

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of February 8th, 2016**

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke, Eric Hansen

Staff: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance and Administration*)

Professional Services and Audience: See attached list (*sign in sheet*)

1. CALL TO ORDER

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

It was moved by Commissioner *Brunke* and seconded by Commissioner *Hansen* to approve the meeting agenda with additions. **Motion approved**

4. APPROVAL OF MINUTES - Commissioner *Hansen* moved seconded by Commissioner *Brunke* to approve the regular meeting minutes of **January 20th, and February 4th, 2016. **Motion approved****

5. COMMISSIONERS REPORTS –

5.1 Malzone: Talked about the Vacuum Collection System and at Ken Ziebert's request (DOE) will invite him to join in the discussion to see the cost difference between the Vacuum System and the District's Engineers plan designs.

Commissioner Malzone went over the timeline for the Sewer Project.

5.2 Brunke: No Report

5.3 Hansen: No Report

6. PROJECT REPORTS

6.1 Sewer Planning

Engineering Report - Roger Kuykendall and Eric Nutting (Gray & Osborne)

Commissioner *Malzone* asked the Engineers their thoughts on a Vacuum System and also a Package Plant System which *Mr. Gleason* proposed would fit into the existing building where the Sewer Plant will be located. The Engineers reported they are not in favor of either plan due to expansion capabilities and required redundancies.

The Commissioners want the District's attorney to review the contract from the District's Engineers (G & O) for the sewer project design/construction before it is signed.

Budget strategy and shortfalls were discussed for sewer funding for Phase 1A and 1B. This discussion will continue as information on grants and funds become available.

The aerial survey was discussed. The District Engineers will look into the additional cost to have Phase 1A and 1B surveyed at the same time rather than bring the crew back later.

Commissioner *Hansen* proposed that the plan amendment graphics should be on display using easels or other props in order for the public who attend the meetings or future open house's to be able to see the project plans, funding and progress.

7. UNFINISHED BUSINESS

7.1 **Fire Valve Engineering** – *Andy Campbell* reported that *Davido Consulting's* contractor received the parts and will schedule time for replacement of the Fire Valves.

7.2 **Private Fire Main Leak** – *Andy Campbell* reported that *Nichols Brothers Boat Builders* fire main was shut-off and they are fixing the leak but still need to do the backflow valve installation. The Commissioners want the water to remain shut-off until they have an approved cross connection device installed.

7.3 **Cell Tower** – The *Commissioner's* reviewed the documents from American Cell Tower and will not enter into a contract with them for site management.

8. NEW BUSINESS –

8.1 **Website** – *Ken Kortlever* who is reconstructing FWSD's website is asking for pictures to add to the website. Whidbey Water Services (WWS) will send *Ken* a staff picture along with the WWS building. If the Commissioners have other pictures to put on the website please let *Terri* know.

8.2 **Seminars, Workshops, Meetings** – Commissioners *Brunke and Malzone* reported the Commissioner Workshop they attended on January 30th, was very informative.

On February 29th, at 5:30PM the Commissioner will hold a special meeting to discuss the Sewer Project. The meeting will be held at 5585 Lotto Avenue in Freeland.

8.3 **United State Department of Agriculture (USDA)** – *Darla O'Connor* USDA Community Program Specialist, discussed funding programs that FWSD may be interested in for the construction of the sewer project. *Ms. O'Connor* will send the information through the FWSD's Administrator.

8.4 **Staff Engineer** – Commissioner *Malzone* asked the Commissioners to consider Engineer *George Bratton*, who has done work for the District, to act as the Staff Engineer for the FWSD. Commissioners *Brunke and Hansen* are not in favor of adding a Staff Engineer and indicated their preference to have G&O remain the District Engineer.

- 8.5 **Commissioner Indemnification** – Commissioners reported this was discussed at the Commissioner Workshop and would like more information on this. *Terri* will research this and report back at the next meeting.
- 8.6 **Engineering for Water Operations** – Commissioner *Malzone* moved, seconded by Commissioner Hansen, to authorize FWSD’s water system operator to spend up to \$2,500 for occasional engineering costs related to water operations. **Motion approved**
- 8.7 **Insurance for Sewer Plant Property** – *Terri* reported that she contacted *Enduris* to update the insurance to cover the property and buildings that FWSD purchased for the Sewer treatment plant.
- 8.8 **Tax Exemption** – *Terri* contacted Island County Assessor’s Office to exempt the FWSD from paying property tax on the sewer treatment plant and site.
- 8.9 **Department of Ecology Water Quality, Northwest Regional Office** – Commissioners will review the “review comments” and make their own comments within one week and send them through the Administrator to pass them on between all parties to compare.

9. **AUDIENCE PARTICIPATION** – None

10. **REPORTS** -

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the January 2016 report.

B. **Approval of Vouchers**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **February 8th, 2016**. Commissioner *Malzone* moved and seconded by Commissioner *Hansen* to approve and sign the following vouchers and amounts: **Motion approved**

O&M Fund #702 amount: **\$13,641.79** Capital Improvement #742 amount: **\$5,403.79**

Capital Sewer Fund #623 amount: **\$801,480.49**

Total: **\$19,045.58**

C. **Audit** – The Auditor from the State is finishing the FWSD three year audit period (2012 thru 2014). The auditor reported to *Terri* that there were no findings and he has some recommendations. The Auditor will prepare a final audit report and will schedule an exit audit.

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

A. See attached Operation and Maintenance Report for December 2015

11. **EXECUTIVE SESSION** – None

12. **ADJOURNED** – At 7:38 PM Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to adjourn the meeting. **Motion approved**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

March 7th, 2016

Approval Date

Minute Prepared by: Terri Campbell (WWS)