

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes for December 20, 2023 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior, William Poss and Keith Sorensen Joanne Skaar (office manager) and Courtney Erickson (bookkeeping) of King Water/Northwest Natural Water.

Absent: none

ALSO PRESENT: none

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

Commissioner Sorensen received the Oath of Office form from Island County affirming his reelection on the November ballot. The Oath was administered and signed for return to Island County elections office.

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

Commissioner Poss motioned vouchers 78 through 84 and ETF 23-12 for the month of November 2023 in the total amount \$5,963.92 be approved. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.

Cash in the Operations Maintenance account as of November 30, 2023 was \$155,938.94. A balance of \$219,676.73 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer's Fund.

The balance due on water bills was \$2379.72 which includes past due accounts of \$1313.27. 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 quality testing data within regulatory parameters except arsenic at 13.3 ppb. Continued discussion of the arsenic treatment system repairs is described below.

- Joanne Skaar reported that Nate Driscoll (Operations Manager) could not attend due to illness and noted she and Nate will typically attend future board meetings.
- Joanne noted that King /Northwest Natural Water is aware of the many concerns with operations and management and that they are in the process of adding and training new staff, updating system operations and administration to improve service.

Old Business

- Continued discussion of the arsenic treatment system review/repairs. Joanne reported they are scheduled to begin the repair work January 8 and anticipate completion by January 12. Nate previously prepared a draft letter that will be sent to all customers describing the planned work and schedule. Commissioners previously reviewed/approved the draft in November. Courtney noted meter reading next week and the letter will go out with the billing by week's end.
 - Commissioner Poss noted an updated "*Notice to Correct Violation*" will need to be sent out within 30 days of the end of each quarter (by Jan 30) and continue quarterly until testing validates the 12-month average compliance.
- Tabled discussion of a Supervisory Control and Data Acquisition (SCADA) system.
- 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. Joanne will ask Nate to confirm. Matter tabled.
- Continued discussion about having an electrician reprogram the ATEC control panel as recommended by DCG. Joanne will ask Nate to confirm Jerry Beck Co. has been contacted. Matter tabled.
- Continued discussion about ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). Joanne will ask Nate to confirm. 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. Nate reported in November that the part is available now and would be best to replace the adjacent piping with new c9000 (PVC) vs. ductile iron which can rust. Nate said he will discuss with Robert at DCG and get estimates. Joanne will ask Nate to confirm. Matter tabled.
- Continued discussion of the Cross Connection Survey. In October 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 and that

Commissioners will be provided a list. Joanne was not aware of the status of the project but will review to complete the program. Matter tabled.

- Continued discussions of the Small Water System Management Plan (SWSMP) by DCG/Watershed. Regarding the letter from Robert Bennion dated December 7, 2023 Commissioner Poss sent a response dated December 28, 2023. As noted by DCG *“we will need to have a community meeting discussing the highlights of the plan updates, the water use efficiency goal, and any changes to rates/fees/charges, etc. The community meeting needs to be publicized at least two weeks prior to the meeting. When we resubmit to DOH they will want to see the minutes from this meeting (those minutes have to mention the plan and the efficiency goal). Finally, we need a resolution from the commissioners approving the plan”*. 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 recommended we hire a professional web designer to set it up. Joanne recommended contacting Goosefoot for recommendations. Commissioner Poss will follow up. Matter tabled.
- Continued discussion about setting up an online payment system. Joanne reported a letter from the Island County Treasurer authorizing the system is needed and she will contact the Treasurer to get the letter sent. Matter tabled.
- Continued discussions to develop a customer email contact list for Commissioners to use when an emergency notification is required. Joanne noted that Rachel of King Water who was entering the data from returned survey has left the company. Joanne will try to obtain the list and 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. Courtney reported she understood Nate had a recent meeting with a contractor for a bid. 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. It was agreed best to do the work after the arsenic repairs. Matter tabled.
- Continued discussion of fencing the backwash pond. Commissioner Sorensen to send the McBride fencing for consideration next month. Matter tabled.

- Continued discussion of tagging each fire hydrant and valve. Commissioner Prior noted a new type of reflective marker available for each hydrant. Commissioner Prior to order one sample for review. Matter tabled.
- Tabled discussion of fire department access to both gates (Knox box).
- Continued discussion of pump house roof gutter guards. Commissioner Prior noted a gutter guard system to prevent leaves clogging gutters likely available from Home Depot. Matter tabled.
- Continued 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. Joanne will ask Nate about status. Matter tabled.
- Continued discussion of re-painting the reservoir markings that are starting to fade. 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 is anticipated we will set up the meeting for spring 2024. Matter tabled.

New Business:

- Commissioner Sorensen inquired about the status of the humidifier. Joanne will ask Nate. Matter tabled.

Correspondence:

None.

Audience Participation: None

Commissioner Sorensen motioned that the meeting be adjourned at 8:20. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

Commissioner Sorensen, President _____

Commissioner Poss - Secretary _____

Commissioner Prior – Treasurer _____