

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

Minutes of December 9th, 2013

MEETING PLACE

5421 Woodard Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*Vice President*); Marilynn Abrahamson (*Secretary*); Commissioner Hansen (*President*) was in attendance by telephone conference call.

Professional Services: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*); Roger Kuykendall, Mike Jauhola (*Engineer – Grey and Osborn*);

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 *Abrahamson* and seconded by Commissioner *Hanson* to approve the meeting agenda as presented. *Motion approved unanimously*

4. APPROVAL OF MINUTES - Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve the regular meeting minutes of **November 18th, 2013** as amended, (*Commissioner Hanson abstained due to excused absence*). *Motion approved unanimously*

5. PROJECT REPORTS -

5.1 Joanne Drive Main Replacement - The bid documents are being prepared for the Joanne Drive main replacement. *Andy* will advertise for the small works roster in January as one of the first steps before going out for bid.

5.2 Bercot Road Inter-tie – Before the Commissioners approve the “Scope of Work” presented by *Grey and Osborne Engineering* for the Facility Plan on the Bercot Road Inter-tie, *Andy* would like to have more time to review it.

5.3 Sewer Plan Scope of Work - *Mike Jauhola (Grey & Osborne Engineering)* is reviewing the Boundaries in the Phase concepts and waste water flow.

5.4 Well Head Protection Plan – *Andy Campbell* reported that the drilling is done by *Farralon* on three of the ground water monitoring wells. Samples for fuel byproducts have been sent to the Lab and the test results should be ready to report at the January meeting.

6. **UNFINISHED BUSINESS -**

- 6.1 **Sunny View Village** (SVV) –*Mike Jauhola* stated that Sunny View Village is working on new processes of removing nitrates.
- 6.2 **Main Street Sewer District** (MSSD) – *Mike Jauhola (Grey & Osborne Engineering)* is reviewing engineering drawings from Main Street Sewer.
- 6.3 **Standby Fees** – *Terri* prepared a rough draft “Release of Claim” and portions of a “Cover letter” previously written by Commissioner *Hanson*, which the District Attorney would like to revise. The Commissioners agreed to have the Attorney write the letter and release of claim.
- 6.4 **ERU’s** – *Commissioner Abrahamson* made motion to lower the ERU rate from \$63.94 to \$43.94 per additional ERU for the Commercial Core customers. *Commissioner Malzone* seconded the motion for discussion. Commissioner *Hanson* stated he would like to discuss this further and wants to be present at the meeting before a decision is made. ***Motion failed.***

7. **NEW BUSINESS** – None

8. **REPORTS -**

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

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, Balance sheets of funds ending **November 2013**.

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

- A. See attached Operation and Maintenance Report for November

9. **AUDIENCE PARTICIPATION-** None

10. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve and sign the vouchers:

On November 18th, 2013, the Board by vote, approved payment of the vouchers as listed in the attachment for:

O&M Fund	#702	amount:	\$40,283.99
C&I Fund	#623	amount:	\$ 108.70

Total of All Vouchers - **\$40,392.69** ***Motion approved unanimously***

11. **EXECUTIVE SESSION** – N/A

12. **MEETING CLOSURE** - There being no further business the meeting closed at **7:55 PM.**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD

Minutes Prepare by: Terri Campbell

Approved: _____