

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – August 15th, 2018

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: Lou Malzone, Eric Hansen, John Brunke

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

1. CALL TO ORDER

Commissioner *Malzone* called the meeting to order at 10:00 A.M.

2. FLAG SALUTE

3. AGENDA - *Agenda approved unanimously*

4. APPROVAL OF MINUTES - Commissioner Hansen moved seconded by Commissioner Brunke, to approve the *regular* meeting minutes of August 15th, 2018. **Motion approved unanimously**

5. COMMISSIONERS REPORTS – None.

6. PROJECT REPORTS

6.1 Water System Action Items-

- A. **Comprehensive Plan Update (FW)** – Roger Kuykendall; (Engineer-Gray and Osborne) reported he will incorporate the comments into the Plan and ready to submit to the agencies. Commissioner Malzone moved seconded by Commissioner Hansen to submit the plan to the agencies. **Motion approved unanimously**.
- B. **Comprehensive Plan Update (HH)** - The commissioners are concerned what updates have been completed with the Holmes Harbor Water System Plan from George Bratton (Engineer). They want to know when to expect an update of the draft plan for them for review. Commissioner Hansen clarified that the HH Plan is a separate document from the FW plan.
- C. **Water Treatment Project** - Andy Campbell reported that the installation of the treatment plant piping and parts will be finished at the end of the month.
- D. **Sunnyview Village Farm** – Commissioner Hansen will review district's policy on new service installations and building time line. Roger Kuykendall reported he is waiting to hear from Noel Phillips regarding the Sunnyview Farm water rights.

E. Developer Extensions –

1. **Evergreen** – The water mains have been installed and the pressure test was completed and passed. Commissioner Malzone made motion seconded by commissioner Brunke to accept the project as complete. **Motion approved unanimously**
2. **Chipshot** - The construction work is in progress. Pictures are being taken as the work proceeds.

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS –

- 8.1 **American Tower** – A letter was received from American Tower's attorney claiming they have ownership of the tower and they want the lease renewed with FWSD. Terri explained that the two original 5-year lease was with AT&T and Verizon on the tower and are now up for renewal. Terri will pull the files on the leases and have them available for commissioners to review. Andy will contact the American Tower's attorney to let them know that the district is looking into this.
- 8.2 **WWS Contract** – Andy Campbell will prepare the contract for WWS and present it at the September meeting.

9. AUDIENCE PARTICIPATION – None

10. REPORTS –

10.1 Accountant's Report - (WWS)

- A. **Accounts** – Accounting reports were presented, that included preliminary Income, Expense, and Balance sheets for the month ending July 2018.

B. Approval of Vouchers –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated August 15th, 2018. Commissioner Brunke moved and seconded by commissioner Malzone to approve and sign the August 15th, 2018 vouchers in the amount of: **\$46,549.10**
Motion approved

10.2 Operation's Report - Andy Campbell (WWS)

Operation & Maintenance Activity Report for month ending July 2018 was provided to the commissioners.

11. **ADJOURNMENT** – At 11:00 AM commissioner Brunke made motion seconded by commissioner Malzone to close the meeting.

Eric Hansen
Commissioner; FWSD

Lou Malzone
Commissioner; FWSD

John Brunke
Commissioner, FWSD