

**FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of January 20th, 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 Manager and Administrator*)

**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. **Motion approved**

**4. APPROVAL OF MINUTES** - Commissioner *Brunke* moved seconded by Commissioner *Malzone* to approve the regular meeting minutes of **December 14<sup>th</sup>, 2015**. **Motion approved**

**5. PROJECT REPORTS -**

**5.1 Sewer Planning**

*Engineering Report - Roger Kuykendall and Eric Nutting (Gray & Osborne reported the Comprehensive Sewer Plan is in draft mode for FWSD Commissioners, and Ken Ziebart (Department of Ecology) to review before the plan is approved and adopted. The Commissioners will have the website coordinator put the draft plan on FWSD's website.*

Commissioner *Malzone* opened up public comment and heard concerns about adding additional customers to Phase 1A of the Sewer Project. Commissioners *Malzone* stated that the District needs to take into consideration who they would extend to due to the infiltration capacity.

Commissioner *Malzone* discussed funding efforts and reported Island County Commissioner *Helen Price Johnson* is working on getting additional grant funding.

Commissioner *Hansen* spoke about his concerns of public review. He wants more community involvement and how the public wants FWSD to proceed. He also would like feedback from the community about the site of the Sewer Plant.

**6. UNFINISHED BUSINESS**

**6.1 Fire Valve Engineering** – *Andy Campbell* reported that (*David Consulting*) has hired a contractor to replace the Fire Valves in 6 weeks, they are waiting for parts.

## 7. NEW BUSINESS –

- 7.1 **Fire Hydrant Usage** – *Andy Campbell* reported that *Nichols Brothers Boat Builders* are using water from a fire hydrant located inside their property that does not meet the State DOH requirements for cross connection contamination. He stated he shut the water off from the hydrant but they have turned it back on. Commissioner *Hansen* made motion seconded by Commissioner *Brunke* to have *Andy* cut off the water to the hydrant. **Motion approved**
- 7.2 **Meeting Schedules** – Due to schedule conflict, Commissioners *Brunke* made motion seconded by Commissioner *Hansen* to reschedule the regular March 14<sup>th</sup> meeting to March 7<sup>th</sup>. Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to approve the annual meeting schedule with the updated meeting date changes. **Motions approved**
- 7.3 **Website** – Commissioner *Hansen* made motion seconded by Commissioner *Brunke* to have the website coordinator *Ken Kortlever* update and re-construct FWSD’s website for \$300. **Motion approved**
- 7.4 **Agenda** – The Commissioners agreed to use a standard agenda for FWSD meetings. If Commissioners want to add to the agenda they should have their input into Terri by the 25<sup>th</sup> of each month.
- 7.3 **Seminars & Workshops** – Commissioners *Brunke*, *Malzone* and Manager *Andy Campbell* will be attending the seminar on “Sewage Treatment Plant Construction held in Marysville on February 1<sup>st</sup>, 2016.

Joint Meeting Workshop – Will be held Thursday - February 4<sup>th</sup>, at 1PM in the District’s meeting room with DOE, ICTY Public Works, and FWSD Commissioners, to discuss all aspects of the Engineering Report.

Commissioner Annual Workshop – Saturday - January 30<sup>th</sup> in Tukwila 8AM.

## 8. AUDIENCE PARTICIPATION – See Project Reports

## 9. REPORTS -

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the Annual 2015 report.

#### B. **Approval of Vouchers**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **January 20th, 2015**. Commissioner *Brunke* moved and seconded by Commissioner *Hansen* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: **\$14,485.18** Capital Improvement #742 amount: **\$9,767.43**

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

DOR Fund #702 (withdraw) **\$642.63** Total: **\$826,375.73** **Motion approved**

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

A. See attached Operation and Maintenance Report for December 2015

**10. EXECUTIVE SESSION** – None

**12. ADJOURNED** – At 6:48PM Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to adjourn the meeting.

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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John Brunke  
Commissioner; FWSD

**February 8<sup>th</sup>, 2016**

Approval Date

*Minute Prepared by: Terri Campbell (WWS)*