

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – January 11, 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), Roger Kuykendall (District Engineer)

1. CALL TO ORDER

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

- 2. AGENDA** - Commissioner Hansen moved, seconded by Commissioner Randall, to approve the agenda. *Agenda approved unanimously*

3. APPROVAL OF MINUTES –

Commissioner Randall moved, seconded by Commissioner Hansen seconded, to approve the minutes of the December 14th, meeting. *Motion passed unanimously*

- 4. COMMISSIONERS REPORTS** – The Port of South Whidbey invited President Commissioner Gladhart to participate in district’s scheme development process. The Board encouraged his participation.

5. AUDIENCE PARTICIPATION - None

6. PROJECT REPORTS -

6.1 Harbor Hills Well 3B - Engineer Kuykendall is still waiting for a scope of work from Robinson Noble.

6.2 Freeland New Well 5 - Engineer Kuykendall said PPG’s report should available in a week.

7. UNFINISHD BUSINESS –

7.1 Water rates - Terri reported a 9.5% CPI for 2022. This will increase base rates proportionately.

The Board agreed to meet for a workshop January 25th, at 10 a.m to review and update District regulations.

8. NEW BUSINESS –

8.1 Laptops – Commissioner Randall will buy a laptop for himself on Friday and we can discuss later.

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 reported the new main has been installed on Pleasant View Lane but has not been pressure tested and flushed.
- E. Andy said one of the two 500-gallon propane tanks has been installed at Well 2. Additional piping is needed before the second tank can be connected.

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

- A. **Accounts** – Terri presented up to date financial reports. Commissioner Hansen moved, seconded by Commissioner Randall the approval of the financial report. **Motion passed unanimously**
- B. **Letter to customers** – Terri will send a note to customers describing the structure of the water district and how we operate.
- C. **Vouchers** – Commissioner Gladhart moved, seconded by Commissioner Hansen, approval of the vouchers. **Motion passed unanimously**

Operation and Maintenance Fund #702

- 1. OM-1-1 thru 1-7 in the amount of \$16,988.77

Capital Improvement Fund #742

- 1. CI-1-1 thru 1-2 in the amount of \$25,427.74

Total Expenses \$42,416.51

10. Commissioner Gladhart adjourned the meeting at 10:46.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: February 8, 2023