

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – December 18th, 2024

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

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

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:32 a.m.
2. **AGENDA** - Commissioner Hansen requested the agenda include a discussion of disaster planning, then moved approval of the modified agenda. Commissioner Randall seconded, *Motion approved unanimously.*
3. **APPROVAL OF MINUTES** –
Commissioner Hansen moved, Commissioner Randall seconded, approval of the minutes of the November 25th, regular meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well**– Roger (G&O) reported that Mike at Terraphase (Robinson Noble) has confirmed the a 24 hour pump test revealed a production of 200 gallons a minute, which is greater than the 173 gallons/minute withdrawal limit. The report is not finished.
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** – none
7. **UNFINISHD BUSINESS** –
 - 7.1 **Resolution 12-01-24** – The Board received a draft resolution concerning the Board’s November approval of changes to the District regulations. The board chose to delay adoption of the resolution until January.
 - 7.2 Gray & Osborne proposal – After additional discussion of the proposed scope of work and budget, Commissioner Hansen moved approval of the Gray and Osborne proposal #PR235.93 (dated October 23, 2024). Commissioner Randall seconded the motion. *Motion passed unanimously*
8. **NEW BUSINESS**
 - 8.1 Commissioner Hansen suggested that the Board and Whidbey Water Services further address disaster planning, including stockpiling spare parts. The Board agreed to make this a focus in 2025. Andy (WWS) agreed to compile a list of components we should purchase and store.

9. STAFF REPORTS

9.1 Operation's Report - Andy Campbell (WWS)

- A. Andy provided his Operation & Maintenance Activity Report and water production graphs. The data revealed that Freeland pumped twice as much in November as a year ago, indicating a major leak somewhere. Andy's crew is looking for the leak. Roger noted that the Cell Site well pumped three times as much water as the other two Freeland wells combined. Andy will investigate the duty cycle settings.
- B. Andy offered the locate requests and lab results for Board review.
- C. All water quality testing met state standards.
- D. Andy reported that all of the Freeland's electronic meters have been installed. Harbor Hills electronic meter installation is about one third complete.

9.2 Accountant's Report – Terri Campbell (WWS)

- A. **Accounts** – The financial reports were provided at the meeting and also sent out by email to the Commissioners for review prior to the meeting. Commissioner Hansen moved, Commissioner Randall seconded, approval of the December financial report. *Motion passed unanimously*
- B. **Vouchers** – Eric moved, Lew seconded, approval of the vouchers totaling \$75,924.32 *Motion passed unanimously*

Operation and Maintenance Fund #702

- 1. OM-12-1 thru 12-7 in the amount of \$25,880.64.
- 2. DOR October sales in the amount of \$3,472.73

Capital Facilities Fund #742

- 1. CI-12-1 thru 12-3 in the amount of \$46,570.95.

10. Commissioner Gladhart adjourned the meeting at 9:20.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: December 15, 2025