

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – November 14th, 2018

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: John Brunke, Chad Gladhart, Eric Hansen

Staff: WWS: Andy Campbell (*Certified Operator*) & Terri Campbell (*Finance and Administration*)
Gray & Osborne; Roger Kuykendall

1. **CALL TO ORDER**
Commissioner *Hansen* called the meeting to order at 10:00 A.M.
2. **FLAG SALUTE**
3. **AGENDA** - *Agenda approved*
4. **APPROVAL OF MINUTES** - Commissioner Gladhart moved seconded by Commissioner Brunke, to approve the *regular* meeting minutes of October 18th, 2018. **Motion approved unanimously**
5. **COMMISSIONERS REPORTS** – None
6. **PROJECT REPORTS**
 - 6.1 **Water System Action Items-**
 - A. **Comprehensive Plan Update (FW)** – Roger Kuykendall; (Engineer-Gray and Osborne) submitted the plan update to Department of Health for review. The review period can take up to 90 days.
 - B. **Comprehensive Plan Update (HH)** - George Bratton (Engineer) will submit the plan update to Department of Health for review once the Board has reviewed the final draft.
 - C. **Water Treatment Project** - ATEC will be scheduled to come out and do the adjustments to turn it on. The treatment plant should be running by the end of the month.
 - D. **Sunnyview Farm** – Andy (WWS) is drafting a plan requesting authorization for additional hookups to be submitted to Island County after review by the Board.
 - E. **Developer Extensions – Chipshot** – The project has met all plans and specifications of the district. Commissioner Hansen made motion seconded by Commissioner Gladhart to accept the project as complete. **Motion approved unanimously**

F. Intertie – Commissioners confirmed that the five lots near the intersection of Honeymoon Bay and Bercot roads that are served by the intertie may be considered a part of the Harbor Hills Water System but tabled further discussion until next year, 2019.

7. UNFINISHED BUSINESS –

7.1 Verizon Cell Tower – Terri will contact Verizon in writing to see if they are going to renew the lease and easement agreement which was up for renewal in October 2018.

8. NEW BUSINESS –

8.1 WWS Contract – Commission Hansen made motion seconded by Commissioner Gladhart to approve the two contracts from Whidbey Water Services. **Motion approved unanimously**

8.2 Rental Agency – Tara Properties provided a contract proposal for the Commissioners to review. Commissioner Hansen will review the contract.

8.3 District Commissioner Resignation - Commissioner Brunke handed in his resignation to be effective at the end of the meeting. His resignation is due to him selling his home and moving out of the district. Commissioner Hansen made motion seconded by Commissioner Gladhart to accept his resignation. They also thanked him for his many years of service and the knowledge he brought to the board. **Motion approved unanimously**

8.4 District Commissioner Appointment – After several members in the audience were asked to fill Commissioner Burnke’s term, Lew Randall agreed to take the position. Lew Randal and Chad Gladhart had both been previously interviewed by the remaining two commissioners to fill the position replacing Commissioner Lou Malzone who was resigning. Chad Gladhart took Commissioner Malzones place and because Lew Randall was previously interviewed, Commissioner Hansen made motion seconded by Commissioner Gladhart to appoint Lew Randal as FWSD Commissioner position #1 filling the remainder of Commissioner Brunke’s term. **Motion approved** by Commissioners Hansen and Gladhart with Brunke abstaining.

8.5 Water Rates – Terri is working on water rate adjustments for both Freeland Water and Harbor Hills. She will report the progress on the rates at the December meeting and may ask the Commissioners to hold a workshop to go over the rates and finances.

8.6 Meeting Change – Evergreen Rural Water scheduled a water seminar in the Lotto building the same day as the FWSD meeting. The Commissioners agreed to move their meeting from Wednesday December 13th to Thursday December 14th at 1PM to accommodate the seminar.

8.7 Audit – Terri has been working with the State Auditor who is performing the mandatory three-year audit (2015 thru 2017). The exit audit will be scheduled the 3rd week of December.

9. **AUDIENCE PARTICIPATION** – None

10. **REPORTS -**

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the month ending October 2018.

B. **Approval of Vouchers** –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated November 14th, 2018. Commissioner Brunke moved and seconded by commissioner Gladhart to approve and sign the vouchers in the amount of: **\$47,589.52**

Motion approved

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

Operation & Maintenance Activity Report for month ending October 2018 was provided to the commissioners.

11. **ADJOURNMENT** – At 11:40 AM commissioner Brunke made motion seconded by commissioner Hansen to adjourn the meeting.

Eric Hansen
Commissioner; FWSD P-3

Commissioner; FWSD P-2

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: December 13th, 2018 meeting