

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting –April 16, 2025

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Eric Hansen, Lew Randall (Chad Gladhart absent)

Staff: WWS: Andy Campbell (Certified System Operator), Terri Campbell (Finance and Administration), Roger Kuykendall, District Engineer, Gray & Osborne

1. **CALL TO ORDER** – Commissioner Hansen called the meeting to order at 8:32 a.m.
2. **AGENDA** - Commissioner Randall moved approval of the agendas presented. Commissioner Hansen seconded. **Motion approved unanimously.**
3. **APPROVAL OF MINUTES** –
Commissioner Hansen moved, Commissioner Randall seconded, approval of the minutes of the March 19th, 2025, regular meeting. **Motion passed unanimously**
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well**– Andy (WWS), Jerry Beck & Company (JBC), and Gray & Osborne (G&O) staff met at the Antelope treatment plant March 28th to discuss accommodations for the proposed Antelope North well. Roger (G&O) expects a report from Terraphase this week, which will allow G&O to prepare a project report
 - 4.2 **Emergency Preparedness** – No action.
 - 4.3 **Electronic records management**–Terri (WWS) said “That Computer Guy” has a new computer ready for exclusive use for District business and will be in her office Thursday to set it up.
5. **COMMISSIONERS REPORTS** – None
6. **AUDIENCE PARTICIPATION** – None
7. **UNFINISHD BUSINESS** –
 - 7.1 **Meter tampering on Myrtle** – After posting the appropriate notices, WWS removed the meter from a house on Myrtle. The customer refuses to pay his past due water bill or the fine for meter tampering. He is connecting his property to an existing well on his property. WWS will place a lien on his property to collect funds due.
 - 7.2 **Meter chip installation** – Andy reported WWS has replaced all residential electronic meters and the small service lines for commercial properties, and they are working very well.

- 7.3 **Leak policy revisions** – Further discussion of the changes in the leak relief policy resulted in consensus that Commissioner Hansen would circulate another version of proposed changes to the leak policy and a resolution to adopt the revised Exhibit B for the next meeting.

8. **NEW BUSINESS** –

Rental House – The tenants are moving out of the house on the former Stonebridge property. Andy reported that the property is in a condition that will require thousands of dollars to repair and recommended that the District offer it to the South Whidbey Fire Department for a training fire. Commissioner Hansen moved, Commissioner Randall seconded motion to implement this course of action. Alex MaGallon of the Fire District was present and offered to identify the process and schedule for this to take place.

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 reported there is an issue with a valve at the Harbor Hills water treatment plant. Andy proposed to replace primary function valves at the treatment plant.
- C. Andy has ordered a new meter for the Freeland Cell Site well pump
- D. Andy offered the locate requests and lab results for Board review.
- E. All water quality testing met state standards.

9.2 **Accountant's Report – Terri Campbell (WWS)**

- A. **Accounts** – Terri presented financial reports by prior email. Commissioner Hansen moved, Commissioner Randall seconded, approval of the March financial report. **Motion passed unanimously**
- B. **Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers totaling \$92,592.74. **Motion passed unanimously**

Operation and Maintenance Fund #702

- 1. OM-4-1 thru 4-8 in the amount of \$37,823.21
- 2. DOR – in the amount of \$561.38.

Capital Facilities Fund #742

- 1. CI-4-1 thru 4-2 in the amount of \$54,208.15.

10. Commissioner Hansen adjourned the meeting at 9:07 a.m.

Lewis Randall
Commissioner; FWSD P-1

Eric Hansen
Commissioner; FWSD P-2

Chad Gladhart (ABSENT)
Commissioner; FWSD P-3

Date Approved: May 21, 2025