

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

Minutes of August 13th, 2012- Regular Meeting

MEETING PLACE

Freeland Library – 5495 Harbor Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Eric Hansen (*President*); Lou Malzone (*Vice President*); Marilyn Abrahamson (*Secretary*)
Professional Services: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*);
Audience: See attached List (*sign in sheet*)

1. CALL TO ORDER

Commissioner Hansen called the meeting to order at 5:45 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

There were no further additions or deletions it was moved by Commissioner *Malzone* and seconded by Commissioner *Abrahamson* to approve the meeting agenda. *Motion approved & passed unanimously.*

4. APPROVAL OF MINUTES

Commissioner Malzone moved and it was seconded by Commissioner Abrahamson to approve the regular meeting minutes of **July 9th, 2012.** *Motion approved & passed unanimously.*

5. APPROVAL OF VOUCHERS

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

On July 9th, 2012, the Board by vote, approved payment of the vouchers as listed below:

*FW - Operation & Maintenance (702) Voucher numbers **OM-7-001 thru 013 in the amount of \$14,550.88.***

*HH - Operation & Maintenance (702) Voucher numbers **OM-7-001 thru 02 in the amount of \$5,623.68.***

*SVF - Operation & Maintenance (702) Voucher numbers **OM-7-001 thru 02 in the amount of \$84.36.***

Total of All Vouchers Submitted: \$20,258.92

Motion approved & passed unanimously.

6. REPORTS -

6.1 Commissioners Reports

A. Marilynn Abrahamson

- a. **State Auditor.** Marilynn reported that she had met with the State Auditor who was at Island County. She raised several questions with the Auditor and explained some concerns she had and needed verification for. Commissioner Malzone and Hansen questioned if she was doing this as a Commissioner of the District or a Citizen? The FWSD Attorney was called by telephone and questioned if a Commissioner can act as a citizen when speaking on business of the district and the Attorney responded that because she was working on the concerns before she became FWSD Commissioner she has the right discuss matters of concerns as a citizen.
- b. **WASWD Convention Workshop:** Marilynn received the scholarship and will attend the convention and stay at the Davenport Hotel.

B. Eric Hansen

- a. **Engineers Selection & Contracts** – Commissioner Hansen sent out the standard contract to the Engineers. CHS Engineering did not agree with some of the items on the contract and forwarded the changes to Commissioner Hansen who will forward the changes to the FWSD's Attorney to look them over. Gray & Osborne had no changes. Once FWSD's Attorney accepts the changes Commissioner Hansen will sign the contracts.

C. Lou Malzone

- a. **Centennial Clean Water Grant Application Status** – Lou reported he received the Application and is ready to sign the 3 copies. Commissioner Hansen would like more time to look through the Application before it is signed by Commissioner Malzone on behalf of the Commissioners. The meeting will be recessed to allow for more time to look through the Application and will reconvene by telephone conference call on August 16th, 2012 at 2PM at 5421 Woodard Avenue in Freeland.

6.2 Accountant's Report - Terri Campbell (WWS)

- A. **Accounts** – The accounting reports were presented, which included Income, Expense and Balance sheets of all funds for the period ending **July 2012**.

6.3 Manager's Report – Water Operator; Andy Campbell (WWS)

- A. See attached Operation and Maintenance Report
- B. **Repairs** – were made on Haines Drive.
- C. **Walking Trail** – Andy reported that Otak Engineer is designing a walking Trail through Freeland. There are no water pipes in the ground where the trail will be located.
- D. **Well 3** – Well 3 was struck by lightning and a temporary repair of the electrical controls are in place.

6.4 Project Reports: -

A. Scope of Work – It was reported that the Scope of Work for the Sewer is moving forward.

7. AUDIENCE PARTICIPATION- None

8. UNFINISHED BUSINESS - None

9. NEW BUSINESS –

9.1 Workshop – There will be no September workshops. The next workshop is scheduled for October 4th, 2012.

9.2 Billing Tenants & Owners – FWSD’s Financial Administrator Terri brought up her concerns of billing the Tenants instead of the owners. She stated that it is statute of the law (RCW chapter 57.08.081) that states that the owner of the property is responsible for their water bill and that the owner must be notified in order for collection. At this time there are many tenants that are being sent the bill and the owner is not aware of past due balances when the tenant moves out leaving the past due bill up to the owner to pay. If the owner were billed with accordance with the RCW, they would be aware what the amount of the bill and status of the account. The owner can sent the bill on to the Tenant to pay should they choose. Terri has no problem billing a Property Management Company because that is the nature of their business to collect from the Tenant and manage the property. Commissioner Malzone made motion seconded by Commissioner Abrahamsen for FWSD to authorize Whidbey Water Services to send all residential water bills to the owners of the property or to the Property Management Company, not the Tenants. This will be put into the next billing newsletter portion and also a letter will be sent to the owner for notification of the change. The change will be effective in the November billing. *Motion approved & passed unanimously.*

9.3 Stand By Fee – The Commissioners directed the District’s Financial Administrator Terri to contact the District’s attorney to discuss the Standby Fee billed to vacant lots being billed. The amount for the District Attorney researching this should not exceed \$1,000.00.

10. EXECUTIVE SESSION – None

11. MEETING CLOSURE- Recessed at **7:48 PM** and will reconvene on August 16th, 2012 at 2PM at 5421 Woodard Avenue in Freeland.