

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

Minutes of July 13th, 2015

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); Eric Hansen - (*Vice President*); John Brunke (*excused absence*)

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 *Hansen* and seconded by Commissioner *Malzone* to approve the meeting agenda. **Motion approved**

4. APPROVAL OF MINUTES - Commissioner *Hansen* moved seconded by Commissioner *Malzone* to approve the regular meeting minutes of **June 8th, 2015**. **Motion approved**

5. PROJECT REPORTS -

5.1 Sewer Planning – *Gray and Osborne* reported that the Hydrogeologist report from *Pacific Ground Water Group* is not finished but it should be completed by the end of July. The report is showing that the soils infiltration rate is more variable than expected. The report will be defined in more detail when completed.

Gray and Osborne are still updating the Sewer Plan and should have it completed by the time *Pacific Ground Water Group* completes their report.

5.2 Myrtle Extension – With the required signatures for *Susan Specht*'s developer extension *Terri Campbell* notarized the document to be filed with Island County.

5.3 Harbor Hill Consolidation Study – *Andy Campbell* received a letter back from the Department of Health informing the District they will provide \$30,000 dollars for Planning and Engineering.

6. UNFINISHED BUSINESS –

6.1 Water Leak – *Andy Campbell* reported the Post Office repaired their water leak in the time the District allowed so no further action was needed.

7. NEW BUSINESS –

7.1 Spare Pumps and Equipment – The *Commissioners* asked if there is a way to have spare parts, pumps or equipment stored or available for replacement should there be equipment failure. *Andy Campbell* explained that he will look into having some critical parts on hand but the pumps may not be something that can be stored. *Andy* is setting up a water system monitoring schedule to watch for trouble areas.

7.2 **NMUGA** – August 12th at WWS office at 5PM a meeting with Island County will be held to discuss the NMUGA.

7.3 **Customer Service** – *Whidbey Water Services (WWS)* is working on a better solution to get the word out should *FWSD* have to alert customer of a need for water conservation or a service interruption. The first step to provide better notification was to send out a form in the billing asking the customers for their email address. WWS is also looking into high visual signs to be used to help get the word to the customers.

8. **AUDIENCE PARTICIPATION** –

8.1 **Water Notification HH Water** – A letter from the *Bungalow's Association* was read asking should their water sprinkler system need to be shut off to please notify their *Association* and they will shut the sprinklers off and turn them back on when they are notified they can do so.

8.2 **Public Input** – Al Peyser would like to see more public input and involvement towards the sewer project.

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 **January thru June 2015**.

B. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **July 13th, 2015**. Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: **\$28,643.33**
Total All Vouchers: \$28,643.33

DOR Fund #702 amount: **\$1,181.74**
Motion approved unanimously

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

A. See attached Operation and Maintenance Report for June 2015

10. **EXECUTIVE SESSION** – None

11. **MEETING CLOSED** – Commissioner *Hansen* made motion seconded by Commissioner *Malzone* to close this meeting at 6:38 PM. **Motion approved unanimously**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

August 10th, 2015
Approval Date

Minute Prepared by: *Terri Campbell (WWS)*