

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – December 20, 2023

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall (**absent**)

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

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:33 a.m.
2. **AGENDA** - Commissioner Hansen moved, seconded by Commissioner Gladhart, approval of the agenda as presented. *Agenda approved unanimously*
3. **APPROVAL OF MINUTES** –
Commissioner Hansen moved, seconded by Commissioner Gladhart, approval of the minutes of the November 15 meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills North Antelope Well** –Roger Kuykendahl (G&O) reported there were no bids to drill the well because drillers were too busy to meet the specified time frame. Roger proposed, and the Board agreed to rebid the project in January with schedule flexibility. Roger provided a proposal to prepare a project report and the construction documents. Commissioner Hansen distributed a draft narrative updating the new well status for posting on the website. Minor changes were made, and Terri (WWS) will ask Ken Kortlever (website master) to post it.

Andy (WWS) reported that he has signed an extension agreement for purchase of land for the North Antelope well.
 - 4.2 **Harbor Hills meter list** – Terri reported she has eight applicants waiting to be issued a Water Availability certificate. Andy reported WWS is reviewing the list of Water Availability certificates already issued and compared them with building status. The District will remove the meters and refund the connection charge if construction has not commenced within a year of issuance.
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** - none
7. **UNFINISHD BUSINESS** – none
8. **NEW BUSINESS** – Terri provided information on the annual commissioners workshop in Lynnwood in January.

9. **STAFF REPORTS**

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

- A. Andy provided his Operation & Maintenance Activity Report and water production graphs.
- B. Andy offered the locate requests and lab results for Board review.
- C. All water quality testing met state standards.
- D. Andy is investigating pump control problems at the Hilltop well.
- E. Andy reported that recent groundwater testing at McQueen showed results similar to earlier testing. Ecology is looking for funding for remediation.
- F. Whidbey Water Services will host a workshop in February to allow commissioners to learn about electronic metering.

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

- A. **Accounts** – Terri presented financial reports by prior email. Commissioner Gladhart moved, seconded by Commissioner Hansen, approval of the November financial report. **Motion passed unanimously**
- B. **Vouchers** – Commissioner Gladhart moved, seconded by Commissioner Hansen, approval of the vouchers. **Motion passed unanimously**

Operation and Maintenance Fund #702

- 1. OM-12-1 thru 12-7 in the amount of \$26,104.70
- 2. DOR Sales (October) in the amount of \$4,757.11.

Capital Facilities Fund #742

- 1. CI-12-1 thru 12-3 in the amount of \$1,949.32. Total Expenses: **\$32,811.13**

Note: Citing an in the amount of \$39,000 invoice from Madsen Enterprises, Eric asked whether the customers should reimburse the district as part of the service installation fee. Terri will investigate the customers share of the bill and report at our next meeting.

10. Commissioner Gladhart adjourned the meeting at 9:56 AM.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: January 17th, 2024