

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON

Minutes for February 21, 2024 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior, William Poss and Keith Sorensen. King Water/Northwest Natural Water not in attendance per protocol established as described below.

Per a recent email from King/NNW they proposed not attending Board meetings but providing written responses to the agenda before the meeting. If attendance is requested, they will charge an hourly rate and the mileage to and from the meeting venue. Commissioners agreed that attendance is not necessary provided the agenda responses are provided by Monday before the meeting to give adequate time for review.

Absent: none

ALSO PRESENT: none

Meeting called to order at 7:05 pm by Commissioner Sorensen.

Commissioner Sorensen motioned the January 2024 meeting minutes be approved as written. Commissioner Prior seconded the motion. (***Motion carried, unanimously approved and passed***).

Commissioner Prior motioned vouchers 7 through 15 for the month of February 2024 in the total amount \$45,566.94 be approved. Commissioner Sorensen seconded the motion. (***Motion carried, unanimously approved and passed***).

Cash in the Operations Maintenance account as of January 31, 2024 was reported as \$159,113.95. A reported balance of \$220,447.80 as of January 31, 2024 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer's Fund.

However, Operations estimated balance did not include the addition of the Johnson Barrow LLC amount of \$9,509.14 and the Reserve balances don't add up.

Commissioners will ask King/NWN to review the data, adjust accordingly and revise the Operations and Maintenance Report/accounting for February.

The balance due on water bills was -\$595.53 which includes past due accounts of \$1,559.38. A substantial number of late letters were sent on 2-19-24. No 48 hour notices however. A review of past due accounts receivable was made and a discus-

sion will be held next meeting on action to be taken to get the balances collected.

### **Manager's report**

- King/NNW reported the “Total meters 224 and 226 accounts”. However, the Operations and Maintenance Report notes billed customers is 225. Commissioners will ask for clarification.
- King/NNW did not provide water quality and quantity data prior to the meeting. Commissioners will ask for the monthly data to be provided.

### **Old Business-Operations**

- Continued discussion of the arsenic treatment system review/repairs. King/NNW reported the “*the Arsenic system is fully online and operational*”. The initial arsenic sample was sent in for testing and result received Jan 19 at 3 ppb. Per email from Jeff at DCG “*it appears as that filters are reducing Iron, manganese, and arsenic to below the MCL, but we will need the certified lab results prior to giving the final approval*”.

In regard to the extra two pallets of media King/NWN replied: “*NW/King will be able to purchase the left-over media*”. Commissioners discussed retaining a portion for future topping up the tanks and how best to store the media. Commissioner Poss will contact DCG for recommendations. Matter tabled.

- Commissioner Poss noted a letter from the Board regarding the arsenic treatment status and an updated DOH “Notice to Correct Violation” was mailed out to all customers by King/NWN on Feb 2. We will need to continue sending the Notice quarterly until testing validates the 12-month average compliance (next mailing due to be sent by April 30).
- Continued discussion of a Supervisory Control and Data Acquisition (SCADA) system. King/NWN noted “*Need to contact AED; Sven for further questions able SCADA system*”. Commissioners not sure who AED or Sven is. Commissioners will ask for clarification. Matter tabled.
- Continued discussion about the use of hand-held arsenic/mag/iron test unit. King/NWN noted “*One was delivered. currently in Nik's truck. Nik will return that to the pump house ASAP*”. Commissioners noted the unit can test for magnesium (not a regulated contaminate yet) and can also check system filtration via mag levels and useful to adjust filtration. Agreed to keep the unit at the pumphouse for regular diagnostic use by staff.
- Continued discussion about having an electrician reprogram the ATEC control panel as recommended by DCG. King/NWN noted “*Nathan will explain how this works at the meeting. No bid received- contact would have to be made to ATEC*”. Commissioners will ask for clarification. Matter tabled.

- Continued discussion about ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). King/NWN noted *"We will order those spare parts to have on hand and place in the pump house"*. Commissioners will ask confirmation when placing order. Matter tabled.
- Continued discussion about replacing the faulty well #3 pump meter with a 6-inch digital readout approved last month. King/NWN noted *"The bid will be done and sent by the end of business 2/23/2024"*. Matter tabled.
- Continued discussion about placing hazardous material information placards at well house. King/NWN noted *"Placards are on order and we will strap the chlorine/ferric tank to the wall: this will be completed by March"*. Matter tabled.
- Continued discussions about paving access apron onto Reservoir Road at Saratoga Roads and the cross cut on Bells Beach Road. King/NWN noted *"Anania Construction has the job on their radar; we will complete this repair ASAP"*. Matter tabled.

#### **Old Business- Administration**

- Continued discussion of the Cross Connection Survey. King/NW reported *"We are able to create a letter/notice for those 10 or so customers. Do you have a list of those customers? Once we have this information, we can produce the letter/notice quickly"*. Commissioner Poss noted Sandra never provided a copy. Commissioner Poss reported he will send King/NWN a copy of the version that is in the December 2023 draft Small Water System Management Plan and ask King/NWN to confirm that is the final list and send us a draft of the letter propose to send. Matter tabled.
- Continued discussion about setting up an online payment system. King/NWN noted *"All information has been received from Island County. King Water will complete the final information upload via the link that will be sent from ICG"*. Commissioners will ask confirmation if ready for notification in March 1 billing. Matter tabled.
- Continued discussion of Commissioner compensation adjustment per recent WA Office of Financial Management. It notes the new rate of \$161 is effective January 1, 2024. King/NWN noted *"We are aware of the commissioner raises as approved by OFM. A Resolution will be prepared and sent via email before the meeting"*. Commissioners will reply that we don't believe a Resolution is necessary as Board is accepting the updated \$ amount per the Office of Financial Management guidance document where it states a Resolution is required if the amount is not accepted.

- Discussion of 1099 tax forms- Commissioners will ask when anticipate sending Board members the 1099 forms for federal taxes. Matter tabled.

#### Old Business Commissioner update

- Continued discussions of the Small Water System Management Plan (SWSMP) by DCG/Watershed. Commissioner Poss noted the community meeting needs to be publicized at least two weeks prior to the meeting. We can send a letter to all customers with info to be discussed and a link to the draft document. A meeting on April 17 at 5pm at the Baby Island Clubhouse was discussed and approved. Commissioner Poss will prepare a draft Notice to be mailed in March.
- Discussion of the SEPA Checklist and SEPA Determination of Non-Significance prepared by DCG. Commissioners unanimously agreed to move forward with the SEPA and issue the Determination. Commissioner Poss will forward signed documents to DCG. Matter tabled.
- Continued discussion about setting up a District website. A warrant for the initial payment was approved. Commissioners hope to get a preliminary site developed prior to the April meeting. Matter tabled.
- Continued discussion of a Leak Repair/billing adjustment Policy. Commissioner Prior previously presented a draft for review/consideration. Revisions to be presented at next meeting. Matter tabled.
- Continued discussions to develop a customer email contact list. The current list has about 90 responses from the July 2023 survey. Commissioner Poss will inquire what the cutoff date would be to get another notice to customers for the end of February billing to see if more customers wish to be entered. Matter tabled.
- Continued discussions regarding completion of the chlorine shed. Commissioners agreed to target spring early summer for completion so chlorine can be moved into shed. Matter tabled.
- Continued discussions regarding rust on pump house pipes. Commissioner Poss reported contractor start date of Feb 26. Matter tabled.
- Continued discussion of fencing the backwash pond. Commissioner Sorensen reported McBride Fencing has completed the project.
- Continued discussion of tagging fire hydrants and valves. Commissioner Prior installed 2 sample new type reflective hydrant markers (yellow) which appear

to be very reflective. Commissioner Prior will order 10 more. Matter tabled.

- Continued discussion of fire department access to both gates (Knox box). Commissioner Sorensen noted the boxes have been installed and will get with Fire Department to place the keys. Matter tabled.
- Continued discussion of pump house roof gutter guards. Tabled until spring.
- Continued discussion of re-painting the reservoir markings that are starting to fade. Commissioners noted best to do in warmer/drier weather. Commissioners will try to find stencils. Matter tabled.
- Continued discussion of certified letter from WA Department of Health (Materials are the exact same info received via email from DOH in July regarding the arsenic violation). Commissioner Poss reported follow up with Aniela Sidorska at DOH. Her email of Jan 26 reply *"I am sorry for this delayed duplicate. It is a part of the required delivery process. Hopefully, we can change it to full electronic delivery soon. Thank you for the update on your arsenic mitigation efforts! We are looking forward to the completion of this process"*.
- Discussion of quarterly Notice of Violation as required by DOH in the "Notice to Correct Violation". Notice was mailed on a few days late (Feb 2) by King/NWN without their signature and date. Commissioner Poss will forward the info to Aniela Sidorska at DOH.

#### **New Business:**

- Commissioner Prior recommended bollards be installed at hydrant on MacKay near Bells Beach Road. Commissioners will review and discuss in March. Matter tabled.
- Minutes from Special Meeting of Feb 17: Commissioner Poss motioned the Feb 17, 2024 meeting minutes be approved as written. Commissioner Prior seconded the motion. *(Motion carried, unanimously approved and passed).*
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#### **Correspondence:**

- Letter from State Auditor received describing results of 2020-2022 audit.

Highlights noted:

*We would like to thank that District for their rapid responses to our audit questions, and for their time and cooperation throughout the audit process.*

*We commend the District for ensuring meeting minutes are documented in compliance with the Open Public Meetings Act, and for ensuring compliance with annual report filing requirements.*

Meeting minutes

*We noted that the district is quick to implement our recommendations.*

*There were no audit issues identified during our audit*

*2023 annual report will be due May 29, 2024.*

- Letter from Island County Auditor requesting updated Commissioner signatures was signed and will be returned by King/NWN.

**Audience Participation:** None

Commissioner Sorensen motioned that the meeting be adjourned at 8:50. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

Commissioner Sorensen, President \_\_\_\_\_

Commissioner Poss - Secretary \_\_\_\_\_

Commissioner Prior – Treasurer \_\_\_\_\_