

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

**Minutes of April 11th, 2016**

**MEETING PLACE**

5585 Lotto Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Lou Malzone (*President*); John Brunke, Eric Hansen

**Staff:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance and Administration*)

**Professional Services and Audience:** See attached list (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Hansen* and seconded by Commissioner *Brunke* to approve the meeting agenda with additions. **Motion approved**

**4. APPROVAL OF MINUTES** - Commissioner *Brunke* moved seconded by Commissioner *Hansen* to approve the regular meeting minutes of February 29<sup>th</sup>, March 7<sup>th</sup>, and continuation of March 8<sup>th</sup> meeting. **Motion approved**

**5. COMMISSIONERS REPORTS –**

**5.1 Malzone:** Commissioner *Malzone* spoke with Main Street Sewer District Commissioners and plans to meet with them later again this month. He is still working with *Island County* and *Barbra Baily* for additional funding for the project.

**5.2 Brunke:** Commissioner *Brunke* met with the Auditor who audited FWSD's 2012 through 2014 financial accounts and internal controls to discuss the exit audit review. He reported the Auditor stated it was a clean audit with no findings.

**5.3 Hansen:** Commissioner *Hansen* presented an organized timeline he prepared to be used for the upcoming public meeting.

**6. PROJECT REPORTS**

**6.1 Sewer Planning**

***Engineering Report - Roger Kuykendall (Gray & Osborne)***

*Roger* reported that *G&O* needs to add discussion of adding chlorine to prevent fouling of the vadose wells before the revised facility plan is submitted to the agencies and before the SEPA comment period begins.

***Harbor Hill Grant Contract*** – The grant approved by DOH for *Harbor Hill* was signed and mailed in.

***Contacts for Phase 1*** – The Commissioners want to include in future Phase 1 meeting notifications the *Housing Authority*, *Windermere*, and the *Athletic Club*.

7. **UNFINISHED BUSINESS**

- 7.1 **Private Fire Main Leak** – *Andy Campbell* reported that *Nichols Brothers Boat Builders* fire main is still shut-off for detailed Engineer drawings for the repair of the backflow valve installation. Andy will keep following up on the progress.
- 7.2 **Houseworth Property** – *Commissioner Hansen* tried to contact *Debra Houseworth* who asked to be included in the Phase 1 Sewer Plan but has not heard back from her. He will report at the next meeting.
- 7.3 **St. Augustine** – *Andy Campbell* reported that the valve at St. Augustine church has been changed. They now have a 4” line.

8. **NEW BUSINESS** –

- 8.1 **SEPA** - *Commissioner Malzone* moved seconded by *Commissioner Brunke* to have *Commissioner Hansen* represent FWSD as the District’s SEPA Official. *Commissioner Hansen* will look into the SEPA policies that may have already been adopted. **Motion approved**
- 8.2 **Harbor Inn** – The owner requested leak relief that was repaired. *Commissioner Malzone* moved seconded by *Commissioner Brunke* to allow the request and bill him for the amount he paid for the same time period last year. **Motion approved**

9. **AUDIENCE PARTICIPATION** – None

10. **REPORTS** -

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

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the March 2016 report.
- B. **Approval of Vouchers**  
After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **April 11th, 2016**. *Commissioner Brunke* moved and seconded by *Commissioner Hansen* to approve and sign the following vouchers and amounts: **Motion approved**

O&M Fund #702 amount: **\$19,686.85** Capital Improvement #742 amount: **\$10,030.96**  
Capital Sewer Fund #623 amount: **\$22,984.29**  
Total: **\$52,702.10**

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

- A. See attached Operation and Maintenance Report for March 2015

11. **EXECUTIVE SESSION** – None

12. **RECESSED** – At 6:40 PM Commissioner *Brunke* moved seconded by Commissioner *Hansen* to recess the meeting until Monday April 18th at 5:30 PM to allow Commissioners time to review amendment No. 2 to the Freeland Comprehensive Plan, review amendment No. 1 to rescind the 2010 Freeland Comprehensive Sewer Plan, review the Rural Economic Development Funds Application and discuss policy for water rate reduction. **Motion approved**
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## **Meeting Reconvened**

**Minutes of April 18th, 2016**

### **MEETING PLACE**

5585 Lotto Avenue - Freeland, Washington

### **IN ATTENDANCE**

**Commissioners:** Lou Malzone (*President*); John Brunke, Eric Hansen (*by telephone conference*)

**Staff:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance and Administration*)

**Professional Services and Audience:** See attached list (*sign in sheet*)

### 13. **CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

14. **Adoption of Amendment No. 2** - Commissioner *Brunke* moved seconded by Commissioner *Hansen* for FWSD to adopt the amendment No. 2 to the Comprehensive Freeland Sewer Plan. **Motion approved**

15. **Rescind 2010 Freeland Comprehensive Sewer Plan**- Commissioner *Hansen* moved seconded by Commissioner *Brunke* to rescind the 2010 Freeland Comprehensive Sewer Plan. **Motion approved**

16. **Approve Rural Economic Development Fund Application** - Commissioner *Hansen* moved seconded by Commissioner *Brunke* to approve and have Commissioner *Malzone* submit the Rural Economic Development Fund Application. **Motion approved**

17. **Issue Determination of Non-significance** – Commissioner *Brunke* moved seconded by Commissioner *Hansen* to issue determination of non-significance for the adoption of Amendment No. 2 to the Freeland Comprehensive and implementation of Phase 1A of the plan. **Motion approved unanimously**

18. **Engineering Report** - *Roger Kuykendall (Gray & Osborne)*  
*Roger* reported that the surveying is moving forward and that G&O will be contacting professional services who will be doing the Project locates.

19. **SEPA** – Commissioner *Hansen* prepare the DNS and arrange for distribution and public comment.

20. **Water Leak Bill Reduction** – *Terri Campbell* presented a policy procedure “draft” she prepared for the Commissioners to review and respond to for the next meeting.

21. **ADJOURNED** – There being no further business, at 6:11 PM Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to adjourn the meeting. **Motion approved**

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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John Brunke  
Commissioner; FWSD

*May 9<sup>th</sup>, 2016*  
Approval Date

*Minute Prepared by: Terri Campbell (WWS)*