

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – July 15<sup>th</sup>, 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), Roger Kuykendall (Engineer, Grey and Osborne)

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 moved, seconded by Commissioner Randall, to approve the minutes of the March 11th, meeting. Due to Governors Inslee proclamation 20-51 there were no meetings held in the months of April, May and June. *Motion approved unanimously*

4. **COMMISSIONERS REPORTS** –

4.1 **Nitrate** – Commissioner Hansen talked with the Washington Department of Health Andrew Jones about the progress of nitrate compliances at the Sunnyview Village complex. Andrew stated the nitrates are improving and they are working on a schedule for compliance. Andy reported that the nitrate level in Freeland’s well #2 is increasing and is now at 4.84 milligrams per liter (mgl), just below the state action level of 5 mgl.

4.2 **Cell Tower** – Commissioner Gladhart reported that the District’s attorney has requested Verizon pay the back-rent for the duration of the months the rent was increased per the contract. The attorney is also requesting Verizon to pay the \$5,000.00 to off-set legal fees as written in the new lease. He is waiting to hear back from the attorney.

4.3 **Rates – Commissioner Randal** reported that no work was done on the rate study due to COVID and not being able to meet face to face to go over information. Terri stated that the current water consumption rate and the annual 2% base rate increase meet district operation expenses. She suggested the hook-up rate be adjusted since it has not increased since 2010.

5. **PROJECT REPORTS - Water System Action Items-**

5.1 **Comprehensive Water System Plan Update (FW)** – Roger Kuykendall sent in the expansion area on the Freeland Plan and is waiting to hear back from Island County DOH. Commissioner Hansen will contact Alexander Plum to see where they are at getting this approved.

5.2 **Comprehensive Water System Plan Update (HH)** – Roger Kuykendall reported the Harbor Hills Water System Plant Update is approved by WA State DOH and is waiting for the approval from Island Cuntly DOH.

Roger Kuykendall stated he is about \$13,000 over budget. He requested an additional \$8,240 to cover some of the work done that was requested by DOH regarding the service area, associated mapping, research and acquisition of additional documents for the plan. Commissioner Hansen moved, seconded by Commissioner Randall, to approve the additional funding. ***Motion approved unanimously***

**5.3 New Well on Honeymoon Bay Road** – The Commissioners requested staff and the Engineer to start the process of applying for permits to drill for a new well on Honeymoon Bay Road.

**5.4 Hydrant Replacement** – Twelve hydrants have been replaced and 14 need to be installed. Commissioner Hansen questioned why the contractor has not finished per the completion date of the contract. Andy reported, due to COVID, the work was delayed because the hydrant replacement was not essential work. Entering into Phase 2 of the Governors proclamation allowed the contractor to proceed with the installation. Andy will contact the contractor to get a completion date.

**5.5 HWY 525** – Due to COVID, the fire district was not allowed to train for burns per the Governors proclamation so the burn will have to be rescheduled.

## **6. UNFINISHED BUSINESS** –

**6.1 HWY 525 Tenants** – Due to incidents caused by the tenants, the prosecutor sent a letter asking the district if they are going to proceed with prosecution. The tenants wrote a letter of understanding that they will not create further unlawful action on the property. The Commissioners agreed to withdraw the eviction letter and allow the tenants to remain in the home as long as there are no further incidents caused by the tenants. Commissioner Hansen moved, seconded by Commissioner Randall, to withdraw the case. ***Motion approved unanimously***

**6.2 Harbor Hills Well #3** – Andy reported that the monthly static test for Department of Ecology was delayed due to the probe being stuck down the well. The pump needs to be pulled out of the pump well in order to attach a sounding tube to test the static level. He also suggested that the District hire an electrician to install new well controls be added along with a 2<sup>nd</sup> chlorinator. He estimates the cost to be \$2,500 and should be done this fall. Commissioner Hansen moved, seconded by Commissioner Randall, to approve the work to be done at a cap of \$2,500.

## **7. NEW BUSINESS** –

**7.1 Phone at Well Sites** – Commissioner Hansen questioned the necessities of phones at the well site locations. Andy explained that the phones are important and are used for various reasons such as low water monitoring or data.

**7.2 Leak Adjustment 1386 Reed Place** – The customer filled out a leak request per District policy. The Commissioners denied the request due to the customer not meeting district policy to provide receipts or evidence that the leak was repaired.

**7.3 Commissioner Compensation** – Terri received a request from a commissioner for compensation to be removed for some of the months. Terri explained that in order for the compensation to be removed the commissioner(s) would need to provide a waiver for compensation per the RCW which reads: “*Any Board Member that receives less than the full allowable compensation must sign a waiver of compensation and file it with the government’s secretary.*”

**8. AUDIENCE PARTICIPATION** –

**8.1 Yacht Club Lease** – The Yacht Club has requested to lease the storage building for another year. Commissioner Hansen moved, seconded by Commissioner Randall, to extend the lease for another year (July 1<sup>st</sup> 2020 through June 30<sup>th</sup>, 2021) in the amount of one dollar, same as the prior year. **Motion approved unanimously**

**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. Commissioner Hansen moved, seconded by Commissioner Randall, to accept the report. **Motion approved unanimously**

**B.** Vouchers were previously emailed to the Commissioners for reviewing each month. Due to the Governors Proclamation #20-51 no meetings were held in April, May and June. The following vouchers were submitted at the meeting for approval including the July vouchers. Commissioner Hansen moved, seconded by Commissioner Randal, to approve payment of the vouchers for the months as follows: **Motion passed**

**Operation & Maintenance Fund #702**

- 1). April 4-1 thru 4-7 in the amount of \$16,752.48
- 2). May 5-1 thru 5-8 in the amount of \$22,448.66
- 3). June 6-1 thru 6-8 in the amount of \$15,836.51
- 4). July 7-1 thru 7-8 in the amount of \$18,298.87
- 4). IRS 941 in the amount of \$176.26
- 5). DOR in the amount of 1,605.02

**And**

**Capital Improvement Fund #742**

- 1). April 4-1 thru 4-2 in the amount of \$15,404.15
- 2). May 5-1 thru 5-1 in the amount of \$18,973.28
- 3). June 6-1 thru 6-2 in the amount of \$38,597.87
- 4). July 7-1 in the amount of \$14,229.96

**Total Expenses: \$162,323.06**

On July 15th, 2020 Commissioner Hansen moved and seconded by Commissioner Randall to approve and sign the vouchered expenses as listed above. **Motion approved unanimously**

C. **Audit Assessment** – Terri prepared the 2019 annual assessment audit report and submitted the report by the due date of May 31<sup>st</sup>.

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

A. Operation & Maintenance Activity Report and graphs for April, May, June and 2020 were provided to the commissioners.

10. **ADJOURNMENT** – At 11:55 AM Commissioner Gladhart adjourned the meeting.

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Eric Hansen  
Commissioner; FWSD P-2

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Lewis Randall  
Commissioner; FWSD P-1

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Chad Gladhart  
Commissioner; FWSD P-3

Date Approved: August 12th, 2020 meeting