

FREELAND WATER and SEWER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes of Regular Meeting – September 19th, 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***

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

**5. COMMISSIONERS REPORTS –**

**Commissioner Hansen**

**5.1 Ground Water Analysis** - Commissioner Hansen spoke with Doug Kelly (ICTY) who stated he is still analyzing the groundwater data. Eric will ask Doug to attend the October FWSD meeting.

**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 he received into the Plan and will be ready to submit it 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 will meet with George Bratton (Engineer) in a workshop to discuss the Harbor Hills Water System Plan.

**C. Water Treatment Project** - Andy Campbell reported parts are installed and is waiting for ATEC to do the adjustments and turn it on.

**D. Sunnyview Village Farm** – Commissioner Hansen is working on district policy on new service installations time line. He also tried to contact the attorney for one of the property owners who needed a water share and has had no response. Andy (WWS) is working with Noel Phillips to get authorization for additional connections.

**E. Developer Extensions –**

**1. Chipshot - No updates.**

**F. Intertie –** The Commissioners discussed whether formal intertie agreement with the Harbor Hills Water System is necessary given that FWSD owns Harbor Hills Water System. Commissioner Hansen will discuss this with the District attorney.

**7. UNFINISHED BUSINESS –**

**7.1 American Tower –** Terri (WWS) will collect all the information and files on the cell tower to give to Commissioner Brunke to review the facts to present to the district's attorney. Once the district attorney has gone over Commissioner Brunke information, the attorney can correspond with the American Cell Towers attorney.

**8. NEW BUSINESS –**

**8.1 WWS Contract –** The commissioner will hold a workshop with WWS to discuss the contract.

**8.2 Rental Agency –** A rental agency was contacted to represent the district as the “rental agency” for the two rental units at HWY 525. Terri (WWS) will present the contract at the October 10<sup>th</sup> meeting.

**8.3 Drainage at Trillium Property –** Terri (WWS) presented to the commissioners, a letter from a person who lives in a community adjacent to the Trillium property. The letter discusses flooding and drainage issues on his property. The commissioners will review the letter and discuss it at the October meeting.

**8.4 Resignation –** Commissioner Malzone turned in his resignation as FWSD commissioners. He has put his home on the market and is moving out of state. Commissioner Hansen and Brunke accepted the resignation. A plaque was presented to Lou Malzone in appreciation for his years of service as a FWSD Commissioners.

**8.6 Commissioners Appointment –** To fill Lou Malzone’s remaining term as FWSD Commissioner, Chad Gladhart and Lou Randall shared interest in the appointment. To give them time to consider taking the position, the commissioners agreed to recess the meeting until Friday at 10AM to appoint a new commissioner.

**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 August 2018.

## **B. Approval of Vouchers –**

After reviewing the vouchers presented for payment, the Board by vote, approved payment of the vouchers dated September 13<sup>th</sup>, 2018. Commissioner Brunke moved and seconded by commissioner Hansen to approve and sign the September 19<sup>th</sup>, 2018 vouchers in the amount of: **\$36,337.33**

**Motion approved unanimously**

## **10.2 Operation's Report - Andy Campbell (WWS)**

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

**11. RECESS** – At 11:30 AM commissioner Brunke moved seconded by commissioner Hansen to recess the meeting until 10AM September 21<sup>st</sup>, 2018. **Motion approved unanimously**

## **RECONVENE MEETING**

### **IN ATTENDANCE**

**Commissioners:** Eric Hansen, John Brunke

**Staff:** WWS: Andy Campbell (*Certified Operator*) & Terri Campbell (*Finance and Administration*)

**Audience:** Chad Gladhart, Lou Randall

## **12. CALL TO ORDER**

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

## **13. COMMISSIONER APPOINTMENT**

**13.1** Chad Gladhart and Lou Randall gave their reason for wanting to be appointed FWSD Commissioner. Lou Randall withdrew his consideration in recognition of Chad's prior services as a water commissioner. Lou would like to participate in being a part of the district and wants to be included in receiving district information.

**13.2** **Appointment:** Commissioner Hansen moved seconded by Commissioner Brunke to appoint Chad Gladhart as the FWSD Commissioner, Position 3. **Motion approved unanimously**

## **14. WORKSHOP**

The commissioners scheduled a workshop to be held Monday October 1<sup>st</sup>, 2018 at 12 noon at 5585 Lotto Avenue, Freeland. The workshop is to discuss the 1) Harbor Hills water system plan with the engineer George Bratton, 2) an overview of the financial statements, 3) review cell tower files, 4) review Whidbey Water Service contract, 5) an overview of prevailing wages.

**15. RECESS:** At 11:00 AM commissioner Brunke moved seconded by commissioner Hansen to recess the meeting until Monday October 1<sup>st</sup>, 2018. **Motion approved unanimously**

## RECONVENE MEETING

### IN ATTENDANCE

**Commissioners:** Eric Hansen, John Brunke

**Staff:** WWS: Andy Campbell (*Certified Operator*) & Terri Campbell (*Finance and Administration*)

**Audience:** Chad Gladhart

#### **16. CALL TO ORDER**

Commissioner *Hansen* called the meeting back to order at 12:00 Noon.

**17. Oath of Office:** Being newly appointed as the FWSD, Chad Gladhart took the oath office as FWSD commissioner position #3. Terri Campbell signed and notarized the appointment form which she will deliver to Island County. The three commissioners also signed the updated signature form to go to Island County Auditor.

**18. ADJOURNMENT** – At 12:20 AM commissioner Brunke made motion seconded by commissioner Hansen to adjourn the meeting.

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Eric Hansen  
Commissioner; FWSD P-3

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John Brunke  
Commissioner; FWSD P-2

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Chad Gladhart  
Commissioner; FWSD P-3