

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

Minutes of September 16th, 2013

**MEETING PLACE**

5421 Woodard Avenue - Freeland, Washington

**IN ATTENDANCE**

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

**Professional Services:** Andy Campbell (*Certified Operator*); Terri Campbell (*Finance & Administration*); Roger Kuykendall, Mike Jauhola (*Engineer – Grey and Osborne*); Rodney Langer (*Engineer - CHS*); Andy Maron (*Attorney - Short Cressman & Burgess*)

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

**1. CALL TO ORDER**

Commissioner Hansen called the meeting to order at 5:50 P.M.

**2. FLAG SALUTE**

**3. AGENDA – Addition or Deletions**

It was moved by Commissioner *Malzone* and seconded by Commissioner *Abrahamson* to approve the meeting agenda as presented. *Motion approved & carried.*

**4. APPROVAL OF MINUTES** - Commissioner *Malzone* moved and seconded by Commissioner *Abrahamson* to approve the regular meeting minutes of **August 12th, 2013** as presented. *Motion approved & carried.*

**5. PROJECT REPORTS -**

**5.1 Sewer Plan Scope of Work** – *Rodney Langer (CHS Engineering)* is working on the current scope of work and a preliminary outline of the comprehensive sewer plan. He will meet with *Andy Campbell* the first week of October to go over documentation to review key points and findings. He will prepare a draft copy to present in October either at the meeting or the workshop.

**Citizen Advisory Committee (CAC)** – *Rodney* has been monitoring the CAC's activity and presented a brief summary of information of what the CAC has done so far. Commissioner *Malzone* talked with the Island County Planning Director and *Lou's* impression was that nothing was going to be done until they release their allocation numbers at the end of 2015 or 2016 and their horizon seems only to be on updating the County Plan. The Commissioners asked *Rodney* to touch base with the Planning Director about the allocation numbers and when the completion of the update of their Comprehensive Plan might be. *Rodney* also presented a proposal for the Board's consideration for an additional \$5,000 for a "General Scope of Work". The Commissioners will discuss this in the October workshop after they have had time to look at the proposal.

- 5.2 **District Capital Projects** - Beauregard & Joanne Drive Main Replacement – Engineer; *Roger Kuykendall* and *Andy Campbell* are working on draft contract provisions. *Roger* expects to have the study for the Bercot inter-tie be done in October for a decision at the November meeting.
- 5.3 **Well Head Protection Plan** –*Mike Jauhola* should have the draft plan ready to present to the Commissioners before the October meeting.

6. **UNFINISHED BUSINESS** -

- 6.1 **Sunny View Village** (SVV) – At the August 12<sup>th</sup>, meeting approval of a draft letter from FWSD to State of Washington Department of Health on the subject of their On-Site Sewage System (LOSS) proposal was tabled. Further discussion was about a letter of response to *Mike Jauhola* from *Jeanne Andreason* regarding; 1) the Department of Health will require SVV to provide flow data from three similar LOSS to validate the use of an alternative design flow criteria, and 2) SVV will need to have advance wastewater treatment of the effluent in order to meet current standard criteria with the Department of Health regulations. The Commissioners decided not to send the August 12<sup>th</sup> letter and to investigate the winter water table on the Stonebridge property.
- 6.2 **Main Street Sewer District** (MSSD) – Main Street Sewer District Commissioner *Maggie Stern* attended the meeting and discussed once again the possible consolidation of merging the MSSD with FWSD. *Andy Campbell* had previously provided a blueprint to all Commissioners (MSSD & FWSD) that detailed the procedure of a merger. He also discussed the possible effects it could have to reduce the commercial core nitrates. FWSD Commissioners discussed holding a workshop in November with the MSSD Commissioners to discuss this in more detail

Commissioner *Malzone* made motion seconded by Commissioner *Hansen* to have WWS work with *Rodney Langler* to develop a scope of work not to exceed \$4,000 to analyze the status of the existing and future capital facilities, upgrades needed, maintenance costs and financial stability of MSSD. **Motion approved & carried.**

To help fund this, Commissioner *Malzone* will work with *Terri Campbell* to contact Department of Ecology to discuss whether or not the cost can be covered as part of the sewer scope of work under the present grant. Commissioner *Abrahamson* wants to find out the possibility of the merger costs being offset from the operation and maintenance fund with concerns that a merger could help protect FWSD's water supply in the nitrates matter. It was discussed that these costs could also be funded by the unrestricted fund from Land Lease Income.

- 6.3 **Leak Relief Account 61886** – *Terri Campbell* informed the customer that since they had proof that the leak was repaired in a timely manner, they would receive a one-time leak relief discount according to District policy.

6.4 **Possible Temporary Moratorium** – Discussion tabled until the October meeting.

6.5 **Whidbey Marine & Auto (WMA)** – Gray and Osborne reported that Farallon Consulting is close to getting access agreements to drill the monitoring well to see where the fuel plume is flowing. It may take approximately two months before we see results.

7. **NEW BUSINESS** –

7.1 **WASWD Conference** – Commissioners Workshop will be January 25<sup>th</sup>, 2014 at the Embassy Suites in Lynnwood. They will let *Terri* know if they plan to attend the conference in order for her to make their registrations.

7.2 **Short Cressman & Burgess** – Commissioner *Hansen* reported that FWSD's attorney *Leslie Clark* has taken on a position with a new firm and wished her well and thanked her for fine services to the District. The Commissioners acknowledged that *Andy Maron* has been working with *Leslie* on FWSD business and agreed to continue with Short Cressman & Burges.

7.3 **Workshop** – The next workshop will be held on October 17<sup>th</sup>, at 5:50PM at 5421 Woodard Avenue in Freeland to discuss sewer plan and scope of work including Main Street Sewer District, and well head protection.

8. **REPORTS -**

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

A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, Balance sheets of funds for period ending **August 2013**.

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

- A. *Andy* presented charts showing well production in August.
- B. See attached Operation and Maintenance Report for August

9. **AUDIENCE PARTICIPATION- None**

10. **APPROVAL OF VOUCHERS**

After reviewing the vouchers presented for payment, Commissioner *Abrahamson* moved and seconded by Commissioner *Malzone* to approve and sign the vouchers:

*On September 16th, 2013*, the Board by vote, approved payment of the vouchers as listed in the attachment for:

|            |      |         |             |
|------------|------|---------|-------------|
| O&M Fund   | #702 | amount: | \$13,395.21 |
| C&I Fund   | #623 | amount: | \$ 1,400.25 |
| Loan Fund  | #622 | amount: | \$56,593.59 |
| Sewer Fund | #742 | amount: | \$ 5,060.88 |

Total of All Vouchers - **\$76,449.93**      **Motion approved & carried.**

11. **EXECUTIVE SESSION** – The Commissioners went into Executive Session at 7:30 PM with *Andy Campbell, Terri Campbell; WWS and Andy Maron; Attorney* being present. At 8:50 the Commissioners came out of Executive Session and reconvened the meeting. The Board will take into consideration the following topics:

- 1). **Possible litigation** – No action will be taken. FWSD will re-pay the amount owed to Island County from the Operation and Maintenance unrestricted funds. The amount to re-pay will be discussed in the October meeting after the District notifies Island County of their decision and it is determined what total amount is owed.
- 2). **Standby Fees** – Commissioner *Malzone* will draft a motion to present at the October 14<sup>th</sup>, meeting on how the district plans to pay back the standby fees to the vacant lot owners.

12. **MEETING CLOSURE** - There being no further business the meeting closed at **8:22 PM**.

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Eric Hansen  
Commissioner; FWSD

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Lou Malzone  
Commissioner; FWSD

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Marilynn Abrahamson  
Commissioner; FWSD

*Minutes Prepare by: Terri Campbell*

Approved: \_\_\_\_\_