

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – January 9th, 2019

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Andy Campbell (*Certified Operator*) & Terri Campbell (*Finance and Administration*)

1. CALL TO ORDER

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

2. FLAG SALUTE

3. AGENDA - Agenda approved

4. APPROVAL OF MINUTES - Commissioner Hansen moved seconded by Commissioner Gladhart, to approve the *regular* meeting minutes of December 13th, 2018. Motion approved

5. PRESENTATION – Current Commissioners presented past commissioner John Brunke with a certificate of appreciation for all his hard work and dedication as commissioner of the district.

6. COMMISSIONERS REPORTS –

6.1 **Hansen:** Commissioner Hansen reported that he had discussed with the District’s attorney, the possibility of annexing Harbor Hills service area. He reported that the presence of an existing sewer district serving Harbor Hills made annexing the area into the Freeland and Water Sewer District problematic and that no action is warranted.

7. PROJECT REPORTS

7.1 Water System Action Items-

A. **Comprehensive Plan Update (FW)** – Roger Kuykendall (Gray & Osborne) reported that the deadline for reviewing agencies to respond is approaching. Roger will distribute their comments when he receives them.

B. **Comprehensive Plan Update (HH)** – Andy will contact George Bratton (Engineer) to find out when the District will see a final updated Harbor Hills water plan.

C. **Sunny View Farm** – Andy will have a submittal ready to send to the Department of Health by the February’s district meeting.

8. UNFINISHED BUSINESS –

8.1 **Verizon Cell Tower** – Andy is working with Verizon to renew their lease. Verizon’s official said that Verizon wants to renew the lease.

8.2 Rental Property – Andy presented a home inspection report on the rental house on HWY 525.

8.3 Nitrates – The commissioners discussed the letter received from Island County (Doug Kelly) addressing the nitrates. No action was taken.

9. NEW BUSINESS –

9.1 Base Rate – After reviewing the base rate adjustment presented by Terri Campbell, with the loan (Otey’s estate) being paid off, Commissioner Hansen moved seconded by Commissioner Gladhart to reduce the Harbor Hills base rate \$20 per quarter per customer. Once the notification of reducing the rates is prepared Commissioner Hansen will review the notice before it goes out in the billing. The Board also approved reducing the Freeland commercial base rate by eliminating the ERU multiplier from the loan component of the base rate.

9.2 Facilities Visit – To familiarize the new Commissioners with the water system, they would like to have a tour of the water facilities in February.

9.3 Deposit Waiver – The commissioners signed a letter to the Island County Treasurer; Wanda Grone, to waive having to make daily deposits but instead make a weekly deposit. This helps keep cost down by not having to have a staff person full time. There are not enough daily funds coming in to warrant all the paper work on a daily basis.

9.4 Workshop – The Commissioners will meet on January 23rd, 2019 to discuss the financial reports to understand how the information flows through out the reports.

9.5 Commissioner Signature Sheet - Terri presented the two forms from Island County Auditor’s Office which the commissioners signed, 1) contact sheet 2) signature sheet for commissioners, Auditing Officer (Terri Campbell) and Alternate Auditing Officer (Bev Chan).

10. AUDIENCE PARTICIPATION – None

11. REPORTS -

11.1 Accountant's Report - (WWS)

A. Accounts – Up to date accounting reports were presented, that included preliminary Income, Expense, and Balance sheets.

B. Approval of Vouchers –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated January 9th, 2019. Commissioner Gladhart moved and seconded by commissioner Hansen to approve and sign the vouchers in the amount of: **\$27,416.88** *Motion approved*

11.2 Operation's Report - Andy Campbell (WWS)

- A. Operation & Maintenance Activity Report and graphs for month ending December 2018 were provided to the commissioners.
- B. Well One - the booster pump failed due to the storm damage and low voltage. Andy ordered a VFD controller and repaired it with a temporary fix until he can get an electrician to look at it to make sure this can be avoided. The Board asked Andy to have the electrician evaluate protection of the pumps so future power surges do not destroy the pumps.

12. ADJOURNMENT – At 11:23 AM commissioner Hansen made motion seconded by commissioner Gladhart to adjourn the meeting.

Eric Hansen
Commissioner; FWSD P-3

Lewis Randall
Commissioner; FWSD P-2

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: February 13th, 2019 meeting