

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – November 10, 2021

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

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

1. CALL TO ORDER

Commissioner Gladhart called the meeting to order at 10:03 A.M.

2. AGENDA - *Agenda approved unanimously*

3. APPROVAL OF MINUTES –

Commissioner Hansen moved, seconded by Commissioner Randall, to approve the minutes of the October 13th, meeting. *Motion passed unanimously*

4. COMMISSIONERS REPORTS – none

5. PROJECT REPORTS -

5.1 **Harbor Hills North Well Connection** – Per email, Roger said Gray & Osborne is still assessing options for rehabilitation of the North Well. Key consideration is whether it is a stand-alone facility with treatment system or if it's connected to Well #3.

5.2 **Sunnyview Farm Connection** –Construction remains delayed by unavailability of plumbing supplies.

5.3 **Freeland well permitting** – Roger had emailed the Board saying a contract for drilling of the new well will be advertised November 17th and 24th, with bid opening December 1st.

5.4 **Harbor Hills Well3 Rehabilitation** –Andy said work will take place on November 18th and 19th.

6. UNFINISHED BUSINESS –

6.1 **Cell Tower** – A minor text omission is being fixed. A signed contract is expected at our next meeting from Verizon.

6.2 **General Facility Charge Assessment** – The commissioners held two workshops since the October meeting. Commissioner Hansen updated a consolidated spreadsheet several times, and Commissioner Randall updated the supporting document. Both were distributed to commissioners prior to the meeting. The commissioners asked Terri to send the spreadsheet and the document to the district's attorney for review.

6.3 Freeland Street Trees – Although the trees are in the street right of way, Andy confirmed that he spoke with every property owner with street trees over District water lines. All accepted the need to remove the trees. Andy will arrange for someone to cut the trees to ground level.

7. NEW BUSINESS –

7.1 Insurance claim – A resident claimed his house settled and a window broke as a result of a break in our water main on Pleasant View. Andy suggested he contact his insurance company, and that his company can contact our insurance provider if they think it's appropriate.

7.2 Main Street Sewer District request – Andy presented an emailed request by MSSD's engineer to include the District's SR525 property as an alternative site for subsurface disposal of treated effluent. The Board instructed Andy to tell the engineer the District is not amenable to accepting the effluent on District property.

8. AUDIENCE PARTICIPATION

8.1 Property owner Katherine Harja said she was pleased there is a firm date for action to resolve the Well #3 production problems.

9. STAFF REPORTS

9.1 Accountant's Report – Terri Campbell (WWS)

A. Accounts – Terri presented up to date financial reports that were emailed prior to the meeting for the Commissioners review. The Commissioners approved the reports as presented.

B. Audit - Terri will send zoom information for a pre-audit meeting with a state auditor Monday November 15 0900.

C. 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**

Operation and Maintenance Fund #702

1. OM-11-1 thru 11-7 in the amount of \$22,347.98
2. DOR – Withdraw in the amount of \$210.99
3. IRS – 941 Quarter 3 in the amount of \$176.24

Capital Improvement Fund #742

1. CI-11-1 thru 11-2 in the amount of \$18112.41

Total Expenses \$40,847.62

9.2 Operation's Report - Andy Campbell (WWS)

A. Andy will provide Operation & Maintenance Activity Report and graphs.

B. All water testing passed

10. **ADJOURNMENT** –Commissioner Gladhart recessed the meeting at 11:04 AM to continue Monday November 15th, at 9AM for a zoom conference with the State Auditor.

11. **MEETING RECONVENED BY ZOOM at 9AM Monday November 15th, 2021**

In attendance: Commissioners; Gladhart, Hanson, Randall, **Finance;** Terri Campbell, **State Auditors Office;** Kristina Baylor (Program Manager), Kirk Gadbois (Assistant Audit Manager), Angelique Thompson (CFE, Audit Lead)

11.1 Commissioner Gladhart called the meeting to order at 9AM.

Introductions were made from the FWSD and the State Auditors Office.

The team of Auditors presented materials of Cash Handling and the phamplet “The Audit Connection”.

The Audit team spoke to the Commissioners and Finance Manger about the Scope of the Audit, the engagement letter, and the levels of reporting. They also went through information they will be requesting from the district in the remote audit. They hope to have the audit finished up prior to December 15th.

Commissioner Hansen asked the Auditors to review and comment on the financial condition statement from Department of Health on the financial portion of the Capital Improvement Plan. The Auditors agreed to review the comment and will respond in the Audit Exit.

11.2 **Adjournment:** Commissioner Gladhart adjourned the meeting at 9:42 AM.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: December 8, 2021