

**FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – September 17th, 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 (District Engineer, Gray & Osborne)

1. **CALL TO ORDER** – Chad 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 Hansen moved, Commissioner Randall seconded, approval of the minutes of the August regular meeting. *Motion approved unanimously.*
4. **PROJECT REPORTS** -
 - 4.1 **Harbor Hills Antelope North Well** –Terraphase requires installation of well level monitoring devices and well tests to measure well pumping capacity and drawdown, and the effect on aquifer elevations at the other Harbor Hills wells during that testing.
Andy again committed to arranging for installation of level monitoring devices and arrange for Bison or another contractor to operate the wells for testing. Because these arrangements are the critical path for well operation, Andy will email the commissioners each Friday to report progress.
Andy hosted a representative from Island County Health Department at the well site approval from them to be included in Gray & Osborne's submittal to Washington Department of Health.
 - 4.2 **Emergency Preparedness** – Commissioner Gladhart distributed an emergency preparedness message to be included with the next District mailing; the message focused on homeowner's preparedness. The Board reviewed the mailing and offered additions. Commissioner Gladhart will update his first draft.
Andy is preparing operations and maintenance manuals for both systems so potential operators currently unfamiliar with the systems could operate it.
Flexible valves for reservoirs that can withstand shaking. Maybe retrofit existing reservoirs to meet current earthquake standards.

4.3 **IT and records management**—Commissioner Hansen moved, Commissioner Randall seconded, that Terri Campbell as finance auditing officer have signing authority on the petty cash account at Heritage Bank. *Motion passed unanimously.*

5. **COMMISSIONERS REPORTS** – None

6. **AUDIENCE PARTICIPATION** –

Michael Frink said he was working on community emergency planning. A discussion of the District's efforts ensued.

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

7. **UNFINISHD BUSINESS** –

7.1 **Audit** - Terri indicated the auditors are still asking questions.

7.2 **Rental house -WWS removed** non-wood material from the house, and board up windows.

8. **NEW BUSINESS** – None

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 he is continuing to resolve plumbing leaks at the Harbor Hills water treatment plant. The treatment plant may have to be replaced. Roger will prepare a proposal to design an appropriate new treatment plant
- C. At the Board's request, Andy will order sensors to identify overflows at all the District's storage tanks.
- D. Commissioner Hansen moved, Commissioner Randall seconded, that Whidbey Water Services install meters on Harbor Hill and Sunnyview Farm customers that currently do not have meters. *Motion passed unanimously.*
- E. Lower priority than treatment plant and getting North Antelope Well functioning.
- F. Andy offered the locate requests and lab results for Board review.
- G. 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. Chad moved, Lew seconded, approval of the August financial report. *Motion passed unanimously*

10.4 Vouchers – Commissioner Hansen moved, Commissioner Randall seconded, approval of the vouchers totaling **\$37,462.90**. **Motion passed unanimously**

Operation and Maintenance Fund #702

1. OM-9-1 thru 9-7 in the amount of \$28,832.12.

Capital Facilities Fund #742

1. CI-9-1 thru 9-2 in the amount of \$8,630.78.

10. Commissioner Gladhart adjourned the meeting at 9:40 am.

Lewis Randall

Commissioner; FWSD P-1

Eric Hansen

Commissioner; FWSD P-2

Chad Gladhart

Commissioner; FWSD P-3

Date Approved: October 22nd, 2025