

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – February 8th, 2023**

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)

1. CALL TO ORDER

Chad called the meeting to order at 10:04 a.m.

- 2. AGENDA** - Commissioner Hanson moved, Commissioner Randall seconded, approval of the agenda after addition of a discussion of the Pleasant View main replacement project.
Agenda approved unanimously

3. APPROVAL OF MINUTES –

Commissioner Hansen moved, Commissioner Hansen seconded, approval of the minutes of the January 11th, meeting. *Motion passed unanimously*

- 4. COMMISSIONERS REPORTS** – Commissioner Gladhart participated in the first meeting of the Port of South Whidbey scheme development process. Commissioner Gladhart felt the purpose of the meeting was ensure other jurisdictions were aware of their planning process, and he does not anticipate attending future meetings.

5. AUDIENCE PARTICIPATION - None

6. PROJECT REPORTS -

- 6.1 Harbor Hills Well 3B** – Roger Kuykendall is still waiting for a scope of work from Robinson Noble.
- 6.2 Freeland New Well 5**– Roger Kuykendall reported by prior email that PPG was not ready to present its report yet.

7. UNFINISHD BUSINESS –

- 7.1 Water rates** Commissioner Hansen reminded the Board of the need to update connection charges with new inflation rates, 2022 capital projects, and anticipated capital projects. Commissioner Hansen moved, Commissioner Gladhart seconded, that we update the base rate with each April billing so we have both the ENR and Seattle CPI inflation rates and can apply it to first quarter water bills. Terri will identify 2022 capital projects, Andy will update anticipated capital projects, and Commissioner Hansen will incorporate this into the connection charge worksheet prior to the March meeting.
- 7.2 Regulations update** The Board met January 17th and discussed definitions in the existing regulations. Another workshop scheduled for February 22nd, 10 a.m. to discuss sections 2-5 of the existing regulations.

7.3 **Pleasant View Drive main replacement** Andy Campbell reported that the main and hydrants are installed but connections have not been completed. The Board agreed the road needs to be repaired after the project is completed.

7.4 **Commissioner Laptops** – Commissioner Randall said Apple is coming out with a new line of laptops. He will evaluate options to purchase discontinued models.

8. **NEW BUSINESS** –

8.1 **Leak Relief** – Terri reported that account 71346 requested a leak relief adjustment but has not provided proof of repair. Commissioner Hansen moved, Commission Gladhart seconded, approval of the \$92.85 adjustment pending receipt of proof of repair or a letter confirming the repair was made.

9. **STAFF REPORTS**

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

A. Andy had provided his Operation & Maintenance Activity Report and water production graphs in advance of the meeting.

B. Andy offered the locate requests and lab results for Board review.

C. All water quality testing met state standards.

D. Andy said both 500-gallon propane tanks are in place but a technician from Skagit needs to reconnect them so they meet current standards.

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

A. **Accounts** – Terri presented up to date financial reports by prior email.

B. **Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers. **Motion passed unanimously**

Operation and Maintenance Fund #702

1. OM-2-1 thru 2-8 in the amount of \$27,105.79
2. DOR December Tax Report in the amount of \$172.03
3. IRS 941 Quarter 4 2022 in the amount of \$176.26

Capital Improvement Fund #742

1. CI-2-1 thru 2-3 in the amount of \$17,950.84

Total Expenses \$45,404.92

10. Commissioner Gladhart adjourned the meeting at 10:57 a.m.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: March 15, 2023