

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

Minutes of July 8th, 2013

MEETING PLACE

5421 Woodard Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Eric Hansen (*President*); Lou Malzone (*Vice President*); Marilyn Abrahamson (*Secretary*)

Professional Services: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*);

Roger Kuykendall, Mike Jauhola (*Engineer – Grey and Osborne*); Rodney Langler (*Engineer - CHS*)

Audience: See attached List (*sign in sheet*)

1. CALL TO ORDER

Commissioner Malzone called the meeting to order at 5:50 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

It was moved by Commissioner *Malzone* and seconded by Commissioner *Abrahamson* to approve the meeting agenda as presented. *Motion approved & carried.*

4. UNFINISHED BUSINESS -

4.1 Approval of Minutes - Commissioner Malzone moved and it was seconded by Commissioner Abrahamson to approve the regular meeting minutes of **June 17th, 2013** as presented. *Motion approved & carried.*

4.2 Sewer Plan Timeline – Rodney Langer (CHS Engineering) discussed a Sewer Plan timeline goal. It will take 18 to 24 months to gather enough information from Island County’s process with the NMUGA. Rodney has had no response from Island County at this time but hopes by September to have more information. When CHS has enough information from Island County consolidated to build on, CHS will move forward on a preliminary outline of the Comprehensive Sewer Plan. As CHS gathers information, there will need to be more research and studies done along with finding Programs to support the funding of the project. Rodney feels the projected growth plan by 2036 is substantially smaller than previously suggested in the sewer which makes the outfall more manageable then previously suggested but a site still needs to be found. The Commissioners are concerned about the costs of the Sewer Project and if it is affordable for those who want to hookup to sewer. CHS needs to come up with these cost estimates. Commissioner Malzone reminded everyone that DOE’s available Grant funds for FWSD will expire on December 31st, 2015. Rodney stated that their current scope of work should wrap up no later than October and will report back to Commissioner Hansen by email when CHS can present their report on the current scope of work. The current scope of work will be approximately \$40,000.00 to complete.

- 4.3 **Nitrates** – Andy reported on nitrate levels in the Freeland area aquifer. He talked with Mike Morend with 20/20 Engineering, who works as a consultant for the Housing Authority of Island County. Mike’s opinion is that the high nitrate levels are coming from our Commercial Core area due to the long term drain-field application. FWSD will continue to see an increase of nitrate levels if a plan for treatment is not implemented. According to the HWA – ground water study, it is shown that the subterranean aquifer flow is coming from downtown Freeland towards the well field and nitrates will continue to be a problem. Andy asked Mike Morend to call FWSD’s Engineer Mike Jauhola at Grey & Osborne to discuss this information with him.
- 4.4 **District Capital Projects – Beauregard Drive & Joanne Drive Main Replacement** – Andy Campbell and the Commissioners reviewed the cost proposal (Exhibit “A” – Scope of Work) of \$6,400 from Grey and Osborne. Commissioner Abrahamson made motion seconded by Commissioner Malzone to approve Exhibit “A” as presented in the amount of \$6,400. **Motion approved & carried.**
- 4.5 **Standby Fees - Terri** Campbell reported that the letters are going out informing the people with vacant land who paid a Standby Fee that the commissioners are in a data-gathering phase, are working to resolve the issue, and will keep them updated on the progress. There are still half of the notices remaining to go out because we have had to research to do to find the past owner’s addresses. As we find the owners the letter is being mailed.
- 4.6 **Interlocal Agreement** – Terri has not heard from Elaine Marlow about the expenses that were not paid in 2012 that were part of the agreement but will contact her to see if it is on the agenda for discussion yet.
- 4.7 **District Records** - The public records are still being reviewed.
- 4.8 **CAG Team (Citizens Advisory Group)** – There were no meetings
- 4.9 **Harbor Hills Water System** – Commissioner Hansen sent a letter to Stan letting him know that FWSD has received the letter from Holmes Harbor Sewer District asking FWSD to transfer Holmes Harbor Sewer District over them. Commissioner Hansen’s letter informed them that their needs to be a lot of consideration and research done on this matter before a transfer would be considered.

4.10 Modeling for Well Head Protection – For well head protection, it would be justified to have revised modeling done to delineate well head protection zones to determine contamination. Commissioner Malzone questioned an application for the Sunny View Village development for which there as yet is no engineering. A site review study needs to be completed which FWSD Engineers need to review. He reviewed the letter from Department of Health and under the soil description it states that there is not a high water issue, how does FWSD respond to that statement? The 17 millimeter final effluent level, where did that number come from? How does the FWSD policy for nitrate concentration compare to the DOH level? He also questioned the finding of the potential soil analysis in lieu of a mounding analysis which they are going to arbitrarily reduce the vertical separation. What does that mean for FWSD? As he reads the findings, he sees that no action is going to be taken by DOH and where does FWSD become a participant on the site plan review process? He feels this is a serious issue that needs to be addressed. A resolution needs to be run by FWSD’s legal counsel to set an Anti-degradation Policy for Nitrate. Commissioner Hansen will talk with the District’s attorney to get advice from the attorney about FWSD’s rights to protect the well head. Roger Kuykendall will contact DOH and Doug Kelly who said he would not approve any project that showed an increase of nitrate levels of 5.0 milligrams per liter. Roger will also get clarification of the numbers of 5.0 milligrams per liter nitrate level and 17 milligrams per liter nitrogen level. Andy Campbell wants a corrected drawing of the well head protection area because it is critical for the information Mike Morend needs for basic draw down of the wells. Commissioner Malzone made motion seconded by Commissioner Abrahamson to authorize Grey and Osborne to update FWSD comprehensive water plan with two versions of our well head protection drawing to be complete this week as follows: 1) to be based on historic draw down, and 2) to be based on worse case scenario of 100 percent draw down for well number two. **Motion approved & carried.**

5. NEW BUSINESS –

5.1 Meeting Change – Due to Commissioners scheduling conflict a motion was made by Commissioners Abrahamson seconded by Commissioner Malzone to move the September 9th, 2013 meeting to September 16th, 2013, no time or meeting place change. **Motion approved & carried.**

5.2 Fund Transfer – Terri Campbell requested authorization to transfer funds from Operations to the Public Works Trust Funds reserve funds for the 2014 Public Works Trust Fund Loan Payments, Terri Campbell requested that a total of \$37,060.96 for Freeland Water and \$27,664.63 for Harbor Hills Water .

6. REPORTS -

6.1 Accountant's Report - Terri Campbell (WWS)

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, Balance sheets of funds for the period ending **June 2013**.

6.2 Operation's Report - Andy Campbell (WWS)

- A. Andy presented charts showing well production.
B. Two new hook-ups for water
C. Service Tap Repaired at 4848 Haines
See attached Operation and Maintenance Report

7. AUDIENCE PARTICIPATION-

- 7.1 Modeling** – John Chaffins feels actual tests should be performed on the physical ground water and feels computer modeling is not effective.

8. APPROVAL OF VOUCHERS

After reviewing the vouchers presented for payment, Commissioner Abrahamson moved and it was seconded by Commissioner Malzone to approve and sign the vouchers:

On July 8th, 2013, the Board by vote, approved payment of the vouchers as listed in the attachment for: **O&M Fund #702 amount: \$13,448.12 and
C&I Fund #742 amount: \$545.13**

Motion approved & carried.

- 9. MEETING CLOSURE-** There being no further business the meeting closed at **7:35 PM**.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD

Minutes Prepare by: Terri Campbell

Approved: _____