

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

Minutes of April 14th, 2014

MEETING PLACE

5421 Woodard Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); Commissioner Hansen (*Vice President*), and Marilyn Abrahamson (*Secretary*) – *by Skype*

Professional Services: Andy Campbell (*Certified Operator*); Rodger Kuykendall, Mike Jauhola, Eric Nutting (*Gray & Osborne Engineering*)

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

1. CALL TO ORDER

Commissioner *Malzone* 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 *Hansen* to approve the meeting agenda. **Motion approved unanimously**

4. APPROVAL OF MINUTES

- Commissioner *Abrahamson* moved and seconded by Commissioner *Hansen* to approve the regular meeting minutes of March 17th, 2014. **Motion approved unanimously**

5. PROJECT REPORTS -

5.1 Sunnyview Village- Commissioner Malzone thanked Sunnyview Village for supplying the District with project plans and indicated the District would be providing a water availability letter to them for their permit application to Island County as soon as the plans have been reviewed by the District.

5.2 District Projects – Andy Campbell reported that the FWSD is ready to go out to bid for Bercot Road. The bids will be opened on Monday May 12th, at 10AM at the office. Andy reported that the Joanne Drive permit is being held up because of eagle nesting in the immediate area. Andy has sent project information to the Department of Fish and Wildlife and is waiting for a response.

5.3 Sewer Planning –Eric Nutting (G&O) presented and explained a draft memo summarizing the sewer planning alternatives for phase 1A. Eric Nutting recommended two infiltration basins for the first phase. Commissioner Malzone addressed the population growth component of the planning process as it affects the NMUGA. Commissioner Malzone stated that Brad Johnson at Island County needs to work further on the NUMGA because they may have set the NUMGA standards on population too high where it makes it unaffordable for the District to build out for. Mike Jauhola discussed the County’s land use planning and Eric Nutting commented on sewer flow projections. Commissioner Hansen inquired

about the O&M cost estimates for the proposed phase 1A. Eric Nutting said he would have that information for the next meeting. Andy Campbell asked about schedule for public meetings with phase 1A property and business owners. Updating the McCauly report for benefit analysis was discussed and a hydrogeologic report will be needed for the infiltration site.

- 5.4 **Well Head Protection Plan** – Gray and Osborne has the Well Head Protection Plan amendments complete and presented it to the Commissioners. Once the Commissioners have had time to read over the Plan, then a Resolution needs to be adopted as an amendment of the Capital Plan and sent to both WA State Department of Health and Island County. The hazard assessment needs to be done to identify the hazards and they should have it done by the next meeting.

6. **UNFINISHED BUSINESS -**

- 6.1 **Standby Fees** – Terri reported that she has received back about half of the “Release of Claim” forms from the vacant land owners for their reimbursement for the Standby Fees. The amount so far vouchered to Island County for payment reimbursements is \$47,294.62. The remaining balance left to pay to customers that have not yet responded is in the amount of \$47,100.64.

7. **NEW BUSINESS –**

- 7.1 **Gray and Osborne** – It was announced that Mike Jauhola will be retiring this month from G&O. FWSD staff and Commissioner all wished him well in his retirement and thanked him for his wonderful expertise and service to FWSD.
- 7.2 **Emergency Planning** – Commissioner Hansen questioned if Whidbey Water Services has emergency backup plans in place for staff to do the duties of FWSD should Andy and Terri Campbell not be available for some reason. They reassured the Commissioners that they have 7 employees on staff and they are cross trained to carry out the duties for all Districts and Associations should Andy or Terri not be available.
- 7.3 **Leak Relief** – Two customers wrote a letter for leak relief. Commissioner Hansen made motion seconded by Commissioner Malzone to grant leak release for half of the water consumption used for account #77451 and account #77336. **Motion approved unanimously.**
- 7.4 **May Meeting** – Due to two of the Commissioners being out of town for the month of May and a lack of quorum, the May meeting will need to be cancelled. Commissioner Hansen made motion seconded by Commissioner Abrahamson to cancel the meeting. The next meeting will be June 9th, 2014. **Motion approved unanimously.**
- 7.5 **Water Rates**-Terri Campbell handed out a report on income from water rates for the Commissioners to review.

8. AUDIENCE PARTICIPATION –

8.1 Sewers - Al Peyser (commercial property owner) will write a letter he will send to the District with his suggestions on how he feels the Commissioners should now approach moving forward for the Sewer District.

Rufus Rose asked the Commissioners general questions about the Sunnyview Project.

9. REPORTS -

9.1 Accountant's Report - Terri Campbell (WWS)

A. Accounts – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets of funds ending **March 2014**.

9.2 Operation's Report - Andy Campbell (WWS)

A. See attached Operation and Maintenance Report for March

B. Andy reported that the chlorine pumps had to be replaced

10. APPROVAL OF VOUCHERS

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

On April 14th, 2014, the Board by vote, approved payment of the vouchers as listed in the attachment for:

O&M Fund #702 amount: \$62,731.31; C&I Fund #623 amount \$0;
Sewer Fund #742 amount \$0

Total of All Vouchers - **\$62,731.31** **Motion approved unanimously**

11. EXECUTIVE SESSION – N/A

12. MEETING CLOSED – Commissioner Hansen made motion seconded by Commissioner Malzone to close this meeting at 7:27 PM. **Motion approved unanimously**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD

Minutes Prepared by: Terri and Andy Campbell (WWSLLC)