

MINUTES OF THE February 18, 2012
FREELAND WATER and SEWER DISTRICT
CONTINUATION OF THE FEBRUARY 13, 2012 MEETING

Meeting Place: Trinity Lutheran Church-Class Room

Present: Commissioners Hansen, Malzone, and Abrahamson

Andy Campbell – Certified Operator
Chuck Edwards-Edwards & Assoc. CPA's
Sandy Duncan – Administrative Assistant

Audience

Al Peyser
Keith Testor
Ingrid Westerfield
Carol Hanna-Holmes Harbor
Bob Miller-Holmes Harbor

CALL TO ORDER: 11:34 a.m. p.m. by Commissioner Hansen.

1. Multi-Family rates.

ACTION: Commissioner Malzone motioned to change the Multi Unit Residential Property Definition to read "Multiple Unit Residential Property shall refer to an area for Trailers, Mobile, or Manufactured home sites or a single structure constructed under one continuous roof and equipped for occupancy by more than one Living Unit and shall be synonymous with multi-family dwelling, high density dwelling, duplex, triplex, apartments, etc." Commissioner Abrahamson seconded.

Commissioner Malzone amended the motion to read, Effective January 1, 2012 the "Multiple Unit Residential Property shall refer to an area for Trailers, Mobile, or Manufactured home sites or a single structure constructed under one continuous roof and equipped for occupancy by more than one Living Unit and shall be synonymous with multi-family dwelling, high density dwelling, duplex, triplex, apartments, etc." Commissioner Abrahamson seconded. Motion passed.

2. SOQ's District Engineering. Commissioner Malzone reviewed and passed out a copy of a draft SOQ for engineering services.

Action: Commissioner Malzone motioned to publish a legal notice for request of statements of qualifications for professional engineering services for two weeks beginning February 29 in the South Whidbey Record and the Daily Journal of Commerce with a deadline for submissions of March 30, 2012. Commissioner Abrahamson seconded the motion, motion passed.

3. Website updates. It was agreed that all emails be directed through the email address of info@freelandwsd.com. Marilyn requested additional changes to the website, she

agreed to submit the proposed changes prior to the next District meeting for review. Sandy was asked to investigate with Ken as to where do all the email live, also to check with Whidbey Telecom if they are also saved on their server. The procedure for making changes on the website was also discussed and all future changes must be submitted for approved by the Board.

4. **Rural Economic Fund vs. DOE legislative proviso-Administrative costs.** Commissioner Malzone reported that he has been in communication with DOE on the legislative proviso and they will pay for administrative costs from June 1, 2011. He also reviewed the draft DOE agreement and scope of work for review at the next meeting.
5. **Harbor Hills Sewer District Letter of Intent.** Commissioner Malzone reviewed that the letter of intent expired December 31, 2011 and requested that we update the letter of intent with Holmes Harbor Sewer District through July 31, 2012.

Action: Commissioner Malzone motioned that we renew the Holmes Harbor Sewer District – Freeland Water and Sewer District agreement to cooperate on Freeland Water and Sewer District sewer and water re-use project. Commissioner Abrahamson 2nd the motions, motion passed.

Commissioner Hansen reminded the commissioners that the District acts as a board together and decisions need to be reviewed by all.

6. **Accounting and office services.**

Commissioner Malzone motioned that the Freeland Water and Sewer District create a scope of work and solicit bids for accounting and office services. Commissioner Abrahamson seconded.

Commissioner Malzone moved to amend the motion for accounting and office services for water operations. Commissioner Abrahamson seconded.

Commissioner Malzone moved to amend the motion that Freeland Water and Sewer District create a scope of work by March 5, 2012 and request cost proposals for accounting and administrative services for the water operation from Whidbey Water Services and Edwards and Associates. Seconded by Commissioner Abrahamson, motion passed.

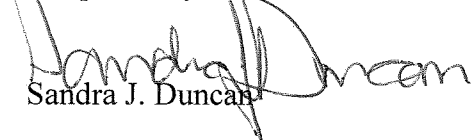
7. **District Secretary/Treasurer duties and responsibilities.** Marilyn reviewed that all invoices need to be specific in regards to submittal to Island County. Marilyn suggested

that she do the minutes, she requested that the District purchase a better recorder. Commissioner Hansen stated that if its under \$100, go ahead and purchase. Commissioner Abrahamson also suggested and it was agreed to not include a Newsletter with this upcoming billing. She will submit the draft Newsletter for review prior to the March 12, 2012 meeting for posting on the website. Commissioner Abrahamson also requested that the vouchers be ready for review at least 2 days prior to the meeting for review. Commissioner Abrahamson would also like to purchase an LCD projector, she agreed to research and prepare proposals for review at the next meeting.

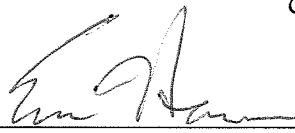
8. **DOE HB 2291**-Currently this bill is killed.
9. **DOE Legislative Proviso.** Discussed in item # 4.
10. Andy Campbell at the request of Ingrid Westerfield requested that the following items be on the agenda at the next meeting. 1) The meeting time should be changes to between 1 and 3 Monday through Friday and possibly on Saturday at 11:00, 2) A-boards for emergency maintenance ahead/breaks or repair on mains, 3) Form from City of Bainbridge to apply for disabled or senior citizen utility discounts.
11. Andy Campbell passed out repairs that are really needed at Harbor Hills that are becoming a safety issue. It was agreed that this will be reviewed at the March 12th meeting.
12. Workshop: Sandy reported that she has reserved the class room at Trinity for the 4th Thursday of each month.


ADJOURN MEETING: 12:47 p.m.

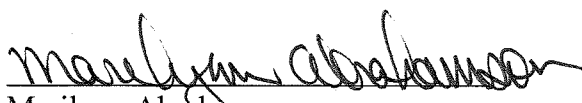
Respectively Submitted


Sandra J. Duncan

Commissioner Signatures: 3-12-12
date


Eric Hansen


Lou Malzone


Marilynn Abrahamson