

MINUTES OF THE December 20, 2011
FREELAND WATER and SEWER DISTRICT
COMMISSIONERS MEETING

Meeting Place: Freeland Library

Present: Commissioners: Knickerbocker, Hansen, Abrahamson

Andy Campbell – Certified Operator
Sandy Duncan – Administrative Assistant
Gary Hess-Davido Consulting Group
Chet Ross – Freeland Chamber of Commerce

Sign in sheet of additional attendees attached

OATH OF OFFICE: Oath of Office administered to Marilyn Abrahamson by Sandy Duncan.

CALL TO ORDER: 5:45 p.m. by Commissioner Knickerbocker

PUBLIC COMMENT-WATER:

Susan Sibbald asked when the new treatment plant would be completed for flushing. The District will be sending out a letter when the flushing will occur. Andy Campbell: if your water is not used during flushing, you should not have a problem.

APPROVAL OF AGENDA: 5 items were added to the agenda under new business items 8-e, f, g, h, and i. Commissioner Hansen motioned to approve the revised agenda. Commissioner Abrahamson 2nd and passed.

APPROVE MINUTES: Commissioner Hansen motioned to approve the minutes of the November 14, 2011 as revised. Commissioner Knickerbocker 2nd and passed.

UNFINISHED BUSINESS:

1. Harbor Hills Auto Dialer. Andy reported that the new auto dialer has been completed.
2. Harbor Hills Engineering certification and submittal to DOH. Andy reported that this is in process.

NEW BUSINESS:

- 1) Letter of Consideration-Sheppard

Action: Commissioner Hansen motioned to approve a 50% reduction in accordance with District policy. Commissioner Abrahamson 2nd and passed.

2) Steve Arnolds letter regarding refund of hook up fees

Action: Commissioner Hansen motioned to approve the refund of the hook up fee to Steve Arnold for two lots in Whispering Firs that he has not built on, in accordance with District policy. Commissioner Abrahamson 2nd and passed.

3) Letter of consideration Glasscock-increase in ERU rate. Upon discussion.

Action: Commissioner Hansen motioned to deny consideration on ERU rate. Commissioner Abrahamson 2nd and passed.

4) Island County Audit findings FWSD-Rural Economic Grant. Commissioner Abrahamson read a letter she submitted into the record for approval by the Board. A copy is herein attached.

Action: Commissioner Abrahamson motioned that this letter be approved by the board of Commissioners to be sent as soon as possible to Edwards & Associates authorizing them to resubmit the denied invoices by January 23, 2012. Commissioner Hansen noted that a letter is not required, that the Board can direct E & A to complete this work.

Action: Commissioner Hansen amended the motion to direct Edwards & Associates to re-submit the invoices with additional detail to satisfy the County for the \$17,417.00 or more for sewer related expenses. Commissioner Knickerbocker 2nd and passed.

5) Amendment #1 to DOE Cost Reimbursement Agreement

Action: Commissioner Hansen motioned to approve the Amendment #1 to the DOE Cost Reimbursement Agreement to extend the completion day by 6 months. Commissioner Abrahamson 2nd and passed.

6) Whidbey Water Services contract renewal. Tabled to January 2012 meeting.

7) Edwards & Associates CPA's contract renewal. Tabled to January 2012 meeting.

8) Schedule Commissioners' Workshops. Commissioner Hansen suggested monthly commissioner workshops for the first part of the year to address the District's financial picture and for Andy Campbell and Gary Hess to give their overview of the system. Tabled to January 2012 meeting.

9) 2012 District meeting schedule. Next meeting scheduled for January 9, 2012 and the balance of the 2012 meeting schedule tabled to January 2012 meeting.

- 10) Commissioner Abrahamson suggested consideration of an additional meeting on January 23, 2012. Item tabled to January 9, 2012 meeting. It was noted that a 3-day advanced notice is required for notification.

OTHER REPORTS:

1. Andy Campbell maintenance report.. A copy is attached.
 - a. Ingrid Westerfield suggested that Andy include in his contract the purchase of sign boards to notify customers of when a water main break or repair occurs. Andy noted that in an emergency situation this not always possible, however he will look into the matter.
2. Sandy Duncan admin. report. A copy is attached.
 - a. Sandy was asked to verify that the pre-paid deposit on the use of Freeland Hall is still available.
 - b. Sandy noted that a draft Resolution 12-01 of the annual update of the district rules and regulations is attached for review and will be on the agenda at the January 9, 2012 meeting.

SEWERS:

1. Citizens Advisory Committee (CAC) - report. Lou Malzone noted that the CAC is moving forward with downsizing the sewer project into smaller phases. They are also researching how the district can use existing septic systems within a designated UGA. Also the possibility of optional sewer hookups instead of mandatory. The CAC will be requesting an extension on deadline for completion of their recommendations to the District. Commissioner Hansen asked if the CAC had drawn a map of the Village area that they reference as the revised sewer area. Lou Malzone noted that Al Peyser is working on the actual boundaries for the Village. They are also looking at proceeding on sewers by petition only, not by resolution.

PUBLIC COMMENTS-SEWERS:

Keith Testor: asked if the changing of the area for sewers will have any effect of our water rights and rates. Gary reviewed that the District has been taking a pro-active effort to ensure that we have ample water rights and now and in the future. Commissioners Abrahamson suggested that she met with Keith to understand his question and concerns.

Pam Neschke: thanked the board for allowing the CAC to participate on the decision of sewer in our area and also thanked the CAC for their work.

Commissioner Abrahamson: thanked Commissioner Knickerbocker for his 14 years of service, by providing maintenance and operation of the water system and quality water for our District.

VOUCHERS: Reviewed, approved, and signed

Account #702: Maintenance & Operations

Vouchers #7551 to #7577 for \$43,677.28

Account #742: Construction - Sewer

Vouchers #190 to #192 for \$3,369.74

ADJOURNED MEETING: 6:53 p.m.

Respectively Submitted

Sandra J. Duncan

Commissioner Signatures: 2/13/12
date

Lou Malzone
~~Nolan Knickerbocker~~
Lou Malzone

Eric Hansen
Eric Hansen

Marilynn Abrahamson
Marilynn Abrahamson