

**FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – October 14<sup>th</sup>, 2020**

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

**IN ATTENDANCE**

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

**Staff:** WWS: Andy Campbell (Certified Operator), Terri Campbell (Finance/Administration)

**1. CALL TO ORDER**

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

**2. AGENDA - *Agenda approved***

**3. APPROVAL OF MINUTES –**

Commissioners Hansen moved, seconded by Commissioner Randall, to approve the minutes of the September 9th, meeting. *Motion passed*

**4. COMMISSIONERS REPORTS –**

**4.1 Cell Tower** (Commissioner Gladhart) stated that adjustments were made on the contract with Verizon and the District should receive the rental check in October. Commissioner Hansen moved seconded by Commissioner Randall to accept the contract but the motion was withdrawn after further discussion.

Commissioner Gladhart is going to look at the AT&T sub-lease contract agreement for the rental space on the Verizon cell tower and FWSD's land to find out who should be receiving rental income.

Andy Campbell commented that he is concerned that either AT&T or Verizon are not securing the gate at the well site when they leave, this has happened multiple times.

**4.2 Rates** – (Commissioner Randall) presented his preliminary report on the water hook-up rates. Commissioner Hansen requested electronic copies of the calculations so he could better understand the tables. Commissioner Randall agree to email it to the Commissioners for review.

**5. PROJECT REPORTS - Water System Action Items-**

**5.1 Hydrant Replacement** – Andy reported that the hydrant replacement project is complete.

**6. UNFINISHD BUSINESS –**

**6.1 Leak Adjustment** – Commissioner Hansen made motion seconded by Commissioner Randall to approve the Leak Adjustment policy as amended capping the limit of leak adjustment to \$1,000.00 dollars. The new language will be implemented into the Policy and Procedure Manual along with additional updates. Once the updates are completed, the Commissioners will review the manual and a resolution will be presented approving the Policy and Procedure Manual amendment.

6.2 **Sunnyview Farm** – The Commissioners delayed this to the November meeting so Roger Kuykendall could participate.

7. **NEW BUSINESS** –

7.1 **South Wells Controls** – Andy stated that he got an estimate of \$6,366 from Jerry Beck and Company to repair the electrical controls at the south well. Commissioner Hansen moved seconded by Commissioner Hansen to approve the expense in the amount presented.

7.2 **Booster Pump Controls** – Andy stated that there needs to be an alternating booster pump control system. The cost for the upgrade is \$4,879.55.

7.3 **Pressure Reducing Valves** – The pressure reducing valves have a low flow through the PRV station on Bradshaw. Andy gave an estimate for the repair of \$2,546 for labor and parts.

8. **AUDIENCE PARTICIPATION** – None

9. **STAFF REPORTS**

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

A. **Accounts** – Up to date accounting reports were presented that included preliminary Income, Expense, and Balance sheets. Commissioner Hansen moved, seconded by Commissioner Randall, to accept the report. **Motion passed**

B. Vouchers with invoices were previously emailed to the Commissioners for review prior to the meeting. The original vouchers were submitted at the meeting for approval. Commissioner Hansen moved, seconded by Commissioner Randall, to approve payment of the vouchers and withdraws as follows: **Motion passed**

**Operation & Maintenance Fund #702**

I) 10-1 thru 10-9 in the amount of \$19,632.24

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

A. Up to date Operation & Maintenance Activity Report and graphs were provided to the commissioners.

B. All water testing passed

C. The Fire District reported using 75,000 gallons at a housefire at Harbor Hills

D. Payless had a pipe explode which the District will need to cover the repair cost

10. **ADJOURNMENT** – At 11:10 AM Commissioner Gladhart adjourned the meeting.

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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: November 11th, 2020 meeting