

**FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – September 9<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), Roger Kuykendall (Engineer, Gray and Osborne)

**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 August 13th, meeting. ***Motion passed***

**4. GUEST REPORT**

**4.1 Doug Kelly Island County Hydrogeologist** – Mr. Kelly gave a summary presentation on existing wells in near the Districts Honeymoon Bay Road well site. He concluded that drilling a new well should be feasible on the property and that permits should not be a problem getting approval from the State and County Health departments.

**5. COMMISSIONERS REPORTS –**

**5.1 Cell Tower** (Commissioner Gladhart) presented the final draft of the cell tower lease agreement from Verizon. Commissioner Hansen said he didn't think the contract was clear regarding ownership of the tower. He will send comments to Terri for the attorney to review.

AT&T rents space on the cell tower. They installed a diesel generator that is near the well which could be problematic should the diesel leak into the ground and cause contamination. Commissioner Gladhart will look at the AT&T contract and into the generator issue.

**5.2 Rates** – (Commissioner Randal) read the previous rate study report from 2010 and does not believe the work needs to be re-done again. The District's rates seem to be on target with the 2010 rate study's projections. He stated that the hook-up fees do not look correct and he will be working on this with the WWS staff. He will have a report for the October meeting.

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

**6.1 Comprehensive Water System Plan Update (FW)** – No report

**6.2 Comprehensive Water System Plan Update (HH)** – No Report

- 6.3 **New Well on Honeymoon Bay Road** – Commissioner Hansen moved seconded by Commissioner Gladhart to approve Engineer Roger Kuykendall’s proposal for \$9,000 to do a feasibility study for potential development of the new well site. *Motion passed*
- 6.4 **Hydrant Replacement** – Andy reported the remaining hydrant left to be installed has a repair issue with the isolation valve stem broken off. He ordered parts and once they arrive the hydrant installation should be complete.
- 6.5 **Honeymoon Bay Road Intertie** – Engineer Roger Kuykendall reported that Dennis Meginac, Regional Engineer for DOH requested additional documents be sent to him.

7. **UNFINISHD BUSINESS** –

- 7.1 **Leak Adjustment** – Terri presented a copy of the language added (\$1,000 cap approved at the August meeting) to the last approved “leak adjustment” policy. Terri suggested that the District’s Policy and Procedure manual be updated with all changes and include the new language into the policy manual. Terri stated that after the manual is updated, the Commissioners could approve the updated amended policy manual by resolution. Commissioner Hansen responded stating he will review the leak adjustment policy.
- 7.2 **Sunnyview Farm** – Commissioner Hansen asked Engineer Roger Kuykendall to respond to the letter received from Bill Persich discussing the improvements that need to be done at Sunnyview Farm.
- 7.3 **Power at Hwy 525 Warehouse** – Andy reported that the carpet company is waiting for the electrician to install a new circuit for the electrical sub-panel to recharge the battery on their forklift.

8. **NEW BUSINESS** – None

9. **AUDIENCE PARTICIPATION** – None

10. **STAFF REPORTS**

10.1 **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 Randal moved, seconded by Commissioner Hansen, to approve payment of the vouchers and withdraws as follows: *Motion passed*

**Operation & Maintenance Fund #702**

1) 9-1 thru 9-10 in the amount of \$32,093.48

**Capital Improvement Fund #742**

1) CI-9-1 thru 9-3 in the amount of \$56,689.26

***Total Expenses: \$88,782.74***

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

A. Operation & Maintenance Activity Report and graphs for August 2020 were provided to the commissioners.

**11. ADJOURNMENT** – At 11:25 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: October 14th, 2020 meeting