

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

Minutes of September 10th, 2012- Regular Meeting

MEETING PLACE

Freeland Library – 5495 Harbor Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Eric Hansen (*President*); Lou Malzone (*Vice President*) by telephone conference; Marilyn Abrahamson (*Secretary*)

Professional Services: Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*);

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

1. CALL TO ORDER

Commissioner Hansen called the meeting to order at 5:45 P.M.

2. FLAG SALUTE

3. AGENDA – Addition or Deletions

There were no further additions or deletions it was moved by Commissioner *Abrahamson* and seconded by Commissioner *Hansen* to approve the meeting agenda. **Motion approved & passed unanimously.**

4. APPROVAL OF MINUTES

Commissioner Hansen waived approving the minutes until the October 8th, 2012.

5. APPROVAL OF VOUCHERS

After reviewing the vouchers presented for payment, Commissioner Abrahamson moved and it was seconded by Commissioner Hansen to approve and sign the vouchers dated:

On September 10th, 2012, the Board by vote, approved payment of the vouchers as listed below:

FW - Operation & Maintenance (702) Voucher numbers OM-7-001 thru 013 in the amount of \$8,793.14.

HH - Operation & Maintenance (702) Voucher numbers OM-7-001 thru 02 in the amount of \$64,657.10.

SVF - Operation & Maintenance (702) Voucher numbers OM-7-001 thru 02 in the amount of \$86.80.

Total of All Vouchers Submitted: \$75,537.04

Motion approved & passed unanimously.

6. **REPORTS -**

6.1 **Commissioners Reports**

A. **Marilynn Abrahamson**

a. **No Report**

B. **Eric Hansen**

a. **Engineers Selection & Contracts** – Commissioner Hansen sent out the standard contract to the Engineers and is still working on the contract agreement and signatures.

b. **Budget vs. Collection** – Commissioner Hansen wants to get together with Terri and go over the budgeted amounts.

C. **Lou Malzone**

a. **Contract** – Commissioner Malzone wants Davido to electronically export the District's files to Gray and Osborne.

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

A. **Accounts** – The accounting reports were presented, which included Income, Expense and Balance sheets of all funds for the period ending **August 2012**.

6.3 **Manager's Report – Water Operator; Andy Campbell (WWS)**

A. See attached Operation and Maintenance Report

B. **Repairs** – were made on Bradshaw Drive. On Evanstar Lane (Harbor Hills) a cable company broke the Water Main and will need to pay for the repair because the water line was marked correctly and they dug into it.

C. **Meter Installation** – Andy reported that a new meter was installed on Fish Road.

D. **Risers** – Andy delivered the risers to the paving machinist at Harbor Hills and they are now done.

6.4 **Project Reports: -**

A. **Scope of Work** – It was reported that the Scope of Work for the Sewer is moving forward with the Engineers and will be discussed further in an October 4th, 2012 workshop. Commissioner Abrahamson made motion seconded by Commissioner Hansen to have an agreement with Gray & Osborne to collect data from Davido, and be on-call for future tasks using the contract provided by FWSD's attorney. The fees from the Engineers shall not exceed \$5,000.00. **Motion approved & passed unanimously.**

7. **AUDIENCE PARTICIPATION-** None

8. **UNFINISHED BUSINESS -** None

9. **NEW BUSINESS –**

- 9.1 Workshop** – The workshop is scheduled for October 4th, 2012 at 5:45PM to discuss the Scope of Work with Engineers. The workshop will be at Trinity Lutheran Church in Freeland.
- 9.2 Fish Forest PRD** – The developer shall pay the \$31.50 monthly fee per lot for those who benefit from the pump station as stated in the contract. The developer needs to pay the amount from January 1st, 2011 forward.
- 9.3 80 Acres and Hunting** – The Whidbey Camano Land Trust is working on Hunting areas on the Island and questioned if FWSD would be interested in including the 80 Acres as Hunting grounds. The Commissioners directed Andy Campbell to contact The Whidbey Camano Land Trust and let them know that the District has NO interest allowing the 80 acres to be used for hunting. They question the liability of the land used for hunting or any other activity that is not District business. They will look into signage for the purpose of protecting the District.

10. **EXECUTIVE SESSION** – None

11. **MEETING CLOSURE-** Being no further business the meeting closed at 6:55 PM.

Minutes Prepared by: Terri Campbell

Approved: **October 8th, 2012**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD