

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

Minutes of November 13th, 2012- Regular Meeting

*Meeting was moved to next day (2nd Tuesday) due to Veteran's Day on 2<sup>nd</sup> Monday*

**MEETING PLACE**

5421 Woodard Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Eric Hansen (*President*); Lou Malzone (*Vice President*); Marilyn Abrahamson (*Secretary*)

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*);  
Roger Kuykendall (*Engineer – Grey & Osborne*)

**Audience:** See attached List (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner Hansen called the meeting to order at 5:45 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

After further additions it was moved by Commissioner *Abrahamson* and seconded by Commissioner *Malzone* to approve the agenda. **Motion approved & passed unanimously.**

**4. APPROVAL OF MINUTES**

Commissioner *Abrahamson* moved and it was seconded by commissioner *Malzone* to approve the October 8th minutes as presented. **Motion approved & passed unanimously.**

**5. APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, Commissioner *Abrahamson* moved and it was seconded by Commissioner *Malzone* to approve and sign the vouchers dated:

*On November 13th, 2012*, the Board by vote, approved payment of the vouchers as listed below:

*FW - Operation & Maintenance* (702) Voucher numbers **OM-11-001 thru 010 in the amount of \$12,358.16.**

*HH - Operation & Maintenance* (702) Voucher numbers **OM-11-001 thru 002 in the amount of \$4,657.46.**

*SVF - Operation & Maintenance* (702) Voucher numbers **OM-11-001 thru 002 in the amount of \$81.71.**

**Total of All Vouchers Submitted: \$17,097.33**

**Motion approved & passed unanimously.**

## 6. REPORTS -

### 6.1 Commissioners Reports

#### A. Marilynn Abrahamson

- a. **80 Acres** – Commissioner Abrahamson walked walk the 80 Acres and had a concern that the well on the property is not sealed and she worries about the liability. The Commissioners directed Operations Manager Andy Campbell to contact Tetra Tech and ask them if the well should have been sealed before the District bought the property. If no response from Tetra Tech then Andy should get it secured.

#### B. Eric Hansen – will discuss in new and old business

#### C. Lou Malzone

- a. **Centennial Clean Water Grant Application Status Grant Contract** – Commissioner Malzone reported that the District has received the signed contract agreement.

### 6.2 Accountant's Report - Terri Campbell (WWS)

#### A. **Accounts** – The accounting reports were presented, which included Income, Expense and Balance sheets of all funds for the period ending **October 2012**.

#### B. **Funds** – Terri discussed having Island County Treasurer set up a new fund for Construction. She would then transfer the hookup fees that are now in the Sewer Fund over to the new Construction Fund. She suggested keeping the Sewer Fund for past and future fund activity. Commissioner Malzone made motion seconded by Commissioner Abrahamson to prepare a Resolution to be signed at the December meeting to establish the new “Construction Fund”. *Motion approved & passed unanimously.*

#### C. **Inter-local agreement** – Terri will set up a time and meet with Elaine Marlow to talk about the vouchers and transfer of funds for expenses for the Sewer.

### 6.3 Manager's Report – Water Operator; Andy Campbell (WWS)

#### A. See attached Operation and Maintenance Report

#### B. **Valves** – Valves were all exercised throughout the Freeland area.

#### C. **Leak** – There was a leak discovered at 1424 Coachman. The owner was notified of the leak on their side of the meter and that the water was turned off.

#### D. **Well Site #4** – Ready for demo next week.

#### E. **Graphs** – Commissioners would like to see visual graphs of monthly water usage. Andy and Terri will work preparing them.

## 7. Project Reports: -

- 7.1 **Sewer Scope of Work** – The Commissioners agreed that the Scope of Work for the Comprehensive Sewer Plan Phase 1, presented from CHS Engineers is acceptable. Commissioner Malzone made motion seconded by Commissioner Abrahamsen to approve the expense for the Scope of work in the amount of \$42,500.00. ***Motion approved & passed unanimously.***
- 7.2 **Engineering File Transfer** – The Commissioners authorized Davido Consulting Group up to \$2,000.00 to transfer files to Gray and Osborne. Commissioner Hansen will contact Gary Hess to proceed with the transfer of the files.

## 8. AUDIENCE PARTICIPATION-

- 8.1 **Affordable Housing Project Hook-up Fees** – Two Representatives from the Island County Housing asked for a second time if the District would consider the cost of the hook-up fee charged to the project based on ERU's. The Commissioners are in agreement that the Hook-up fees are set up as a rate and are not determined based on the ERU's.
- 8.2 **FWSD and HHSD Joint Venture** – Al Peyser asked the Commissioners to consider trying to work out a solution with all Commissioners to join the Holmes Harbor & Harbor Hills & Freeland Water District together.
- 8.3 **District Projects Engineer & Planning** – Al Peyser stated his concerns about the amount of funds being spent on the same projects over and over again throughout the years for Engineering and Planning but the projects never move forward. He would like elimination of the work being done and get projects moving forward.

## 9. UNFINISHED BUSINESS -

- 9.1 **Quarterly Water Billing** – Commissioner Abrahamsen made motion seconded by Commissioner Malzone to start billing the Freeland Residential customers only, every three (3) months instead of every two (2) months. The new billing cycle for the Freeland Residential customers will be effective starting the first quarter (January thru March 2013). A letter will go out in the November billing informing the Freeland Residential customers of the change. Terri will prepare the Resolution for signature for the December 10<sup>th</sup> meeting. ***Motion approved & passed unanimously***
- 9.2 **District Rules and Regulations** – Commissioner's will go through the Districts Rules and Regulations individually to find all the inconsistencies and bring their findings to exchange with each other in a workshop scheduled for January 24<sup>th</sup>, 2013 at 5:45 at the meeting room located at 5421 Woodard Avenue in Freeland.

**9.3 Standby Fees on Vacant Lots:** Terri Campbell reported that she and the Districts Attorney Leslie Clark are working on questions and concerns of charging the Standby Fees to customer who have vacant lots. She will report the progress at the December 10<sup>th</sup> meeting.

## **10. NEW BUSINESS –**

**10.1 Well Head Protection** – Andy Campbell received a call from Island County and is waiting for a letter about their concerns on nitrate infiltration at well 2 within 1 – 5 years after the proposed Housing Authority Project drain-field is in operation.

**10.2 Customer Leak** – Terri Campbell presented a letter from a customer account #60396 requesting a reduction of the water bill due to a water leak which was repaired. Commissioner Malzone made motion and it was seconded by Commissioner Abrahamsen to give a one-time relief of 50% off of her water usage on the bill in question. **Motion approved & passed unanimously.**

**10.3 Water hookup Bradshaw Lot 9** – Andy Campbell presented a letter from the real estate company addressing a hookup at Lot 9 on Bradshaw. This request was made at a prior FWSD meeting and has just resurfaced. The Commissioner agreed that once they submit an application for water they will be allowed to hookup as stated in the prior agreement. Andy will send the letter to them per this matter.

**10.4 Connection Fee** – Andy Campbell addressed the Connection Fee for Harbor Hills. According to what was approved the District should have been charging \$10,140.00 for water hookup fee which has not been done since the new rate was approved. Andy wanted to inform the Commissioners that the previously approved rate will be implemented for any new hookup requests.

**10.5 Rules & Regulations** – Commissioner Hansen made motion seconded by Commissioner Malzone to, by Resolution, of the Rules and Regulations, **remove or delete** the last sentence on page 24; of 5.02; paragraph B; which states: *“Harbor Hills Water System is exempt from paying this fee until June 30<sup>th</sup>, 2009, however in the event that annexation does not occur by June 30<sup>th</sup>, 2009 this fee will be imposed effective July 1, 2009”*. Terri Campbell will prepare the Resolution to be signed at the December 10<sup>th</sup> meeting for the change. **Motion approved & passed unanimously.**

**10.6 FWSD Meeting Place** – Whidbey Water Services located at 5421 Woodard Avenue – Freeland, WA is willing to provide to FWSD, for their convenience, the new meeting room at no cost to the District that could be used for the FWSD monthly meetings and also for scheduled workshops. Should the meeting extend to an audience of 50 or more, then the meeting might need to be moved to another location. Commissioner Abrahamsen made motion seconded by Commissioner Malzone to hold the monthly meetings at the new location. Commissioner Abrahamsen will post it on the web site. **Motion approved & passed unanimously.**

11. **EXECUTIVE SESSION** – None

12. **MEETING CLOSURE** - This meeting was closed at 8:10 PM

Minutes Prepared by: Terri Campbell

Approved: **December 10th, 2012**

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD