

FREELAND WATER and SEWER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes of Regular Meeting – October 10th, 2018

MEETING PLACE - 5585 Lotto Avenue - Freeland, Washington

IN ATTENDANCE

Commissioners: John Brunke, Chad Gladhart, Erick Hansen

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

1. CALL TO ORDER

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

2. FLAG SALUTE

3. AGENDA - Agenda approved

4. APPROVAL OF MINUTES - Commissioner Hansen moved seconded by Commissioner Brunke, to approve the *regular* meeting minutes of September 19th, 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 that due to cost over-runs updating the Plan, they are requesting an additional \$22,000 dollars (about half the total overrun). Commissioner Hansen made motion seconded by Commissioner Brunke to approve \$22,000.00 dollars as requested. The Commissioners and Water Operator Andy Campbell had additional comments to incorporate into the Plan which Roger will do. Once they are incorporated into the ‘draft’ the plan will be submitted to the agencies. *Motion approved unanimously.*
- B. Comprehensive Plan Update (HH)** - The commissioners met with George Bratton (Engineer) in a workshop to discuss the Harbor Hills Water System Plan and changes were discussed which George is working on.

Once the Comprehensive Plan update for both Freeland Water and Harbor Hills are submitted, the district will ask for public comments. This will be set up and done through the district’s website.

- C. Water Treatment Project** - Andy Campbell reported there were additional parts needed to finish the installation. He will schedule ATEC to come out and do the adjustments and turn it on.

- D. **Sunnyview Village Farm** – Andy (WWS) is working with Noel Phillips to get written confirmation that the system is authorized for additional connections. He has not heard back yet.
- E. **Developer Extensions** –
 - I. **Chipshot** – The project should be ready for approval at the November meeting.
- F. **Intertie** – Commissioner Hansen will work with the District's Attorney to find out if a formal intertie agreement with the Harbor Hills Water System is necessary given that FWSD owns Harbor Hills Water System.

7. **UNFINISHED BUSINESS** –

- 7.1 **American Tower** – Commissioner Gladhart and Andy Campbell will contact Verizon and also work with the district's attorney to see what action needs to be taken with the lease that is expiring in October.

8. **NEW BUSINESS** –

- 8.1 **WWS Contract** – The contract will be submitted for approval at the November 14th meeting after the commissioners have reviewed the changes.
- 8.2 **Rental Agency** – The rental agency will prepare a proposal to be submitted at the November 14th, meeting. The contract is to represent the district as the “rental agency” for the two rental units at the District's HWY 525 property.
- 8.3 **Drainage at Trillium Property** – After reviewing the letter from the Barbours regarding flooding and drainage issues on their property adjacent to the Trillium property at Meadowood Lane, the commissioners were in agreement that this was an Island County issue and no action by the District is warranted. Terri will prepare a written response to that effect.
- 8.4 **District Commissioner Board Position** – The new Commissioners appointments effective November 1st, 2018 are: ***President***; Brunke, ***Vice President***; Hansen, ***Secretary***; Gladhart

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 September 2018.

- B. **Approval of Vouchers** –

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated September 13th, 2018. Commissioner Brunke moved and seconded by commissioner Hansen to approve and sign the September 19th, 2018 vouchers in the amount of: **\$21,743.67**

Motion approved unanimously

10.2 Operation's Report - Andy Campbell (WWS)

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

11. **ADJOURNMENT** – At 11:18 AM commissioner Brunke made motion seconded by commissioner Hansen to adjourn the meeting.

Eric Hansen
Commissioner; FWSD P-3

John Brunke
Commissioner; FWSD P-2

Chad Gladhart
Commissioner; FWSD P-3

Date Approved: November 14th, 2018 meeting