

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
**DRAFT Minutes of Regular Meeting – September 15, 2021**

**MEETING PLACE** – 1667 Roberta Avenue- Freeland, Washington

**IN ATTENDANCE**

**Commissioners:** Chad Gladhart, Eric Hansen, Lew Randall

**Staff:** WWS: Terri Campbell (Finance/Administration), Roger Kuykendall (Gray & Osborne)

**1. CALL TO ORDER**

Commissioner Gladhart called the meeting to order at 10:03 A.M.

**2. AGENDA - *Agenda approved, with Harbor Hills water supply issue prioritized***

**3. APPROVAL OF MINUTES –**

Commissioner Hansen moved, seconded by Commissioner Randall, to approve the minutes of the August 11 meeting. ***Motion passed unanimously***

**4. COMMISSIONERS REPORTS – none**

**5. PROJECT REPORTS -**

**5.1 Harbor Hills North Well Connection** – Roger will provide a proposal to the Board prior to the October meeting with options for connecting the North Well.

**5.2 Sunnyview Farm Connection** – Roger will respond to the email from Island County requesting additional documentation prior to the October meeting.

**5.3 Freeland well permitting** – Roger will provide to the Board prior to the October meeting preliminary plans and specifications for a well on the Honeymoon Bay Road.

**5.4 Fish Forest Pump Station** – Andy’s monthly report stated the electrical and programming issues have been resolved by a former employee of the manufacturer.

**6. UNFINISHD BUSINESS –**

**6.1 Cell Tower** – Still waiting for signed contract from Verizon.

**6.2 General Facility Charge Assessment** – Commissioner Randall distributed a complete memorandum with appendices prior to the meeting. The commissioners agreed to discuss the memorandum in a workshop, a date to be determined.

**6.3 Water Capacity – Harbor Hills** – Andy’s monthly report stated he has retained a contractor to pull and replace the Well 3 pump and clean the screen. Testing of the well drawdown will also take place.

7. **NEW BUSINESS** –

7.1 **District Attorney Interview** – Terri introduced Malcom Harris, an attorney she works with for two other island water districts. After listening to his background and qualifications, Commissioner Hansen moved that the District retain Mr. Harris as legal counsel when such services are required. Seconded by Commissioner Randall.  
*Motion passed unanimously*

8. **AUDIENCE PARTICIPATION**

8.1 none

9. **STAFF REPORTS**

9.1 **Accountant's Report** – Terri Campbell (WWS)

A. **Accounts** – Terri presented up to date financial reports that were emailed prior to the meeting for the Commissioners review. The Commissioners approved the reports as presented.

B. Vouchers with invoices were emailed to the Commissioners for review prior to the meeting. Commissioner Hansen moved, seconded by Commissioner Randall, to approve payment of the vouchers. *Motion passed unanimously*

**Operation and Maintenance Fund #702**

1. OM-9-1 thru 9-9 in the amount of \$29,413.25
2. OM-Withdraw Department of Revenue \$2,881.28

**Capital Improvement Fund #742**

1. CI-9-1 thru 9-3 in the amount of \$12,208.02

**Total Expenses \$44,502.55**

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

A. Andy was absent but Operation & Maintenance Activity Report and graphs were emailed to the commissioners prior to the meeting.

B. All water testing passed

10. **ADJOURNMENT** –Commissioner Gladhart adjourned the meeting at 11:25 a.m.

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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 13, 2021