

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

Minutes of October 8th, 2012- Regular Meeting

MEETING PLACE

Freeland Library – 5495 Harbor 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*);
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 *Malzone* and seconded by Commissioner *Abrahamson* to approve the meeting agenda. **Motion approved & passed unanimously.**

4. APPROVAL OF MINUTES

Commissioner Abrahamson moved and it was seconded by commissioner Malzone to approve the August 13th minutes as presented. Commissioner Malzone moved and it was seconded by commissioner Abrahamson to approve the September 10th, minutes as corrected. **Motion approved & passed unanimously.**

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 October 8th, 2012, the Board by vote, approved payment of the vouchers as listed below:

FW - Operation & Maintenance (702) Voucher numbers OM-10-001 thru 009 in the amount of \$8,663.35.

HH - Operation & Maintenance (702) Voucher numbers OM-10-001 thru 003 in the amount of \$5,546.11.

SVF - Operation & Maintenance (702) Voucher numbers OM-10-001 thru 002 in the amount of \$87.22.

Total of All Vouchers Submitted: \$14,296.68

Motion approved & passed unanimously.

6. REPORTS -

6.1 Commissioners Reports

A. Marilynn Abrahamson

- a. **80 Acres** – Commissioner Abrahamson invited the Commissioners to walk with her thru the 80 Acres to get familiarized with the land. The walk was scheduled for 12 noon on October 12th, should anyone like to join her.
- b. **WASWD Conference Workshop:** Marilynn thanked WASWD for granting her the scholarship for the conference she attended in Spokane. Her accommodations were wonderful at the Davenport Hotel. Marilynn shared positive highlights about all that she learned at the conference.

B. Eric Hansen

- a. **Engineers Selection & Contracts** – Commissioner Hansen reported that the Contract's with Engineers Grey and Osborne and also CHS have been signed.
- b. **Davido Consulting Group transfer of files** – Commissioner Hansen reported Davido will have a scope of work and budget request for transferring of the District Files. At this time it looks to be around 4 hours of time.

C. Lou Malzone

- a. **Centennial Clean Water Grant Application Status Grant Contract** – Commissioner Malzone reported that at this time the District has not received the signed contract but will do a follow up to find out the status.

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 **September 2012**.

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

- A. See attached Operation and Maintenance Report
- B. **Pool Drained and re-filled** – Andy reported that the pool at the Athletic Club was drained into the Gully and then re-filled.
- C. **Meter Installation** – Andy reported that a new meter was installed on the Petosa property.

6.4 Project Reports: -

- A. **Scope of Work** – It was reported that the Scope of Work for the Sewer is moving forward. The Planning group at Island County was very helpful on the topic of population growth. CHS will work, and continue to work with Island County Planning along with John Brunke on the projected population growth.

7. AUDIENCE PARTICIPATION-

7.1 Housing Authority of Island County Hook-up Fees – Two Representatives from the Housing Authority of Island County requested items for the Commissioners to consider for the 4 buildings of 26 units from the Affordable Housing Project. The Representatives requested a discounted hook-up fee charged to the project based on ERU's. They also requested that one meter be installed for each building. Commissioner Malzone stated the Hook-up fees are set up as a rate and are not determined based on the ERU's. Operations Manager Andy Campbell stated that Department of Health counts each unit as a hook-up and suggest that the District have access to the meters on the outside of the building and each unit be metered. The discussion was tabled until the District's Commissioners and Operations Manager have a chance **to review the Rules and Regulations and also** to meet with the Engineers to discuss this further.

7.2 Commissioner Performance - Meg Wingard (Resident & Commissioner of Holmes Harbor Sewer District) wanted it mentioned for the record that she feels that each of the FWSD Commissioners have done their job well and thanked them for their hard-work on the tasks at hand and their hard-work researching the Sewer Project Planning efforts.

8. UNFINISHED BUSINESS - None

9. NEW BUSINESS –

9.1 Quarterly Water Billing – Commissioner Abrahamson discussed having the District bill the Freeland Residential customers only, every three (3) months instead of every two (2) months. This would cut two (2) billing costs (meter readings, billing supplies, and postage).

9.2 District Rules and Regulations – Commissioner Abrahamson said she has gone through some of the Rules and Regulations and found there to be many inconsistencies. She wants to work with the Commissioners and go through the Districts Rules and Regulations to find all the inconsistencies and make them right. After discussion it was decided that this would take some time to do this thoroughly, so therefore no deadline is set for this to be done.

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**- This meeting recessed at 7:20 PM and will re-convene on October 22nd, 2012 at 5421 Woodard Avenue – Freeland at 5:45 PM.

Minutes Prepared by; Terri Campbell

Approved: **November 13th, 2012**

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

Marilynn Abrahamson
Commissioner; FWSD