

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – November 25th, 2024

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Andy Campbell (Certified System Operator), Terri Campbell (Finance and Administration)
Roger Kuykendall, District Engineer, Gray & Osborne, (by phone for 4.1)

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:34 a.m.
2. **AGENDA** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the agenda. *Motion approved unanimously.*
3. **APPROVAL OF MINUTES** –
Commissioner Hansen moved, Commissioner Randall seconded, approval of the minutes of October 23rd, 2024, regular meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well Drilling** – Andy (WWS) reported that the new well has been capped, and drillers have moved on. Terraphase will analyze results and present a report addressing pump size and well capacity in early December.

Roger (G&O) had presented an updated scope of work for engineering services at the October meeting. Commissioner Hansen moved approval of the Gray and Osborne scope of work G&O #PR235.93 Tasks #1 through Task #4. Commissioner Randall seconded, and the motion passed unanimously.
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** – none
7. **UNFINISHED BUSINESS** –
 - 7.1 **REGULATIONS UPDATE** – Commissioner Randall presented proposed changes to the District’s definition of an ADU, changes to the ULID proposal and approval process, and clarification of the District’s authority to prohibit new wells in the District’s service area. Commissioner Hansen moved with approval of the proposed changes and Commissioner Gladhart seconded the motion. After discussion, the motion passed unanimously.
8. **NEW BUSINESS**
 - 8.1 Terri (WWS) had previously emailed information related to challenges to the Department of Ecology groundwater policies.

- 8.2 Terri said there are a number of meters on vacant land that are inaccessible due to blackberries and other barriers. The Board authorized Terri to add \$50 to quarterly invoices if property owners do not comply with District regulations to keep the meter areas clear of vegetation.

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 offered the locate requests and lab results for Board review.
- C. All water quality testing met state standards.
- D. Andy reported that two thirds of Freeland's electronic meters have been installed. Andy said his crew is doing maintenance of meter boxes while they are replacing water meters.

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 November financial report. **Motion passed unanimously**
- B. **Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers totaling \$50,534.69 **Motion passed unanimously**

Operation and Maintenance Fund #702

- 1. OM-11-1 thru 11-8 in the amount of \$48,518.69.

Capital Facilities Fund #742

- 2. CI-11-1 thru 11-3 in the amount of \$2,016.00.

- C. Terri reported that she is working with the state on the mandatory audit.

10. Commissioner Gladhart adjourned the meeting at 9:58 a.m.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: December 18th, 2024