

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON

Minutes for October 18, 2023 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior and William Poss (remote) and Sandra Bodamer of King Water/Northwest Natural Water.

Absent: Keith Sorensen

ALSO PRESENT: none

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

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

Commissioner Prior motioned vouchers 65 through 70 and ETF 23-9 for the month of October 2023 in the total amount \$11,379.987 be approved. Commissioner Prior seconded the motion. (*Motion carried, unanimously approved and passed*).

Cash in the Operations Maintenance account as of September 30, 2023 was \$161,536.41. A balance of \$219,266.30 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer's Fund.

The balance due on water bills was \$2227.25 which includes past due accounts of \$19.20. A review of the past due accounts receivable was made and a discussion will be held next meeting on the action to be taken to get the balances collected.

**Manager's report**

- Sandra reported monthly quantity use appears normal for the season and quality testing data within regulatory parameters except arsenic test data continues above MCL at 20ppb. Continued discussion of the arsenic treatment system repairs is described below.

**Old Business**

- Continued discussion of the arsenic treatment system review/repairs with Sandra. Sandra indicated the replacement media has been delivered to the well site and the new valves and manifolds also received however pending confirmation of delivery of all needed parts. Sandra said need to confirm all parts available before scheduling the dates for the work. King/DCG noted it appears a bypass can be installed to allow for continued delivery from wells to reservoirs during

Meeting minutes

repairs. Per Sandra her team is ready to commence on repairs once all materials are delivered.

Sandra noted she met with DOH recently and updated Aniela Sidorska on project status.

- Commissioner Poss reminded Sandra re: recent follow up with the WA Department of Health regarding the “*Notice to Correct Violation*”. Aniela Sidorska noted “*As we discussed, you may include your ongoing public notifications with the regular billing cycle (within 30 days after the arsenic exceedance is confirmed for the quarter)*”. We will send the additional Public Notice with the October billing.
- Tabled discussion of a Supervisory Control and Data Acquisition (SCADA) system until Commissioner Sorensen is in attendance. Matter tabled.
- Continued discussion about the use of hand-held arsenic/mag/iron test unit. Sandra reported a DR900 unit has been ordered from Hoch Industries. Matter tabled.
- Continued discussion about having an electrician reprogram the ATEC control panel. Sandra reported electrician Jerry Beck and CO has been contacted and waiting for an estimate. Matter tabled.
- Continued discussion about ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). Sandra noted she has spare mixer motor on order and will research the other parts. Matter tabled.
- Continued discussion about King Water ordering the replacement for the faulty well #3 pump meter with a 6-inch digital readout approved last month. Sandra noted she has the meter on order and can do the replacement when the arsenic system work being done. Matter tabled.
- Continued discussion of the Cross Connection Survey. Sandra reported project data collection is complete and will schedule a site visit with each of the 10 customers who may need to install backflow devices. Commissioners will be provided a list of the customers who need backflow prevention devices. Matter tabled.
- Continued discussions of the Small Water System Management Plan (SWSMP) by DCG/Watershed including the action items noted in the referenced letter of SWSMP review by WA DOE dated May 18, 2023. Commissioner Poss reported DCG/Watershed is working on the Plan. Matter tabled.
- Tabled discussions of the Small Water System Management Plan and the Short Lived Asset Component Inventory and Assessment table of action items until

Commissioner Sorensen is in attendance. Matter tabled.

- Continued discussion about setting up a District website. Commissioner Prior reported he has prepared a template and registered a domain name but no further activity reported. Matter tabled.
  - Continued discussion about setting up credit card payment system. Sandra reported the system is nearly ready to be used however the bank requires a letter from the Island County Treasurer authorizing the system. Sandra to contact Treasurer to get the letter sent. Sandra noted a notice will be sent to all customers, hopefully with the next billing, indicating how to sign up for online bill pay Matter tabled.
  - Continued discussions to develop a customer email contact list for Commissioners to use when an emergency notification is required. Sandra noted that Rachel of King Water is entering the data from returned survey and can send an Excel spreadsheet with the info gathered to date. Matter tabled.
  - Continued discussions about paving access apron onto Reservoir Road at Saratoga Roads and the cross cut on Bells Beach Road. Sandra reported she found a contractor to get a bid. Matter tabled.
  - Tabled discussions regarding completion of the chlorine shed. Matter tabled.
  - Continued discussions regarding rust on pump house pipes. Discussion of revised bid from Fluid Tek (a division of Johnson Barrow Inc.) dated 10-12-2023 in the amount of \$8740. The bid was based on a site visit by the contractor for treatment of the pipe rust and rust on the treatment tanks. Commissioner Prior motioned the proposal from Fluid Tek (a division of Johnson Barrow Inc.) dated 10-12-2023 in the amount of \$8740 be approved. Commissioner Poss seconded the motion. *(Motion carried, unanimously approved and passed)*n.
  - Continued discussion of fencing the backwash pond. Commissioner Sorensen was to contact McBride fencing for an estimate. Matter tabled until attendance by Commissioner Sorensen.
  - Continued discussion of tagging each fire hydrant and valve. Commissioner Prior a new type of reflective marker available for each hydrant. Commissioner Prior to send info from the website. Matter tabled.
  - Continued discussion of fire department access to both gates. Commissioner Prior will contact SW Fire to set up Knox boxes. Matter tabled.
  - Continued discussion of fire hydrant clearing and painting. Commissioner Prior reported plans to clear and paint hydrants by year end. Matter tabled.
  - Continued discussion of pump house roof gutter cleaning. Commissioner Prior
- Meeting minutes

noted Fair Trade cleaned gutters recently. Discussion of installation of a gutter guard system to prevent leaves clogging gutters. No action. Matter tabled.

- Continued discussion about placing hazardous material information placards at well house. Sandra said she will order them for the pumphouse. 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. A special meeting or notice to all members will be considered. Matter tabled.

**New Business:**

- Commissioner Prior noted reports/concerns regarding sounds of gunshots in the woods near pump house. Discussion of whether hunting is legal? Matter tabled.

**Correspondence:**

None.

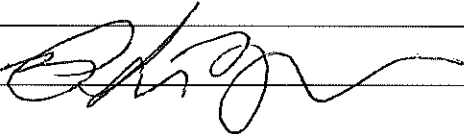
**Audience Participation:** None

Commissioner Prior motioned that the meeting be adjourned at 8:10. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*)

Commissioner Sorensen, President



Commissioner Poss - Secretary



Commissioner Prior – Treasurer

