

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – May 12, 2021

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

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

1. CALL TO ORDER

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

2. AGENDA - *Agenda approved with additions*

3. APPROVAL OF MINUTES –

Commissioners Gladhart moved, seconded by Commissioner Hansen, to approve the minutes of the April 14th, meeting. *Motion passed*

4. COMMISSIONERS REPORTS – Lew reported that the Revised Code of Washington has defined inflation rate, and suggested the District apply that rate rather than the 2 percent currently used. Implications of this change will be discussed at the May meeting.

5. PROJECT REPORTS - *Water System Action Items*-

5.1 Freeland well permitting - Roger had emailed a proposal to design and implement an exploratory well at the Honeymoon Bay site. The proposal was discussed. Roger will send (subconsultant) PGG's proposal and estimated schedule. Roger estimated \$300,000-\$400,000 to drill the well and install casing and screen. He estimated approval to drill in 6 months and a permit for construction of the well infrastructure within a year. Commissioner Hansen moved approval of Gray & Osborne's proposal; Commissioner Randall seconded the motion. *Motion approved unanimously*

5.2 Sunnyview Farm – Bob James of the Department of Health said the District could proceed with connection of SVF as an additional pressure zone within the Freeland system. Island County concurred. Roger provided a design for Andy to use to prepare a bid document for connecting SVF to the FWSD system. Roger will recommend specific components for the installation.

6. UNFINISHD BUSINESS –

6.1 Cell Tower - A completed survey of the cell tower site has been sent to Verizon. Still no resolution, but Verizon is paying the District invoices.

6.2 General Facility Charge Assessment – Lew will revise the calculations to allow for a variable inflation rate. Terry will assemble a complete memorandum with appendices.

6.3 Accessory Dwelling Units – Andy reported that WSWD influenced state law allowing districts to charge additional hookup fees for ADUs; these ADU hookups will be considered in the total number of hookups allowed in our water system plan.

7. **NEW BUSINESS** –

6.1 **Earthquake preparedness** – Commissioner Hansen asked how the District is prepared to handle earthquakes. Andy said the District has abundant spare parts to repair components damaged in an earthquake.

6.2 **Ransomware/file backup** – Commissioner Hansen asked Terry to describe the extent to which District accounting information is backed up and our vulnerability to a ransomware attack. Terri said all our financial information is backed up on an external system.

8. **AUDIENCE PARTICIPATION** – none

9. **STAFF REPORTS**

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

A. **Accounts** – Terri presented up to date financial reports she had emailed prior to the meeting for the Commissioners review. The Commissioners approved the reports at presented.

B. Vouchers with invoices were emailed to the Commissioners for review prior to the meeting. Commissioner Hansen moved, seconded by Commissioner Randall, to approve payment of the vouchers. **Motion passed unanimously**

Operation & Maintenance Fund #702

5-1 thru 5-7 in the amount of \$20,505.70

Withdraw IRS 941DOR in the amount of \$176.26

Withdraw DOR in the amount of \$628.15

Withdraw DOR in the amount of \$2,017.36

Capital Improvement Fund #742

CI-5-1 thru CI-5-2 in the amount of \$11,558.54

Total Expenses \$34,886.01

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

A. Up to date Operation & Maintenance Activity Report and graphs were provided to the commissioners.

B. All water testing passed

C. Andy and Roger are working with the Fish Forest pump station vendor to resolve control issues related to power glitches.

10. **ADJOURNMENT** –Commissioner Gladhart adjourned the meeting at 11:34 a.m.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: June 9, 2021