SARATOGA WATER DISTRICT

ISLAND COUNTY WASHINGTON

Minutes for August 21, 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 July 2024 meeting minutes be approved as written. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Commissioner Poss motioned vouchers 52 through 58 and ETF 24-07 for the month of July 2024 in the total amount $16,458.46 be approved. Note that voucher 53 from Facet was amended to $5000 until more billing documentation is provided. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.

Cash in the Operations Maintenance account as of July 31, 2024 was reported as $141,205.31. A reported total balance of $224,304.76 plus $11,168.91 as of July 31, 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 (-$702.06) and past due account of $573.43. 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: “*I have been working with Robert from DCG and we have been able to lower the arsenic levels and have an order of operations in place to keep them low. Josiah has been staying on top of it and we expect the numbers to stay low*”.

Water quality arsenic test data was not provided by the lab prior to the meeting.

* Continued discussion of the Pressure Reduction Valve service schedule for PRV on Center Street. King/NW Natural comment: “*Pat was able to get the numbers off the PRV and we have parts on order we will let you know asap when we can get that on the schedule*”. Commissioners will ask for service be scheduled as soon as possible. Matter Tabled.
* Continued discussion of system flushing to address reports of brown water-were all hydrants exercised and found to be operational? King/NW Natural comment: “*All hydrants were found operational. The full flush system was completed*.”
* Continued discussion of panel modifications and a Supervisory Control and Data Acquisition (SCADA) system options. King/NNW provided comment as follows: “*I will check back in with Robert and see if he has that info 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: “*I am waiting for a call back from Atech on spare arsenic system parts. I will be sending an email with numbers for approval for the mixer and spare pump by the end of next week and will get those ordered asap*”. Matter tabled.
* Continued discussion of replacement of faulty well #3 pump meter. King/NW commented: “*Well # 3 meter is in and operational*”.
* Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: “*Ananiah is working on getting me a date for paving, should have a date before the end of August*”. Matter tabled.
* Continued discussion of reservoir cleaning**-**it will be 3 years in November since last cleaning-please put on the schedule. King/NW Response: “*I will send you an estimate for a tank cleaning and get that on the schedule*”. Matter tabled.

**Old Business- Administration**

* Continued discussion of the Cross Connection Survey. No response from JJ Olson. Matter tabled.
* Continued discussion regardingreimbursement 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. Courtney to send latest PSE bill with Last year bill to JJ Olson for review. Matter Tabled.

Old Business Commissioner update

* Continued discussion of secondary humidifier repair. Commissioners Sorensen investigated the unit and found significant water damage. It was discussed whether most cost effective to repair or replace the module. Commissioner Poss inquired with a local Heating HVAC company (Marshall Heating and AC) in Coupeville who recommended an AprilAir e130 Pro available from Amazon for $2159.

Commissioner Prior motioned to ask King/NWN to order the AprilAir e130 Pro available from Amazon for $2159 with an extended four-year warranty and a service cart for $119,99. Commissioner Sorensen seconded the motion. (***Motion carried, unanimously approved and passed)***

* 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 which was provided via email.

Commissioner Poss motioned to approve the order for new electric motor by Northwest Pump Industrial Service for $2147.16. Commissioner Sorensen seconded the motion. (***Motion carried, unanimously approved and passed)***.

* Continued discussion of Lead Service Line Inventory. Commissioner Poss reported completion of the Survey and will submit to DOH. Matter tabled.
* Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen inquired with a local water service provider and reported no interest in purchase. Investigation of storage barrels to continue. Matter tabled.
* Continued discussion of setting up online bill payment system with the recommended company (Intuity) provided by King/NWN. Matter tabled.
* Continued discussion of Leak repair/billing adjustment draft policy. Commissioner Prior made final edits and Commissioner Poss prepared a Resolution to finalize.

Commissioner Poss motioned to approve Resolution 24-02 which will formalize the Leak Repair Policy and application . Commissioner Sorensen seconded the motion. (***Motion carried, unanimously approved and passed)***

* Continued discussion of update on completion of chlorine shed. Concern about water on the floor-Commissioner Poss will take photos and forward to King/NWN. Matter tabled.
* Continued discussion of tagging fire hydrants. Commissioner Prior in process of installing more. Matter tabled.
* Continued discussion of fire department access to both gates. Commissioner Sorensen met with SW Fire Department staff and set up the Knox boxes.
* 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.
* 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 and will install on June 28. Matter tabled

New Business

* Recent inquiry by architect for 3973 Saratoga Road property. Plans to demo old cabin and replace with new home. NWN found payment for water service $14,885.25 for a water connection back on August 15, 2019. However, they found that the records indicate no water usage since then, and the notes seemed to indicate that the meter could not be found during bimonthly meter readings. No bill has ever been sent. They did not find any record of installing a meter either but they have their crew going out soon to look and see if they can find one.

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