

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

Minutes of June 17th, 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, and Mike (*Engineer – Grey and Osborne*); Rodney Langler (*Engineer - CHS*); Will Simpson and Brad Johnson (*Island County Planning & Development*); Ken Fisk, Maggie Stern, Mark Brown (Commissioners of Main Street Sewer District)

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 *Abrahamson* and seconded by Commissioner *Malzone* to approve the meeting agenda as amended by moving the Main Street Sewer District discussion from Item 5 to Item 2 to be discussed right after the Island County Planning Department presentation. Due to Commissioner Hansen running late, and allowing for him to also approve the May minutes, the approval of the minutes was moved to Unfinished Business Item #1. **Motion approved & carried.**

4. PRESENTATION - Island County Planning Department - Will Simpson and Brad Johnson gave a presentation discussing the 2016 preliminary Island County comprehensive plan update. They presented graphs showing county population growth rates and talked about factors and impacts when increase or decrease of growth takes place.

5. MAIN STREET SEWER DISTRICT (MSSD) CONSOLIDATION - Commissioner Malzone made motion seconded by Commissioner Abrahamson to merge MSSD into FWSD. The motion was discussed and failed. The Commissioners of MSSD are comfortable with the way their district is running and do not think the consolidation is necessary and that FWSD may not be a benefit to them. It was also discussed that the MSSD drain field may not be adequate to accommodate sewers in the Freeland Commercial Core. This matter may be considered in the future if needed.

6. UNFINISHED BUSINESS -

6.1 Approval of Minutes - Commissioner Malzone moved and it was seconded by Commissioner Abrahamson to approve the regular meeting minutes of **May 13th, 2013** as presented. **Motion approved & carried.**

- 6.2 Sewer** – CHS Engineer Rodney Langer is working on the disposal area and is gathering data from other sources who have worked on this in the past.
- 6.3 Bercot Road Intertie** – Roger Kuykendall from Grey & Osborne along with Andy Campbell discussed different Interties (Emergency Intertie, actual intertie – better pressure and fire flow). Grey & Osborne estimated that for \$6,500 they would do the pre-engineering to look at the hydraulics of both systems to determine what type of intertie would work best and what the costs would be for the different interties. Commissioner Malzone made motion seconded by Commissioner Abrahamson authorizing the expenditure of \$6,500 to Grey & Osborne to be paid from FWSD rate payer revenue for a feasibility study to evaluate the Bercot Road Intertie connecting the Harbor Hills water system to the FWSD. Commissioner Hansen requested that the scope of work also include the regulatory evaluation and the identification of benefits to the FWSD. *Motion approved & carried.*
- 6.4 Beauregard Drive & Joanne Drive Main Replacement** – Andy reported that he received a preliminary cost estimate and feels that there is still more work to be done in determining costs.
- 6.5 Standby Fees:** Commissioner Hansen prepared and signed the letter notifying vacant land owners in Harbor Hills (Holmes Harbor area) who paid standby fees. The letter stated that the commissioners are in a data-gathering phase, are working to resolve the issue, and will keep them updated on the progress. Terri will get the letters mailed out to the vacant land owners.
- 6.6 Interlocal Agreement** – Commissioner Malzone and Terri reviewed all the expenses and met with Elaine Marlow at Island County and discussed the final report for 2012. There were a couple of invoices that were not paid in 2012 that Terri feels should have been paid as part of the agreement so she sent a letter to Elaine Marlow requesting that the \$8,000 expenditures be considered for payment.
- 6.7 Fire Hydrant Use for Contractors** – Andy recommended a change in the water rates and the form Contractors use to get water from Fire Hydrants. Commissioner Malzone made motion seconded by Commissioner Abrahamson to accept the change and form as presented from Andy. *Motion approved & carried.*
- 6.8 District Records:** The public records are still being reviewed.
- 6.9 Criteria for Degradation to Water Supply** – Roger reported on nitrate levels in the Freeland area aquifer. Roger recommended that the District establish a policy setting the nitrate levels that Island County would consider using and the developers would have to meet when they propose a project. Commissioner Malzone made motion seconded by Commissioner Abrahamson to authorize Whidbey Water Services to prepare a resolution to be presented at the July meeting to adopt, as District policy, the criteria for Nitrates to determine water availability on a parcel by parcel basis. *Motion approved & carried.*

7. NEW BUSINESS –

7.1 Technical Advisory Group – Commissioner Malzone made motion seconded by Commissioner Abrahamson to have FWSD form a Technical Advisory Group (TAG) that will represent the FWSD during the update to the Island County Comprehensive Plan. The guidelines of the TAG are defined in the Island County Public Participation Plan referenced by the internet link at website; <http://www.islandcounty.net/planning/documents/IssuePaper3-PublicParticipationPlanandPreliminarySchedule.pdf>. The scope of work for the TAG will be under the GMA Requirements of the Island County Comprehensive Plan Update; Consideration of GMA amendments, urban growth areas and population projections, internal consistency, development regulation consistency. It is not necessary for the TAG to consider critical areas, regulations or mineral resource lands. The work product of the TAG will be to report to the FWSD Board of how the Island County Comprehensive Plan will affect the District. The TAG will report monthly progress to the District. In the event of issues that require intervention by the FWSD Commissioners, the TAG will request a “Special Meeting” of the District through the District Administrator – Whidbey Water Services. All communication to the District Commissioners will be routed through the District Administrator. Any change to the scope of work for the TAG must be approved by FWSD motion at a meeting of the District. The TAG may operate independently within the scope of work of the TAG. It is anticipated that the TAG will have a term of six months. TAG members are expected to attend Island County Planning sessions and to cooperate fully with Island County Planning and Community Development during the term of the TAG.

Lou amended his motion to change the word TAG to CAG (citizen’s advisory group) and to appoint John Brunke, John Chaffins, Pam Neschke, Rodney Langler (CHS) as lead, as the CAG team members. The Centennial grant will cover Rodney Langler’s cost. *Motion approved & carried.*

Terri will prepare a letter signed by Commissioner Hansen informing Island County of the CAG.

7.2 COG – Commissioner Abrahamson discussed what the COG will accept as projects and that they have a new application process and new criteria for funding projects. She said that they will not be discussing business with the district any longer because the district had no application on file.

7.3 Harbor Hills Water System – A letter was received from the Commissioner of Holmes Harbor Sewer District Stan Walker asking FWSD for consideration of giving the Harbor Hills Water System to the Holmes Harbor Sewer District. This item of business is tabled until the July meeting. Commissioner Hansen will send a letter to Stan letting him know that FWSD has received his letter.

7.4 Petosa Property – What rates are being charged. This is tabled until the July meeting.

8. **REPORTS -**

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 **May 2013**.
- B. **Commissioners Compensation** – The Compensation effective July 1st is at \$114.00 per day.

Operation's Report - Andy Campbell (WWS)

- A. Andy presented charts showing well production.
- B. One new hook-up and 2 others are pending.
- C. Replaced Commercial Service
- D. Repaired Water Main on Commodore
- E. Letter was sent to State Health Department to reduce monitoring at Harbor Hills which will save \$600 per year and they responded and it was approved.

See attached Operation and Maintenance Report

9. **AUDIENCE PARTICIPATION- None**

10. **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 June 17th, 2013, the Board by vote, approved payment of the vouchers as listed in the attachment for: **O&M Fund #702 amount: \$77,125.03** *Motion approved & carried.*

11. **MEETING CLOSURE-** There being no further business the meeting closed at **8:30 PM**.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD

Minutes Prepare by: Terri Campbell

Approved: _____