pipe and connect at a later date.
- c. Budget allowance for CAC. Pending receipt of the letter of intents. Gary reported that he has talked and emailed Helen Price-Johnson to verify if the Island County Rural Grant funds could be used for the CAC expenses. Helen was uncomfortable with using those funds, but could use them as a bridge loan in the short term. Helen agreed to confirm this with Elaine Morrow the County Budget Director. Sandy suggested that we could also do a bridge from the Water fund to the Sewer

fund if needed. Marilyn added that she feels the funds to finance the CAC are appropriate in that they are of benefit of Rural Development. Commissioner Hansen noted that he also talked to Helen Price-Johnson and he felt that she was not objecting to the use of the fund for the CAC, but she just wanted to verify with Elaine Morrow at the county if this would be appropriate. Eric also added that everyone has been a little critical of how the funds have been used and we are just being cautious.

- d. Commissioner Knickerbocker noted that if the CAC needs copying done that the District office is available.
2. Tetra Tech Amendment #3 to Contract. Gary reviewed that the amendment includes an extension of time to March 1, 2012 to continue to supply services to the District and support for the CAC and re-allocates budget items from various task items in order to cover any work with the CAC..

ACTION: A motion was made by Commissioner Hansen to approve the Tetra Tech Amendment #3 to the contract. The motion was seconded by Commissioner Short, discussed and passed.

3. Chelle Brunke asked if the District was still using the services of Triangle, Gary confirmed that yes they are part of the team. Chelle also asked if we could ask Tetra Tech to be more specific regarding project management in their invoices.

PUBLIC COMMENTS-SEWERS:

1. Chelle asked if the Chamber loan has been repaid; if it has not been repaid, how the District plans to pay the debt back; and what the funds were used for. Gary said that once the sewer comp plan was completed the Chamber wanted to jump start sewers in Freeland and the Chamber approached the District and asked the District to proceed with sewers; in order for the district to precede, funds were needed. The Chamber collected money from the business community in order to provide seed funds to proceed with sewers. Sandy added that the Chamber funds will be credited towards those accounts when they connect to sewers.
2. Lou noted some property owners were inside the area to be served by sewers but outside the FWSD and those people could not vote for District commissioners. Sandy explained that the only properties in the NMUGA not within the District boundary are on the North side of Honeymoon Bay Road (approximately 18 properties), however they can annex at any time.

The regular meeting was adjourned at 7:30 to go into executive session to discuss easement acquisition.

EXECUTIVE SESSION-Easement acquisition:

The meeting was called back to order at 7:49

The board authorized Gary to notify Long Bay to proceed with consulting with an attorney on an easement to the 80-acre water reuse site to determine the costs of doing a Quiet Title/Quick Claim or condemnation.

VOUCHERS:


Account #702 Operations - Voucher #7458 to #7479 in the amount of \$24,869.96 were reviewed, approved and signed.

Account #742-Sewer - Voucher #175 to #178 in the amount of \$49,926.30 were reviewed, approved and signed.


ADJOURN MEETING:


The regular meeting was adjourned at 7:52 p.m.


Respectively Submitted


Sandra J. Duncan

Approved:


Commissioner: Nolen A. Knickerbocker


Commissioner: Jim Short


Commissioner: Eric Hansen