

**FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON**

**Minutes of December 8th, 2014**

**MEETING PLACE**

5421 Woodard Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Lou Malzone (*President*); Commissioner Hansen (*Vice President*), and be telephone Marilynn Abrahamson – (*Secretary*)

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager*); Roger Kuykendall (*Engineers Gray & Osborne*)

**Audience:** See attached list (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:50 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Hansen* and seconded by Commissioner *Abrahamson* to approve the meeting agenda. **Motion approved unanimously**

**4. APPROVAL OF MINUTES** - Commissioner *Hansen* moved and seconded by Commissioner *Abrahamson* to approve the regular meeting minutes of November 10<sup>th</sup>, 2014 **Motion approved unanimously**

**5. PROJECT REPORTS -**

**5.1 Joanne Drive** - *Andy Campbell* reported that the second notices were delivered for the water shut-down to the businesses and residents who will have their water disrupted. The pipe is all in the ground and the purity samples have been taken.

**5.2 Sunny View Village (SVV)** – *Andy Campbell* reported that SVV contractors are building and the contractor is near completion of laying the pipe and performing pressure tests.

**5.3 Sewer Planning** – Commissioner *Malzone, Andy and Terri Campbell* met with the owner of the proposed treatment plant property to talk about land and presented to him two appraisals the District commissioned. Engineer Roger Kuykendall will work with *Andy Campbell* and the District's attorney to prepare an offer with contingencies.

Commissioner *Malzone* asked Island County Department of Health to express any concerns it may have with the sewer project so we are aware of them and can respond appropriately.

The Commissioners feel that it is premature to hold special public meetings on the Sewer Planning at this time.

5.4 **Sewer Funding** - Commissioner *Malzone* is discussing some possible funding resources with the County Commissioner *Helen Price Johnson*.

6. **UNFINISHED BUSINESS -**

6.1 **Whidbey Marine** – Commissioner *Hansen* reported that groundwater quality continues to be monitored and he will be talking with Department of Ecology on a quarterly basis.

7. **NEW BUSINESS –**

7.1 **Customer Service** – Commissioner *Malzone* believes that the issues with customers calling in with complaints has been with Construction related projects. The District will work on setting policy of how the complaints will be handled and how customers are notified when there are construction related projects. The Commissioner directed *Terri Campbell* to draft a procedure for their review.

7.2 **Customer Water Application Extension** – The *Randolfs* requested an extension of their water application. Commissioner *Malzone* moved and seconded by Commissioner *Hansen* to extend their Water Application for a period of 6 months from the date of expiration of the application. Commissioner *Hansen* directed *Terri Campbell* to look into the language in the District’s policy of what the word “extension” means on the Water Application and how it’s determined and report back at the January meeting. **Motion approved unanimously**

8. **AUDIENCE PARTICIPATION – None**

9. **REPORTS -**

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets ending **November 30th, 2014**.

B. **Customer NSF** – *Terri* reported at the November meeting the circumstances of a previous customer who paid to have their water turned back on and the check was NSF. While trying to collect for the NSF check, the previous customer sold the home and could not be located therefore *Terri* had requested the NSF check be written off which Commissioner *Hansen* moved and seconded by Commissioner *Abrahamson* to write off the amount of \$277.00. During the next week of business after the meeting, one last attempt was made to locate the previous customer to collect the NSF amount owed. The customer was found and contacted that it would be wise to pay. The District has now received the amount owed plus the NSF fees so there are no funds to write off.

**C. APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **December 8th, 2014**. Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: \$33,043.58    C&I Fund #742 amount: \$69,375.07

**Total of All Vouchers - \$102,418.65**    **Motion approved unanimously**

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

A. See attached Operation and Maintenance Report for November 2014

**10. EXECUTIVE SESSION –**

Commissioner *Malzone* called for executive session at 7:10 PM to discuss land acquisition. At 7:20 PM the Board reconvened the regular meeting. No action taken.

**11. MEETING CLOSED –** Commissioner *Hansen* made motion seconded by Commissioner *Malzone* to close this meeting at 7:25 PM. **Motion approved unanimously**

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD