

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON

Minutes for November 15, 2023 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior and William Poss (called in remote) and Commissioner Keith Sorensen Nate Driscoll of King Water/Northwest Natural Water.

Absent: none

ALSO PRESENT: none

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

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

Commissioner Poss motioned vouchers 71 through 77 and ETF 23-11 for the month of November 2023 in the total amount \$13,136.75 be approved. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of October 31, 2023 was \$160,476.02. 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 and past due on water bills was not provided by King Water. Therefore, a review of the past due accounts receivable was not made and a discussion will be held next meeting on the 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 test data not provided by King Water. Continued discussion of the arsenic treatment system repairs is described below.
- Nate reported that Sandra Bodamer will be retired by Jan 1, 2024 and that he and Courtney will be attending future meetings.
- Nate reported the transfer switch on the generator need to be serviced or replaced and discussed with Jerry Beck. Nate to follow up. Matter tabled.

## **Old Business**

- Continued discussion of the arsenic treatment system review/repairs with Nate. Who reported plans to install a bypass and test run the repairs tomorrow to be sure all parts are in place. Nate noted he has met recently with Robert Bennion of DCG and agreed upon the repair plans. If the test run goes well they anticipate the work to be completed the week on November 27. Nate prepared a draft letter to be sent to all customers describing the planned work and schedule. Commissioners will review the draft prior to sending it out. King will also place the sandwich notice boards in the community
- Commissioner Poss noted an updated “*Notice to Correct Violation*” was mailed out by King with the October billing and that we will need to continue to send a Notice within 30 days of the end of each quarter until testing validates the 12-month average is in compliance. We will send the additional Public Notice with the December billing.
- Continued discussion of a Supervisory Control and Data Acquisition (SCADA) system. Nate agreed data acquisition would be very valuable and noted a wide range of options. He will check with Jerry Beck about possible costs. 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 from Hoch Industries as previously approved by the Board. Nate will check into to confirm. Matter tabled.
- Continued discussion about having an electrician reprogram the ATEC control panel as recommended by DCG. Nate will discuss with Electrician Jerry Beck. Matter tabled.
- Continued discussion about ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). Nate was unaware of any spares on hand although in October Sandra noted she has spare mixer motor on order. Nate suggested spare parts a good idea and best to store them in the new shed when completed. 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 part is available now and would be best to replace the adjacent piping with new c9000 (PVC) vs. ductile iron which can rust. Nate says he will discuss with Robert at DCG and get estimates. 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 of the customers who need backflow prevention devices. Nate was not aware of the status of the project at this time. 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 and will contact DCG for an update. 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 Prior reported no further activity to date. Matter tabled.
- Continued discussion about setting up credit card payment system. In October 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 was to contact the Treasurer to get the letter sent. Nate was not aware of the status but doubted it will be ready for use with the next billing. Matter tabled.
- Continued discussions to develop a customer email contact list for Commissioners to use when an emergency notification is required. Sandra previously 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. Nate said Rachel will send the info to the Commissioners. Matter tabled.
- Continued discussions about paving access apron onto Reservoir Road at Saratoga Roads and the cross cut on Bells Beach Road. Nate reported a scheduled meeting Monday with a contractor to get a bid. Matter tabled.
- Tabled discussions regarding completion of the chlorine shed. Commissioner Sorensen to prepare a task list for project completion. Matter tabled.
- 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 contact McBride fencing to determine timing of the estimate provided. 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 send info from the website. Matter tabled.
- Continued discussion of fire department access to both gates. Commissioner Sorensen will contact SW Fire to set up Knox boxes. Matter tabled.
- Continued discussion of fire hydrant clearing and painting. Commissioner Prior reported painting of hydrants done for now as weather to wet. Matter tabled.
- Continued discussion of pump house roof gutter cleaning. Commissioner Prior 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 in October she will order them for the pump house. Nate said he can order the signage and will wrap the tanks so they will not spill in an earthquake. 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:**

- none.

**Correspondence:**

None.

**Audience Participation:** None

Commissioner Prior motioned that the meeting be adjourned at 8:15. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

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

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

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

Meeting minutes