

**FREELAND WATER and SEWER DISTRICT**  
**ISLAND COUNTY WASHINGTON**  
**Minutes of Regular Meeting – May 10th, 2023**

**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

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 10:00 a.m.
2. **AGENDA** - Commissioner Gladhart moved, Commissioner Randall seconded, approval of the agenda after addition of discussion of the leak policy to the recently adopted regulations. *Agenda approved unanimously*
3. **PROJECT REPORTS** -
  - 3.1 **Harbor Hills North Antelope Well** –Andy received an estimate of \$7,500 from TMI to survey the District property at Well 3. Commissioner Hansen moved approval of the bid to survey the property with the condition it will be completed in 2 months.
  - 3.2 **Freeland Honeymoon Well** – Roger (G&O) reported Mott McDonald would present its final hydrogeology report by our June meeting.
  - 3.3 **Whispering Firs Phase 2** – No action.
4. **APPROVAL OF MINUTES** –

Commissioner Hansen moved, Commissioner Gladhart seconded, approval of the minutes of the April 12<sup>th</sup>, meeting. *Motion passed unanimously*
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** - none
7. **UNFINISHD BUSINESS** –
  - 7.1 **Regulations update**

Commissioner Hansen distributed the leak reduction policy that was adopted in 2016, with two changes consistent with the recently updated regulations: 1) an affirmation that the leak has been repaired (rather than receipts for parts); and 2) that the invoice adjustment is valid once every ten years per-connection. Commissioner Hansen moved adoption of the policy as Exhibit B of the District Regulations. Commissioner Randall seconded the motion. *Motion passed unanimously*
  - 7.2 **Well-naming conventions**

After Andy confirms that the well tags are consistent with the WSPs, Commissioner Hansen will distribute a summary table that identifies the agreed-upon well naming convention.

8. **NEW BUSINESS –**

8.1 **None**

9. **STAFF REPORTS**

9.1 **Operation's Report - Andy Campbell (WWS)**

- A. Andy presented 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. WWS will initiate disconnect procedures for Bubba Burgers due to persistent leaking.

9.2 **Accountant's Report – Terri Campbell (WWS)**

- A. **Accounts** – Terri presented financial reports by prior email. Eric moved, Lew seconded, approval of the financial report.
- B. **Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers. **Motion passed unanimously**

**Operation and Maintenance Fund #702**

- 1. OM-5-1 thru 5-6 in the amount of \$20,666.37

**Capital Facilities Fund #742**

- 1. CI-5-1 thru 5-2 in the amount of 15,070.46 **Total Expenses \$35,736.83**

- C. **Meeting Schedule** – Commissioner Gladhart moved; Commissioner Randall seconded a motion to move our monthly meetings to the third Wednesday of the month at 8:30 a.m. The next meeting will be June 21st.

10. Commissioner Gladhart opened executive session at 11:10 for discussion with the District attorney of a potential legal dispute. Commissioner Gladhart had closed the executive session at 11:43. Commissioner Randall moved that the Board authorize Joe Bennett to send a letter to LIHI outlining the District’s authority to regulate water connections. Commissioner Gladhart seconded the motion. **Motion passed unanimously**

11. Commissioner Gladhart adjourned the meeting at 11:43.

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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: June 21, 2023