

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for April 17, 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 previously established.

Absent: none

ALSO PRESENT: none

Meeting called to order at 6:55 pm by Commissioner Sorensen.

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

Commissioner Prior motioned vouchers 26 through 30 and ETF 24-03 for the month of April 2024 in the total amount \$8,793.10 be approved. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of March 31, 2024 was reported as \$130,449.63. A reported balance of \$212,557.96 plus \$8952.88 as of March 31, 2024 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer's Fund. Last month the Reserve Fund numbers appeared incorrect which was clarified/corrected by King Water who replied via email: *"It looks as though the excel sheet stopped doing the calculations after December and that was my oversight for not catching it sooner; I have fixed the report and sent over the treasures report with the corresponding reconciliation. The \$8952.88 is just the amount of interest total on the account plus the \$212,193.49 balance totaling the correct amount in the Bond Reserve Fund of \$221,146.37"*.

The balance due on water bills was \$854.65 which includes past due accounts of \$1221.62. No info on late letters or 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 did not provide water quality data prior to the meeting. Commissioners previously asked for the monthly data to be provided. Joanne Skaar previously replied that all results are now sent to corporate offices and will now be also sent to Commissioner Poss. Bacteriologic test for March provided was within regulatory parameters. However, no arsenic test data provided by NWN for March. Follow up from King/NWN as follows *“When our test tracking system was implemented- it was from a list given to us from WA state. It was brought to our attention from Alexix Medina from DOH that there were 4 system she neglected to put on the that list, and Saratoga was one of the 4. Our tracker has been updated but due to the unfortunate oversight Saratoga does not have March Arsenic results and the state is aware”*.
- Discussion regarding the quarterly Notice of Violation as required by DOH. Next mailing is due no later than April 30. Commissioner Poss to coordinate with King/NW Natural for providing the form and a letter from the Board and will hopefully have new arsenic test data in time to include.

Old Business-Operations

- Continued discussion of the arsenic treatment system review/repairs. King/NNW reported: *“So far all of the testing has passed and we may be looking at installing another set of chemical injection pumps to more accurately dose both wells”*.
- Continued discussion of the extra two pallets of media. King/NWN replied: *“Currently they’re ok where they are right now, but it would be a good idea to look into a storage option prior to winter. We have not heard from DCG”*. Commissioners discussed retaining a portion for future topping up the tanks and how best to store the media. Commissioner Poss will again reach out to DCG for recommendations. Matter tabled.
- Continued discussion of the generator function. King/NWN replied *“the generator is at load max capacity. The suggestion is to either purchase another generator of the same size or purchase a larger generator that will hold the additional electrical load.”* Commissioner Sorensen to contact J Beck for info. Matter tabled.
- Continued discussion of the recent electrical panel item failure-we understand that J Beck was contacted to repair? King/NWN replied *“Well 2 a melted wire was found when Mr. Beck was looking over the system. We know the wire was repaired but we have not received a report”*. Matter tabled.
- Continued discussion about a Supervisory Control and Data Acquisition (SCADA) system options/quote? King/NWN replied *“Nate or JJ will have to do a quote. (Nate is out of the office-Monday”*. Commissioners also asked

Robert Bennion of DCG who said he will look at options and report for May meeting. Matter tabled.

- Continued discussion about ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). King/NWN noted *“Nik believes the spare parts have been ordered by Mr. Beck. We will follow up with Mr. Beck”*. Matter tabled.
- Continued discussion about replacing the faulty well #3 pump meter with a 6-inch digital readout approved last month. King/NWN noted *“Nate will prepare the estimate and get that over before the next meeting”*. Additional follow up from King/NWN noted *“Nate spoke with HG Fowler, and they have found a meter. We are currently waiting for price”*. Matter tabled.
- Continued discussion about placing hazardous material information placards at well house. King/NWN noted *“The ferric placard has arrived and will be giving that to Josiah on 4/14 to apply to the wall. The Chlorine placard was on back order and should arrive-hopefully this week. The tanks should be strapped to the wall on 4/14”*. 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 *“Nate spoke to Anania, who is waiting on the weather and the asphalt plant to open-they are normally closed during the winter”*. Matter tabled.
- Continued discussion on status of secondary humidifier for pump house. King/NWN noted: *“Legend Brand has referred Nate a Seattle company for the repair of the large humidifier. This will require a staff member to drive the unit to and from Seattle. Nate is researching other repair facilities to see there is one that is closer.”* Matter tabled.
- Continued regarding the new Lead and Copper Rule Revisions including the Lead Service Line Inventory (LSLI) to be submitted to the state by October 16, 2024. King/NWN noted *“Our understanding is that any homes built after 1986 were built with non-lead lines. We do not know of any (lead) lines in the Saratoga area”*. Commissioners agreed to review further and formulate a plan to complete the Inventory and submit on time. Matter tabled.
- Continued discussion regarding bollards for hydrant protection at McKay and Bells Beach Road on agenda? King/NWN noted: *“need to get that on the schedule, but it could be closer to the end of summer before that happens”*. Matter tabled.

Old Business- Administration

- Continued discussion of the Cross Connection Survey. King/NW reported: *“Currently we 2 individuals who will taking their certification at the end of the*

week. Once we have 1 certified BS and CC person we are happy to accept a draft of a letter or work with you to draft a letter for those individuals". Also as follow up: "Please reach out to JJ Olson via Peg his assistant to set up a day and time to discuss the parameters of the project and the letter template. Ph: 503.554.8333". Matter tabled.

Old Business Commissioner update

- Continued discussions of the Small Water System Management Plan (SWSMP) by DCG/Watershed. The SWSMP plan was approved by Resolution at the special meeting held before this evening's regular meeting.
- Continued discussion about having an electrician reprogram the ATEC control panel as recommended by DCG. King/NWN provided a bid from *J Beck Co dated March 27, 2024 in the amount of \$2507.10. Commissioner Sorensen motioned the bid be approved pending final approval of DCG. Commissioner Prior seconded the motion. (Motion carried, unanimously approved and passed).*
- Continued discussion about setting up a District website. Commissioners hope to meet with Sami to review preliminary website prior to the May meeting. Matter tabled.
- Continued discussion of a Leak Repair/billing adjustment Policy. Commissioner Prior previously presented a draft for review/consideration. Matter tabled.
- Continued discussions to develop a customer email contact list. Matter tabled.
- Continued discussion about setting up an online payment system. Commissioner Poss previously noted he received an emailed request for signatures on an ICG Contract but expressed he will not sign as it has a number of references to assuming personal liability and indemnification as well as incorrectly listing Commissioner Poss as Board President. Joanne Skaar recommended if we use another vendor that we use a company that is compatible with the King/NWN billing software called El Dorado. Our contact with Heritage Bank was asked if their system is compatible but no response yet. Matter Tabled.
- Continued discussions regarding completion of the chlorine shed. Matter tabled.
- Continued discussion of tagging fire hydrants and valves. Commissioner Prior reflective hydrant markers (yellow) on order. 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 summer.
- 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.

New Business:

- Discussion of Tree removal around reservoirs and leaning alder near pump house-bid requested from Fair Trade. No bid received yet. Matter tabled.

Correspondence: none

Audience Participation: None

Commissioner Sorensen motioned that the meeting be adjourned at 7:45. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

Commissioner Sorensen, President _____

Commissioner Poss - Secretary _____

Commissioner Prior – Treasurer _____