

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – March 9th and 16th, 2022

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

**Commissioners:** Chad Gladhart, Eric Hansen, Lew Randall

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

**1. CALL TO ORDER**

Commissioner Gladhart called the meeting to order at 10:00 A.M.

- 2. AGENDA** - With two additions, Commissioner Hansen moved, seconded by Commissioner Randall, to approve the agenda. *Agenda approved unanimously*

**3. APPROVAL OF MINUTES** –

Commissioner Hansen moved, seconded by Commissioner Gladhart, to approve the minutes of the February 9<sup>th</sup>, meeting. *Motion passed unanimously*

- 4. COMMISSIONERS REPORTS** – Commissioner Hansen reported that Andrew Jones, LOSS engineer with the Washington Department of Health, has sent his proposal to restrict new rentals of Sunnyview Village apartments to the State Attorney General office for review. He will report progress weekly.

**5. PROJECT REPORTS** -

- 5.1 Harbor Hills North Well** –Gray & Osborne completed the survey of the North Well site, but Roger and Andy recommended considering the option of drilling a new well at the Well 3 site. Roger will develop cost estimates for both options.
- 5.2 Freeland Well Permitting** – Roger reported the contractual issues for drilling the Honeymoon Bay well are nearly resolved.
- 5.3 Harbor Hills Well 3 Rehabilitation** –Andy reported Robinson Noble will be coming March 24<sup>th</sup> to begin the hydrogeological assessment of Well 3. The commissioners asked Andy to arrange a special meeting if study results indicate the moratorium on connections can be lifted.

**6. UNFINISHD BUSINESS** –

- 6.1 Tree removal** – Commissioner Hansen moved approval of a \$9565.60 bid to remove 16 trees in Freeland potentially affecting our water mains. Commissioner Randle seconded the motion, and it passed unanimously.
- 6.2 Review of base rates** – The Board agreed to discuss this in a continued meeting next Wednesday, March 16, at 10 a.m. so the Board can also get the state auditor’s findings.

## 7. NEW BUSINESS –

- 7.1 **Water conservation** – Commissioner Gladhart proposed that the Board focus for the next year on options for conserving water.
- 7.2 **O’Reilly construction site** – Andy reported that one of two groundwater monitoring wells on the site of the proposed O’Reilly auto parts store is uncapped. Commissioner Hansen moved and Commissioner Gladhart seconded a motion directing Andy to use expandable foam to seal the well and concrete or similar to protect well from damage until a permanent solution is implemented.
- 7.3 Andy provided an estimate of \$60, 567 from Madsen Enterprise to replace 180 feet of main on Pleasant View. Commissioner Hansen moved approval of the bid, seconded by Chad, approved unanimously.

## 8. AUDIENCE PARTICIPATION

- 8.1 Property owner Pam Daener asked if there was a timeline for the Sunnyview Farm connection. Andy said he expects parts to be available for the connection in the next month or two. Andy also reported the latest Sunnyview Farm nitrate measurement is 7.6 mg/liter.
- 8.2 Dan Newmeyer asked on behalf of a property owner near Bradshaw about the certainty of a water connection. Andy said we’re not offering connections until we have the Robinson/Noble hydrogeology report.

## 9. STAFF REPORTS

### 9.1 Accountant's Report – Terri Campbell (WWS)

Terri reported seven Freeland Water customers and eight Harbor Hills customers received disconnect notices for nonpayment of water bills.

- A. **Audit** - Terri reported the audit is complete and the state wants to do an exit interview. She will schedule the interview to coincide with the continued meeting March 16th.
- B. Vouchers with reviewed. Commissioner Hansen moved, seconded by Commissioner Gladhart, to approve payment of the vouchers. *Motion passed*

#### Operation and Maintenance Fund #702

1. OM-3-1 thru 3-8 in the amount of \$21,941.94
2. DOR withdrawal January activity \$638.00

#### Capital Improvement Fund #742

1. CI-3-1 thru 3-2 in the amount of \$2,230.70
- Total Expenses \$24,810.64**

### 9.2 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. Andy repaired a leak on Reindeer at Harbor Hills. The Board asked Andy to consider whether this section of pipe needs to be replaced with ductile iron.

D. All water quality testing met state standards.

10. **MEETING TO BE CONTINUED** - Commissioner Gladhart continued the meeting until Wednesday, March 16th, at 10 a.m. for discussion of revised base rates, use of treated water at Harbor Hills, review of the financial report, and the auditor report.
11. **MEETING CONTINUATION** – Commissioner Gladhart re-opened the meeting at 10:00 a.m. March 16th. The state auditor preferred to speak with only one commissioner for their status report and Commissioner Randall agreed to participate in a zoom call with them after the meeting. Because an Outlook glitch precluded distribution of the February financial report, review was postponed until the April meeting for the discussion of revised base rates, use of treated water at Harbor Hills, review of the financial report, and the auditor report.
12. **TREATED WATER FOR IRRIGATION** – The Board discussed the potential for Holmes Harbor Sewer District to use treated water from the Holmes Harbor Sewer District treatment facility for irrigation at residential properties in the Harbor Hills Community Water System service area. Andy reported that our insurance carrier (Enduris) expressed concern about our liability in the event a customer mistakenly drank treated wastewater instead of our potable water. The Board acknowledged the concern, and agreed to contact a Sewer District board member to ensure coordination and communication of this concern.
13. **ASSESSMENT OF BASE RATES AND WATER CONSUMPTION RATES** – Terri explained that District administration expenses are covered by base rates, and that any excess revenue from base rates can contribute to capital projects. Based on financial analyses presented by Terri, the Board concluded that current base rates adequately fund District administration and partially fund capital projects, and that no rate change is needed at this time. Terri explained that operations and maintenance work is covered by water consumption income, and this income is not sufficient. The Board decided to evaluate the current consumption rate structure with the goals of increase revenue and aligning the Harbor Hills tiers with Freeland’s tier structure. Terri agreed to send the commissioners water consumption data for customers in both systems. The Board agreed to review these data individually and discuss at the April meeting.

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Eric Hansen  
Commissioner; FWSD P-2

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Lewis Randall  
Commissioner; FWSD P-1

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Chad Gladhart  
Commissioner; FWSD P-3

Date Approved: April 13th, 2022