

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – December 11<sup>th</sup>, 2019

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)

1. CALL TO ORDER

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

2. AGENDA - Agenda approved

3. APPROVAL OF MINUTES –

Commissioners Gladhart made motion seconded by Commissioner Randall to approve the minutes of the November 13th, meeting. Motion approved unanimously

4. COMMISSIONERS REPORTS – None

5. PROJECT REPORTS

5.1 Water System Action Items-

- A. **Comprehensive Water System Update (HH)** – Commissioner Hansen commented that the Plan updates are going very well. He will talk with the District’s engineer about moving forward to present the Water System Plan in a public meeting to be held in February.
- B. **Hydrant Replacement** – Andy stated the formal bid documents are ready to go out to the contractors on the Small Works roster to bid on doing the hydrant installation and replacement.
- C. **Rate Study** – Commissioner Randall reported that the depreciation schedule is almost complete. The information will be incorporated into the rate analysis and he is hoping to present a rate recommendation at the March meeting.
- D. **Harbor Hills South and West Wells** – Andy and the District’s engineer are working on a plan to bring the south well on line to increase production through the water treatment plant.

6. UNFINISHD BUSINESS –

6.1 **Verizon Cell Tower** – Commissioner Gladhart reported he is still waiting for Verizon Cells Tower attorney’s response on the lease.

6.2 **Rental Property** – Andy reported that the house was inspected and was found satisfactory for the Fire District to start their practice burn training(s).

7. **NEW BUSINESS** –

- 7.1 **Oath of Office:** Oath of Office was administered by Terri Campbell (notary) to newly elected commissioner Lewis Randal and appointed commissioner Chad Gladhart.
- 7.2 **Commissioner Board Positions** – Commissioners agreed to the following board positions: Chad Gladhart; President, Eric Hansen; Vice President, Lew Randall; Secretary, Terri Campbell; Auditing Officer, effective January 1<sup>st</sup>, 2020.
- 7.2 **Monthly Meeting Schedule** – Commissioners agreed the meetings will remain the same with no changes; 2<sup>nd</sup> Wednesday of the month at 10:00 AM to be held at 1667 Roberta Avenue, Freeland.
- 7.3 **Prevailing Wage, Annual Maintenance Contract** – After reviewing the Prevailing Wage contract, Commissioner Hansen made motion seconded by Commissioner Gladhart to approve the contract as presented. The Annual Maintenance Contract automatically renews. **Motion approved unanimously**

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.
- B. **Approval of Vouchers** - Vouchers were previously emailed to the Commissioners for reviewing prior to the meeting and also submitted at the meeting for approval. The Board by vote, approved payment of the vouchers dated **December 11th, 2019**. Commissioner Gladhart moved and seconded by Commissioner Randall to approve and sign the vouchered expenses in the amount of: **\$27,838.54** **Motion approved unanimously**

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

- A. Operation & Maintenance Activity Report and graphs for month ending November 2019 were provided to the commissioners.

10. **ADJOURNMENT** – At 11:45 AM Commissioner Hansen adjourned the meeting.

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Eric Hansen  
Commissioner; FWSD P-2

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Lewis Randall  
Commissioner; FWSD P-1

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Chad Gladhart  
Commissioner; FWSD P-3

Date Approved: January 8th, 2020 meeting