

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting –March 19th, 2025

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Commissioner Gladhart, Commissioner Hansen, Commissioner Randall

Staff: WWS: Andy Campbell (Certified System Operator), Terri Campbell (Finance and Administration)

1. **CALL TO ORDER** - Commissioner Gladhart called the meeting to order at 8:33 a.m.
2. **AGENDA** - Commissioner Hansen asked to include consideration of a resolution updating the Freeland Service Connection Charge under unfinished business. Commissioner Randall moved approval of the modified agenda. Commissioner Hansen seconded. **Motion approved unanimously.**
3. **APPROVAL OF MINUTES** –
Commissioner Gladhart moved, Commissioner Hansen seconded, approval of the minutes of the February 19th regular meeting. **Motion passed unanimously**
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well**– No news, except Roger (G&O) will address an administrative request from the Department of Ecology when he returns from his vacation.
 - 4.2 **Emergency Preparedness** - Commissioner Gladhart said he will prepare an insert to accompany the next invoice that identifies measures customers can take to prepare for an emergency. He will include information about empty carboys available at cost from the District.
 - 4.3 **Electronic records management**– Commissioner Hansen summarized a meeting he and Terri (WWS) had with a computer expert addressing our electronic records storage and access. The plan is to use a dedicated desktop computer at WWS dedicated to FWSD. Electronic files will be backed up on One Drive. The computer expert will help Commissioner Hansen and Terri load and organize electronic files for review and download by WWS staff and commissioners.

Terri had circulated by email a Records Retention Schedule taken from the Washington Archivists website. After discussion and modifications, Commissioner Hansen moved, Commissioner Randall seconded approval of the records retention schedule as modified in the meeting. **Motion passed unanimously**
 - 4.4 **Freeland wastewater treatment system** - The Board discussed changing the name of the District back to Freeland Water District (eliminating the reference to sewer) because the Board has no taste for re-engaging in the sewer implementation effort.

5. **COMMISSIONERS REPORTS** – Commissioner Hansen reported that he had attended the monthly meeting of the Port of South Whidbey and found its procedures to be very similar to those of the FWSD.
6. **AUDIENCE PARTICIPATION** – Steve Myres provided a pamphlet he prepared addressing emergency preparedness and encouraged the District to help our customers prepare for calamity by informing themselves of available resources and by storing water and other essentials. The Board discussed obtaining portable water tanks and asked Andy to prepare a hose that could be used by residents to fill small portable water containers from the District’s large storage tanks.
7. **UNFINISHD BUSINESS** –
 - 7.1 **Revised Rates Resolution** – Commissioner Hansen previously circulated by email a revised Excel sheet that corrected an error in the Freeland Service Connection Charge calculation. The correction increased the charge by \$48. Commissioner Hansen moved seconded by Commissioner Randall the adoption of Resolution 03-19-2025, which formally adopted the revised Service Connection Charge. **Motion passed unanimously**
 - 7.2 **Meter chip installation** – Andy reported WWS has replaced all residential electronic meters and the small service lines for commercial properties.
 - 7.4 **Leak policy revisions** – The Board reviewed Commissioner Randall’s proposed changes to the leak policy. After discussion, Commissioner Hansen agreed to circulate a clean copy of the changes and a resolution to adopt the revised Exhibit B for the next meeting.
8. **NEW BUSINESS** –
 - 8.1 **Audit 2021-2023** - Representatives of the Washington State Auditor provided an Entrance Conference for the audit they are initiating for the period of 2021-2023.
9. **STAFF REPORTS**
 - 9.1 **Operation's Report - Andy Campbell (WWS)**
 - A. Andy provided his Operation & Maintenance Activity Report and water production graphs. He also noted that Freeland and Harbor Hills February water pumping was the lowest it has been in six years.
 - B. Andy reported that several leaks at the Harbor Hills water treatment plant had been repaired. Commissioner Hansen asked Andy to include an auto-dial system at Harbor Hills when the treatment plant is modified to accommodate the Antelope North well so operations staff are alerted to major leaks.
 - C. Andy said Bison replaced the Freeland Cell Site well pump
 - D. Andy offered the locate requests and lab results for Board review.
 - E. All water quality testing met state standards.
 - F. Andy reported nitrate concentrations in the Freeland groundwater remain constant at half the MCL.
 - 9.2 **Accountant's Report – Terri Campbell (WWS)**

- A. Accounts** – Terri presented financial reports by prior email. Commissioner Gladhart moved, Commissioner Randall seconded, approval of the February financial report. *Motion passed unanimously*
- B. Investments** – Terri confirmed that the County Treasurer takes less than half a percent of the interest on funds the District invests through the County.
- C. Vouchers** – Commissioner Hansen moved, Commissioner Gladhart seconded, approval of the vouchers totaling **\$52,593.01**. *Motion passed unanimously*

Operation and Maintenance Fund #702

1. OM-3-1 thru 3-12 in the amount of \$40,850.99
2. DOR – in the amount of \$1,413.30.

Capital Facilities Fund #742

1. CI-3-1 thru 3-2 in the amount of \$10,328.72.

10. Commissioner Gladhart adjourned the meeting at 10:44 a.m.

Commissioner Randallis
Commissioner; FWSD P-1

Commissioner Hansen
Commissioner; FWSD P-2

Commissioner Gladhart
Commissioner; FWSD P-3

Date Approved: April 16, 2025