

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting - September 13, 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:** *Gray and Osborne; Russell Porter, 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 August 16, 2017. Motion approved

5. COMMISSIONERS REPORTS – None

6. PROJECT REPORTS

6.1 Sewer Planning- No Update

6.2 Sewer Funding- No Update

6.3 Water System Action Items-

A. **Comprehensive Plan Update** – See workshop after regular meeting minutes.

B. **Water Treatment Project**

Waiting for Department of Health approval before construction can begin.

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS –

8.1 FWSD HWY 525 Property- *Ward Jensen* from *Jensen's Flooring Company* submitted a drawing to commissioners for storage in a portion of the large building on the Property. *Andy* will contact *Keith Higman* at *Island County* to question permitting for upgrades. *Terri* will speak with the insurance company on liability insurance. *Bob Rogers & William Brown* from *South Whidbey Yacht Club* are also interested in storing sail boats for the youth sailing program and would like rent a portion of the building. Commissioners will review proposals for both entities before making a decision at the October 6<sup>th</sup> meeting. *Andy* will draw up leases for both groups for commissioner review.

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 August 2017.

B. **Investments** - *Terri* stated she invested \$800,000 of funds for 90 days.

C. **Department of Ecology (DOE) Reimbursement** - *Terri* explained the reason for the delay in the reimbursement for Sewer expenses from DOE was due to DOE wanting her to re-submit the forms for payment #10. DOE requested a revision of funds that were placed in the Construction element cost be transferred and placed under Engineering Design. *Terri* submitted the revised paperwork and hopefully a check in the amount of \$203,519.20 will be received shortly.

D. **Approval of Vouchers** –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated **September 13, 2017**. Commissioner *Hansen* moved and seconded by Commissioner *Brunke* to approve and sign the following vouchers and amounts: **Motion approved**

***Operation & Maintenance Fund #702 (FW \$13,749.65, HH \$48,806.25 SVF \$79.55)***

***Construction Improvement Fund #742 (FW \$274.40, HH 2,053.39)***

**Total All Vouchers: \$62,963.24**

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

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

11. **EXECUTIVE SESSION** – None

12. **ADJOURNMENT** – There being no further business of the District, the meeting of September 13, 2017 was adjourned at 10.40 AM

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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John Brunke  
Commissioner; FWSD

**October 6<sup>th</sup>, 2017**

Approval Date

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Workshop - September 13, 2017

WORKSHOP

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:** Gray and Osborne; Russell Porter, no audience

Workshop to discuss Comprehensive Plan

1. Call to Order – Commissioner *Malzone* called the workshop to order at 10:45AM
2. *Russell Porter* (G&O) presented a timeline for the comprehensive plan update. *Russell* and *Whidbey Water Services* will work together to gather the information needed.
3. The Commissioners agreed to keep the comprehensive plans (Freeland Water and Harbor Hills) separate with the introduction of the plan being the same. ERU's will be discussed at future workshops. The Commissioners agreed for G&O to proceed with Milestone one and present information at the October 6<sup>th</sup> meeting.
4. ADJOURNMENT – There being no further business of the District, the workshop of September 13, 2017 was adjourned at 11.40 AM.

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

\_\_\_\_\_  
John Brunke  
Commissioner; FWSD

October 6<sup>th</sup>, 2017

Approval Date