

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – February 12<sup>th</sup>, 2020

MEETING PLACE – 1667 Roberta Avenue - Freeland, Washington

IN ATTENDANCE

**Commissioners:** Chad Gladhart, Eric Hansen, Lew Randall

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

**1. CALL TO ORDER**

Commissioner Gladhart called the meeting to order at 10:00 A.M.

**2. AGENDA - *Agenda approved***

**3. APPROVAL OF MINUTES –**

Commissioners Hansen made motion seconded by Commissioner Randall to approve the minutes of the January 8th, meeting. *Motion approved unanimously*

**4. COMMISSIONERS REPORTS – None**

**5. PROJECT REPORTS - *Water System Action Items*-**

**5.1 Comprehensive Water System Update (HH)** – Andy is working on collecting the easements to attach to the Water System Plan (WSP).

**5.2 Hydrant Replacement** – Andy stated five (5) bids came in ranging from \$130,000.00 up to \$220,000.00 dollars to do the hydrant installation and replacement. Madison Enterprises had the lowest bid at \$129,272.56 dollars. Commissioner Hansen made motion seconded by Commissioner Gladhart to approve the bid from Madison Enterprises in the amount of \$129,272.56. *Motion approved unanimously*

**5.3 Rate Study** – Commissioner Randall reported progress is being made and he should have a preliminary report for the March meeting.

**5.4 Security** – Security has been installed at well sites #1 and #3. Well site #2 (Harbor Hills) is in progress.

**6. UNFINISHED BUSINESS –**

**6.1 Verizon Cell Tower** – Commissioner Gladhart reported a representative from Verizon Cell Tower came to look at the cell tower site. They were requested to contact the district when they were coming but did not. Andy discussed that Verizon is storing diesel at the well site which is not allowed near well sites. Commissioner Gladhart will write a letter letting them know that they need to remove the diesel. Commissioner Gladhart requested Terri to find the AT&T contract for him to review.

- 6.2 **Trees** – Island County requires businesses in the Freeland core area having to plant trees for beautification purposes. Andy reported that there are 10 trees planted in the road right of way that are on top of 10-inch mains which will cause havoc to the water mains as the trees grow. The trees are not in boxes but rather planted in the ground. Andy and Commissioner Gladhart will work on a letter to the owners letting them know that the trees are going to have to be removed. The Commissioners tabled this to the March meeting giving Commissioner Gladhart to go with Andy to look at the tree sites.
- 6.3 **Lap Tops** – Commissioners Hansen will purchase lap-tops for the district for the commissioners to use. He will ask Ken Kortlever for advice which lap-tops would be the best fit. Once he purchases the lap tops, he will bring them to Terri to have the software installed.
- 6.4 **FWSD Property** – Terri will contact Windemere to schedule a market analysis of the 525 Hwy property per rental rates on fair market value.
- 6.5 **Auditor Opinion** – Terri will contact the State Auditor’s office a third time with her question of the RCW statues regarding if the funds for Freeland Water and Harbor Hills Water needed to be merged together when the two entities have not been annexed.

7. **NEW BUSINESS** –

- 7.1 **PFAS** – Per the article in the South Whidbey Record on the subject of testing for PFAS, Andy reported that the State Department of Health guidelines for testing for PFAS is at the state legislature right now. We are waiting to hear from the State Department of Health as to when the testing will be required, what range/level the PFAS must be in compliance with, and how many times the test will be required. The new requirements should be coming out before June.
- 7.2 **7 Eagles Way** – The owner and contractor did not call in for a locate on his property on Antelope Drive and his back hoe dug into underground utilities. This caused a power outage which damaged a pump at Wells site #2. Commissioner Randall made motion seconded by Commissioner Hansen to charge the owner for any repair costs to the district this may have caused. **Motion approved unanimously**

8. **AUDIENCE PARTICIPATION** – None

9. **STAFF REPORTS**

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

- A. **Accounts** – Up to date accounting reports were presented that included preliminary Income, Expense, and Balance sheets.
- B. **Approval of Vouchers** - Vouchers were previously emailed to the Commissioners for reviewing prior to the meeting and also submitted at the meeting for approval. The Board by vote, approved payment of the vouchers dated **February 12th, 2020**. Commissioner Hansen moved and seconded by Commissioner Randall to approve and sign the vouchered expenses in the amount of: **\$23,942.01** **Motion approved unanimously**

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

A. Operation & Maintenance Activity Report and graphs for month ending January 2020 were provided to the commissioners.

## **10. PUBLIC HEARING –**

### **Commissioner Gladhart called the Public Meeting to at 11AM**

February 12, 2020 Public Meeting

The Board of Commissioners of the Freeland Water and Sewer District addressed two topics at a public meeting held after its regular meeting on February 12, 2020. The purposes of the meeting were to solicit public comment on the draft updated Water System Plan and on the Water Use Efficiency goals for the Harbor Hills Community Water System.

The meeting was held at the office of Whidbey Water Services, the location of the District's regular meetings. The public meetings were advertised on the District website and in an announcement included with the quarterly billing sent January 22, 2020. The mailing and website announcements offered an additional evening meeting time if customers were interested but no one requested the evening meeting.

Two customers of the Harbor Hills Community Water System attended the public meeting that opened at 11:00.

- Customer Carol Hannah said she had reviewed the water system plan and agreed with the proposed capital improvement plan. Carol acknowledged and supported the Plan's proposal to upgrade distribution lines too small to provide adequate fire flow and to install more hydrants.
- Customer Karen Eaton focused on water conservation. Karen expressed dismay with those who allow water to be wasted. Karen suggested the District include an indication of how each customer's water consumption compares neighbors' consumption, similar to mailings distributed by PSE on electricity use.

The public meeting was closed approximately 11:30.

**Commissioner Gladhart continued the regular meeting of February 12<sup>th</sup>, 2020 at 11:35**

## **11. RESOLUTIONS**

- A. Resolution 02-001-2020 Water Comprehensive Plan Update** – Commissioner Hansen moved seconded by Commissioner Gladhart to adopt the Water Comprehensive Plan Update Resolution. *Motion approved unanimously*
- B. Resolution 02-002-2020 Bercot Road Intertie** – Commissioner Hansen moved seconded by Commissioner Gladhart to adopt the Bercot Road Intertie Resolution. *Motion approved unanimously*

12. **ADJOURNMENT** – At 12:05 AM Commissioner Gladhart adjourned the meeting.

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Eric Hansen  
Commissioner; FWSD P-2

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Lewis Randall  
Commissioner; FWSD P-1

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Chad Gladhart  
Commissioner; FWSD P-3

Date Approved: March 11th, 2020 meeting