

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – November 13th, 2019

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

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

1. CALL TO ORDER

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

2. AGENDA - *Agenda approved*

3. APPROVAL OF MINUTES –

Commissioners Hansen made motion seconded by Commissioner Gladhart to approve the minutes of the September 11th, meeting. *Motion approved unanimously*

Commissioners Randall made motion seconded by Commissioner Gladhart to approve the minutes of the October 9th, meeting. *Motion approved unanimously*

4. COMMISSIONERS REPORTS –

Commissioner Hansen spoke with Jennifer Kropack about the application sent to her from Island County Planning Department for the water system review for Harbor Hills. He asked Roger Kuykendall to send a cover letter to her explaining what the application was for.

Commissioner Hansen reported he spoke with Andy Jones from Department of Ecology (DOE) on nitrates and limitations for Main Street Sewer and Sunnyview Village and also received a letter from DOE stating the nitrates test results were under the allowable limits. Andy Jones reported that Main Street Sewer would be looking into alternatives to improve the membrane in their system. Commissioner Hansen will ask DOE for a copy of the nitrate tests taken and request the mass balance analysis for both Main Street and Sunnyview Village.

5. PROJECT REPORTS

6.1 Water System Action Items-

- A. Comprehensive Water System Update (HH) –** Commissioner Hansen moved seconded by Commissioner Gladhart to accept Gray and Osborne’s Scope of Work and proposal cost estimate for the Harbor Hills water system plan update. *Motion approved unanimously*
- B.** Roger Kuykendall is working with staff and the Commissioners to receive information he will need to finish the HH Plan. Roger also gave a percentage of each line item in the scope of work that has been completed.

- C. **Fish Forest** – The Commissioners decided not to repair/replace the pump controls.
- D. **Hydrant Replacement** – Andy stated the hydrants have been purchased and are in the warehouse. Andy is preparing the bid document for hydrant installation to go out to three local contractors from our Small works roster.
- E. **Rate Study** – Commissioner Randall reported he and Terri will work on a time-line showing the progress of the Rate Study.

6. **UNFINISHED BUSINESS** –

- 6.1 **Verizon Cell Tower** – Commissioner Gladhart reported he contacted the District’s attorney to report that there was a problem with the 3rd party not securing the District’s property when they left the premises. He asked the Attorney to address this with Verizon. He is waiting for the response.
- 6.2 **Rental Property** – Commissioner Hansen signed the “indemnification agreement” with the fire department for the burn of the house.
- 6.3 **Sunnyview Farm** – Andy Campbell reported an updated report from Bill Pershich for his proposal to the Department of Health. Andy will review the report and correspond with Bill Pershich.

7. **NEW BUSINESS** –

- 7.1 **Appointment Commissioner** – Commissioner Hansen moved seconded by Commissioner Randall to appoint Chad Gladhart to fill FWSD Commissioner Position # 3 effective January 1st, 2020. **Motion approved unanimously**

8. **AUDIENCE PARTICIPATION** – None

9. **STAFF REPORTS**

9.1 **Accountant's Report - (WWS)**

- A. **Accounts** – Up to date accounting reports were presented that included preliminary Income, Expense, and Balance sheets.

B. **Approval of Vouchers**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated November 13th, 2019. Commissioner Gladhart moved and seconded by Commissioner Randall to approve and sign the vouchers and expenses in the amount of: **\$106,208.00** **Motion approved unanimously**

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

- A. Operation & Maintenance Activity Report and graphs for month ending October 2019 were provided to the commissioners.
- B. Andy reported that the Cross-Connection Survey went out to all the customer in the billing. The office staff is tracking the survey’s they receive back.

10. **ADJOURNMENT** – At 11:30 AM Commissioner Randall adjourned the meeting.

absent

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: December 11th, 2019 meeting