

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON
Minutes for May 15, 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 April 2024 meeting minutes be approved as written. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Commissioner Prior motioned vouchers 31 through 38 and ETF 24-04 for the month of May 2024 in the total amount \$8,760.23 be approved. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of April 30, 2024 was reported as \$138,462.90. A reported balance of \$212,193.49 plus \$9734.22 as of April 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 \$31,297.60 which includes a new hookup for Woods (\$15690.00) and past due accounts of \$1021.69. 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 responded to request for 48 hour and late notices to be included in the Accounts Receivable which was provided.
- King/NNW provided limited water quality data prior to the meeting (bacteriological only which was satisfactory). Commissioners previously asked for arsenic testing to be provided weekly. However, no arsenic test data provided by NWN for March as noted last month. Arsenic for April reported from sampling on 4-29 was received via email to Commissioner Sorensen on 5-14 with data that appears to be at 15 ppb however it was marked as "Investigative" and supplemental data was unclear and will be forwarded to engineer for review.

Meeting minutes

Old Business-Operations

- King/NW Natural was asked if any comment or update regarding arsenic treatment system? Response “The arsenic treatment is going well”. Commissioners will ask for explanation of what is the basis for the comment as no test data provided since February and for an explanation of the recent test from April 29.
- **King/NW Natural comment on** reimbursement for wellbeing left on/overflow of reservoirs on 4-18? Response “JJ Olson will be answering this question directly to the board”. However, no further info received yet.
- **King/NW Natural update about** a Supervisory Control and Data Acquisition (SCADA) system options. Any discussion with Robert Bennion of DCG? Response: “Nate has not spoken with DCG. Please clarify what Nate should be discussing DCG about the analyzer and SCADA system”. Robert Bennion did email the board 5-14 to indicate a meeting with J Beck will occur 5-16 to discuss.
- **King/NW Natural update re:** ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). Order submitted?? Response: “The parts were not ordered but we found a distributor who specializes in filter parts which is 2M and we are waiting for an estimate”. Matter tabled.
- **King/NW Natural status** on estimate for replacement of faulty well #3 pump meter and adjacent pipe? Response: “The well meter will be coming in the week of 5/13-17 and as soon as the pump comes in it will be installed”. Matter tabled.
- **King/NW Natural update** on paving apron at Reservoir and Saratoga Road? Response: “Dom said the plant will be up and running in July and Saratoga is first on the list per Nate’s conversation on 5.9.2024”. Matter tabled.
- **King/NW Natural update on** status of secondary humidifier repair estimate? Response: “The main office is in Seattle and the humidifier will have to be transported there. Upon approval we will dispatch an employee to make the trip and the standard cost on the rate sheet will apply”. Commissioner Sorensen to look into a service provider in Burlington. Matter tabled.

Old Business- Administration

- Continued discussion of the Cross Connection Survey. Commissioner Poss re-

ported his recent conversation with JJ Olson who will prepare a draft letter to the homes Sandra identified as needing a site visit. Matter tabled.

- **King/NW Natural update re:** Water quality test results-scheduled for weekly arsenic testing? Response: “Yes, weekly arsenic testing is on the schedule-Josiah will be the person taking the samples”. Matter tabled.

Old Business Commissioner update

- Continued discussions of the Small Water System Management Plan (SWSMP) that was approved by DOH and by the Board via Resolution at the special meeting held before the April regular meeting. A final approved copy to be provided by DCG.
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen noted possible purchase 55-gallon drums (approx. \$100 each) for storage in the shed and sell 1/2 of the extra media to King/NWN. Commissioner Sorensen motioned to approve purchase of storage drums after review of delivery options. Commissioner Prior seconded the motion. *(Motion carried, unanimously approved and passed).*
- Continued discussion of generator and whether it can it be wired to provide power to the well pump, treatment etc. in case of extended power outages? Commissioner Poss to contact Robert Bennion for input. Matter tabled.
- Continued discussion of Jerry Beck Co. bid dated 3-27-24 re: ATEC control panel reconfiguration-waiting proposal from Robert Bennion per his email of 5-1. Matter tabled.
- Continued discussion of Lead Service Line Inventory. Commissioner Poss recommended a letter to customers be sent by end of May and will work to comply that goal. It was agreed that a Color photo in the letter will be best to illustrate how to identify the materials. Matter tabled.
- Continued discussion draft District website. Commissioner Prior reported a domain name was not provided and it would be best to have Sami obtain the name, host the website as approved and set up email addresses for each commissioner. Proposed website name and email to be reviewed prior to final approval. Commissioner Poss will follow up with Sami. Matter tabled.
- Continued discussion of setting up online bill payment system with Heritage Bank/Elavon. Commissioner Poss reported no follow up from them yet. Discussion of 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 the email contact list developed from a survey sent to all customers. No action. Matter tabled.
- Continued discussion of update on completion of chlorine shed. No action. 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-no bid requested from Fair Trade. Commissioner Prior noted the summer vegetation management is due soon and will follow up with Fair Trade. Matter tabled.

Correspondence

Discussion of letter from NW Natural dated May 7, 2024. Commissioner Poss will follow up with Peg regarding Lead Inventory status.

Audience Participation: None

Commissioner Sorensen motioned that the meeting be adjourned at 8:35. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

Commissioner Sorensen, President _____

Commissioner Poss - Secretary _____

Commissioner Prior – Treasurer _____