

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes for March 20, 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 7:05 pm by Commissioner Sorensen.

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

Commissioner Poss motioned vouchers 17 through 25 and ETF 24-2 for the month of March 2024 in the total amount \$12,368.12 be approved. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of February 29, 2024 was reported as \$132,203.75. A reported balance of \$221,146.37 as of February 29, 2024 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer's Fund.

However, the Reserve balances don't add up. King Water was asked to clarify and 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 Accounts Receivable was not provided therefore the balance due on water bills and past due accounts and number of late letters is unknown. A review of past due accounts receivable will be requested for the next meeting.

Manager's report

- King/NNW did not provide water quality data prior to the meeting. Commissioners asked for the monthly data to be provided. Joanne Skaar replied as fol-

lows: *“A new lab is being used and all results sent to corporate offices-please have all results sent to the Board as well. This request has been sent testing@hilandwater.com and jperryman@nwnaturalwaterservices.com”*.

- Discussion 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. Joanne Skaar replied as follows: *“We need directions from the board on how to proceed- if you want us to provide this service there will be a charge”*. Commissioners agreed to review further and formulate a plan to complete the Inventory and submit on time.
- Discussion regarding the 2023 Consumer Confidence and Water Use Efficiency Report due July 1, 2024. Joanne Skaar replied as follows: *“We will be providing this report to the state.”*

Old Business-Operations

- Continued discussion of the arsenic treatment system review/repairs. King/NNW reported: *“Completed, tested and online”*.

In regard to the extra two pallets of media King/NWN replied: *“If DCG wants to buy the extra Media then Saratoga can choose to do so. If Saratoga needs Media, then that will need to be purchased at that time. King Water does keep some Media on hand”*. Commissioners discussed retaining a portion for future topping up the tanks and how best to store the media. Commissioner Poss contacted DCG for recommendations without a reply to date. Matter tabled.

- Commissioner Poss reported he was at the pump house when area power went out-generator came on but no power was delivered to pump house- photo taken when power was out and generator running. King/NNW reported *“The generator that is there only runs the booster pump room. It does not power the wells or filtration system”*. Commissioners reported King staff previously said the entire system is connected to the generator. Discussion regarding desire to confirm and if not connected to find out how we can get full system power. Commissioner Sorensen reported from King Water (Josiah) that an electrical panel item failed and that J Beck was contacted to repair. Matter tabled.
- Continued discussion of a Supervisory Control and Data Acquisition (SCADA) system. King/NNW noted *“Nate or Nik will call SCADA to get a quote. Matter tabled.”*
- Continued discussion about the use of hand-held arsenic/mag/iron test unit. King/NW Natural reported the DR 900 mag/iron test unit *“is in the storage shed with all of the paperwork per Nik”*.
- Continued discussion about having an electrician reprogram the ATEC control panel as recommended by DCG. King/NNW noted *“Nik spoke with Jerry Beck”*

who took copious notes and will be doing research about the panel. Jerry will reach out to Nik with his recommendations". 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 have the list of spare parts and Nate will get that estimate prepared"*. Matter tabled.
- Continued discussion about replacing the faulty well #3 pump meter with a 6-inch digital readout approved last month. King/NWN noted *"This will be moved to the top of Nate's estimate list"*. Matter tabled.
- Continued discussion about placing hazardous material information placards at well house. King/NWN noted *"Strapping the tanks to the wall can be done on a round day or project day. We will get it on field tech's schedule. Nik will provide the information to Joanne who will order the placard"*. 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 is going to do the work as soon as they can get it on their schedule."* Matter tabled.
- Discussion on status of secondary humidifier for pump house. King/NWN noted: *"The large humidifier needs to be taken to Legend Brand in Burlington to be repaired or a new humidifier can be purchased we just need the go ahead on which option the board would prefer"*. Commissioner agreed it needs to be repaired and will ask King/NWN to send it in for an estimate. Matter tabled.
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Old Business- Administration

- Continued discussion of the Cross Connection Survey. King/NW reported: *"We will send a letter template for review and edit. JJ Olson will assist with this project"*. Matter tabled.
- Continued discussion about setting up an online payment system. King/NWN noted *"All requested documents have been uploaded via link to Joanne's email (approval letter-Island Co., Bill's WA DL, Franchise App-Island Co., current Utility bill). The final application for accepting CC payments was completed for the 2nd time on 3.13.2024. The final stage should be a signature link to Bill's email to finish the set-up process"*. Commissioner Poss 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. Commissioner Prior noted he will contact ICG to discuss. Matter tabled.

- 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 prepared notice for mailing to community. Notice was mailed with end of February billing and received on 3-18. The meeting will be on April 17 at 5pm at the Baby Island Clubhouse was discussed. Commissioner Poss.
- Continued discussion about setting up a District website. 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. Another notice to customers for the end of April billing to be considered to see if more customers wish to be entered. Matter tabled.
- Continued discussions regarding completion of the chlorine shed. Commissioners agreed to target early summer for completion so chlorine can be moved into shed. Matter tabled.
- Continued discussions regarding rust on pump house pipes. Commissioner Poss reported project completed and very well done.
- 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 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.
- Discussion of quarterly Notice of Violation as required by DOH in the “Notice

to Correct Violation”. Another notice to be sent within 30 days of March 31.

New Business:

- Commissioner Prior recommended bollards be installed at hydrant on McKay Drive at Bells Beach Road. Commissioner Sorensen motioned King Water be directed to install 2 bollards at said location. Commissioner Prior seconded the motion. *(Motion carried, unanimously approved and passed).*
- Discussion of Tree removal around reservoirs and leaning alder near pump house-bid requested from Fair Trade. No bid received yet. Matter tabled.

Correspondence:

- Letter from Island County Public Works regarding clearing around hydrants valves in Right of Way forwarded to King/NWN.

Audience Participation: None

Commissioner Sorensen motioned that the meeting be adjourned at 8:45. Commissioner Poss seconded the motion. *(Motion carried, unanimously approved and passed)*

Commissioner Sorensen, President _____

Commissioner Poss - Secretary _____

Commissioner Prior – Treasurer _____