

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON  
Minutes for July 17, 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 June 2024 meeting minutes be approved as written. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

Commissioner Poss motioned vouchers 45 through 51 and ETF 24-06 for the month of July 2024 in the total amount \$12,269.45 be approved. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

Cash in the Operations Maintenance account as of June 30, 2024 was reported as \$144,026.93. A reported total balance of \$223,810.43 as of June 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 \$15052.12 and past due account of \$301.80. 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:** No 48-hour notices etc. were noted.

**Old Business-Operations**

- King/NNW provided comment regarding the arsenic treatment system as follows: "Nate has been completing the round on a regular basis and continues to be scheduled to help improve the filter performance. He will be in regular contact with DCGA to discuss chemical levels and adjustments to bring the system back to designed compliance".

Water quality arsenic test data prior to the meeting came in between 10-7 and 12.2 ppb). Data was forwarded to District engineer for review.

- Tabled discussion regarding reimbursement for well left on/overflow of reservoirs on 4-18 pending 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: *"Yes, a contractor has been contacted, but a date hasn't been set. We will make attempts to contact again to schedule promptly"*. 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. King/NNW provided comment as follows: *"This needs further discussion and possible reassessment. The last evaluation by Jerry Beck signaled that the modifications couldn't be completed as part of the filter design. We need a creative solution to fulfill the board's request and it hasn't presented itself 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: *"We will check on the delivery status and report asap. Hopefully the parts will arrive prior to August"*. Matter tabled.
- Continued discussion of replacement of faulty well #3 pump meter. King/NW commented: *"This has been replaced"*.
- Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: *"Due to the size of the paving job, we have contacted a contractor to complete the patches. The last indication we have was that it would be completed in July. We will search for other contractors should that not hold true, but we have been in communication with the contractor regularly"*. Matter tabled.

### **Old Business- Administration**

- Continued discussion of the Cross Connection Survey. A response from JJ Olson who said *"I apologize, I didn't remember correctly as I thought the previous letter distributed was found and edited by the water district. I will add to my list to revise and send for board approval, as well as starting the survey for responses asap. Realistically, August or September will most likely be the start to circulate the letter"*. Matter tabled.

### **Old Business Commissioner update**

- Continued discussion of secondary humidifier repair. Commissioners Sorensen to investigate replacement of the module. Matter tabled.
- Continued discussion of compressor and the recent service by Northwest Pump Industrial Service wherein a spare motor purchase was recommended. Commissioner Sorensen to contact for an estimate. Matter tabled.
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen inquired with a local water service provider and reported interest in purchase of one pallet. No final word yet. Matter tabled.
- Continued discussion of Lead Service Line Inventory. Commissioner Poss reported more replies have been provided and received confirmation from DOH that the 1988 Comp Plan documents that describe the Wallace system as not having lead is adequate info to inform the survey. Matter tabled.
- Continued discussion District website. Agreed to include reference to the new website in the letter to customers to be sent with the required DOH Notice of Violation for the 2<sup>nd</sup> quarter. Matter tabled.
- Continued discussion of using the new commissioner email addresses set up by Sami with the website. 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 contacted King NWN but reported no reply yet. Matter tabled.
- Continued discussion of Leak repair/billing adjustment draft policy. Commissioner Prior to make final edits as discussed and Commissioner Poss to prepare a Resolution for August meeting to finalize. Matter tabled.
- Continued discussion of update on completion of chlorine shed. Building operational but needs fan. Commissioner Prior to obtain. Matter tabled.
- Continued discussion of tagging fire hydrants. Commissioner Prior needs to order more markers. 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 reported he ordered 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 will follow up with Fair Trade. Matter tabled.
- Discussion of Generator service by D-Square on June 24. The technician noted the transfer box has weathered poorly and the panel no longer fully functional and should be replaced. He provided a bid for doing so next time his company is on the island. Matter tabled.
- Discussion of recent reports of brown water. King NWN completed flushing on July 16 and 24<sup>th</sup> (lower sections). Discussion of how often to flush. Typically, it has been once a year mid-week in May before heavy summer usage and to avoid disrupting short term rentals. Commissioner Poss to investigate how often other systems flush and report in August  
Also King NWN was asked to test all hydrants and report if they all are functional.  
Discussion of testing all hydrants and valves annually. Matter tabled.
- Discussion of Consumer Confidence Report mailed on June 27. Jessica Perryman of NWN noted "certification will be submitted at a later date". King/NNW provided comment as follows: "Certification of the distribution for the CCR is required by October 1 of the same year. Paperwork will be sent to the distributing party to certify that it was distributed properly and to the best of their ability to reach all customers".
- Commissioner Poss provided update re: wifi meters per a company (Subeca) <https://www.subeca.com/> who presented at the recent WIWSA symposium. Meters can be retrofitted in short order but are expensive (\$185 each) and the monthly service fees high (\$.70 per meter). Matter tabled.
- Continued discussion 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 house find the meter box and report back to the board. No new info provided. Matter tabled.
- Commissioner Prior suggested participation by King NWN every ¼ at the regular meeting. Matter tabled.
- Commissioner Prior suggested reaching out to other water systems to share ideas etc. Commissioner Poss suggested attending the quarterly meeting of the Whidbey Island Water Systems Association. Matter tabled

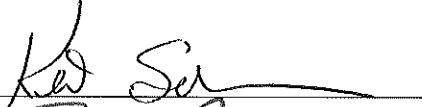
### Correspondence

Commissioner Prior presented a flyer for the Fire Department wherein it noted the presence of non-functional hydrants throughout south Whidbey.

**Audience Participation:** None

Commissioner Sorensen motioned that the meeting be adjourned at 8:55. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

Commissioner Sorensen, President



Commissioner Poss - Secretary



Commissioner Prior – Treasurer

