

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – October 11th, 2023

MEETING PLACE – 1667 Roberta Avenue- Freeland, Washington

IN ATTENDANCE

Commissioners: Chad Gladhart, Eric Hansen, Lew Randall

Staff: WWS: Terri Campbell (Finance/Administration); Andy Campbell (Certified System Operator); Roger Kuykendall; Gray & Osborne (District Engineer)

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:32 a.m.
2. **AGENDA** - Commissioner Hansen moved, Commissioner Randall seconded, approval of the agenda as presented. *Agenda approved unanimously*
3. **APPROVAL OF MINUTES** –
Commissioner Hansen moved, Commissioner Randall seconded, approval of the minutes of the September 13th, meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills North Antelope Well** –Engineer Kuykendall had previously emailed plans, specifications, drawings, and contract language for drilling the proposed North Antelope Well. He provided slightly updated drawings for Board review.
 - 4.2 **Executive Session:** At 8:39 a.m. the Board entered an executive session to discuss land acquisition. The Board exited executive session at 8:52 a.m.

Commissioner Hansen moved, seconded by Commissioner Randall, the approval of the purchase of five acres of undeveloped land directly west of the Antelope well site for the appraised price of \$245,000. To expedite the purchase, Whidbey Water Service will provide a \$1,000 earnest money to be reimbursed by the District and Andy will sign the Purchase and Sales agreement. Commissioner Gladhart, as Board President, will sign all the closing documents on behalf of the District. Commissioner Randall seconded the motion. *Motion passed unanimously*
 - 4.3 **Bid Documents:** Commissioner Hansen moved, seconded by Commissioner Randall the approval of the bid documents Gray & Osborne had drafted and presented. Roger will work with Andy and Terri to get the bid documents posted expeditiously. *Motion passed unanimously*
 - 4.2 **Freeland Honeymoon Well** – The Board took no action and will omit this from the regular agenda for the time being.
5. **COMMISSIONERS REPORTS** – Commissioner Hansen reported a conversation with Commissioner Bill Crisswell regarding relocation of a golf course storage container to a site outside the South Antelope wellhead protection area.

6. **AUDIENCE PARTICIPATION** - none

7. **UNFINISHD BUSINESS** – none

8. **NEW BUSINESS** – none

9. **STAFF REPORTS**

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

- A. Andy provided his Operation & Maintenance Activity Report and water production graphs. Water consumption was back to normal for September.
- B. Andy offered the locate requests and lab results for Board review.
- C. All water quality testing met state standards.
- D. No action from LIHI regarding the twenty additional connections.
- E. Eric repeated his request for a leak assessment for the next meeting.
- F. Citing the \$39,000 invoice from Madsen Enterprises, Eric asked whether the customers should reimburse the district as part of the service installation fee. Terri will investigate the customers share of the bill and report at our next meeting.
- G. Andy will update the “temporary construction hookup” policy for board review at the next meeting. In the interim, the District will charge a \$2,000 deposit for a 6-month temporary hookup.
- H. Roger reported that EPA wants an inventory of distribution and service lines to identify lead pipes. Andy will prepare that inventory before the deadline of October 2024. The Board will check progress in April 2024.

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

- A. **Accounts** – Terri presented financial reports by prior email. Commission Randall moved, Commissioner Gladhart seconded, approval of the October financial report. **Motion passed unanimously**
- B. **Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers. **Motion passed unanimously**

Operation and Maintenance Fund #702

OM-10-1 thru 10-8 in the amount of \$41,793.41.

Capital Facilities Fund #742

CI-10-1 thru 10-3 in the amount of \$41,850.59. Total Expenses: \$83,644.00

10. Commissioner Gladhart adjourned the meeting at 9:50 a.m.

Eric Hansen
Commissioner; FWSD P-2

Lewis Randall
Commissioner; FWSD P-1

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: November 9, 2023, at a Special meeting