

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – November 8th, 2017

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); John Brunke, Eric Hansen

Staff: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager, Administration*)

Professional Services and Audience: *see attached audience list*

1. CALL TO ORDER

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

2. FLAG SALUTE

3. AGENDA (Addition or Deletions) - None

4. APPROVAL OF MINUTES - Commissioner *Brunke* moved seconded by Commissioner *Hansen* to approve the *regular* meeting minutes of October 6th, 2017. *Motion approved*

5. COMMISSIONERS REPORTS – None

6. PROJECT REPORTS

6.1 Water System Action Items-

A. **Comprehensive Plan Update** – *Gray and Osborne* (Engineers) and *George Bratton* (Engineer) are working with *WWS* to gather information to update the plan. Commissioner *Hansen* requested that *George Bratton* attend the December 13th meeting to update the Commissioners on Harbor Hills.

B. **Water Treatment Project**

Andy Campbell reported that the building that will hold the new treatment system on Scenic Avenue was cleared to make room for the equipment. The new system is being built now. The storage items were relocated to FWSD building at HWY-525.

7. UNFINISHED BUSINESS –

7.1 HWY 525 Property Rental – As per RCW 57.08.120, FWSD ran an ad in the local paper twice, indicating the District proposed to lease storage space to *Jensen Flooring Company* for \$800 monthly. No comments were received. Commissioner *Malzone* made motion seconded by Commissioner *Brunke* to sign the contract with *Jensen Flooring*. Commissioner *Malzone* made motion seconded by Commissioner *Brunke* to sign the lease with *South Whidbey Yacht Club* thru June 30th, 2018 for an annual amount of \$500 for the east side of the building. The contract does include the “first right of refusal” in the event that another tenant approaches us for the same space. Both *Motions approved* unanimously.

7.2 Developer Extensions –

A. Myers Developer Extension (Whispering Firs): *Andy* reviewed the plans presented from the Myers development and found deficiencies that were addressed to *Myers'* Engineer. After they are revised and re-submitted to FWSD, the Commissioners requested that *Andy* and *Gray & Osborne* review and ensure the plant meets all district standards.

B. Eagle Builders Developer Extension (Harbor Hills) – No information

8. NEW BUSINESS –

8.1 Land Use Designation - *Becky Frey; Island County Planning*, discussed the long-range plans and Freeland development regulations. Island County wants to eliminate the “Public” land use designation. The FWSD Commissioners will review the proposed Freeland NMUGA development regulations to determine their opinion as to an appropriate land use designation for FWSD properties within the NMUGA. The Commissioners questioned the Island County proposed letter developers would sign regarding connecting to sewer in the future as RCW Title 57 give the FWSD authority to compel property owners to connect to a sewer. *Becky* was informed that trees within the Island County right of way pose a problem to water infrastructure in the landscaping requirements and should prohibit trees with roots that could damage our underground waterlines.

8.2 Nitrate Increase – The Commissioners and *Andy Campbell* discussed the increase in nitrate concentrations in Freeland wells 1 and 2 with *Keith Higman* and *Doug Kelly* from Island County Health Department. The Commissioners are concerned that increased land development could cause nitrate concentrations to exceed the action limits. The Commissioners asked what action would need to be taken besides sampling and monitoring the wells if the nitrate levels were to exceed the action level. *Keith* stated that the Commissioners would have to petition the County Health Department regarding their concerns, map the radius affecting the well and create an action plan. Once the county receives the notification from the district, then the plan could be adopted as a regulation. Commissioner *Hansen* will draft a petition requesting the County Board of Health prepare a management plan to characterize the Freeland nitrate concerns and give Island County the authority to implement solutions.

8.3 Fire Hydrant Stortz Fittings – *Andy Campbell* said the Fire District asked the District to change the fittings on the fire hydrants to Stortz fittings. *Andy* will take an inventory of all the hydrants in Freeland and get a cost estimate of what the cost would be to change the fittings.

8.4 MRSC (Municipal Research Service Center) – *Andy Campbell* explained that the *MRSC*, whose expertise is in municipal district regulations, is a great resource for questions the district may have. The cost is an annual fee of approximately \$150.00. Commissioner *Malzone* made motion seconded by Commissioner *Brunke* to apply. *Motion approved unanimously*

- 8.5 **Commissioner Workshop** – *Terri Campbell* announced that the annual commissioner workshop is being held on Saturday January 27th at the Embassy Suites in Tukwila. The workshop begins at 9AM.
- 8.6 **Leak Relief** – *Terri Campbell* presented a leak relief letter for account #70186. Commissioner *Brunke* made motion seconded by Commissioner *Malzone* to issue the relief per district policy in the amount of \$337.05. **Motion approved unanimously**

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 2017.

B. **Approval of Vouchers** –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **November 8th, 2017**. Commissioner *Malzone* moved and seconded by Commissioner *Brunke* to approve and sign the following vouchers and amounts: **Motion approved unanimously**

Operation & Maintenance Fund #702 (FW \$8,213.50, HH \$8,213.46, SVF \$79.55)

Construction Improvement Fund #742 (FW \$19,343.08, HH \$846.88)

Sewer Fund #623 (FW \$5,998.98)

Total All Vouchers: \$42,695.45

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

A. See attached Operation & Maintenance Report for month ending October 2017

11. **EXECUTIVE SESSION** – None

12. **ADJOURNMENT** – There being no further business of the District, the meeting of November 8th, 2017 was adjourned at 11:57 AM.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

December 13th, 2017

Approval Date