

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

Minutes of March 11th, 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 Kuykendale (*Engineers – Grey & Osborne*), **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

Commissioner *Malzone* moved and it was seconded by Commissioner *Abrahamson* to approve the meeting agenda. **Motion approved & passed unanimously.**

4. APPROVAL OF MINUTES

Commissioner *Abrahamson* moved and it was seconded by Commissioner *Malzone* to approve the regular meeting minutes of **February 11th**, 2013 as presented. **Motion approved & passed unanimously.**

5. REPORTS -

6.1 Accountant's Report - Terri Campbell (WWS)

A. Accounts – Accounting reports were presented, which included Income, Expense Balance sheets of all funds for the period ending **February 2013**.

6.2 Manager's Report – Water Operator; Andy Campbell (WWS)

A. See attached Operation and Maintenance Report

B. Graphs - Andy presented Graphs for 2012 & 2013 showing well production.

C. Website Documents – Andy updated the website documents that were reviewed with the new descriptions and definitions in the Rules and Regulations, updated Staff and Commissioners contact references.

D. Harbor Hills Roof - Well Two pump house needs replacing (on project list) Andy got two bids from Contractors (on the Small Works Roster). He will ask the lower bidder (\$1,739) to start on the construction of the new roof.

E. Harbor Hills Disinfection Bi-Products – Laboratory analysis indicates disinfection byproduct concentrations are at safe levels.

F. New Hook up - Harbor Hills received income from one new hook up.

- G. **The CCR (consumer confidence report)** is finished with last year's water testing results and will go out in the customer water next billing.
- H. **WAV** – Andy discussed the Water Availability Verification form that Island County Health Department requires. Andy contacted Island County to inform them that from now on the District will instead send the County a letter informing them of the availability of water in the FWSD area for larger projects. This approach clarifies that, while water is available, the District will not make a commitment to provide water to large projects early in the process. The District will still use the County's WAV form for individuals applying for Single Family building permits.

6.3 **Project Reports:** -

Sewer Plan – Commissioner Hanson stated that the District continues spending grant money for sewer planning and studies and recommends that the District contact the Freeland commercial core property owners to find out who and how many of them have interest in the District moving ahead with the sewers. Eric wants to know from the engineers whether Freeland has a place for the treated water to go, and what it is going to cost? He wants to lay out a time line for making decisions.

Commissioner Malzone said the District has to move forward due to the obligation of the NMUGA. The District needs a justifiable reason if they don't move ahead and if it is due to the ability of lack of financial support, then the District will have to inform the County which would force the County to re-examine the land use component of the Sub Area Plan and could result in risk losing the DOE Grant funds. Lou agrees that the Commissioners need to have community public input in the near future to inform them of the cost and to find out if they support the Sewer Project. He feels the Plan should be done in Phases that is affordable to the community who would and able to support this project.

6.4 **Workshops**

Commissioner's Workshop (February 21st, 2013) - Sewer Planning Update from CHS. All Commissioners attended, no further discussion.

7. **UNFINISHED BUSINESS** -

7.1 **Sunny View Village, Developments and Nitrates** – Engineer Roger Kuykendale reported the State is now reviewing a re-submitted Septic Plan they received from the Sunny View Village Development project. This will be a long process but the State will make sure the nitrate levels they study meet the state standards should the re-submitted Septic Plan be implemented.

7.2 **Audit** – Terri Campbell reported that the State Auditor is out of town until March 18th, and will contact the District when he is available to do the Exit Audit. The "Representation Letter" presented for signature by the Auditor was signed by Terri Campbell and Commissioner Abrahamson.

8. NEW BUSINESS –

8.1 Island County’s 2016 Comprehensive Plan – Commissioner Abrahamson presented a “Public Participation Plan & Preliminary Schedule” from Island County Planning & Community Development. She discussed the District’s participation in the process and involvement of the District working with Island County in their 2016 Comprehensive Plan. Commissioner Hansen and Malzone agreed, the District needs to focus on the developing a sewer plan, the County should focus on their plan and the County should ensure their plan is consistent with our utility plan when they develop land use plans for Freeland.

9. AUDIENCE PARTICIPATION-

9.1 Bill Lewis – recommended that the Commissioners contact commercial core property owners, not business owners to find out if they support the Sewer Project. Andy Campbell suggested that a survey be sent to the customers in their future water bill asking if they support having sewer and how much are they willing to contribute.

9.2 Meg Wingard (Holmes Harbor Sewer District Commissioner - HHSD) asked if there was still interest from FWSD getting together with HHSD for a workshop to discuss economies of scale in operations, ownership of water system, and possible merger of the districts. All Commissioners would like to do this and asked Meg to talk with the HHSD Commissioners of a possibility of a workshop on April 25th. Meg will speak with the HHSD Commissioners and let FWSD know.

10. APPROVAL OF VOUCHERS

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

On March 11th, 2013, the Board by vote, approved payment of the vouchers as listed in the attachment for:

O&M Fund #702 amount: \$27,034.05

Loan Fund #622 amount: \$20,656.25

Sewer Fund #742 \$15,647.53

Total Amount of all Vouchers: \$63,337.83

Motion approved & passed unanimously.

11. EXECUTIVE SESSION – None

12. MEETING CLOSURE- There being no further business the meeting closed at 7:20 PM.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD