

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of December 14th, 2015**

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke (*Secretary*)

Staff: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager and Administrator*)

Professional Services and Audience: See attached list (*sign in sheet*)

1. CALL TO ORDER

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

It was moved by Commissioner *Malzone* and seconded by Commissioner *Brunke* to approve the meeting agenda. **Motion approved**

4. APPROVAL OF MINUTES - Commissioner *Malzone* moved seconded by Commissioner *Brunke* to approve the regular meeting minutes of **November 9th, 2015. **Motion approved****

5. PROJECT REPORTS -

5.1 Sewer Planning

A). *Engineering Report - Roger Kuykendall (Gray & Osborne) - Roger* stated that they should have the Comprehensive Plan done and will send it out before the January meeting. *Ken Ziebart (Department of Ecology)* wants to meet with all the agencies before the Comprehensive Plan is approved by the Commissioners. Commissioner *Malzone* stated the importance of moving forward with Phase 1A of the Sewer Project due to the timing of the funding balance running out in 2017.

5.2 Roles and Responsibilities – Commissioner *Malzone* handed out Roles and Responsibilities to each Commissioner for review to follow for implementing the Sewer Project.

6. UNFINISHED BUSINESS

6.1 Fire Valve Engineering – Andy Campbell reported that (*David Consulting*) has hired a contractor to replace the Fire Valves at two locations.

7. NEW BUSINESS –

7.1 Gleason Well Request – Terri Campbell reported that Mr. Gleason came to the office and talked of his concerns of getting his free water hook-up. He stated he talked to his attorney and they feel this should be done. Terri asked Mr. Gleason to have his attorney forward his opinion to the Commissioners for their review.

7.2 **Meeting Re-schedule** – Due to schedule conflict and the holiday, Commissioners *Malzone* made motion seconded by Commissioner *Brunke* to reschedule the regular January 8th meeting to January 18th. Terri will check with all Commissioners for to make sure this date works due to the holiday and the Commissioners conflict of schedules. It will be posted on the website and also on the office building door. **Motion approved**

7.3 **Commissioner Workshop** – *Terri* will register Commissioners *Brunke* and *Malzone* to attend the Commissioners workshop in Tukwila on January 30th. She will also make overnight room reservations for them due to the workshop starting so early. *Terri* will check with Commissioner *Hansen* to see if he is attending.

8. **AUDIENCE PARTICIPATION** –

8.1 **Public Input** – *Mr. Shapiro* (athletic club) spoke of wanting to be part of the Phase 1A plan. He would like to see parts of Phase 1B included into Phase 1A and asked if the boundary of the Phases could be changed this late.

Comment was addressed to the Commissioners to be sensitive to the issue of the cost of hookup for those who have to hookup to the sewer.

9. **REPORTS -**

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the period ending **January thru December 14th, 2015**.

B. **Approval of Vouchers**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **December 14th, 2015**. Commissioner *Malzone* moved and seconded by Commissioner *Brunke* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: **\$32,473.01**

Capital Improvement #742 amount: **\$6,533.50**

Capital Sewer Fund #623 amount: **\$2,609.81**

Total: \$41,616.32

Motion approved

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

A. See attached Operation and Maintenance Report for November 2015

10. **EXECUTIVE SESSION** – None

11. **MEETINGS RECESSED and RECONVENED**

At 6:20 PM Commissioner *Malzone* moved seconded by Commissioner *Brunke* to recess the meeting to December 18th at 2:30PM at Land Title Company in Freeland to review the purchase documents of the *Stonebridge* property. **Motion approved**

At 2:30PM on December 18th Commissioner *Malzone* reconvened the meeting on at Land Title Company in Freeland to review the purchase documents from Land Title Company. At 3PM Commissioner *Malzone* moved seconded by Commissioner *Brunke* to recess the meeting to December 22nd at 5:30 PM at the District's office at 5585 Lotto Avenue to approve the purchase of the *Stonebridge* property and sign the purchase documents. *Present: Commissioners Malzone and Brunke. Motion approved*

At 5:30PM on December 18th Commissioner *Malzone* reconvened the meeting the District's office at 5585 Lotto Avenue. *Present: Commissioners Malzone, Brunke, Hanson, Whidbey Water Services; Andy and Terri Campbell*

Oath of Office was administered by *Terri Campbell* to newly elected Commissioner *Hansen* and the certification was signed.

After reviewing the purchase document Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to purchase the *Stonebridge* property. *Motion approved*

Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to have Commissioner *Malzone* sign the purchase documents of the *Stonebridge* property which he did. *Motion approved*

12. **ADJOURNED** – At 6:55PM Commissioner *Malzone* made motion seconded by Commissioner *Brunke* to adjourn the meeting.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

January 20th, 2016
Approval Date

Minute Prepared by: Terri Campbell (WWS)