

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – November 11, 2020**

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Andy Campbell (Certified Operator), Terri Campbell (Finance/Administration), Roger Kuykendall (Gray & Osborne)

1. CALL TO ORDER

Commissioner Gladhart called the meeting to order at 10:00 A.M.

2. AGENDA - *After several additions, the agenda approved*

3. APPROVAL OF MINUTES –

Commissioners Randall moved, seconded by Commissioner Hansen, to approve the minutes of the October 14 meeting. *Motion passed unanimously*

4. COMMISSIONERS REPORTS – None

5. PROJECT REPORTS - Water System Action Items-

5.1 Freeland well permitting - Roger will contact Ecology to determine their expectations and process for approving development of a well on Honeymoon Bay Road. Changing the point of withdrawal identified in the water right may require a new application.

5.2 General Facility Charge Assessment – Commissioner Randall is editing his analysis and will send electronic versions of the report and tables to commissioners.

6. UNFINISHD BUSINESS –

6.1 Cell Tower - Commissioner Gladhart and Andy determined Schedule A and a related figure in the draft Verizon contract are incorrect. Andy will arrange a survey of the areas leased by Verizon and AT&T. Commissioner Gladhart confirmed the contracts specify Verizon will collect lease payments for AT&T's use of the tower but ATT&T will continue to pay the District for its leased land.

6.2 Sunnyview Farm (SVF) – Roger said the SVF water right is sufficient to serve all SVF and Harbor Hill lots. Given that Harbor Hill residents did not agree to pay for the infrastructure improvements required to meet District standards, the Board discussed the option of selling the SVF well to lot owners and letting them develop their own system. Island County would have to approve change in service area. Andy will contact SVF lot owner Bill Persich to relay the Board's discussion.

7. **NEW BUSINESS** –

- 7.1 **Appointment of Officers** – Commissioner Randall moved and Commissioner Hansen seconded that commissioners keep same offices in 2021. Motion passed unanimously.
- 7.2 **Web site updates** – Commissioner Hansen offered to monitor the website so it is more up to date. The Board president will send draft agendas to commissioners a week before scheduled meetings. After a day delay to allow changes to the agenda, Commissioner Hansen will arrange posting on our website before each meeting

8. **AUDIENCE PARTICIPATION** – None

9. **STAFF REPORTS**

9.1 **Accountant's Report** – Terri Campbell (WWS)

- A. **Accounts** – Up to date accounting reports were presented that included preliminary Income, Expense, and Balance sheets. Commissioner Hansen moved, seconded by Commissioner Randall, to accept the report. **Motion passed unanimously**
- B. Vouchers with invoices were previously emailed to the Commissioners for review prior to the meeting. The original vouchers were submitted at the meeting for approval. Commissioner Hansen moved, seconded by Commissioner Randall, to approve payment of the vouchers and withdraws as follows: **Motion passed**

Operation & Maintenance Fund #702

- 1) 11-1 thru 11-6 in the amount of \$14,708.39
2) Withdraw DOR in the amount of \$3,675.75
3) IRS 941 in the amount of \$176.26

Capital Improvement Fund #742

- 1) CI-11-1 in the amount of \$1,384.13
2) CI-10-1 thru CI 10-4 in the amount of \$83,089.44

Total Expenses \$103,105.97

9.2 **Operation's Report - Andy Campbell (WWS)**

- A. Up to date Operation & Maintenance Activity Report and graphs were provided to the commissioners.
- B. All water testing passed

9.3 **Engineer's Report - Andy Campbell (Gray & Osborne)**

- A. Roger reported that RCW requires Island County Board of Commissioners to approve our recently updated Water System Plans. Island County staff responded that they think they've already done so. Roger will prepare a letter to Island County citing the RCW for Chad's signature.

10. ADJOURNMENT –Commissioner Gladhart adjourned the meeting at 11:10 a.m.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: December 10, 2020