

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting –May 21st, 2025

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Lew Randall, (Eric Hansen absent)

Staff: WWS: Andy Campbell (Certified System Operator), Terri Campbell (Finance and Administration)

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:30 a.m.
2. **AGENDA** - Commissioner Gladhart moved, Commissioner Randall seconded, the approval of the agenda presented. **Motion approved unanimously**
3. **APPROVAL OF MINUTES** –
Commissioner Gladhart moved, Commissioner Randall seconded, approval of the minutes of the April 16th, 2025, regular meeting. **Motion passed unanimously**
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well** – No Report
 - 4.2 **Emergency Preparedness** – Commissioner Gladhart will prepare an insert to go into the next billing (July) informing customer awareness they should consider having knowledge of. For example, where is the water shut-off at their home, and it is important to know your neighbors and reach out to them should an emergency occur.
 - 4.3 **Electronic records management**–Terri (WWS) said she will have the FWSD computer up and running once the software is downloaded from Microsoft. She has asked the Commissioners to consider establishing a Petty Cash fund for the district in order to pay on-line for software down-loads. Terri has been using her Microsoft account for downloading and paying. With a Petty Cash Fund (set up in the bank) she can set up a Microsoft account just for FWSD that would allow her use of the funds to download the software and pay on-line. Island County does not allow this and funds can only be withdrawn through the county voucher system.
5. **COMMISSIONERS REPORTS** – None
6. **AUDIENCE PARTICIPATION** – None
7. **UNFINISHD BUSINESS** –
 - 7.1 **Meter tampering on Myrtle** – The customer is unwilling to pay the water bill. The water is turned off. Terri will prepare a lien and file it with the Auditors Office. The Commissioner agreed for her to get this taken care of.
 - 7.2 **Meter chip installation** – Andy reported WWS has replaced all electronic meters so the project is complete and all meters are working accurately.

7.3 Leak policy revisions – Further discussion came up that the amount of the leak relief capping at \$1,000 off of consumption should be implemented into the regulations. It was voted on and approved at the October 14th, 2020, meeting and by Resolution 2-001-2021 signed on February 10th, 2021. It was added to the leak relief request form signed by the customer. The resolution to adopt the revised Exhibit B was tabled to the June meeting in order to add the cap value.

7.4 Rental House – The tenants moved out and now a squatter occupies the residence. During this month, the squatter has caused damage to the home and has also been charged with burglary on the adjacent buildings by breaking the glass out and entering the buildings. Andy contacted the police when the alarms went off and they are in the process of charging the squatter for the crime. Law enforcement advised Andy that in order to enforce eviction of the squatter, the eviction paperwork must be done at the Sheriff's office. Commissioner Gladhart moved seconded by Commissioner Randal to follow the Sheriffs advice and apply for the eviction notice. Andy will take care of it today. *Motion approved unanimously*

8. NEW BUSINESS –

8.1 Bradshaw Vault – Andy reported that a valve was leaking on the pressure supply line and it was repaired on Friday, May 23rd. Everything was working well throughout the weekend. On Monday morning at 6:00 a.m. he received a call on his emergency pager saying that Harbor Hills had no water. Investigating the problem immediately, he and the crew found that someone had opened the vault metal lid and tampered with the valve inside the vault by turning the valve off. Andy has now placed a chain and padlock on the vault handles to help prevent tampering.

8.2 Petty Cash Fund – Commissioner Randall moved seconded by Commissioner Gladhart to sign resolution 05-2025-004 establishing a Petty Cash Fund in the amount of \$1,000.00 (one thousand dollars). The finance/auditing officer will maintain the fund and reconcile on a monthly basis if funds are used. *Motion approved unanimously*

9. STAFF REPORTS

9.1 Operation's Report - Andy Campbell (WWS)

- A. Andy provided his Operation & Maintenance Activity Report and water production graphs.
- B. Andy reported there is an issue with a valve at the Harbor Hills water treatment plant. Andy proposed to replace primary function valves at the treatment plant.
- C. Andy has ordered a new meter for the Freeland Cell Site well pump
- D. Andy offered the locate requests and lab results for Board review.
- E. All water quality testing met state standards.

9.2 Accountant's Report – Terri Campbell (WWS)

- A. **Accounts** – Terri presented financial reports by prior email. Commissioner Gladhart moved, Commissioner Randall seconded, approval of the May financial report. *Motion passed unanimously*

B. Vouchers – Commissioner Gladhart moved, Commissioner Randall seconded, approval of the vouchers totaling **\$137,970.86**. ***Motion passed unanimously***

Operation and Maintenance Fund #702

1. OM-5-1 thru 5-9 in the amount of \$74,964.06
2. IRS – in the amount of \$866.80

Capital Facilities Fund #742

1. CI-5-1 thru 5-2 in the amount of \$62,140.00

10. Commissioner Gladhart adjourned the meeting at 9:15 a.m.

Lewis Randall
Commissioner; FWSD P-1

Eric Hansen (ABSENT)
Commissioner; FWSD P-2

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: May 21, 2025