

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – June 16th, 2025

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Eric Hansen, Lew Randall, Chad Gladhart

Staff: WWS: Andy Campbell (Certified System Operator), Terri Campbell (Finance and Administration), Roger Kuykendall, District Engineer, Gray & Osborne

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:35 a.m.
2. **AGENDA** - Commissioner Hansen moved seconded by Commissioner Randall for the approval of the agenda presented. *Motion approved unanimously.*
3. **APPROVAL OF MINUTES** –
Commissioner Randall moved seconded by Commissioner Gladhart, the approval of the minutes of the May 21st, 2025 regular meeting. Commissioner Hansen abstained because he was absent from the May meeting. *Motion passed*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well**– Roger Kuykendall (G&O) received a draft report from Terraphase describing analyses of the North Antelope well testing. Andy Campbell (WWS) and Roger are pleased with the results of the testing. Gray and Osborne will prepare a project report for submittal to the Washington departments of Health and Ecology.
 - 4.2 **Emergency Preparedness** – Commissioner Gladhart will prepare a paper addressing emergency preparedness to be included with the July invoices.
 - 4.3 **Electronic records management**–Terri Campbell (WWS) has submitted to Island County the resolution authorizing a petty cash fund for software. Terri will purchase software when the County set up the fund for a new bank account at Heritage Bank.
5. **COMMISSIONERS REPORTS** – None
6. **AUDIENCE PARTICIPATION** – None
7. **UNFINISHD BUSINESS** –
 - 7.1 **Rental house situation (Hwy 525)** Andy reported former tenants stated all their possessions will be removed by the time of the June meeting. Andy will evaluate the site with the fire department for a future practice burn.
 - 7.2 **Leak policy revisions** – No action.

8. **NEW BUSINESS** – None

9. **STAFF REPORTS**

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

- A. Andy provided his Operation & Maintenance Activity Report and water production graphs.
- B. Andy reported there is still an issue with a valve at the Harbor Hills water treatment plant. Andy again proposed to replace primary function valves at the treatment plant.
- C. Andy has ordered a new meter for the Freeland Cell Site well pump. Still waiting for the meter.
- D. Roger noted that the Cell Tower site is still pumping far more water than the Hilltop or Stonebridge wells. Andy committed to determining why it is pumping so much more by the July meeting.
- E. Andy offered the locate requests and lab results for Board review.
- F. All water quality testing met state standards.

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

- A. **Accounts** – Terri presented financial reports by prior email. Commissioner Randall moved, seconded by Commissioner Gladhart, the approval of the June financial report. **Motion passed unanimously**
- B. **Vouchers** – Commissioner Hansen moved, seconded by Commissioner Gladhart, the approval of the vouchers totaling \$43,793.91. **Motion passed unanimously**

Operation and Maintenance Fund #702

OM-6-1 thru 6-9 in the amount of \$34,3230.71

DOR – May report in the amount of \$1,905.75.

Capital Facilities Fund #742

CI-6-1 in the amount of \$7,567.45.

10. Commissioner Gladhart adjourned the meeting at 9:17 am.

Lewis Randall
Commissioner; FWSD P-1

Eric Hansen
Commissioner; FWSD P-2

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: July 23rd, 2025