

**FREELAND WATER and SEWER DISTRICT  
- ISLAND COUNTY WASHINGTON -**

Minutes of November 18th, 2013

**MEETING PLACE**

5421 Woodard Avenue - Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Lou Malzone (*Vice President*); Marilynn Abrahamson (*Secretary*); *Commissioner Hansen was not present due to being out of town.*

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*); Roger Kuykendall, Mike Jauhola (*Engineer – Grey and Osborn*); Will Simpson and Brad Johnson (*Island County Planning & Development*);

**Audience:** See attached list (*sign in sheet*)

**1. CALL TO ORDER**

Commissioner *Malzone* called the meeting to order at 5:50 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Abrahamson* and seconded by Commissioner *Malzone* to approve the meeting agenda as presented. *Motion approved unanimously*

**4. APPROVAL OF MINUTES** - Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve the regular meeting minutes of **October 14th, 2013** as amended and the Special Meeting Minutes of October 28<sup>th</sup> as presented. *Motion approved unanimously*

**5. PROJECT REPORTS** -

**5.1 Joanne Drive Main Replacement** - The bid documents for the Joanne Drive main replacement are done along with all easements signed.

**5.2 Bercot Road Inter-tie** - Commissioner *Malzone* made a motion, seconded by Commissioner *Abrahamson*, to authorize Grey & Osborne to proceed with the Scope of work for the Facility Plan for the Bercot Road Inter-tie. *Motion approved unanimously*

**5.3 Sewer Plan Scope of Work** - *Mike Jauhola (Grey & Osborne Engineering)* presented a Scope of work dated November 15<sup>th</sup>, 2013 with a budget of \$44,000.00 to amend the 2005 FWSD Comprehensive Sewer Plan. Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to authorize Grey & Osborne to amend the existing FWSD 2005 Comprehensive Sewer Plan as presented by Grey & Osborne. *Motion approved unanimously*

**5.4 Well Head Protection Plan** –*Mike Jauhola* discussed the Well Head Protection Plan. The discussion was tabled until the December meeting.

6. **UNFINISHED BUSINESS -**

- 6.1 **Sunny View Village (SVV)** –*Mike Jauhola* stated that there are flow and disinfection treatment issues on what SVV is proposing. *Mike* will be discussing with *Jeanne Andreassen* on these issues.
- 6.2 **Main Street Sewer District (MSSD)** –*Andy Campbell, Marilyn Abrahamson, Mike Jauhola, and John Wilson (Grey & Osborne)* visited the MSSD. *Grey & Osborne* will be looking at their “As-Built” drawings once they receive them. The financials are under review with Terri working with Grey and Osborne.
- 6.3 **Whidbey Marine & Auto (WMA)** – The access agreements are signed and *Farralon* plans to start drilling on December 2<sup>nd</sup>. Sampling for contaminants will be done during the drilling operation.
- 6.4 **Standby Fees** – *Terri* prepared a rough draft “Release of Claim” and portions of a “Cover letter” previously written by Commissioner *Hanson*, to be mailed to the vacant lot owners who paid Standby Fees. She sent the draft to the District’s attorney who responded that they write both the “Cover Letter” and “Release of Claim”. The District Commissioners did not think it was necessary for the Attorney to write the letter nor the General Release of Claim. This was tabled until the December meeting when all Commissioners are present.
- 6.5 **ERU’s** – *Terri* presented graphs showing ERU rate scenarios to the Commissioners for the ERU charges. She asked that they take time and look over the graphs presented and bring this up for discussion at the next meeting when all Commissioners are present.

7. **NEW BUSINESS** – None

8. **REPORTS -**

8.1 **Accountant's Report - Terri Campbell (WWS)**

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, Balance sheets of funds ending **October 2013**.

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

- A. *Andy* presented his report for production in October  
B. See attached Operation and Maintenance Report for October

9. **AUDIENCE PARTICIPATION-** None

10. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve and sign the vouchers:

***On November 18th, 2013***, the Board by vote, approved payment of the vouchers as listed in the attachment for:

O&M Fund            #702 amount:        \$26,295.94

C&I Fund            #623 amount:        \$ 2,384.18

Total of All Vouchers - **\$28,680.12**        *Motion approved unanimously*

11. **EXECUTIVE SESSION** – N/A

12. **MEETING CLOSURE** - There being no further business the meeting closed at **8:55 PM.**

*Absent – Out of town*

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD

*Minutes Prepare by: Terri Campbell*

Approved: \_\_\_\_\_