

**FREELAND WATER and SEWER DISTRICT  
- ISLAND COUNTY WASHINGTON -**

Minutes of October 14th, 2013

**MEETING PLACE**

5421 Woodard Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Eric Hansen (*President*); Lou Malzone (*Vice President*); Marilynn Abrahamson (*Secretary*)

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*); Roger Kuykendall, Mike Jauhola (*Engineer – Grey and Osborne*); Rodney Langler (*Engineer - CHS*)

**Audience:** See attached list (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner *Hansen* called the meeting to order at 5:50 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Abrahamson* and seconded by Commissioner *Malzone* to approve the meeting agenda as presented. *Motion approved unanimously*

**4. APPROVAL OF MINUTES - Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve the regular meeting minutes of **September 14th, 2013** as presented. *Motion approved unanimously***

**5. PROJECT REPORTS -**

**5.1 District Capital Projects - *Andy Campbell*- explained that the bid documents prepared for the Joanne Drive main replacement were reviewed for minor changes. Easements will need to be signed by property owners through which mains will run. Once the easements are signed the District will go out for bid using the Small Works Roster.**

**5.2 Sewer Plan Scope of Work - *Rodney Langer (CHS Engineering)* presented a general Scope of work covering an interim budget for planning, meeting with a CAG member, reviewing and coordinating follow up actions, and attending meetings with the District or County. The total Scope of work would be \$5,000. Commissioner *Malzone* made a motion, seconded by Commissioner *Abrahamson*, to approve the Scope of Work as presented. *Motion approved unanimously***

**5.3 Well Head Protection Plan –*Mike Jauhola* presented a letter from Pacific Groundwater Group’s Hydrogeologist *Dan Matlock* summarizing their capture zone analysis for FWSD’s three production wells using existing analytic element models to approximate the likely time travel between a leaky underground storage tank and the production wells.**

## 6. UNFINISHED BUSINESS -

- 6.1 **Sunny View Village (SVV)** –*Mike Jauhola* talked with *Jeanne Andreassen*, the Department of Health representative who is in charge of overseeing the SVV project, regarding additional concerns he has about the design criteria and analysis that were turned into her by the SVV’s consultants. He specified they based the gallons per capita on intensive water conservation and number of bedrooms rather than occupancy. The text book average basis is 60 gallons per day per capita but the consultants reported 16 gallons per day per capita. *Mike* will make this argument to *Jeanne Andreassen* and also ask what waste water treatment SVV will be required to have.
- 6.2 **Main Street Sewer District (MSSD)** –*Andy Campbell* presented a general task time line process should a merger take place between MSSD and FWSD. This will be discussed further in the October 17<sup>th</sup>, workshop.

Commissioner *Malzone* and *Terri Campbell* were in contact with Department of Ecology (DOE) to discuss possible funding of the merger of MSSD and FWSD under the present grant. *Ken Ziebart* from DOE will attend the October 17<sup>th</sup>, workshop to discuss this with the Commissioners.

- 6.3 **Whidbey Marin & Auto (WMA)** – *Mike Jauhola* said *Farralon* needs to pinpoint where the plume is heading and give notice of a timeframe for contaminants hitting the aquifer or wells. *Farralon* is trying to get the land owner’s permission to test drill on their property but the property owners have concerns that when the testing is complete who will pay to have the drilling equipment removed from their property. Commissioner *Hansen* said he would work with the District’s attorney to set up an escrow account of ten thousand dollars with either the District, or the Attorney, or *Farralon* to manage the escrow funds. Commissioner *Malzone* made a motion, seconded by Commissioner *Abrahamson*, to have Commissioner *Hansen* work with the District Attorney to write a letter to the property owners ensuring them that the drilling equipment will be removed once the testing is complete and the cost will come from the funds held in escrow. **Motion approved unanimously**
- 6.4 **Island County Funds (Sewer)** - Commissioner *Malzone* made a motion, seconded by Commissioner *Abrahamson* to reimburse the funds owed to Island County that were identified by the State Auditor that were not permitted under the Interlocal Agreement between FWSD and Island County. Commissioner *Malzone* will contact the County to for a final balance owed to them. **Motion approved unanimously**
- 6.5 **Standby Fees** – Commissioner *Malzone* made motion seconded by Commissioner *Hansen* to pay back to the Harbor Hill’s vacant lot owners all the Standby Fees collected from them from the time the District purchased the Harbor Hills water system. A letter will be sent to each vacant land owner advising of a planned refund once they sign a release of claim. Once confirmed they will receive payment. **Motion approved** 2-1 with Commissioner *Abrahamson* voting no. Commissioner *Abrahamson* agreed with the pay back concept, but wished to back only 3 years. *Terri Campbell* will work with the District’s attorney to prepare the release of claim.

7. **NEW BUSINESS –**

- 7.1 **Minutes, Action Items, Agenda** – Commissioner *Hansen* would like for FWSD’s attorney *Andy Maron* to look over the minutes and agenda prior to the meeting each month so that he is familiar with the Districts business. All Commissioners agreed. *Andy* and *Terri Campbell* will prepare an Action Item list to be sent out the same week the meeting was held. *Terri* also agreed to have the draft minutes prepared and sent out by second week after the meeting.
- 7.2 **Potential Well Sites** – Commissioner *Abrahamson* made a motion, seconded by Commissioner *Malzone* to have *Andy Campbell* explore and investigate well sites in order to identify if there is potential land available for a new well site. **Motion approved unanimously**
- 7.3 **ERU’s** - Commissioner *Abrahamson* made a motion, seconded by Commissioner *Malzone*, to have *Terri Campbell* prepare by the next meeting a rate analysis on the ERU charges. **Motion approved unanimously**
- 7.4 **Workshop** - October 17<sup>th</sup>, at 5:50 PM at 5421 Woodard Avenue to discuss Sewer Planning and also Insurance claims.

8. **REPORTS -**

8.1 **Accountant's Report - Terri Campbell (WWS)**

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, Balance sheets of funds ending **September 2013**.

8.2 **Operation's Report - Andy Campbell (WWS)**

- A. *Andy* presented charts showing well production in September.  
B. See attached Operation and Maintenance Report for September

9. **AUDIENCE PARTICIPATION-**

- 9.1 Sewer - *Al Peyser* would like the grant funds used toward the Main Street Sewer. The funds should be used to upgrade and bring the sewer plant up to first class order.

10. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve and sign the vouchers:

***On September 16th, 2013***, the Board by vote, approved payment of the vouchers as listed in the attachment for:

O&M Fund	#702	amount:	\$13,247.57
C&I Fund	#623	amount:	\$ 5,658.61

Total of All Vouchers - **\$18,906.18** **Motion approved unanimously**

11. **EXECUTIVE SESSION** – N/A

12. **MEETING CLOSURE** - There being no further business the meeting closed at **8:25 PM.**

\_\_\_\_\_  
Eric Hansen  
Commissioner; FWSD

\_\_\_\_\_  
Lou Malzone  
Commissioner; FWSD

\_\_\_\_\_  
Marilynn Abrahamson  
Commissioner; FWSD

*Minutes Prepare by: Terri Campbell*

Approved: \_\_\_\_\_