

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

Minutes of May 9th, 2016

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke, Eric Hansen

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

Professional Services and Audience: See attached list (*sign in sheet*)

1. CALL TO ORDER

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

It was moved by Commissioner *Hansen* and seconded by Commissioner *Brunke* to approve the meeting agenda with additions. **Motion approved**

4. APPROVAL OF MINUTES - Commissioner *Brunke* moved seconded by Commissioner *Hansen* to approve the regular meeting minutes of April 11th and the continuation of the meeting on April 18th. **Motion approved**

5. COMMISSIONERS REPORTS –

5.1 Malzone: Commissioner *Malzone* spoke – reported he spoke with Island County Commissioner Helen Price Johnson and was told the boundary for the NMUGA may change adding in Trinity Lutheran church, a parcel at Honeymoon Bay Road and the 10 acres owned by Houseworth. These 3 parcels are not in Phase 1 of the sewer project.

The County work session agenda for May 18th involved three brief items including a conversation about UGA/PGA draft materials and final decisions. Staff will be recommending that FWSD publish draft UGA maps for the draft plan consistent with our conversations to date and wait until after the public review process to determine the final boundaries. Commissioner Malzone will follow this process.

5.2 Brunke: Commissioner *Brunke* – None

5.3 Hansen: Commissioner *Hansen* - None

6. PROJECT REPORTS

6.1 Sewer Planning

Engineering Report - Roger Kuykendall, Eric Nutting (*Gray & Osborne*)

Roger reported that the Utility Locates are underway. The locator contractor reported they are unable to locate the water pipes due to the pipe material. Whidbey Water Services will locate the water pipes. The aerial was done.

The Engineer for Main Street Sewer *Rodney Langer (CHS Engineering)* is putting together a list of options for upgrading their treatment facility including (1) doing nothing, (2) upgrading the existing plant for nitrate removal, and (3) decommissioning their plant and connecting into the facilities planned for FWSD.

Harbor Hill Grant Contract – No activity

7. **UNFINISHED BUSINESS**

7.1 **Private Fire Main Leak** – *Andy Campbell* reported no activity for Nichols Brothers on the repair at their fire hydrant.

7.2 **Leak Adjustment Policy** – Commissioner *Hansen* moved seconded by Commissioner *Brunke* to adopt the Leak Adjustment Policy as presented to be added to the district policies. **Terri** will present the resolution at the June meeting. **Motion approved**

8. **NEW BUSINESS** –

8.1 **SEPA** - Commissioner *Hansen* reported he will place the legal notice in the newspaper for the SEPA Determination of Non Significance (DNS) for the 14-day comment period. He also will contact the Chamber's President and ask for input.

8.2 **Lead Testing** - Commissioner *Hansen* asked that a notice go out in the next billing addressing the issue of lead in Freeland and Harbor Hills water supplies.

8.3 **Holmes Harbor Sewer District (HHWD) Repair** – *Andy* reported that HHSD needs to do a repair by the pond which *Andy* has concerns due to it being next to the water line. He wrote a letter to HHSD informing them that when the repair takes place he needs to inspect the work done.

9. **AUDIENCE PARTICIPATION** – None

10. **REPORTS** -

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the April 2016 report.

B. **Approval of Vouchers**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **May 9th, 2016**. Commissioner *Brunke* moved and seconded by Commissioner *Hansen* to approve and sign the following vouchers and amounts: **Motion approved**

O&M Fund #702 amount: **\$13,043.00**

O&M Fund #702 Department of Revenue (Withdraw) amount: **\$1,541.05**

Total: **\$14,584.05**

10.2 Operation's Report - Andy Campbell (WWS)

A. See attached Operation and Maintenance Report for April 2015

11. **EXECUTIVE SESSION** – None

12. **ADJOURNMENT** – There being no further business of the District the meeting was adjourned at 6:45 PM

Special Meeting
Minutes of May 18th, 2016

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IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke, Eric Hansen

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

Professional Services and Audience: See attached list (*sign in sheet*)

1. **CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

2. **SEWER RATE STUDY** – Commissioners will wait to pursue the rate study until they find out what the funding will be.

3. **MEETINGS ON WEBSITE**- Commissioner want all meetings posted on the website.

4. **PRESENTATION OF FUNDING AT ISLAND COUNTY** - Commissioner *Malzone* will be make a presentation to Island County COG on May 25th asking for funding. The Commissioners commented that if Island County does not provide funding for the sewer project then the project will need to be shelved until funding is available.

5. **SEPA** – Commissioner *Hansen* Commissioner *Hansen* prepared the DNS and had it placed to be advertised in the legal section of the newspaper to begin the 14 public comment period.

6. **ADJOURNED** – There being no further business, at 6:33 PM Commissioner *Brunke* made motion seconded by Commissioner *Hansen* to adjourn the meeting. **Motion approved**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

June 13th, 2016
Approval Date

Minute Prepared by: Terri Campbell (WWS)