

**FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON**

**Minutes of January 12th, 2015**

**MEETING PLACE**

5421 Woodard Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Lou Malzone (*President*); Commissioner Hansen (*Vice President*), Marilyn Abrahamson – (*Secretary*)

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager*); Roger Kuykendall, Eric Nutting (*Engineers Gray & Osborne*)

**Audience:** See attached list (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:50 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Hansen* and seconded by Commissioner *Abrahamson* to approve the meeting agenda. **Motion approved unanimously**

**4. APPROVAL OF MINUTES - Commissioner *Hansen* moved and seconded by Commissioner *Abrahamson* to approve the regular meeting minutes of **December 8<sup>th</sup>, 2014** **Motion approved unanimously****

**5. PROJECT REPORTS -**

**5.1 Joanne Drive - *Andy Campbell* reported that there once the ground dries more there is some minor clean up to do be done.**

**5.2 Sunny View Village (SVV) – *Andy Campbell* reported that the contractors are building and nearing completion.**

**5.3 Sewer Planning –**

Commissioner *Malzone* moved seconded by Commissioner *Abrahamson* to authorize *Gray and Osborne* to update the Freeland Sub are Plan as an amendment to the 2005 Plan as previously approved in the Scope of Work. **Motion approved unanimously**

**5.4 Sewer Funding - On January 9<sup>th</sup>, Commissioner *Malzone* and Operation Manager *Andy Campbell* met with Island County Commissioner; *Helen Price-Johnson*; Island County Department of Health; *Keith Higman* and *Dave Welkner*; and Washington State Representative; *Norma Smith* to discuss funding gaps. It was discussed that FWSD needs to update their 2015 Phase 1 and Well Head Protection Plan. Commissioner *Price-Johnson* discussed all the funding programs that are available.**

**5.5 Whidbey Marine – No discussion**

## 6. UNFINISHED BUSINESS -

- 6.1 **Customer Service** – *Terri Campbell* presented a “customer complaint” form which was approved by the Commissioner’s. The form will filled out by staff explaining the nature of the complaint and how it was handled. Should there be any customer complaints, the complaint forms will be presented to the Commissioners at their monthly meeting.
- 6.2 **Customer Water Application Extension** – *Terri Campbell* presented to the Commissioners a copy of the District’s Policy in the section “Water Application” showing the language on “extension”. Commissioner *Hanson* will re-word the sentence and bring it to the February meeting.

## 7. NEW BUSINESS –

- 7.1 **FWSD Board Positions** – Commissioner *Hansen* made motion seconded by Commissioner *Abrahamson* to have the members of the Board remain the same as 2014: (*Lou Malzone*; **President**), (*Eric Hansen*; Vice President), (*Marilynn Abrahamson*; Secretary/Alternate Auditing), (*Terri Campbell*; Auditing Officer). **Motion approved unanimously**
- 7.2 **Re-Location of Freeland Water and Sewer District.** *Andy* and *Terri Campbell* reported they (Whidbey Water Services) purchased a new office building at 5585 Lotto Avenue in Freeland to move their business to. They hope to be moved into the new building once it is renovated, hopefully by the end of January or early February. They reported that the building has a large meeting room, better customer access and a much better place to do business.
- 7.3 **Charges for Copies** - *Terri Campbell* presented to the Commissioners a copy of the District’s Policy in the section “Public Record Copies”. Commissioner *Hanson* will re-word the sentence and bring it to the February meeting.

## 8. AUDIENCE PARTICIPATION –

- 8.1 **Al Peyser** – *Al* feels optimistic that the Commissioner are moving closer to a realistic approach of getting the sewer project done.
- 8.2 **Water Runoff** – *Warren and Minde Wicher* complained that since the Housing Authority started the project at Sunny View Village, they have had a lot of water runoff unto their property and are not sure who to turn to. They wanted to bring it to the FWSD Commissioners attention.

## 9. REPORTS -

### 9.1 **Accountant's Report - Terri Campbell (WWS)**

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets ending **December 31st, 2014.**

**B. APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **January 12th, 2015**. Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: \$12,343.54    C&I Fund #742 amount: \$37,698.48

Sewer Fund #623 amount: \$15,416.05

**Total of All Vouchers - \$65,458.07**        *Motion approved unanimously*

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

a. See attached Operation and Maintenance Report for December 2014

**10. EXECUTIVE SESSION –**

Commissioner *Malzone* called for executive session at 6:55 PM to discuss land acquisition. At 7:40 PM the Board reconvened the regular meeting. No action taken.

**11. MEETING CLOSED –** Commissioner *Abrahamson* made motion seconded by Commissioner *Hansen* to close this meeting at 7:42 PM. *Motion approved unanimously*

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD

**February 9<sup>th</sup>, 2015**

Approval Date