

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of November 9th, 2015

MEETING PLACE

5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); Eric Hansen - (*Vice President*); John Brunke (*Secretary*)
Staff: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager and Administrator*)
Professional Services and Audience: See attached list (*sign in sheet*)

1. CALL TO ORDER

Commissioner *Malzone* called the meeting to order at 5:30 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

It was moved by Commissioner *Hansen* and seconded by Commissioner *Brunke* to approve the meeting agenda. **Motion approved**

4. APPROVAL OF MINUTES - Commissioner *Hansen* moved seconded by Commissioner *Brunke* to approve the regular meeting minutes of **October 12th, 2015**. **Motion approved**

5. PROJECT REPORTS -

5.1 Sewer Planning

a). *Engineering Report - Roger Kuykendall (Gray & Osborne)* - Roger stated that property owner connections need to be made mandatory and that one method of assessment of property owner portion of the project cost is the LID process. The LID process adds approximately 20 to 30 percent to the LID principal amount.

b). *Rural Economic Development Funds* – Commissioner Malzone will draft a letter of Application for Rural Economic Development funds for the Freeland sewer for the funding period of 2016 through 2032. *Terri Campbell* will route the draft to the Commissioners for their comments to be presented at the December 14th meeting.

c). *MSSD Formal Inclusion Phase 1A* – Commissioner *Malzone* made motion seconded by commissioner *Hansen* to include Main Street Sewer in Phase 1 as an amendment to the 2005 Engineer report. **Motion approved**

d). *Cost estimate work Phase 1B* – The Commissioners agreed to leave Phase 1B out of the Plan at this time.

e). *Government agencies and FWSD's position on NMUGA boundary* – The decision from Island County is scheduled for December.

6. UNFINISHED BUSINESS

6.1 Fire Valve Engineering – *Andy Campbell* reported that (*David Consulting*) have a solution and are committed to implement it.

- 6.2 **Trillium 80 Acres** - *Jerry Lloyd* sent an email dated September 25th, 2015 asking Commissioners to allow *Whidbey Camano Land Trust*, to install a trail sign that honors *Uncle Buck* and the place called “Enramada”. *Terri Campbell* contacted *Enduris*, FWSD’s insurance company, who quoted the RCW “there would be no liability to the district due to the land being governed by a District and used for recreational purposes”. Commissioner *Hansen* will draft a response letter for Commissioners to review for further discussion at the December FWSD’s meeting.

7. **NEW BUSINESS** –

- 7.1 **Gleason Well Request** – *Andy Campbell* presented a letter from *Richard Gleason* for Commissioners review. *Mr. Gleason* included documents from 1986 entitling him to a free and additional reduced water hook-up(s) for his property within the Harbor Hills Water System (HHWS). FWSD was never a part of, nor made aware of, the document agreement in the purchase of HHWS. The “well” mentioned in the document is not in operation nor, are there plans to have it function in the future. FWSD has made numerous costly improvements to HHWS throughout the years since. None of the improvement costs (which are configured into the hook-up rates) were implemented into the document that *Mr. Gleason* presented in his request for free hook-up and reductions. The Commissioners agreed to have *Terri Campbell* write a response to *Mr. Gleason* informing him that his request for free and reduced hook-up cost is not valid.

- 7.2 **Water Leak (Windermere)** – *Terri Campbell* presented a leak request letter from *Windermere* asking for relief from a broken sprinkler system. The Commissioners tabled their decision until the December 14th, meeting and asked *Terri* to request that *Windermere* write a letter explaining what had occurred and how the situation that caused the additional water usage was remedied.

- 7.3 **Meeting Re-schedule** – Due to schedule conflict, Commissioners will make a decision to reschedule the January 11th meeting in the December meeting.

- 7.4 **Public Meeting Format** – Commissioner *Hansen* would like future public meetings to start with a general overview of events so that attendees have a better understanding of what has been transpired. All Commissioners agreed this will be done as part of the agenda item.

8. **AUDIENCE PARTICIPATION** –

- 8.1 **Public Input** – *Al Peyser* spoke about the need for zoning updates to complement the revised comprehensive plans so property owners know what they can do with their property.

9. **REPORTS** -

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

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the period ending **January thru**

October 2015.

B. Funds – *Terri* informed the Commissioners that Commissioner *Brunke* verified all fund amounts between FWSD reports and Island County reports.

C. Approval of Vouchers

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **November 9th, 2015**. Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: **\$13,251.15**

O&M Transfers (DOR) #702 amount: **\$4,066.39**

Capital Sewer Fund #623 amount: **\$53,773.73**

Total: \$71,091.27

Motion approved unanimously

9.2 Operation's Report - Andy Campbell (WWS)

A. See attached Operation and Maintenance Report for October 2015

10. EXECUTIVE SESSION –

11. MEETING ADJOURNED - Commissioner *Malzone* moved seconded by Commissioner *Brunke* to adjourn the meeting at 6:49 PM.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner; FWSD

December 14th, 2015

Approval Date

Minute Prepared by: Terri Campbell (WWS)