

**FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON**

**Minutes of May 11th, 2015**

**MEETING PLACE**

5585 Lotto Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Lou Malzone (*President*); Eric Hansen - (*Vice President*) Marilyn Abrahamson – (*Secretary*) by Skype

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager*); Roger Kuykendall, (*Engineers Gray & Osborne*)

**Audience:** See attached list (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:50 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Hansen* and seconded by Commissioner *Abrahamson* to approve the meeting agenda. **Motion approved unanimously**

**4. APPROVAL OF MINUTES - Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve the regular meeting minutes of **April 13<sup>th</sup>, 2015****

**Motion approved**

**5. PROJECT REPORTS -**

**5.1 Sunny View Village (SVV) – *Andy Campbell* reported that SVV project is complete only the paperwork remains to be finished.**

**5.2 Sewer Planning –** The initial soil tests suggest the Stonebridge property site is suitable for a drain field. The hydrogeology study should be done by the end of June and will confirm the property is suitable. The Commissioners are anxious to move forward in July to adopt the plan and get the “review clock” started.

The Sewer Plan amendment from Gray & Osborne should be complete by July. They are waiting for preliminary comments from Department of Ecology and Island County.

Richard Soto is trying to organize a committee to generate interest in favor of the Phase 1 Sewer project. He will contact the customer base within the Phase 1 area.

Commissioner Malzone presented two letters he wrote;

1. *April 29<sup>th</sup>, 2015* - William E. Oakes, P.E. (Director/County Engineer, Island County Public Works). **RE:** Six-year Capital Improvement Program 2016-2021, Six-Year Transportation Improvement Program 206-2021, Annual road Construction Program for 2016.
2. *May 7<sup>th</sup>, 2015* - Brad Johnson (Senior Long Range Planner, ICPCD). **RE:** Financial Justification to Resize Freeland NMUGA.

5.3 **Myrtle Extension** – *Andy Campbell* reported that the request for a developer extension from Susan Specht Oram asking the District to reconsider the recovery contract for the Myrtle Avenue Extension needs additional information. This was tabled until the June meeting.

6. **UNFINISHED BUSINESS** –

6.1 **Harbor Hill Wellhead Protection Area** – *Andy Campbell* discussed the possibility of consolidation with Harbor Hill water system (not to be confused with the Harbor Hills Water System owned by the FWSD). *Andy* has found some possible loan funding resources that may be available to get started and will continue to look for additional resources in the order of available grant funds.

6.2 **Fire Main Metering** - *Andy Campbell* reported that the new design for valves that are not working may cost \$6,000 to \$8,000 to replace. Commissioner *Malzone* and *Hansen* agreed that it needs to be fixed in order to account for non-charged water and directed *Andy* to look into the possibility of replacement cost recovery from the Engineers who provided the faulty design.

6.3 **FWSD's Web-Site** – Commissioner *Malzone* moved seconded by Commissioner *Hansen* to appoint *Terri Campbell* to update the website each month due to Commissioner *Abrahamson* spending time out of the state. Commissioner *Malzone* and *Hansen* thanked Commissioner *Abrahamson* for all her work getting the information on the web site these past two years. **Motion approved unanimously**

7. **NEW BUSINESS** –

7.1 **Main Street Sewer** – Commissioner *Malzone* reported that Main Street Sewer Commissioner *Maggie Stern* will be resigning due to re-locating to California. The Commissioners wish her well. There now will be two Commissioner Vacancies.

7.2 **Leak Relief** - Account #70561 has asked for monetary relief of their water bill. *Terri Campbell* presented proof that the leak was fixed and has satisfied the District requirements for the customer to receive half off their consumption portion of their water bill. Commissioner *Malzone* made motion seconded by Commissioner *Hansen* to grant the relief in the amount of \$127.00, half of the water consumption bill. **Motion approved unanimously**

7.3 **Water Shut-off Notice** – *Terri Campbell* presented six quarterly billings for the Post Office (account #77396) showing the increasing water leak they have (77,616 cubic feet or 580,568 gallons in 2 months). Whidbey Water Service's administrator *Bev Chan* contacted the owner on several occasions about the leak but nothing has been done to fix the leak and it is getting progressively larger. Commissioner *Hansen* moved seconded by Commissioner *Malzone* requesting *Bev* to write a letter, which Commissioner *Malzone* will personally deliver to the owner, indicating that they have 30 days from May 11<sup>th</sup>, to repair the leak or the District will have no choice but to shut the water off. **Motion approved**

8. **AUDIENCE PARTICIPATION** –

8.1 **Sewer Project** - Comment was made for the District to consider preparing a list of the 1<sup>st</sup> Phase potential customers. They then could be contacted to get their perspective on the Sewer Project.

Comment was received about the proposed phasing. The Commissioners informed the audience that after adoption of the amendment to the 2005 Freeland Comprehensive Sewer Plan, there will be a public comment period to address concerns about phasing. The audience was also informed that the phasing was developed by the District Engineering firm (Gray and Osborne); who Engineer Roger Kuykendall was present and spoke about the current phasing structure.

9. **REPORTS** -

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets ending **April 2015**.

B. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **May 11th, 2015**. Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve and sign the following vouchers and amounts:

O&M Fund #702\_amount: **\$15,982.52**

C&I Fund #742\_amount: **\$731.51**

Stand by Fee Fund #702 amount: **\$1,206.00**

Depart of Revenue #702 amount: **\$1,707.46**

**Total All Vouchers: \$19,627.49**

**Motion approved**

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

A. See attached Operation and Maintenance Report for April 2015

10. **EXECUTIVE SESSION** – None

11. **MEETING CLOSED** – Commissioner *Hansen* made motion seconded by Commissioner *Malzone* to close this meeting at 7:10 PM. **Motion approved**

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD

**June 8<sup>th</sup>, 2015**

Approval Date