

**FREELAND WATER and SEWER DISTRICT**  
**Minutes of Regular Meeting – November 15th, 2023**

**MEETING PLACE** – 1667 Roberta Avenue- Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Chad Gladhart, Eric Hansen, Lew Randall

**Staff:** WWS: Terri Campbell (Finance/Administration); Andy Campbell (Certified System Operator), Roger Kuykendall, Gray & Osborne (District Engineer)

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:32 a.m.
2. **AGENDA** - Commissioner Hansen moved, Commissioner Randall seconded, approval of the agenda. *Agenda approved unanimously*
3. **APPROVAL OF MINUTES** –  
Commissioner Hansen moved, Commissioner Randall, approval of the minutes of the November 9<sup>th</sup>, 2023, meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -  
**Harbor Hills North Antelope Well** – FWSD Engineer Roger Kuykendall reported that bid documents for drilling and testing a new well would go out by November 22nd, and bids would be opened December 6th. Roger will bring to the December meeting a scope of work for writing a project report and preparing construction documents for DOH review. Approval of these documents will enable us to hook up the new well to our existing treatment plant and reservoirs once the well is proven.
5. **COMMISSIONERS REPORTS** – none
6. **AUDIENCE PARTICIPATION** - none
7. **UNFINISHED BUSINESS** –
  - 7.1 **Leak Analysis** - Andy presented a summary of water production and water meter readings showing significant leakage in the Freeland system. Andy and Terri encouraged consideration of electronic meters that offer more accurate readings with much more efficient data transfer. The Board asked Andy to invite a vendor to our next meeting. The Board discussed a proposal to use ultrasound to locate leaks in the distribution system but decided to delay that until a decision on the meters.
8. **NEW BUSINESS** –
  - 8.1 **Customer Activity** - Terri summarized interaction with a Whispering Firs customer who has a leak on her side of the meter. She expected the District to find the service line so it could be repaired but Andy told her it was her responsibility. She subsequently filed a *Public Records Request* that the District has since responded to.
  - 8.2 **Meter List** – A waiting list has been established for those who want to hook-up, to Harbor Hills. When hookups are available the staff will contact the first person on the list and work down. They must build within the year.

9. **STAFF REPORTS**

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

A. Andy provided his Operation & Maintenance Activity Report and water production graphs.

B. LIHI submitted payment for twenty additional connections.

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

A. **Accounts** – Terri presented financial reports by prior email. Commissioner Randall moved, Commissioner Gladhart seconded, approval of the October financial report. **Motion passed unanimously**

B. **Vouchers** – Commissioner Hansen, Commissioner Gladhart seconded, approval of the vouchers. **Motion passed unanimously**

**Operation and Maintenance Fund #702**

1. OM-11-1 thru 11-8 in the amount of **\$26,352.19**.
2. DOR sales (September) in the amount of **\$81.93**

**Capital Facilities Fund #742**

1. CI-11-1 thru 11-3 in the amount of **\$13,647.83**. Total Expenses **\$40,081.95**

10. Commissioner Gladhart adjourned the meeting at 9:39.

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Eric Hansen  
Commissioner; FWSD P-2

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Lewis Randall  
Commissioner; FWSD P-1

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Chad Gladhart  
Commissioner; FWSD P-3

Date Approved: December 20th, 2023