

**FREELAND WATER and SEWER DISTRICT**  
**ISLAND COUNTY WASHINGTON**  
**Minutes of Regular Meeting – February 19th, 2025**

**MEETING PLACE** – 5585 Lotto - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Commissioner Gladhart, Commissioner Hansen, Commissioner Randall

**Staff:** WWS: Andy Campbell (Certified System Operator), Roger Kuykendall, District Engineer, Gray & Osborne, Terri Campbell (Finance and Administration), Christi Kavanagh (Customer Service)

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:30 a.m.
2. **AGENDA** - Commissioner Hansen requested the agenda include discussion of the electronic records management and exhibit #B revisions. Andy requested the agenda include a discussion of the County's interest in a Freeland wastewater treatment system. Commissioner Hansen moved and Commissioner Randall seconded, approval of the modified agenda. **Motion approved unanimously.**
3. **APPROVAL OF MINUTES** –  
Commissioner Randall moved, Commissioner Hansen seconded, approval of the minutes of the January 15<sup>th</sup> regular meeting. **Motion passed unanimously**
4. **PROJECT REPORTS** -
  - 4.1 **Harbor Hills Antelope North Well**– Roger (G&O) reported that Robinson Noble still has not finished its project report, but that Gray & Osborne is moving ahead.
  - 4.2 **Emergency Preparedness** - Commissioner Gladhart and Andy had met to discuss emergency preparedness. Besides stockpiling spare parts (approved in January), actions under consideration include including emergency planning inserts with our invoices, offering carboys to customers for water storage, and encouraging people to get to know their neighbors. Roger suggested it was important for people to know how to turn off their water so the fifty gallons of water in a typical hot water tank is available if there is a leak in the customer's water line. Terri agreed to provide a list of staff phone numbers so Board members could reach other WWS staff in the event Andy is not available in a disaster.
  - 4.3 **Electronic Records Management**– Commissioner Hansen reported that he spoke with MRSC and has been investigating the Washington Archivist's website. He is contemplating a SharePoint system for record-keeping and is looking for technical assistance.
  - 4.4 **Freeland wastewater treatment system** - Commissioner Hansen and Andy discussed individual conversations with Emily Neff, assistant county planning director, who is responsible for the County's long-range plan. As in the past, the Growth Management Plan requires counties to plan for growth, and the higher densities planned for Freeland would require a wastewater collection and treatment system in Freeland.

5. **COMMISSIONERS REPORTS** – Commissioner Hansen reported that he had spoken with Emily Neff.
6. **AUDIENCE PARTICIPATION** – none
7. **UNFINISHED BUSINESS** –
  - 7.1 **Revised Rates Resolution** – Commissioner Hansen explained the changes to Exhibit A, the District’s summary of rates and charges, which had been previously emailed for review. Commissioner Hansen moved, Commissioner Gladhart seconded the adoption of Resolution 02-19-2025, which formally adopted the regulation changes approved in November 2024 and the revised Exhibit A (dated February 19, 2025). The Board agreed that customers on the wait list would pay the Service Connection Charge in effect at the time of application rather than any new Service Connection Charge that might take place while on the wait list. **Motion passed unanimously**
  - 7.2 **Meter chip installation** - Andy reported WWS has replaced most of the meters in Harbor Hills and is inventorying lead pipes as they do so.
  - 7.3 **Website IT support** – Terri will continue to work with Ken Kortlever to update the District website.
  - 7.4 **Leak policy revisions** – Commissioner Hansen agreed to circulate Commissioner Randall’s proposed changes to the leak policy in marked text format to simplify review.
8. **NEW BUSINESS** - none
9. **STAFF REPORTS**
  - 9.1 **Operation's Report - Andy Campbell (WWS)**
    - A. Andy provided his Operation & Maintenance Activity Report and water production graphs. He also noted that the Freeland leakage rate (water pumped vs water sold) for fourth quarter 2024 was only 5%. This is considerably lower than in the past and may be attributable to more accurate readings of water sold.
    - B. Andy said Bison has yet to remove and replace the Freeland Cell Site well pump
    - C. Andy offered the locate requests and lab results for Board review.
    - D. All water quality testing met state standards.
  - 9.2 **Accountant's Report – Terri Campbell (WWS)**
    - A. **Accounts** – Terri presented financial reports by prior email. Terri noted that costs associated with developing the proposed North Antelope well are reducing the Harbor Hills balance considerably. Commissioner Gladhart moved, Commissioner Randall seconded, approval of the February financial report. **Motion passed unanimously**

**B. Investments** – The Board was unaware the County treasurer takes a share of the interest earned by invested District funds. After discussion, Terri agreed to provide information on how much the Treasurer is taking and alternatives to investing with the County.

**C. Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers totaling **\$79,635.93**. *Motion passed unanimously*

**Operation and Maintenance Fund #702**

1. OM-2-1 thru 2-9 in the amount of \$28,247.07

**Capital Facilities Fund #742**

1. CI-2-1 thru 2-2 in the amount of \$51,388.86.

**10.** Commissioner Gladhart adjourned the meeting at 9:31 a.m.

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Commissioner Hansen  
Commissioner; FWSD P-2

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Commissioner Randall  
Commissioner; FWSD P-1

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Commissioner Gladhart  
Commissioner; FWSD P-3

Date Approved: March 19, 2025