

FREELAND WATER and SEWER DISTRICT
Minutes of Regular Meeting – April 12, 2023

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Terri Campbell (Finance/Administration); Andy Campbell (Certified System Operator); Roger Kuykendall

1. CALL TO ORDER

Chad called the meeting to order at 10:04 a.m.

2. AGENDA - Chad moved, Lew seconded, approval of the agenda after addition of discussion of well naming conventions to ensure clarity in discussions and invoicing. **Agenda approved unanimously**

3. The Board of Commissioners agreed to the following well names:

Sunnyview Farm Well

Freeland Cell Tower Well, aka Well 1

Freeland Stonebridge Well, aka Well 2

Freeland Hilltop Well, aka Well 3

Freeland Honeymoon Well, aka Well 5

Harbor Hills North Well, aka Well 1

Harbor Hills South Well, aka Well 2

Harbor Hills Antelope South Well, aka Well 3

Harbor Hills Abandoned Well, aka Well 4

Harbor Hills Antelope North Well, a potential new well

Andy will confirm our Water System Plan designations and Ecology well tags are consistent.

4. APPROVAL OF MINUTES –

Commissioner Hansen moved, Commissioner Gladhart seconded, approval of the minutes of the March 8th, 2023, meeting. **Motion passed unanimously**

5. COMMISSIONERS REPORTS – none

6. AUDIENCE PARTICIPATION

Bill Lewis expressed appreciation of the District’s interest in the Low-Income Housing Institute project.

7. PROJECT REPORTS -

7.1 Harbor Hills North Antelope Well (formerly Well 3B) – Roger Kuykendall forwarded a scope of work from Robinson Noble. Roger recommended hiring a surveyor and someone to delineate the wetland. Andy will find both service providers.

- 7.2 **Freeland Honeymoon Well (formerly new Well 5)** – Several options were discussed, including developing the site with storage and treatment, and drilling another well on adjacent property. No decisions were made.
- 7.3 **Whispering Firs Phase 2** – Eagle Building Company was not in attendance. Andy explained the history of development proposals for the Whispering Firs area, and the options for providing adequate water pressure for the higher elevation lots.
- 7.4 **Low Income Housing** – Andy presented the LIHI building permit application for exterior stairs for a multi-family development and an appeal filed by a local contractor. Andy noted that he has informed Planning Director Mary Engle of the Districts authority to require service connection charges for each unit of multi-family housing projects.

8. **UNFINISHED BUSINESS** –

- 8.1 **Water rates** On April 4, Commissioner Hansen emailed for review a revised worksheet and narrative updating the service connection charges to consider 2022 capital expenses, inflation, and number of connections. On March 28th, Commissioner Hansen emailed for review an updated Exhibit A (supporting District regulations) identifying all District rates that had been discussed in workshops and meetings since the beginning of the year. Commissioner Hansen moved adoption of Exhibit A as circulated with the addition of the Service Connection Charge as presented in the April 4th, 2023, narrative, and worksheet. Commissioner Randall seconded the motion. *Motion passed unanimously*
- 7.2 **Regulations update** On March 28th, 2023, Commissioner Hansen emailed for review District regulations that reflected Board discussions in workshops and meetings since the beginning of the year. Commissioner Hansen moved adoption of the revised regulations, seconded by Commissioner Gladhart. Commissioner Randall noted that the discussion of LIDs included different percentages for LID approval but agreed that this concern could be addressed with a few other outstanding issues at a later date. *Motion passed unanimously*

8. **NEW BUSINESS** – None

9. **STAFF REPORTS**

- 9.1 **Operation's Report - Andy Campbell (WWS)**
 - A. Andy provided his Operation & Maintenance Activity Report and water production graphs.
 - B. Andy offered the locate requests and lab results for Board review.
 - C. All water quality testing met state standards.

9.2 Accountant's Report – Terri Campbell (WWS)

A. Accounts – Terri presented financial reports by prior email but presented updates at the meeting.

B. Vouchers – Chad moved, Lew seconded, approval of the vouchers. **Motion passed unanimously**

Operation and Maintenance Fund #702

1. OM-4-1 thru 4-5 in the amount of **\$23,867.85**
2. DOR Withdraw February Tax Report in the amount of **\$1,628.00**

Capital Facilities Fund #742

1. CI-4-1 thru 4-4 in the amount of **\$79,000.80** **Total Expenses \$104,496.65**

10. Commissioner Gladhart adjourned the meeting at 11:55.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: May 10, 2023