

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – October 23rd, 2024

MEETING PLACE – 5585 Lotto - Freeland, Washington

IN ATTENDANCE

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

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

1. **CALL TO ORDER** - Chad called the meeting to order at 8:32 a.m.
2. **AGENDA** - Commissioner Hansen moved, Commissioner Randall seconded, approval of the agenda. *Motion approved unanimously.*
3. **APPROVAL OF MINUTES** –  
Commissioner Hansen moved, Commissioner Gladhart, approval of the minutes of the September 16<sup>th</sup>, 2024, regular meeting. *Motion passed unanimously*
4. **PROJECT REPORTS** -
  - 4.1 **Harbor Hills Antelope North Well Drilling** – Roger Kuykendall (G&O) reported the screen is installed in the new well and the casing has been pulled back. A sand pack has been installed around the screen. The contractor will flush today and install the seal in the top thirty feet. Pump testing will begin October 25th, finishing November 11th. Terraphase will analyze results and present a report addressing pump size and well capacity in early December.  
  
Roger presented an updated scope of work previously presented in January. Labor hours have remained the same. Schedule indicates the well will not be available to the District by summer 2025.  
  
After DOH approval for construction of the engineering plan, the District will still need to update the Water System Plan with the higher pumping capacity needed for additional connections.
5. **COMMISSIONERS REPORTS** - none
6. **AUDIENCE PARTICIPATION** - none
7. **UNFINISHED BUSINESS** –
  - 7.1 **LIHI meters** – No Action. Low Income Housing Institution is working with County on land use restrictions.
  - 7.2 **ADU existing dwellings** – Commissioner Randall asked to delay discussion of the District’s definition of an ADU until the November meeting.

**8. NEW BUSINESS –**

- 8.1 Leak Request** - Terri (WWS) presented a leak request for a commercial customer in Freeland. The request met the District's requirements and Terri will reduce the water bill by the maximum allowance of \$1000 per district policy.

**9. STAFF REPORTS**

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

- A. Andy provided his Operation & Maintenance Activity Report and water production graphs.
- B. Andy offered the locate requests and lab results for Board review.
- C. All water quality testing met state standards.
- D. Andy reported that 20% of Freeland's electronic meters have been installed.

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

- A. **Accounts** – Terri presented financial reports by prior email. Commissioner Hansen moved, Commissioner Randall seconded, approval of the October financial report. *Motion passed unanimously*
- B. **Vouchers** – Commissioner Randall moved, Commissioner Hansen seconded, approval of the vouchers totaling \$31,960.27 *Motion passed unanimously*

**Operation and Maintenance Fund #702**

- 1. OM-10-1 thru 10-7 in the amount of \$23,746.80.

**Capital Facilities Fund #742**

- 1. CI-10-1 thru 10-3 in the amount of \$8,213.47.

- 10.** Commissioner Gladhart adjourned the meeting at 9:07 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: November 20th, 2024