SARATOGA WATER DISTRICT

ISLAND COUNTY WASHINGTON

Minutes for September 18, 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 7:00 pm by Commissioner Sorensen.

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

Commissioner Poss motioned vouchers 59 through 65 and ETF 24-08 for the month of August 2024 in the total amount $22,779.78 be approved. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.

Commissioner Prior to contact Facet to confirm any balance due as bill received for September did not appear to include August payment of $5000.

Cash in the Operations Maintenance account as of August 31, 2024 was reported as $116,072.68. A reported total balance of $235.589.73 as of August 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 $8276.51 and past due account of ($10.07). 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:** 6 48-hour notices etc. were noted and Accounts Receivable provided. After the meeting.

**Old Business-Operations**

* King/NNW provided comment regarding the arsenic treatment system test result variability from late July to Aug 16 range from 6 to 18 to 11 to 3.8 ppb follows: “I have talked with DCG and will be meeting this week to go over results and game plan for getting more consistent readings. (Nate)”.
* Continued discussion of the Pressure Reduction Valve service schedule for PRV on Center Street. King/NW Natural comment: “Parts are still on their way, will have a schedule date by the end of this week”. 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: “When I meet with DCGI will ask for a recommendation, I will also talk to JJ about Scada system prices and installation”. 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 have been talking with Atech about what their recommendation is on new parts. I have a spare chlorine pump and mixer on their way. Will let Saratoga know as soon as they come in*”. Commissioner Prior requested getting another new spare set of paddles for the Ferric mixer as he was up at the facility when Josiah was there and the paddles were needing replacement.  We would like a spare set kept on hand at the pump house. Info to be relayed to NWN. Matter tabled.
* Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: “Talked with Dom and he will be completing the paving in the next two weeks, he is finishing another job on Saratoga Road and we are next in line.”. 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 an estimate by Thursday this week for a reservoir cleaning, and we will be able to get this on the schedule by the first week in October”. Matter tabled.

**Old Business- Administration**

* Continued discussion of the Cross Connection Survey. King/NW Response: JJ will call Bill to discuss the credit and the cross connection this week. 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. King/NW Response: “JJ will call Bill to discuss the credit and the cross connection this week. Matter Tabled.

Old Business Commissioner update

* Continued discussion of secondary humidifier repair. Commissioner Prior reported the new humidifier is installed and operational. However the smaller unit is now not working and has error code. Commissioners Prior and Sorensen to investigate. Matter tabled.
* Continued discussion of Lead Service Line Inventory. Commissioner Poss reported completion and submitted and received by DOH. Matter tabled.
* Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen inquired his investigation of storage barrels and reported number of sources. Info to be provided to NWN for an order. Matter tabled.
* Continued discussion of setting up online bill payment system with the recommended company (Intuity) provided by King/NWN. Commissioner Prior in discussion with NWN and more info is needed to determine if Commissioners will need to provide personal info and sign for financial responsibility. Matter tabled.
* Continued discussion of Leak repair/billing adjustment draft policy. Commissioner Poss reported the info is now on the website.
* Continued discussion of update on completion of chlorine shed. Commissioners Prior and Sorensen noted additional work needed for insulation, eye wash drain. Matter tabled.
* Continued discussion of tagging fire hydrants. Commissioner Prior in process of ordering and installing more. 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 stencils and can do once exterior of reservoirs cleaned. Matter tabled.
* Discussion of recent tree fall at lower gate (cleaned up to allow for gate access by Fred Frei thankfully). Fair Trade to clean up remaining debris when back for fall site cleaning after leaves down and bid on hazard tree removal around reservoirs and leaning alder near pump house. Matter tabled.
* Discussion of Generator service by D-Square on June 24. Panel and cover replaced. Need to get a roof gutter installed to protect panel. Commissioner Prior suggested he can do the work rather than hiring it out. Matter tabled.
* Continued discussion of 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. NWN crew reported looking for a meter and did not find one. Customer’s architect informed by Commissioner Poss to advise when they want the meter installed. Matter tabled

New Business

* Last month Commissioner Poss received a call from customer on Bells Beach Road regarding a leak and high bill-Commissioner Poss referred him to the website and the Leak Policy. Customer 20330 Casterline/Millan submitted a formal request for Leak Credit bill adjustment for his leak that resulted in a higher than normal bill (total amount of $1452.91).

Discussion of the submittal info resulted in Commissioner Poss motioned the account be credited/adjusted in the amount 50% of the amount over tier 1 be approved ($1372.91 x .5 = $686.45). Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.

* Commissioner Prior requested debris around well house be removed-list of items will be sent to NWN for a request for clean-up.
* Recent inquiry from 3885 Saratoga Road re: brown water and Sulphur smell. Commissioner Poss reached out to King and had no response. Commissioner Poss contacted Edge Labs who said they can test for Sulphur but often it is related to hot water tanks. Commissioner Poss reported back to the owner. No further inquiry from customer.

Correspondence: Letter from Island County Public works dated 9-10-24 reminding that we are responsible for vegetation clearance around water facilities in the Right of Way.

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