

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – February 21st, 2024**

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

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 8:30 a.m.
2. **AGENDA** - Commissioner Hansen moved, Commissioner Randall seconded, approval of the agenda. *Motion approved unanimously.*
3. **APPROVAL OF MINUTES** –
Commissioner Hansen moved, Commissioner Randall seconded, approval of the minutes of the January 10th, 2024, special meeting and the January 17th, 2024, regular meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills North Antelope Well Drilling** –Roger Kuykendall (G&O) reported the only bid received was from Bison Well Drillers, which the bid was incomplete in several measures. Roger indicated the District can use its small works roster and suggested calling five potential bidders. Commissioner Hansen moved, Commissioner Randall seconded, that Roger call five potential bidders to seek a bid.
 - 4.2 **Land Acquisition** – Andy reported that title work is still underway.
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** - none
7. **UNFINISHED BUSINESS** – none
8. **NEW BUSINESS** -
 - 4.1 **Service Connection Charge** – Commissioner Hansen reviewed comments Roger had provided by email on the draft update to the service connection charge. The Board agreed that Commissioner Hansen should incorporate Roger’s comments into a revised draft.
 - 4.2 **Leak Request** – Terri reported that a customer requested leak relief and met all the requirements for a partial reduction in their water bill. No Board action was required given that District requirements were met.

- 4.3 **Chip meters** – Andy presented cost information for electronic meters that enable much faster meter reading and the ability to spot anomalies in water consumption. The Board generally concurred that this would be worthwhile and requested a written bid from the vendor.

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 and Terri continue to monitor construction progress for Freeland and Harbor Hills lots that have been granted Water Availability certificates.

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

- A. **Accounts** – Terri presented financial reports by prior email. Commissioner Gladhart moved, Commissioner Randall seconded, approval of the February financial report. **Motion passed unanimously**
- B. **Vouchers** – Eric moved, Lew seconded, approval of the vouchers. **Motion passed unanimously**
- C. **Madsen Enterprises** – Terri investigated a \$39,000 invoice from Madsen Enterprises for work conducted in summer 2023 at the Bradshaw Addition. Terri determined that half the invoice was for a hookup the District agreed to fund and half was for a customer hookup. Terri reported that the customers have agreed to pay their share of the bill.

Operation and Maintenance Fund #702

- 1. OM-2-1 thru 2-7 in the amount of \$19,784.71
- 2. IRS Annual 942 2023 in the amount of \$705.02.

Capital Facilities Fund #742

- 1. CI-2-1 thru 2-4 in the amount of \$2,104.62. **Total Expenses: \$22,594.35**

10. **ADJOURNMENT** - Commissioner Gladhart adjourned the meeting at 10:13 am.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: March 20, 2024