

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

Minutes of October 13th, 2014

MEETING PLACE

5421 Woodard Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone (*President*); Commissioner Hansen (*Vice President*), and Marilyn Abrahamson – (*Secretary*) by telephone conference call

Professional Services: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance Manager*); Roger Kuykendall, Eric Nutting (*Engineers Gray & Osborne*)

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 *Hansen* and seconded by Commissioner *Malzone* to approve the meeting agenda. **Motion approved unanimously**

4. APPROVAL OF MINUTES

- Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve the regular meeting minutes of September 8th, 2014 as amended by changing the words “*policy*” to “*procedure*” and changing “*complaints*” to “*request or concerns*” paragraph 5.4. **Motion approved**

5. PROJECT REPORTS -

5.1 Bercot Intertie – *Andy Campbell* reported that *Island Asphalt and Construction* has the intertie connected. The water pressure has improved.

5.2 Joanne Drive - *Andy Campbell* reported that the contractor will be starting the Joanne Drive project in two (2) weeks.

5.3 Harbor Hills Water Treatment Plant – *Andy Campbell* reported that the Vactron truck trailer is scheduled to be at the treatment plant at Harbor Hills on October 23rd and the work should be completed on the same day.

5.4 Sunny View Village (SVV) – *Andy Campbell* reported that SVV contractors are waiting for parts from their supplier in order to continue with water installation.

5.5 Main Street Sewer District (MSSD) – Commissioner *Malzone* presented issues that *Maggie Stern* informed him about when they met to discuss MSSD. They are having difficulty filling one of three Commissioner position’s, assessing Senior Condo Association Rate Payers to fund expansion and due to Maple Ridge being a “Senior Condo Association” they do not qualify for residential grants. Commissioner *Malzone* feels this could affect the aquifer if nitrates are not removed. MSSD does not treat to remove nitrates.

5.6 Sewer Planning –

- A. **Property Acquisition** – Commissioner *Malzone* and *Andy Campbell* contacted work the District’s attorney who is working on preparing a “Purchase Option Agreement” for the purchase of property for the proposed sewer plant.
- B. **Island County Planning Meeting** – Commissioner *Malzone*, *Andy Campbell* and *John Brunke* met with the *Island County Planning Commission* meeting, *Main Street Sewer District*, *Island County Commissioner Helen Price Johnson* and *Ken Ziebert* of Department of Ecology to discuss mergers, growth, possible funding resources and the Macaulay report. Commissioner *Malzone* stated that *Ken Ziebert* said that before any permits are considered the Hydrological Study will be the first priority of business to get accomplished. *Whidbey Water Services* was directed to contact *Island County Planning Commission* to invite them to the November 10th meeting.

6. UNFINISHED BUSINESS -

- 6.1 **Nextel Lease** – Commissioner *Malzone* signed the Nextel Site Release memo.

7. NEW BUSINESS –

- 7.1 **Well Head Protection and Water Availability Policy** – Commissioner *Malzone* moved and seconded by Commissioner *Hansen* that the FWSD amend the “District Rules and Regulations” to include language requiring that new septic system installs within the “FWSD Wellhead Protection” 5 year capture zone reduce nitrogen contamination to comply with the WA State Department Of Health standards set for the Sunny View Village project. After discussion Commissioner *Malzone* **withdrew the motion.**
- 7.2 **Bercot Holly Farm** – *Andy* reported that he received a request from the Bercot Holly Farm regarding water availability and the possible use of their existing well. Bercot Holly Farm did annex into FWSD in 2007 therefore FWSD can and will provide water for them to hookup when requested.

- 8. **AUDIENCE PARTICIPATION** – Questions were asked about sewer project updates.

9. REPORTS -

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

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets ending **September 30th, 2014.**
- B. **Standby Fees** – *Terri* reported that the total amounts vouchered for payment reimbursements are \$65,390.33. The remaining balance not claimed by vacant lot owners is \$31,182.90.
- C. **Audit** – The audit was submitted to Washington State Auditor.

D. **Billing** – *Terri* reported that billing the owners directly for their water bill has worked out great. Payments are reaching the District in a timely manner and the staff is spending less time collecting payments.

E. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **October 10th, 2014**. Commissioner *Hansen* moved and seconded by Commissioner *Malzone* to approve and sign the following vouchers and amounts:

O&M Fund #702 amount: \$12,881.11

C&I Fund #742 amount: \$20,238.53

Standby Fees #702 amount: \$1,192.47

Total of All Vouchers - \$34,312.11 **Motion approved unanimously**

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

A. See attached Operation and Maintenance Report for September 2014

10. **EXECUTIVE SESSION** –

Commissioner *Malzone* called for executive session at 6:45 PM to discuss land acquisition. At 7:06 PM the Board reconvened the regular meeting. Commissioner *Malzone* moved and Commissioner *Hansen* seconded that FWSD authorize Whidbey Water Services to negotiate and manage appraisals from the *Parson Group* and from the *Harris Inc.* for the property identified as a potential FWSD sewage treatment and disposal site. **Motion approved unanimously**

11. **Discussion Interest** – Commissioner *Malzone* brought up for discussion the memo from the State Auditor's Office on the performance audit of Economic Development performance measures. The audit can be found on the Washington State Auditors website.

12. **MEETING CLOSED** – Commissioner *Hansen* made motion seconded by Commissioner *Malzone* to close this meeting at 7:15 PM. **Motion approved unanimously**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD

Minute Prepared by: Terri and Andy Campbell (WWSLLC)