

**FREELAND WATER and SEWER DISTRICT**  
**ISLAND COUNTY WASHINGTON**  
**Minutes of Regular Meeting – October 22nd, 2025**

**MEETING PLACE** – 5585 Lotto - Freeland, Washington

**IN ATTENDANCE**

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

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

1. **CALL TO ORDER** – Commissioner Gladhart called the meeting to order at 8:31 a.m.
2. **AGENDA** - Commissioner Hansen moved approval of the agenda, Commissioner Randall seconded. **Motion approved unanimously.**
3. **APPROVAL OF MINUTES** –  
Commissioner Gladhart moved, Commissioner Randall seconded, approval of the minutes of the September regular meeting. **Motion approved unanimously.**
4. **PROJECT REPORTS** -
  - 4.1 **Harbor Hills Antelope North Well** – Engineer Roger Kuykendall reported that supplemental well testing was completed Thursday, October 16th. Terraphase will provide a report in a few weeks. A permanent water level sensor will be installed in the new well when the pump is installed. A port is available at the Antelope South well but a water level sensor is not in place yet. The Terraphase report is a critical input to the project report being prepared by Gray & Osborne; the G&O project report is the critical path task for approval of the North Antelope well.  
  
Andy (WWS) reported that Island County Health Department approved the Antelope well site and its approval has been submitted to Washington Department of Health.
  - 4.2 **Emergency Preparedness** – Andy distributed an Emergency/Disaster Response Plan for review by the commissioners.
  - 4.3 **IT and records management**–Terri (WWS) reported that Heritage Bank required the signed minutes from the September meeting before she can access funds for software for her dedicated District computer and for the commissioners’ computers.
5. **COMMISSIONERS REPORTS** – Commissioner Hansen applauded the extraordinary efforts of WWS in resolving the treatment plant issues.
6. **AUDIENCE PARTICIPATION** –  
Fred Stapleton asked about the Harbor Hills water quality. Andy reported that the iron and manganese in the water resulting from the treatment plant failure is an aesthetic issue, not a health issue.

Ne'cole King was in attendance to observe the Board proceedings.

7. **UNFINISHED BUSINESS** –

7.1 **Audit** – No discussion. No further information.

7.2 **Rental house** -Andy reported that the fire department requested that the District cover existing drywall with new drywall. The Board determined this was an unreasonable request and directed Andy to convey this to the fire department.

8. **NEW BUSINESS** –

8.1 **Approval of pump test proposals** – Commissioner Hansen moved approval of the Terraphase cost estimate of \$11,897 and the Bison proposal for \$14,048.10 that were received Tuesday October 14<sup>th</sup>, covering the supplemental well tests at the Antelope well site. Commissioner Gladhart seconded the motion. **Motion approved unanimously.**

8.2 **Water main extension** - Andy reported that someone interested in purchasing the property adjacent to and north of Twin Oaks on East Harbor Road inquired about a hook up for a single-family home. However, the water main along East Harbor Road stops just short of this property. District rules require that the property owner extend the main the length the property's frontage on East Harbor Road, but the District's service area ends with this particular property. Consequently, there is no benefit to the District continuing the extension the entire length of the property. Furthermore, a contractor Andy contacted estimated it would cost \$700,000 to extend the main the length of the property. The Board agreed that requiring the property owner to extend the water main the entire frontage of the property is unreasonable.

Commissioner Hansen moved, seconded by Commissioner Randall, that a short extension of the main to reach his property be approved on condition that only one single family residence be served. Furthermore, the Board must review the conditional approval to ensure that the language clearly states that any additional development of the property would require a further extension of the water main along the entire frontage of the property. **Motion approved unanimously.**

8.3 **Franchise Agreement Renewal** – Andy reported that Island County Public Works Department is demanding pressure testing of the District's distribution system as part of franchise agreement renewals. A discussion of the practical implications of this requirement followed. The Board asked Andy to ask the County Engineer to attend a District meeting to discuss how this requirement could be met without unreasonable cost and disruption of service.

9. **STAFF REPORTS**

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

A. Andy emailed his Operation & Maintenance Activity Report and water production graphs prior to the meeting.

- B. Andy reported that the WWS team cleaned the filter tanks at the Harbor Hills water treatment plant. It was a major effort, requiring 180.6 hours or more of labor to date. Water exiting the treatment plant is now clear, indicating proper capture of iron and manganese. WWS is still flushing the distribution lines. The water reservoirs were also cleaned.
- C. Andy offered the locate requests and lab results for Board review.
- D. All water quality testing met state standards.

**10. Accountant's Report – Terri Campbell (WWS)**

**10.1 Account Fund Balances** – Terri presented financial reports by prior email. Commissioner Hansen moved, seconded by Commissioner Randall, approval of the October financial report. *Motion passed unanimously*

**10.2 Vouchers** – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers totaling **\$46,964.08**. *Motion passed unanimously*

**Operation and Maintenance Fund #702**

1. OM-10-1 thru 10-8 in the amount of \$23,411.08.
2. OM-10-9 in the amount of \$19,981.00.

**Capital Facilities Fund #742**

1. CI-10-1 thru 10-2 in the amount of \$3,572.00.

**10.** Commissioner Gladhart adjourned the meeting at 9:50 am.

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Lewis Randall  
Commissioner; FWSD P-1

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Eric Hansen  
Commissioner; FWSD P-2

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Chad Gladhart  
Commissioner; FWSD P-3

Date Approved: November 19, 2025