

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – March 20, 2024

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

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

1. **CALL TO ORDER** - Chad called the meeting to order at 8:30 a.m.
2. **AGENDA** - Eric moved, Lew seconded, approval of an agenda with two new business items.
Motion approved unanimously.
3. **APPROVAL OF MINUTES** –
Eric moved, Lew seconded, approval of the minutes of the February 21 regular meeting.
Motion passed unanimously
4. **PROJECT REPORTS** -
 - 4.1 **Small Works Roster** –Andy reported that advertising did not yield any additions to the District’s small works roster. Andy will call the nine drillers on our roster to solicit bids for drilling the proposed Antelope North well.
 - 4.2 **Harbor Hills Antelope North Well Drilling** –Roger reported bids will be opened on April 3. Supplemental information will be required of the two lowest bidders by noon Friday April. The Board agreed to meet April 10 at 8:30 a.m to review the bids.
 - 4.3 **Land Acquisition** – Andy reported that title review is still underway.
5. **COMMISSIONERS REPORTS** – Chad attended a meeting of the Board of Commissioners of the Holmes Harbor Sewer District las week. See new business item.
6. **AUDIENCE PARTICIPATION** - Holmes Harbor Sewer District commissioner Bill Crisswell participated in the discussion summarized below under New Business.
7. **UNFINISHD BUSINESS** –
 - 7.1 **Chip meters** – Andy presented updated cost information for electronic meters that enable much faster meter reading and the ability to spot anomalies in water consumption. The installed cost is \$245 per meter based on a firm price of \$216 per meter from the vendor and Whidbey Water Service installing an average of three or four meters per hour. Potential revenue from reductions in unbilled water consumption and labor savings from reading meters indicates potential payback periods of five and thirteen years for Freeland and Harbor Hills systems, respectively. Additional benefits are the ability to identify leaks more readily.

Eric moved that the District install the electronic meters for the Freeland system because it has a much worse leak rate than the Harbor Hills system. Lew amended the resolution to include authorizing installation of electronic meters in the Harbor Hills system. After further discussion, the amended resolution passed unanimously.

7.2 Service Connection Charge –Roger provided additional comments on the second draft update to the service connection charge. Eric agreed to incorporate Roger’s comments into a third draft.

8. NEW BUSINESS -

8.1 Spratt/Allen Request – The Board discussed a written request to extend the period allowed after a meter is installed. Because there has been no activity in the building permit process or any substantive construction after several years, the Board affirmed Andy’s stated position that the meter must be removed, and the service connection fee be reimbursed.

8.2 Holmes Harbor Sewer District Request – Chad reported that the Holmes Harbor Sewer District has a number of delinquent accounts. Collection has been stymied by a legal prohibition against shutting off a sewer connection, and the sewer district asked if the water district could shut off water supply to delinquent sewer accounts. The Board questioned its authority to withhold water for another purveyor’s benefit, and took no action on the request.

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 offered the locate requests and lab results for Board review.
- C. All water quality testing met state standards.
- D. Andy reminded the Board that the District must survey and report lead pipes by October 2024 and that installation of electronic meters would enable his crew to evaluate the service lines leading from meters.

9.2 Accountant's Report – Terri Campbell (WWS)

- A. **Accounts** – Terri presented financial reports by prior email. Chad moved, Lew seconded, approval of the March financial report. ***Motion passed unanimously***
- B. **Vouchers** – Chad moved, Eric seconded, approval of the vouchers totalling \$28,162.12 ***Motion passed unanimously***

Operation and Maintenance Fund #702

1. OM-3-1 thru 3-8 in the amount of \$22,923.27
2. IRS Annual 942 2024 in the amount of \$705.02.
3. DOR January Sales 2024 in the amount of 1,456.32

Capital Facilities Fund #742

1. CI-3-1 in the amount of \$3,077.51.

10. Chad adjourned the meeting at 10:13.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: April 17, 2024