

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of March 7th, 2016

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke, Eric Hansen

Staff: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance and Administration*)

Professional Services and Audience: See attached list (*sign in sheet*)

1. CALL TO ORDER

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

It was moved by Commissioner *Hansen* and seconded by Commissioner *Brunke* to approve the meeting agenda with additions. **Motion approved**

4. APPROVAL OF MINUTES - Commissioner *Hansen* moved seconded by Commissioner *Brunke* to approve the regular meeting minutes of February 8th, 2016. February 29th, 2016 minutes will be presented at the April 11th meeting. **Motion approved**

5. COMMISSIONERS REPORTS –

5.1 Malzone: Commissioner *Malzone* spoke with the agencies about Sewer Funding and was told there would be no funding available from neither the Legislature nor the \$100,000.00 (one hundred thousand dollars) per year of County funds for the sewer.

5.2 Brunke: No Report

5.3 Hansen: Commissioner *Hansen* will draft an article to go out to the property owners of Phase 1 to attend informational meetings to be held starting in April.

6. PROJECT REPORTS

6.1 Sewer Planning

Engineering Report - Roger Kuykendall (Gray & Osborne)

Roger presented to the Commissioners their contract for engineering of the Sewer Project. The Commissioners want more time to review the contract before making decisions to approve it.

The scopes of work for allowable funding per line items in the grant will need a 2nd amendment. Commissioner *Malzone* will work with DOE to amend the scope of work to reflect new amounts to cover each expense line item in the grant.

Harbor Hill Grant Contract – The grant approved by DOH for Harbor Hill needs the signature page re-signed. Once Commissioner *Malzone* receives the new signature page he will re-sign it.

7. **UNFINISHED BUSINESS**

7.1 **Private Fire Main Leak** – *Andy Campbell* reported that *Nichols Brothers Boat Builders* fire main is still shut-off and is waiting for detailed Engineer drawings before the repair is done for the backflow valve installation. The Commissioners want the water to remain shut-off until they have an approved cross connection device installed.

8. **NEW BUSINESS** –

8.1 **Commissioner Indemnification** – Commissioner *Brunke* moved seconded by Commissioner *Malzone* to approve Resolution #16-001 adopting policy to indemnify and hold harmless. **Motion approved**

8.2 **Insurance for Sewer Plant Property** – *Terri* reported that *Enduris* has now insured the coverage of the property and buildings FWSD purchased for the Sewer treatment plant.

8.3 **Tax Exemption** – *Terri* reported that Island County Assessor's Office has exempted FWSD from paying property tax on the sewer treatment plant and site.

8.4 **Randolf Meter** - *Terri* reported the *Randolfs* are not going to build on their property and are asking for reimbursement for the meter hookup fee they paid for. *Terri* suggested they be reimbursed less any amount owing on their account. Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to reimburse the *Randolfs* less any money owed the district.

8.5 **Houseworth Property** – *Debra Houseworth* contacted the district office asking if she was included in the Phase 1 Sewer Plan. Commissioner *Malzone* will draft and Commissioner *Hansen* will finalize test for a letter to *Ms. Houseworth* and other future inquiries.

9. **AUDIENCE PARTICIPATION** – None

10. **REPORTS** -

10.1 **Accountant's Report** - *Terri Campbell (WWS)*

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the February 2016 report.

B. **Approval of Vouchers**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **March 7th, 2016**. Commissioner *Hansen* moved and seconded by Commissioner *Brunke* to approve and sign the following vouchers and amounts: **Motion approved**

O&M Fund #702 amount: **\$34,757.30** Capital Improvement #742 amount: **\$3,484.06**

Capital Sewer Fund #623 amount: **\$0.00**

Total: **\$38,241.36**

10.2 Operation's Report - Andy Campbell (WWS)

A. See attached Operation and Maintenance Report for February 2015

11. **EXECUTIVE SESSION** – None

12. **RECESSED** – At 6:30 PM Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to recess the meeting until the next day (March 8th) at 3:30 PM giving the Commissioners a chance to review the Engineers contracts for the Sewer Treatment Plant and Harbor Hill. The purpose to reconvene would be to approve both contracts with the Engineers (G&O). **Motion approved**

Meeting Reconvened

Minutes of March 8th, 2016

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke, Eric Hansen (*by telephone conference*)

Staff: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance and Administration*)

Professional Services and Audience: See attached list (*sign in sheet*)

13. **CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 3:30 P.M.

14. **SEWER CONTRACT** - Commissioner *Hansen* made motion seconded by Commissioner *Brunke* for FWSD to execute the engineering (G&O) contract #20157.78) for the design of the FWSD sewer plant in the amount of \$450 (four hundred fifty thousand dollars) for schedule A. **Motion approved**

15. **HARBOR HILL CONTRACT** - Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to approve the engineering contract (G&O) to perform Harbor Hill Water Association consolidation feasibility study in the amount of \$19,700 (nineteen thousand seven hundred dollars). Commissioner *Malzone* will sign the contract upon execution of the signature page in the DOH grant. **Motion approved**

16. **ADJOURNED** – There being no further business, at 4:12 PM Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to adjourn the meeting. **Motion approved**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

April 11th, 2016
Approval Date

Minute Prepared by: Terri Campbell (WWS)