

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – December 14th, 2022

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Terri Campbell (Finance/Administration); Andy Campbell (Certified System Operator), Roger Kuykendall (District Engineer)

1. CALL TO ORDER

Chad called the meeting to order at 10:02 a.m.

- 2. AGENDA** - Commissioner Hansen moved, seconded by Commissioner Randall, to approve the agenda. *Agenda approved unanimously*

3. APPROVAL OF MINUTES –

Commissioner Hansen moved, seconded by Commissioner Randall, to approve the minutes of the November 9th, 2022, meeting. *Motion passed unanimously*

- 4. COMMISSIONERS REPORTS** – Commissioner Gladhart reported that he and Andy attended a Fire District commissioner’s meeting and mentioned concerns about reporting and opening and closing fire hydrants. The commissioners plan to adopt our standard operating procedures for hydrant use at its January meeting. Andy will assist them in preparing a training video for hydrant use.

5. PROJECT REPORTS -

5.1 Harbor Hills Well #3B – Roger is waiting for a scope of work from Robinson Noble.

5.2 Freeland New Well #5 – Roger said Pacific Groundwater Group (PGG/MM) is proceeding with its analysis.

5.3 Freeland Well #2 Rehabilitation –Andy will report the increase in productivity at our next meeting.

5.4 Sunnyview Farm intertie – The Board agreed that it is not appropriate to ask a single resident to compensate the district for costs associated with the intertie. Roger suggested adding the 45k cost divided by the number of customers served and add to the capital facilities charge included in new hookup costs.

6. UNFINISHED BUSINESS –

6.1 Water rates for commercial customers – Commissioner Randall distributed information on commercial charges for other Whidbey Island water districts. Neither Coupeville nor Clinton has different rates for commercial versus residential customers. Roger (G&O) noted that commercial users require larger fire protection systems, which demands larger distribution and storage requirements for the district, increasing the cost to provide service to commercial customers. Andy added that the larger meters associated with commercial users under report low flows, so the

commercial meters may not detect small leaks.

Eric will distribute a marked text version of the regulations that update connection and consumption charges.

7. **NEW BUSINESS** –

7.1 **Lap top computer issues** - Given that all three low-end laptops purchased by the district have failed, the commissioners agreed to look into new computers devoted to District business. Commissioner Hansen moved to purchase new laptops for each commissioner subject to a cost limit of \$2,000 each. Commissioner Randall seconded the motion. *Motion passed unanimously*

8. **AUDIENCE PARTICIPATION**

8.1 None

9. **STAFF REPORTS**

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

A. **Accounts** – Terri presented up to date financial reports

B. **Letter to customers** – Terri suggested sending a note to customers describing the structure of the water district and how we operate. Commissioners supported her suggestion and agreed that they would review a note she wrote for the Lagoon Point Water District.

C. Vouchers with invoices were emailed to the Commissioners for review prior to the meeting. Commissioner Randall moved, seconded by Commissioner Gladhart, to approve payment of the expenses in the total amount of **\$101,639.14**. *Motion passed unanimously*

Operation & Maintenance Fund #702

1. OM-12-1 thru 12-12 in the amount of \$86,962.84
2. DOR taxes withdraw for October sales #3,793.06

Capital Improvement Fund #742

1. CI-12-1 in the amount of \$10,883.24

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

A. Andy had provided his Operation & Maintenance Activity Report and water production graphs in advance of the meeting.

B. Andy offered the locate requests and lab results for Board review.

C. All water quality testing met state standards.

D. Andy reported that main construction on Pleasant View Lane is underway.

E. Andy said two 500-gallon propane tanks will be installed at Well #2 by the end of December.

F. Commissioner Hansen moved, seconded by Commissioner Gladhart, approval of the proposal by Jerry Beck to automate controls for the backup power generators at Freeland Well #2.

10. Adjournment: Commissioner Gladhart adjourned the meeting at 11:38 a.m.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: January 11, 2022