

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes for June 19, 2024 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior, William Poss and Keith Sorensen.

Absent: none

ALSO PRESENT: none

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

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

Commissioner Prior motioned vouchers 39 through 44 and ETF 24-05 for the month of June 2024 in the total amount \$13,645.43 be approved. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of May 30, 2024 was reported as \$141,893.46. A reported balance of \$222,919.51 as of May 30, 2024 is being carried in the Reserve Funds. Both accounts are in the Island County Treasurer's Fund.

The balance due on water bills was -\$255.21 and past due account of \$493.17. 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/NW Natural:** indicated 48-hour notices etc. sent to customers 20279 and 20282.

**Old Business-Operations**

- King/NNW provided water quality data prior to the meeting (bacteriological was satisfactory however arsenic tests from 5-10, 5-17 and 5-22 came in at 13.6, 14.1 and 14 ppb). Data was forwarded to District engineer for review. Comment from Facet as follows: *"The issues with elevated arsenic appear to have been caused by an inadequate dosing of iron (in the form of ferric chloride) into water prior to the filters. The proper dosing and oxidation of iron is what allows arsenic to be filtered in the system media. The low dosage of iron*

*resulted in adequate removal. On May 31st Nick went onsite and diagnosed the issue. The chemical feed for iron (ferric chloride) was adjusted to the target reading of 2.2 mg/L and the chemical feed pump for chlorine was adjusted to properly oxidize and provide the required system residual. This took them a few hours of time as it takes some time (at least 20 min) to get the full filter system into a balanced state after a change. They also backwashed the filters to start fresh. After the system was functioning with the intended settings, the operators took a finished water quality sample for arsenic.*

*We discussed the following best management practices for the operators:*

- 1. Adding signs/tags to the chemical tanks to clarify the proper dilution and desired readings*
- 2. Recording Pre-Filter iron tests on each visit to the system. The form used will list the target value (2.2 mg/L)*
- 3. Regarding Free Chlorine residual post filters on each visit to the system. The form will list the target value (1.3 mg/L)*

*I believe that once the test post May 31st are received that the District should be seeing the appropriate finished water quality tests for arsenic”.*

- King/NW Natural was asked for comment or update regarding arsenic treatment system. Response from King/NW: *“The parameters per Facet were instituted the week of June 3-7, 2024. A meeting is scheduled for 6.14.2024 to discuss further adjustments”*. Commissioners will ask for date of the most recent tests post May 31 as they have not been received yet.
- Continued discussion regarding reimbursement for well left on/overflow of reservoirs on 4-18. Agreed to wait for PSE billing for the period to compare to last year power usage at same period. Matter Tabled.
- Continued discussion of the Pressure Reduction Valve service schedule for PRV on Center Street. King/NW Natural comment: *“King Water can contract someone to do this”*. Commissioners will ask for service be scheduled as soon as possible. Matter Tabled.
- Continued discussion of panel modifications and a Supervisory Control and Data Acquisition (SCADA) system options. Robert Bennion of Facet previously has been in discussion with Jerry Beck Co and provided a summation of system via email ON 5-16 as follows: “

## Saratoga Water District

As we agreed, given the age and existing conditions to the controls that at the District, a more comprehensive solution would be most valuable given the various parameters they would want to address including the data acquisition and storage. More short term cost for long term functionality and reduced maintenance. Would it be possible to get a revised quote that provided the following items. We would anticipate this project would have local controls that communicate with a Mission Controls system for data acquisition/logging.

1. New electrical into the chemical storage shed. This would need lighting, fans, louvers, and outlets to operate at least 4 chemical injection pumps (probably roughly similar to Saratoga Beach Owners Association except with additional space and pumps)
2. VFD well controls (Both Wells are have 25 hp pumps). We would need contactors off of each well to allow dedicated chemical pumps to be operated for each well and to be able to run in manual/hand mode.
3. Regarding the wells: they should continue to alternate in operation. Hand/off/auto switches and run times.
4. Pressure transducers for both reservoirs to control reservoir levels and operate the well (the second set for redundancy and ability to control when a single reservoir is out of service for maintenance/cleaning)
5. Pressure transducers for both wells. (Installation depth for probes in the wells would be approximately 365 feet. This would result in 75 (33 psi) feet of water above the probe).
6. Level sensors for 2 chemical vats (1 chlorine and 1 ferric chloride).
7. Evaluate and expand Generator to operate booster pumps and at least one well and treatment filter.
8. Mission Controls for logging and access for the following system data:
  - a. Reservoir Levels (1 or 2)
  - b. Well Pumps – On/Off and Run Times (2)
  - c. Well Water Levels (2)
  - d. Filter On/Off
  - e. Filter Backwash Count
  - f. Chlorine Residual (off the finished water side of ATEC filters)
  - g. Level sensors for chemicals (2)
  - h. Door & Hatch Alarms
9. Lastly, it would be nice to have a system with a display panel. So operators can quickly see how the system is functioning. Can we also see a cost for HMI screen (so we can see the increase in cost)

No formal bid from Beck received yet. Matter Tabled.

- Continued discussion of ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). King/NW response: “*Nik is finalizing the list to confirm the order 6.14.2024*”. Matter tabled.
- Continued discussion of replacement of faulty well #3 pump meter. King/NW provided a bid dated May 31, 2024 for \$13,244 for replacement of faulty well #3 pump meter.

Commissioner Sorensen motioned to approve the bid for \$13,244 for replacement of faulty well #3 pump meter. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed).***

Meeting minutes

- Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: “*Dom with Anania Construction has this schedule for July 2024*”. Matter tabled.

### **Old Business- Administration**

- Continued discussion of the Cross Connection Survey. Waiting for a response from JJ Olson who said he will prepare a draft letter to the homes Sandra identified as needing a site visit. Matter tabled.

### **Old Business Commissioner update**

- Continued discussions of the Small Water System Management Plan (SWSMP) that was approved by DOH. A final approved copy provided by DCG and uploaded to the draft website.
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen will inquire with King/NWN about purchase 55-gallon drums (approx.\$100 each) for storage in the shed and sell 1/2 of the extra media to Facet or King/NWN. Matter tabled.
- Continued discussion of generator and whether it can be wired to provide power to the well pump, treatment etc. in case of extended power outages. Robert Bennion emailed info regarding his consultation with Beck for input. Matter tabled.
- Continued discussion of secondary humidifier repair. Commissioners Sorensen and Poss recently cleaned the filter and explored error code. Commissioner Sorensen to investigate replacement of the module. Matter tabled.
- Continued discussion of compressor service. Northwest Pump Industrial Service came out recently and serviced compressor. Issue with motor discussed and may need replacement. Commissioner Sorensen to contact for an estimate. Matter tabled.
- Continued discussion of Lead Service Line Inventory. Commissioner Poss reported a number of replies have been provided. Matter tabled.
- Continued discussion draft District website. Commissioner Poss reported meeting with Sami to review her Instructions. Commissioner Poss noted he uploaded info and it should be ready to be noticed to all customers in July. Matter tabled.

- Continued discussion of setting up online bill payment system with the recommended company (Intuity) provided by King/NWN in the recently received letter from JJ Olson at NWN. Commissioner Prior to follow up to obtain info. Matter tabled.
- Continued discussion of Leak repair/billing adjustment draft policy. Commissioner Prior to revise draft and send out for review. Matter tabled.
- Continued discussion of update on completion of chlorine shed. King/NWN staff recently moved the chemical tanks into the shed but pumps remain in the treatment building. Matter tabled.
- Continued discussion of tagging fire hydrants. Commissioner Prior ordered more markers and reported he will continue with hydrant painting and vegetation clearing. Matter tabled.
- Continued discussion of fire department access to both gates. Commissioner Sorensen to follow up with SW Fire. Matter tabled.
- Continued discussion pump house gutter guard. Not action. Matter tabled.
- Continued discussion of reservoir markings this spring/summer. Commissioner Prior noted he found a company that can provide a stencil. Need to review actual language on reservoirs and order stencil. Matter tabled.

#### New Business

- Discussion of hazard tree removal around reservoirs and leaning alder near pump house- bid requested from Fair Trade. Commissioner Prior noted the summer vegetation management is due soon and will follow up with Fair Trade. Matter tabled.
- Discussion of Generator service by D-Square scheduled for June 24. Matter tabled.
- Discussion of wifi meters as referenced in email from Facet. Commissioner Poss will research. Matter tabled.

#### Correspondence

- Discussion of excessive high bill adjustment due to leaking toilet request by Erik Kirby. Commissioners agreed for the need to be consistent with previous requests and policy of 50% reduction overage. Commissioner Sorensen motioned to approve a 50% reduction of the amount over the base. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.
- Commissioner Prior reported on correspondence from Larry Compton regarding water service to the Saratoga Boat House. Per info provided the boat house paid for a meter install in 1991 had service for some period and

then it stopped. Commissioner Prior suggested the boat hose find the meter box and report back to the board. Matter tabled.

**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 \_\_\_\_\_