

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – January 17th, 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 8:33 a.m.
2. **AGENDA** - Commissioner Gladhart moved, Commissioner Hansen seconded, approval of the agenda as presented. *Agenda approved unanimously.*
3. **APPROVAL OF MINUTES** –
Commissioner Randall moved, Commissioner Hansen seconded, approval of the minutes of the December 20th, meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills North Antelope Well** –Roger (G&O) reported the bid document for drilling the well is ready for publishing. Terri will get it published.
 - 4.2 **LIHI** – Andy reported he met with LIHI’s architect and confirmed the District’s requirements. The architect understood and agreed with the District requirements, including an easement, a developer extension agreement, external water meters, and a new main.
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** - none
7. **UNFINISHD BUSINESS** – none
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.
 - B. Andy offered the locate requests and lab results for Board review.
 - C. All water quality testing met state standards.
 - D. Andy presented two options for resolving pump control problems at the Hilltop well. Commissioner Gladhart moved; Commissioner Hansen seconded approval of a \$5,980.30 proposal from Jerry Beck & Company to replace the existing system with like kind.
 - E. Whidbey Water Service will re-schedule the workshop to allow commissioners to learn about electronic metering.

F. Andy and Terri reported they are monitoring 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 Hansen moved, Commissioner Gladhart seconded, approval of the December financial report. **Motion passed unanimously**

Terri will host a workshop addressing her financial reports on January 24th, at 9 a.m.

B. **Vouchers** – Eric moved, Lew seconded, approval of the vouchers. **Motion passed unanimously**

Operation and Maintenance Fund #702

1. OM-1-1 thru 1-9 in the amount of **\$19,767.96**
2. DOR Sales (November) in the amount of **\$1,983.87**

Capital Facilities Fund #742

1. CI-1-1 thru 1-2 in the amount of **\$14,354.17** **total Expenses: \$36,106.00**

10. Commissioner Gladhart adjourned the meeting at 9:24 AM.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: February 21st, 2024

Citing the \$39,000 invoice from Madsen Enterprises, Eric asked whether the customers should reimburse the district as part of the service installation fee. Terri will investigate the customers share of the bill and report at our next meeting.