

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – December 13th, 2018

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Andy Campbell (*Certified Operator*) & Terri Campbell (*Finance and Administration*)

1. CALL TO ORDER

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

2. FLAG SALUTE

3. AGENDA - Agenda approved

4. APPROVAL OF MINUTES - Commissioner Hansen moved seconded by Commissioner Gladhart, to approve the *regular* meeting minutes of November 14th, 2018. Motion approved

5. OATH OF OFFICE – Terri administered the oath of office to newly appointed Commissioner Lewis Randall.

6. COMMISSIONERS REPORTS –

6.1 **Hansen:** Reported he contacted Keith Higman (Island County DOH) to discuss the nitrate issue. Keith’s response was Doug Kelly (Island County DOH) would be sending out a report soon. As far as he knows, there has been no action regarding Main Street or Sunnyview Village nitrate concerns.

7. PROJECT REPORTS

7.1 Water System Action Items-

A. **Comprehensive Plan Update (FW)** – No Report

B. **Comprehensive Plan Update (HH)** – No Report

C. **Water Treatment Project** - ATEC made the adjustments to turn it on. Andy is waiting for lab results to go George Bratton (Engineer) to certify the project to the WA State DOH.

D. **Sunny View Farm** – The Commissioners asked Andy (WWS) to request that WA State DOH authorize two more hookups (from 6 to 8). Andy said it would be completed by the February district meeting.

E. **Cleaning Tank** – Andy will write a written procedure to clean the well #1 water tank to go into the water system plan. Andy said it would be completed by our February meeting.

- F. **Water Line Flushing** – Andy will prepare a notice to go out in the billing to notify the customer that FWSD will be flushing. Commissioner Hansen will review the notice prior to it going out.

8. **UNFINISHED BUSINESS** –

- 8.1 **Verizon Cell Tower** – As of November 30th, Verizon Wireless no longer has a lease or easement with the District for the cell tower. Andy will contract the Verizon lease representative to find out if they are going to renew. Andy will also keep the district's attorney Andy Maron apprised of what they state.

9. **NEW BUSINESS** –

- 9.1 **Rental** – Andy recommended retaining a licensed home inspector to inspect the older home at the district's acreage on HWY 525. Commissioner Hansen moved seconded by Commissioner Gladhart to have Andy retain an inspector. **Motion approved**
- 9.2 **Base Rate** – Terri is working on base rate adjustments for all of FWSD. The Commissioners agreed to hold a workshop to review and discuss rates on January 3rd at 10AM.
- 9.3 **Meetings** – The Commissioners agreed to continue meeting on the same 2nd Wednesday of the month at 10 AM.
- 9.4 **Audit** – Terri reported there were no findings from the State Auditor in the audit for the years 2015 thru 2017. The exit audit is scheduled December 18th, at 11AM which Commissioner Gladhart will attend with Terri.
- 9.5 **Commissioner Board Position** – After discussion Commissioner Hansen moved seconded by Commissioner Gladhart to the following FWSD Board positions: President; Eric Hansen, Vice President; Lew Randall, Secretary; Chad Gladhart. **Motion approved**

10. **AUDIENCE PARTICIPATION** – None

11. **REPORTS** -

11.1 **Accountant's Report** - (WWS)

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the month ending November 2018.

B. **Approval of Vouchers** –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated December 13th, 2018. Commissioner Hansen moved and seconded by commissioner Gladhart to approve and sign the vouchers in the amount of: **\$66,550.62** **Motion approved**

11.2 Operation's Report - Andy Campbell (WWS)

Operation & Maintenance Activity Report for month ending December 2018 was provided to the commissioners.

- 12. ADJOURNMENT** – At 11:33 AM commissioner Hansen made motion seconded by commissioner Gladhart to adjourn the meeting.

Eric Hansen
Commissioner; FWSD P-3

Lewis Randall
Commissioner; FWSD P-2

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: January 9th, 2019 meeting