

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON

Minutes for January 17, 2024 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior, William Poss and Keith Sorensen. Courtney Erickson (bookkeeping) and Nathan Driscoll (Operations) of King Water/ Northwest Natural Water on conference call due to ice roads.

Absent: none

ALSO PRESENT: none

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

Commissioner Prior motioned the December 2023 meeting minutes be approved as written. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

Commissioner Poss motioned vouchers 85 through 90 and ETF 24-01 for the month of January 2024 in the total amount \$4708.97 be approved. Commissioner Prior seconded the motion. *(Motion carried, unanimously approved and passed).*

Cash in the Operations Maintenance account as of December 31, 2023 was \$161,846.61. A balance of \$220,447.80 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer's Fund.

The balance due on water bills was \$18,004.17 which includes past due accounts of \$2342.26. A substantial number of late letters were sent. Courtney noted due to staff loss/catch up. No 48 hour notices however. A review of the past due accounts receivable was made and a discussion will be held next meeting on action to be taken to get the balances collected.

**Manager's report**

- King/NNW reported monthly quantity use appears normal for the season and water loss at 1%. Water quality testing data within regulatory parameters except arsenic result for January not yet provided. Continued discussion of the arsenic treatment system repairs is described below.

**Old Business**

- Continued discussion of the arsenic treatment system review/repairs. King/NNW reported the repair work (media and valves replaced) went very well and was completed and backwashed/chlorinated on Thursday January 12 and a

sample sent in for testing. Due to low water usage there was no need to send untreated water to the reservoirs.

- Commissioner Poss noted an updated “*Notice to Correct Violation*” will need to be sent out to all customers within 30 days of the end of each quarter (by Jan 30) and continue quarterly until testing validates the 12-month average compliance. Hopefully the initial test results will be available in time to include.
- Continued discussion of a Supervisory Control and Data Acquisition (SCADA) system. Nathan noted 2 of his systems use a SCADA system and he will discuss with ATEC the parameters for analysis and reporting data on our system. Matter tabled.
- Continued discussion about the use of hand-held arsenic/mag/iron test unit. As noted in October Sandra reported a DR900 unit has been ordered as previously approved by the Board. Nathan reported the unit does not test for arsenic. Commissioners asked why Sandra said otherwise and if the unit can be returned. Nathan noted the unit can test for magnesium (not a regulated contaminant yet) and can also check system filtration via mag levels and useful to adjust filtration. Nathan to check on how many units were delivered and what options the Board has. Matter tabled.
- Continued discussion about having an electrician reprogram the ATEC control panel as recommended by DCG. Nathan will check with Robert at DCG and confirm Jerry Beck Co. has been contacted to get on the schedule. Matter tabled.
- Continued discussion about ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). Nathan will ask Robert at DCG to provide specifications to confirm before placing order. Matter tabled.
- Continued discussion about replacing the faulty well #3 pump meter with a 6-inch digital readout approved last month. Nathan reported the pump and associated parts are available now and will get a bid to replace the adjacent piping with new c9000 (PVC) vs. ductile iron which can rust. Matter tabled.
- Continued discussion of the Cross Connection Survey. King/NW reported Sandra will be gone entirely in a week or so and will pass the info to new Cross Connection specialist JJ Olson. Nathan and Nick also will take test to become certified CC specialists. King/NW will send a letter to each of the 10 or so customers who may need to install back flow devices. Commissioners noted a desire to complete the program as it has been ongoing for long time. Matter tabled.

- 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 in April was discussed but a date not set yet. Matter tabled.
- Tabled discussions of the Short Lived Asset Component Inventory and Assessment table of action items.
- Continued discussion about setting up a District website. Commissioner Poss contacted Goosefoot for a recommendation. Sami by Design was contacted and provided a proposal for a professional web design and setup for \$1500 with an option for a year of hosting, maintenance and upkeep.

After discussion it was considered appropriate for our District use. Commissioner Prior motioned the proposal from Sami by Design for \$1500 and a one year of hosting, maintenance and upkeep be approved as presented. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

- Continued discussion about setting up an online payment system. Courtney reported a letter from the Island County Treasurer authorizing the system has been received and all paperwork papers to be in order and expects it will be ready for use by next billing cycle. Matter tabled.
- Continued discussions to develop a customer email contact list for Commissioners to use when an emergency notification is required. The current list provided by Joanne (about 90 responded to the survey) could be used and can be added to over time if more customers wish to be entered. Matter tabled.
- Continued discussions about paving access apron onto Reservoir Road at Saratoga Roads and the cross cut on Bells Beach Road. Nathan reported contractors are waiting for cold weather to lift as the asphalt plant is down while very cold. Matter tabled.
- Tabled discussions regarding completion of the chlorine shed.
- Continued discussions regarding rust on pump house pipes. The bid from Fluid Tek (a division of Johnson Barrow Inc.) dated 10-12-2023 in the amount of \$8740 was approved by the Board in October. Nathan reported the work can be done before or after the well meter replacement. Commissioner Poss will contact Fluid Tea to confirm their availability. Matter tabled.
- Continued discussion of fencing the backwash pond. Commissioner Sorensen presented the McBride Fencing proposal to fence the pond including an access gate for \$9707.14 for consideration. Commissioner Prior motioned the pro-

posal from McBride Fencing to fence the pond perimeter, including an access gate for \$9707.14 be approved as presented. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

- Continued discussion of tagging each fire hydrant and valve. Commissioner Prior ordered sample (2) of a new type of reflective marker (yellow) for display and review. 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.
- Tabled discussion of pump house roof gutter guards.
- Tabled discussion about placing hazardous material information placards at well house. Nate said in November that he can order the signage and will wrap the tanks so they will not spill in an earthquake. Matter tabled.
- Continued discussion of re-painting the reservoir markings that are starting to fade. Commissioners noted best to do in warmer/drier weather. Matter tabled.
- Continued discussion of rate structure and whether a rate increase is needed to maintain and grow Reserves given the large repair and maintenance projects recently and anticipated projects in the future as noted in the Small Water System Management Plan. As noted by DCG we will need to have a community meeting to discuss. It was proposed we will set up the meeting for April 2024. Matter tabled.
- Continued discussion of a Leak Repair/billing adjustment Policy. Commissioner Prior presented a draft for review/consideration. 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. Courtney noted she will adjust warrants accordingly unless a Resolution is necessary.

#### **New Business:**

- Commissioner Sorensen reported an inquiry regarding possible overcharge to customer. He will forward info to Courtney for review. Matter tabled.

#### **Correspondence:**

Certified letter from WA Department of Health received. Materials are the exact same info received via email from DOH in July regarding the arsenic violation. Commissioner Poss will follow up with Aniela Sidorska at DOH. Matter tabled.

#### **Audience Participation:** None

Commissioner Sorensen motioned that the meeting be adjourned at 8:40. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

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

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

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