

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – August 13th, 2020

MEETING PLACE – 1667 Roberta Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Andy Campbell (Certified Operator), Terri Campbell (Finance/Administration), Roger Kuykendall (Engineer, Grey and Osborne)

1. CALL TO ORDER

Commissioner Gladhart called the meeting to order at 10:00 A.M.

2. AGENDA - *Agenda approved*

3. APPROVAL OF MINUTES –

Commissioners Hansen moved, seconded by Commissioner Gladhart, to approve the minutes of the July 15th, meeting. *Motion passed*

4. COMMISSIONERS REPORTS –

4.1 Nitrates (Commissioner Hansen) reported he talked with Alexander Plum from Island County DOH to encourage expeditious approval of the WSP's. He reported Ms. Plum anticipated approval by the August District meeting.

4.2 Cell Tower (Commissioner Gladhart) indicated that he hoped to see a final draft of the cell tower lease agreement from Verizon soon. He also reported that he had asked the District's attorney if we had the right to restrict access to District property that the tower is on if Verizon fails to complete lease negotiations and make previous rent payment increases in a timely manner.

4.3 Rates – (Commissioner Randal) reported that he is going through the information that the Engineer sent him and hopes to have a report soon. He stated it has been difficult to get historical data costs to use as part of the formula to increase the hook-up rate. Terri reported WA Association of Water and Sewer District (WAWSD) is hosting a webinar this month and will send the contact information to Commissioner Randal.

5. PROJECT REPORTS - *Water System Action Items*

5.1 Comprehensive Water System Plan Update (FW) – Roger Kuykendall has not received anything from Island County since he sent in the description of the expansion area.

5.2 Comprehensive Water System Plan Update (HH) – Roger Kuykendall has not received anything from Island County yet.

- 5.3 New Well on Honeymoon Bay Road** – Engineer Roger Kuykendall gave a preliminary project proposal cost of \$9,000 to do a feasibility study for potential development of the new well site. Before Roger starts work, the Commissioners asked Andy to contact Doug Kelly from Island County and ask him to attend the September 9th meeting to discuss new well site permitting.
- 5.4 Hydrant Replacement** – There are approximately 5 hydrants left to be installed. Andy reported that some hydrants that have “T’s” were not installed correctly along with stems being broken. Andy asked the contractor Madsen Enterprises to fix them as needed when installing hydrants. Three hydrants were returned and taller hydrants were ordered to replace them.
- 5.5 Harbor Hills Well #2 and #3 Pump** – Andy reported both wells will need a sounding probe tube for testing static level as required by Department of Ecology. Andy’s probe got caught in the well shaft and broke off down the well when attempting to test the static level. Andy will contact a well company to install a sounding tube.

6. UNFINISHED BUSINESS –

- 6.1 HWY 525 House Removal** – Andy spoke with Wendy Moffit at the fire department and she said that at this time the Fire District is not allowed to do “Fire Burns” until the restrictions due to the Covid-19 pandemic are lifted. Once this happens, they will schedule the practice burn.
- 6.2 Leak Adjustment 1386 Reed Place** – The customer has met the Districts policy per the leak request they submitted. Commissioner Hansen moved seconded by Commissioner Randall to approve the leak request as presented. *Motion passed*
- 6.3 Harbor Hill** – A letter was received from Bill Persich discussing the improvements that need to be done at Harbor Hill. The improvements may cost from \$50,000.00 or more. The district has a Developer Extension policy they would need to apply for in order to meet FWSD standards. Andy will contact Bill Persich and talk to him.

7. NEW BUSINESS –

- 7.1 Leak Relief** – Terri suggested to the Commissioners that a resolution be adopted and implemented into the District’s policy capping the amount of leak relief that can be requested. The Commissioners agreed and asked Terri to prepare the resolution capping the amount of up to \$1,000 for a leak relief. Terri will have the resolution prepared for the September 9th meeting for the Commissioners to approve and adopt.
- 7.2 Resolution 2020-08-001** Governor Inslee made a proclamation 20-23-7 that no late fees or penalties can be charged to customers utility bills. The proclamation runs through October 15th, 2020. Commissioner Hansen moved seconded by Commissioner Randall to adopt Resolution 2020-08-001 waiving the late fees and penalties on the customers water bills. *Motion passed*

7.3 **Power at Hwy 55 Warehouse** – Andy reported that the carpet company renting the warehouse put in an electrical sub-panel to recharge their battery on their forklift. The sub-panel is not up to code and there were no permits for the work that was done. The Commissioners directed Andy to notify the owner of the carpet company and inform them they are not to use the sub-panel. If the carpet company needs this, they will need to apply for a permit, hire an electrician and pay for it.

7.4 **Pipe Leak Payless Foods** – Andy stated that Payless Foods has a leak at the Districts side of the meter which the District is responsible for. Andy suggested Madison Enterprise do the repair (they have the larger equipment) and while doing the repair replace the complete service with a two-inch line. The cost estimate is \$3,000.00.

8. **AUDIENCE PARTICIPATION** – None

9. **STAFF REPORTS**

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

A. **Accounts** – Up to date accounting reports were presented that included preliminary Income, Expense, and Balance sheets. Commissioner Hansen moved, seconded by Commissioner Randall, to accept the report. **Motion passed**

B. Vouchers with invoices were previously emailed to the Commissioners for review prior to the meeting. The original vouchers were submitted at the meeting for approval. Commissioner Hansen moved, seconded by Commissioner Randal, to approve payment of the vouchers and withdraws as follows: **Motion passed**

Operation & Maintenance Fund #702

- 1). August 8-1 thru 8-8 in the amount of \$17,889.80
- 2). Withdraw: DOR \$2,366.80 and Withdraw: IRS \$176.26

Capital Improvement Fund #742

- 1). August CI-8-1 thru 8-2 in the amount of \$10,902.64

Total Expenses: \$31,335.50

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

A. Operation & Maintenance Activity Report and graphs for July 2020 were provided to the commissioners.

10. **ADJOURNMENT** – At 12:10 AM Commissioner Gladhart adjourned the meeting.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: September 9th, 2020 meeting