

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – May 16th, 2018

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone, Eric Hansen, John Brunke

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

Professional Services and Audience: *see attached audience list*

1. CALL TO ORDER

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

2. FLAG SALUTE

3. AGENDA (Addition or Deletions) – Yacht Club was added under New Business

4. APPROVAL OF MINUTES - Commissioner Brunke moved seconded by Commissioner Malzone to approve the *regular* meeting minutes of April 21st, 2018. *Motion approved*

5. COMMISSIONERS REPORTS –

6. PROJECT REPORTS

6.1 Water System Action Items-

- A. Comprehensive Plan Update – Roger Kuykendall from Gray and Osborne (Engineers) discussed the update status. Commissioner Hansen will forward to Roger his notes and comments from the workshop previously held.
- B. Water Treatment Project - Andy Campbell reported the Water Filter Treatment Plant project is 75% complete.
- C. Water Quality (Nitrates) – The Commissioners are waiting to hear from Island County Health Department’s on a proposal for sampling the nitrates. Commissioner Hansen will contact Doug Kelly to find out where they are with the proposal.
- D. Developer Extensions –
 - a) Whispering Firs (Myers) – No Report
 - b) Evergreen Way (LaChause) – No Report
 - c) Chipshot (Eagle Builders) – No Report

7. UNFINISHED BUSINESS –

- 7.1 Joint IC BOCC Meeting – The Commissioners set a tentative date of June 18th, to meet at Coupeville for the IC BOCC meeting. Once Andy contacts and gets response from those attending the joint meeting he will confirm the date and a time.

8. **NEW BUSINESS** –

8.1 **Yacht Club** – Commissioner Hansen moved seconded by Commissioner Brunke to have Commissioner Malzone sign the approved updated lease for one year (June 2018 - June 2019) to the Yacht Club for storage use on HWY 525. **Motion approved**

8.2 **Magnets** – Terri suggested to the Commissioners magnets be made that includes all district contact information for quick reference to the customer. The Commissioners wanted to table this until the next meeting to see some examples.

9. **AUDIENCE PARTICIPATION** – None

10. **REPORTS** -

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the month ending April 2018.

B. **Approval of Vouchers** –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **May 16th, 2018**. Commissioner Malzone moved and seconded by Commissioner Brunke to approve and sign the following vouchers and amounts: **Motion approved**

Operation & Maintenance Fund #702 (FW \$9,475.56, HH \$9,112.48, SVF \$146.71)

Operation & Maintenance Fund #702 - DOR Withdrawl (FW \$669.19, HH \$285.68)

Operation & Maintenance Fund #702 – IRS 941 Withdrawl (FW \$711.01)

Construction Improvement *Fund* #742 (FW \$30,429.73, HH \$2,655.02)

Total Vouchers: \$53,148.09

C. **Water Payment Reimbursement** – Terri reported that account #61516 makes monthly payments averaging an \$800 credit by April each year. In May of each year, the customer requests a refund of the full credit on their account for any funds received prior to May. Throughout the year, the staff contacts the customer to relay that the account has a high credit which the customer responds they are aware of but will still be sending in payments to be applied to the account. The customer keeps submitting additional payments after the refund request but prior to the refund submittal, and only wants credit for payments up to May 1st, not for payment credits made after May first. The Commissioners agreed, credit amounts on customer's accounts should be applied to future water bills and refunds of credit shall only be submitted for the full amount when there is a sale of the property or mistaken overpayment on their account. Terri will write a letter explaining the policy and return the additional checks just received.

D. **Leak Relief** – Customer account #70071 presented a district leak relief form request which met all district guidelines for leak relief. The calculated amount of relief is \$166.52. Commissioner Brunke moved seconded by Commissioner Malzone to approve the request per district policy. **Motion approved**

E. **Audit** – Terri reported that she prepared and submitted the assessment audit for 2017 on May 2nd meeting the May 31st deadline.

10.2 Operation's Report - Andy Campbell (WWS)

- A. See attached Operation & Maintenance Report for month ending April 2018
- B. Andy reported that a hydrant audit was performed on all hydrants and leaks and repairs were made along with exercising the valves. The hydrants were in good working order and the results should reflect in a positive fire rating.

11. **EXECUTIVE SESSION** – None

12. **ADJOURNMENT** – There being no further business of the District, the meeting of January 12th, 2017 was adjourned at 11:45 PM.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

June 11th, 2018

Approval Date

Minutes prepared by: Terri Ann Campbell