

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

**Minutes of August 11th, 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*); Terri Campbell (*Finance Manager*); Rodger Kuykendall, Eric Nutting (*Engineers Grey & Osborne*)

**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 July 14th, 2014 as amended by changing the word “Outfall” to “treatment disposal” 2<sup>nd</sup> paragraph (5.4). **Motion approved unanimously**

**5. PROJECT REPORTS -**

**5.1 Bercot Intertie** – Commissioner *Malzone* signed the contract awarded to Island Asphalt and Construction for the Bercot Intertie which was approved in the July meeting.

**5.2 Joanne Drive** - *Andy Campbell* reported that the Joanne Drive bids were opened and the lowest bid was *Larry Brown Construction* in the amount of \$110,046.79 (including tax). Commissioner *Malzone* moved and it was seconded by Commissioner *Hansen* to approve the bid. **Motion approved unanimously**

**5.3 Sewer Planning –**

**A. Property Acquisition** – Commissioner *Malzone* and *Andy Campbell* met with *Jerry Stonebridge*. The Commissioners still want a signed “Purchase Option Agreement” signed by *Jerry Stonebridge*. The agreement would bind the holding of the property between the two parties. *Andy* will contact the Districts Attorney to have a purchase option agreement prepared. Engineer *Eric Nutting* stated that before the property is purchased there needs to be a “Pilot Infiltration” (Perk Soil Test) done and observation of the wells. The cost estimate is 66,000.00 (sixty six thousand).

**B. Public Meetings for the Commercial Core and Project Costs** – The Commissioners agreed to hold off on having a public meeting with the Commercial Core property owners in the “Phase 1” area until the District has the information on how much the cost will be, how much funding can be raised and if it will be by Petition or Resolution to do a ULID. Commissioner *Malzone* presented a spreadsheet concept of cost per lot owner showing a cost analysis of \$25,000.00 per lot owner assessment for the Phase 1 (one) area. Commissioner *Malzone* would plan for the 3.5 million dollars from the “Clean Water Act” grant that was awarded to the District, which is being spent on the Commercial Core area, to be replenished back to the Residential area to offset costs should there be sewer for the Residential area of a sewer plan.

Commissioner *Abrahamson* stated her concerns that a ULID places a burden on those who don't want it. She wants to hear what the public has to say on the ULID and alternatives. It was agreed by the Commissioners that Commissioner *Malzone* address Island County Commissioner *Helen Price Johnson* to find out where the county stands on funding sewer in Freeland.

The Commissioners for the September meeting will work on their own individual draft letters to implement into one letter to send out to the Commercial Core parcel owners to find out their interest per the Sewer Project and costs.

**C. Permits** – Commissioner *Hansen* wants the Engineers to find out what the time process is of obtaining permits. He wants them to report the information back at the September 8<sup>th</sup>, meeting.

**5.4 Harbor Hills Water Treatment Plant** – *Andy Campbell* presented the report from Engineer *George Bratton* to update the water treatment plant at Harbor Hills. Commissioner *Hansen* moved and it was seconded by Commissioner *Abrahamson* to approve the project report and start the work on the treatment plant. **Motion approved unanimously**

**5.5 Bradley Lane** – *Andy Campbell* reported that there is lot owner interest in pursuing the development of extending a water line down Bradley. *Andy* presented the Commissioners with information on this development extension.

**5.6 Sunny View Village** – They have paid their hook-up fee to the District in the amount of \$178,500.00 for 25 units.

## **6. UNFINISHED BUSINESS -**

**6.1 Standby Fees** – *Terri Campbell* reported that the “Release of Claim” forms she has received back from the vacant land owners for their reimbursement for the Standby Fees are few now. The total amounts vouchered for payment reimbursements are \$62,991.86. The remaining balance not claimed by vacant lot owners who have not yet responded is in the amount of \$33,581.37 which will remain in the Restricted Funds for Standby Fees for 2 years (date started when the letter went out to the vacant lot owners).

7. **NEW BUSINESS** –

7.2 **Customer Billing**-*Terri Campbell* reported to the Commissioner that billing the owners only for water billing has worked out well. Although, billing the Property Management Companies has been difficult. The Commissioner agreed with *Terri* that as is District policy, only the owner will be billed for water.

7.3 **Sprint** – Commissioner *Malzone* signed the release of contract with Sprint who needed to terminate their contract due to technical reason. They have removed all their equipment from the premises at the well site.

8. **AUDIENCE PARTICIPATION** – N/A

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 **July 14<sup>th</sup>, 2014**.

B. *Terri* is finishing up the Audit for 2013 and hope to have it submitted when she returns back from vacation at the end of this month.

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

A. See attached Operation and Maintenance Report for July

B. Well number 3 Gate has been repaired.

10. **APPROVAL OF VOUCHERS**

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

***On August 11th, 2014***, the Board by vote, approved payment of the vouchers as listed in the attachment for:

O&M Fund #702 amount: \$18,729.26; C&I Fund #623 amount: \$3,017.15;  
Standby Fees #702 amount: \$2,458.24

Total of All Vouchers - **\$24,204.65**      **Motion approved unanimously**

11. **EXECUTIVE SESSION** – N/A

12. **MEETING CLOSED** – Commissioner *Hansen* made motion seconded by Commissioner *Malzone* to close this meeting at 7:34 PM. **Motion approved unanimously**

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD