

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – January 8th, 2020**

MEETING PLACE – 1667 Roberta Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Andy Campbell (Certified Operator), Terri Campbell (Finance/Administration)

1. CALL TO ORDER

Commissioner Gladhart called the meeting to order at 10:00 A.M.

2. AGENDA - *Agenda approved*

3. APPROVAL OF MINUTES –

Commissioners Hansen made motion seconded by Commissioner Randall to approve the minutes of the December 11th, meeting. *Motion approved unanimously*

4. COMMISSIONERS REPORTS – None

5. PROJECT REPORTS

5.1 Water System Action Items-

- A. Comprehensive Water System Update (HH) –** The Water System Plan (WSP) updates were implemented into the plan and ready to be placed on the website for Public Comment. FWSD will hold public comment on February 12th at 11AM following their regular meeting.
- B. Hydrant Replacement –** Andy informed the Commissioners the formal bid documents were sent out to the contractors on the Small Works roster to bid on the hydrant installation and replacement.
- C. Rate Study –** Commissioner Randall reported the information for work being done on the rate study is still be collected and progress is being made. His target is still to have an analysis and recommendation for the March meeting.

6. UNFINISHD BUSINESS –

6.1 Verizon Cell Tower – Commissioner Gladhart reported he is still waiting for Verizon Cells Tower attorney's response on the lease.

6.2 Rental Property – Commissioner Hansen questioned the leases on the rental properties. He would like a market analysis done to make sure we are in compliance with collecting fair market rent on the properties per the statues set in the RCW.

7. NEW BUSINESS –

7.1 Well Sites - The commissioners would like to invite Doug Kelly the Hydrologist from Island County Health Department to come to a FWSD meeting in the near future to discuss possible well sites.

- 7.2 **FWSD Property** - Commissioner Hansen addressed the property owned by FWSD and what intention there is to keep it, or should it be sold. He would like the Commissioners to think about what advantage there is to hold onto the property.
- 7.3 **Auditor Opinion** – Terri met with the State Auditor’s office to discuss the RCW statues regarding if the funds for Freeland Water and Harbor Hills Water needed to be merged together when the two entities have not been annexed. Having the funds merged together now meets the RCW regulation, that an annual audit must be performed due to the fund balance reaching the two-million-dollar limit. Terri provided legal documents requested by the State Auditor on the Freeland Water and Harbor Hill’s purchase and sale transaction. Terri is waiting for a written response from the State Auditor asking if the funds can be separated and not under one umbrella.
- 7.4 **Lap Tops** – The commissioners directed Terri to look into purchasing lap tops for them to use strictly for district business. Having a district lap-top would allow them not to have to use their personal computers for district business. Commissioner Hansen moved and seconded by Commissioner Randall to purchase the lap-tops, including software at a cap of \$800.00 per lab top. *Motion approved unanimously*

8. **AUDIENCE PARTICIPATION** – None

9. **STAFF REPORTS**

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

- A. **Accounts** – Up to date accounting reports were presented that included preliminary Income, Expense, and Balance sheets.
- B. **Approval of Vouchers** - Vouchers were previously emailed to the Commissioners for reviewing prior to the meeting and also submitted at the meeting for approval. The Board by vote, approved payment of the vouchers dated **January 8th, 2020**. Commissioner Randall moved and seconded by Commissioner Hansen to approve and sign the vouchered expenses in the amount of: **\$29,306.93**
Motion approved unanimously

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

- A. Operation & Maintenance Activity Report and graphs for month ending December 2019 were provided to the commissioners.

10. **ADJOURNMENT** – At 11:27 AM Commissioner Gladhart adjourned the meeting.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: February 12th, 2020 meeting